Council and Administration Communication Framework

Council
Policy F12

Policy:	F12 – Council and Administration Communication Framework
Policy Department(s):	Council
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Policy Purpose

To establish a communication standard between Council and Administration and to identify organizational tools that will support effective and efficient decision-making processes while fostering a respectful working atmosphere.

Policy Statement

This policy sets out parameters for Council and Administration to enhance the understanding of their respective roles and responsibilities and to create a framework for communication between one another as established by this policy.

Definitions

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

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Councillor” means a duly elected member of Council under the Municipal Government Act to represent a Division of the County of Grande Prairie No. 1 who continues to hold office.

“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.

“Designate” means the person authorized by the CAO to conduct the duties and functions assigned to the CAO.

“Staff” means all employees of the County of Grande Prairie No. 1.

Policy Guidelines

1. Council and Administration acknowledge that:

    1.1. Council is the political and policy making body for the County.

    1.2. Council has one (1) employee – the CAO.

1.3. Administration performs the administrative and operational roles, led by the CAO.

1.4. The Municipal Government Act identifies specific roles and responsibilities of Council, Councillors and the CAO.

1.5. The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and inter-related.

1.6. Council and Administration will always treat one another with respect and dignity.

2. Councillors recognize the complexities and volume of operational tasks and activities of Administration, and therefore shall:

2.1. Provide direction to Administration through policies, bylaws and resolutions of Council, clearly defining required actions.

2.2. Provide timely direction and allow sufficient time for Administration to obtain relevant data and compile information on a subject matter for budget or decision-making purposes.

2.3. Bringing forward all municipal matters that are not addressed in an existing policy or bylaw as these arise to Council by submitting a request to the CAO to add the topic to a Council agenda as per the County's Procedural Bylaw.

2.4. Channel all communications with regards to a municipal matter through the CAO, with the exception of information that would readily be available to the public, the Reeve and the CAO shall be notified of all such requests.

2.5. Channel any Staff performance issues to the CAO as concerns arise.

2.6. Refer all requests from residents for service or information to the CAO and appropriate General Manager.

3. Administration shall assist Council in meeting their strategic priorities, policies, and programs, and provide professional advice while recognizing the value of Councillors' local/community knowledge, and therefore shall:

3.1. Communicate without delay all external correspondence directed to a Councillor or to Council as a whole and CAO.

3.2. Communicate all information requested by a Councillor to Council as a whole and CAO.

3.3. Bring forward all municipal matters that are not addressed in an existing policy to Council as these arise through a Request for Decision.

3.4. Channel all communication to Council through the CAO, particularly if the matter is outside of existing policy or budget.

3.5. Commit to inter-departmental communications, promoting effective and efficient operations.

3.6. Advise the CAO when a Councillor's request for information and/or action may create an impact on performance/workload.

4. To foster the organizational success, the following tools may be used (but are not limited to):

4.1. Strategic Plan.

4.2. Request for Decision format with well researched information and options for Council to pursue/consider.

4.3. CAO reports to Council.

4.4. Quarterly financial and capital projects progress reports to Council.

4.5. Organizational Chart.

4.6. Corporate Business Plan and Departmental Business Plans that support Council Strategic Plan.

4.7. Organizational success evaluation, CAO performance evaluation.

5. The CAO shall:

5.1. Coordinate actions and responses to be taken by Administration and Staff to verbal and written communications received from external sources and coordinate these with Council as appropriate.

5.2. Be responsible for monitoring compliance with this policy by Administration and Staff.

6. The Reeve, or Deputy Reeve in his/her absence, shall:

6.1. Coordinate action and response to be taken by Council to verbal and written communications received from external sources and coordinate these with the CAO as appropriate.

6.2. Be responsible for monitoring compliance with this Policy by Councillors.

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Procedural Bylaw
Other	N/A

Revision History

Review Date	Description
October 19, 2026	Reviewed and Presented for Information
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