

Council Decision Making Framework

Council
Policy F11

Policy:	F11 – Council Decision Making Framework
Policy Department(s):	Council
Adoption Date:	August 12, 2019
Adoption Reference:	CM20190812.040
Effective Date:	August 12, 2019
Last Amended:	October 6, 2025

Policy Purpose

To provide a transparent, clear, and concise process for informed decision-making by Council for the County of Grande Prairie No.1.

Policy Statement

The County of Grande Prairie No.1 recognizes that through a good debate and adequate information presented for the debate, the best decisions/outcomes will be reached for the County as a whole.

Definitions

“CAO” also known as “County Manager” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

“Administration” means the CAO and General Managers of the County.

Policy Guidelines

1. Council shall provide direction to Administration by way of resolutions and be responsible for:
 - 1.1. Making their decision while assuring fairness in the process and in good faith.
 - 1.2. Wording the resolutions, with the following key elements addressed in a resolution whenever possible (five (5) W's):
 - 1.2.1. Why – the key results or outcomes that Council is looking for, including the reasons for a particular outcome.
 - 1.2.2. Who – who will take the lead responsibility for carrying out the resolution (Council or Administration).
 - 1.2.3. When – target dates.
 - 1.2.4. What – the preferred response option to achieve the desired outcome.

Council Decision Making Framework

Council Policy F11

- 1.2.5. Where – identify a location, or source of funds if applicable.
- 1.3. Defining what 'adequate information' means for each topic in order to provide clarity to Administration when requesting additional information from Administration.
- 1.4. Defining specific criteria (such as when and what) that may be established for issuing individual requests for proposals or tenders, in addition to the proposed administrative considerations as required.
- 1.5. Defining any other action steps as may be desired by Council.
2. Administration shall utilize a Request for Decision (RFD) to provide information and their professional advice to Council at Council meetings.
3. Request for Decision (RFD) is intended to serve as a complete summary of the key information required for Council to make an informed decision and therefore shall be titled "Council Request for Decision" and include the following:
 - 3.1. Report Submission Details include title of the topic, the presenter and meeting details.
 - 3.2. Recommended Action includes suggested wording for Council consideration or as Council directs.
 - 3.3. Previous Council / Committee Action includes any applicable County policies and bylaws or other legislation relevant to the topic and any applicable reference(s) to a previous Council / Committee motion and/or discussion and any previous funding provided by the County.
 - 3.4. Background and Analysis comprises of sufficient statistics/analysis for evidence-based decision making and any available reports, information and data pertinent to the topic.
 - 3.5. Organizational Capacity and Resourcing indicates the level of service, any additional resources required and impacts on existing resources.
 - 3.6. Options Analysis and Financial Implications include:
 - 3.6.1. Option(s) for Council consideration and suggested wording for a resolution for each presented option.
 - 3.6.2. Advantages and/or disadvantages for each option.
 - 3.6.3. Financial implications (costs) of pursuing each option including long and short term, capital and operating, and existing or proposed sources of funding.

Council Decision Making Framework

Council Policy F11

- 3.7. Strategic Plans Alignment indicates the applicable Strategic Plan theme and references the applicable section(s) of other existing municipal plans (sustainability, municipal development plan, etc.).
- 3.8. Stakeholder Engagement includes a description of the collaborative efforts with stakeholders, internally or externally, impacted by a decision.
- 3.9. Public Engagement and Communication identifies a public engagement plan or any communication tactics, if applicable, used with an audience as per County's Public Participation Policy or any other applicable County Communication policies.
- 3.10. Attachments include any back up information such as research, best practices or documents that will help Council in the decision-making process.

Attachments

Schedule A – Request for Decision Template

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Robert's Rules of Order
Related Plans, Bylaws, Policies, Etc.	Policy B1 - Policy Development Policy F12 – Council/Administration Communication Framework Policy S3 – Public Participation Policy
Other	N/A

Revision History

Review Date	Description
October 6, 2025	Reviewed and Amended CM20251006.048
February 7, 2022	Reviewed and Amended CM20220207.008
August 12, 2019	Adoption Date CM20190812.040

Council Decision Making Framework

Council
Policy F11

Schedule A – Request for Decision Template

Request for Decision

Report Submission Details

Item Number: Item Number - assigned by Legislative Services

Report Title: Report Title

Presenter: Choose an item.

Supported By: Report Writer Name, Position

Meeting: Choose an item

Meeting Date: Click or tap to enter a date

Agenda Category: Choose an item

Recommended Action

This is a mandatory field.

Provide your recommendation in the exact wording as to be used in the motion. Always apply the “Five Ws” rule to draft your motions – your motion should contain the answers to “Who, What, When, Where, Why”.

If your motions have any financial implications, you must discuss them with Financial and Business Planning Services.

If no decision is required, please type “For information.”

Click or tap to enter text.

Previous Council / Committee Action

Identify any existing County policies, bylaws, and any applicable legislation that are relevant to the topic.

A reference to a previous Council / Committee motion and/or discussion and any previous funding provided by the County, if applicable should be included in this section.

If not applicable, please type “Not applicable.”

Click or tap here to enter text.

Council Decision Making Framework

Council
Policy F11

Background and Analysis

This is a mandatory field.

Consider that you must provide enough information for an uninformed reader to understand the purpose of the RFD to Council. Furthermore, you must provide adequate and complete information that will aid and enable Council in making a decision.

Please ensure statistics/analysis is incorporated in the RFD and sufficient information is provided for evidence-based vs opinion-based decision making.

Any additional information such as research, best practices or documents that will help Council in their decision-making process should be attached and not included in the "Background and Analysis" field.

Click or tap to enter text.

Organizational Capacity and Resourcing

Level of Service: Choose an item.

Additional resources required: Yes ☐ No ☐

If "yes", please indicate reason. Consider impacts on existing resources.

If not applicable, please type "Not applicable."

Click or tap to enter text.

Options Analysis and Financial Implications

This is a mandatory field.

Identify all options in motion format. Provide advantages and/or disadvantages for each option.

Always apply the "Five Ws" rule to draft your motions – your motion should contain the answers to "Who, What, When, Where, Why".

If your motions have any financial implications, you must discuss with Financial and Business Planning Services.

Include the financial implications of pursuing each option including long and short term, capital and operating.

Council Decision Making Framework

Council Policy F11

Identify existing or proposed sources of funding. Any recommended actions or requests for additional funds, reallocation of funds (not included in the approved budget) must be vetted and supported by Financial and Business Planning Services.

If not applicable, please type "There are no financial implications with this option."

If no decision is required, please type "For information."

Click or tap to enter text.

Strategic Plans Alignment (link to County's website page)

Strategic Themes:

- | | |
|--|--|
| ☐ Theme 1 Effective Transportation Networks | ☐ Theme 4 Effective Land Use Management |
| ☐ Theme 2 Fiscal Management | ☐ Theme 5 Community Wellness and Safety |
| ☐ Theme 3 Economic Development | ☐ Theme 6 Governance & Leadership |
| ☐ Not applicable | |

Other Plans:

Include other applicable Municipal Plans such as IDP, MDP, Transportation Master Plan, Department Business Plans, etc.

If not applicable, please type "Not applicable."

Click or tap to enter text.

Stakeholder Engagement

This is a mandatory field.

Include a description of the collaborative efforts with stakeholders, internally or externally, impacted by this decision.

For internal collaboration, list other departments impacted by or involved in the decision-making process or the overall initiative.

If not applicable, please type "Not applicable."

Council Decision Making Framework

Council
Policy F11

Click or tap to enter text.

Public Engagement and Communication

Identify public engagement plan or any communication tactics used with audience.

Public engagement should be considered when residents and other stakeholders are affected by a decision and/or may influence the decision. It can range in scope from surveys to open house events and will need to be considered as part of the County's overall annual Public Participation calendar to ensure no overlap with other projects/initiatives.

If not applicable, please type "Not applicable."

Click or tap to enter text.

Attachments

Provide any back up information such as research, best practices or documents that will help Council in their decision-making process.

Ensure the name of the files attached are named the same as the documents listed under this field and that all attachments are ready to print without further adjustments and additional formatting.

If no attachments are required to the RFD, please type "Not applicable."

Click or tap here to enter text.

☐ Approved by General Manager

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