



City of St. Albert
CITY COUNCIL POLICY

CAO Communication and Support to
the Council

AUTHORITY:

City Council

APPROVED**RES. NO.:**

C486-2001

DATE:

September 24, 2001

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C588-2002

DATE

November 4, 2002

Policy

The Chief Administrative Officer (CAO) shall not fail to provide information required to enable Council to fulfill its obligations.

Standards

The CAO shall not:

1. Neglect to submit information required by the Council in a timely, accurate, and understandable fashion, directly addressing Council policies being monitored.
2. Let the Council be unaware of trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Council policy has previously been established.
3. Fail to advise the Council, if in the CAO's opinion, the Council is not in compliance with its own policies on Governance Process and Council-CAO Relationship, particularly in the case of Council behavior that is detrimental to the working relationship between the Council and the CAO.
4. Fail to marshal for the Council such staff and external points of view, issues, and options as may reasonably be considered necessary for fully informed Council choices.
5. Fail to provide a mechanism for official Council and/or committee communications.
6. Fail to deal with the Council as a whole except when:
 - a. fulfilling individual requests for information; or
 - b. responding to committees duly charged by the Council.
7. Fail to report in a timely manner on actual or anticipated non-compliance with any policy of the Council.

Legal References: *Municipal Government Act, Sections 207-208*

Cross References: Policy C-CAO-14, Monitoring CAO Performance

