



# COUNCIL ROLES AND RELATIONS COUNCIL POLICY

GOV-030

Effective Date:  
February 10, 2026

## POLICY STATEMENT

Effective municipal governance depends on a shared understanding of Council and Administration roles, respectful conduct, and clear communication channels. This Council Policy explains Council's governance role, empowers Administration to manage its operations, and promotes consistent and transparent communication.

## GENERAL PRINCIPLES

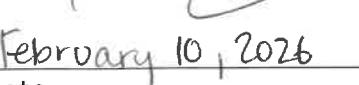
1. Council provides direction, makes strategic policy decisions, represents the public interest, and performs its duties in accordance with the *Municipal Government Act* ("MGA"), as amended, or any successor legislation.
2. Council hires, manages, and terminates only one employee – the Chief Administrative Officer ("CAO").
3. The CAO conducts themselves in accordance with the MGA and CAO Bylaw No. 25/2018, as amended, or any successor legislation.
4. Administration is the administrative and operational component of the Municipality and is led by the CAO. The role of Administration is to advise on, implement, and manage public service delivery.
5. Administration provides objective analysis and recommendations to Council as a whole. All requests for substantive information by any member of Council are shared with all members of Council.

## APPROVAL

This Council Policy is approved by:

  
Sandy Bowman, Mayor

  
Jade Brown, Chief Legislative Officer

  
February 10, 2026  
Date

## RELATED DOCUMENTS

- Council Roles and Responsibilities Council Procedure GOV-030.1

## SUPPORTING REFERENCES

Legal References:      CAO Bylaw No. 25/018  
                            Municipal Government Act, RSA 2000, c M-26

## DETAILS AND REVISION HISTORY

Date	Action	Description
February 10, 2026	New	New Council Roles and Relations Council Policy GOV-030