



COUNCIL ROLES AND RELATIONS COUNCIL PROCEDURE

GOV-030.1
Effective Date:
February 10, 2026

This Council Procedure falls under the Council Roles and Relations Council Policy GOV-030.

OBJECTIVE

This Council Procedure establishes effective and efficient communication processes that support decision-making while fostering a respectful working atmosphere.

PROCEDURE

DIRECTION TO ADMINISTRATION

1. Council provides direction to Administration by Council resolution or bylaw only, not through individual members of Council.
2. Council direction to Administration flows from Council to the CAO.
3. Individual members of Council must not direct or supervise staff.
4. Individual members of Council must not commit resources without Council authorization.
5. The Mayor, an individual Councillor, or informal groups of Councillors cannot make a decision on behalf of Council unless authorized to do so by Council resolution, bylaw, or provincial statute.

COUNCIL INQUIRIES TO ADMINISTRATION

6. Council inquiries and requests to meet with Administration shall be coordinated by the CAO or CAO's direct reports.
7. Where the information requested is personal or confidential information, the CAO may refuse to provide the information to a member of Council after considering specific factors identified in section 208.1(2) of the *Municipal Government Act* ("MGA"), as amended, or any successor legislation.
8. Where the CAO provides information to a Councillor in response to a Council inquiry, the CAO must provide the same information to all of Council within 72 hours of the information being provided to the Councillor in accordance with section 208.1(3) of the MGA, as amended, or any successor legislation.

9. Members of Council will notify the CAO when they want to meet with Administration regarding a Council inquiry.

COMPLAINTS, ISSUES, AND ESCALATION

10. When an employee or contractor raises operational concerns with Council, Council will redirect the concern to the CAO.
11. If Council has concerns with an employee or contractor, Council should communicate those concerns to the CAO. Concerns should not be raised directly with the employee or contractor.

RESIDENT INQUIRIES TO MEMBERS OF COUNCIL

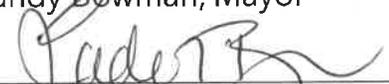
12. When residents request information that is not publicly available, Council may either provide the information directly, direct the resident to submit the request to Pulse, or escalate the matter to the CAO, at their discretion.
13. For enforcement or police matters, residents will be directed to the appropriate enforcement service or police detachment.
14. Requests and responses must comply with the *Access to Information Act* ("ATIA") and the *Protection of Privacy Act* ("POPA"), as amended, or any successor legislation.

APPROVAL

This Council Procedure is approved by:



Sandy Bowman, Mayor



Jade Brown, Chief Legislative Officer

February 10, 2026

Date

RELATED DOCUMENTS

- Council Roles and Relations Council Policy GOV-030

SUPPORTING REFERENCES

Legal References: Access to Information Act, SA 2024, c A-1.4
 Municipal Government Act, RSA 2000, c M-26
 Protection of Privacy Act, SA 2024, c P-28.5

DETAILS AND REVISION HISTORY

Date	Action	Description
February 10, 2026	New	New Council Roles and Relations Council Procedure GOV-030.1