
	<b><i>Communication and Support to Council</i></b>	
	<b>Policy Type:</b>	Executive Limitation
	<b>Number:</b>	EL-B-2.0
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 9, 2020
	<b>Motion Number:</b>	20.C.109
	<b>Revised Date(s):</b>	

**Policy Statement:**

This policy identifies what types of behaviour and actions the Chief Administrative Officer (CAO), and/or designates **may not do** in order to achieve Council's Ends. These Limitations regarding how the CAO will communicate and provide support to Council, sets out the boundaries as to what means to achieve the Ends would be **unacceptable** even if the means worked.

The CAO will not allow Council to be uninformed or unsupported in its work. Further, without limiting the scope of the above by the following, the CAO shall not:

1. Allow Council to be without adequate information to support informed Council decisions, including relevant environmental scanning data, a representative range of staff and external points of view, and significant issues or changes within the external environment, which may have a bearing on any existing Council policies, along with alternatives and their respective implications.
2. Neglect to submit monitoring data required by Council in a timely, accurate, and understandable fashion, including explicit CAO interpretations of the Council policies being monitored and evidence of compliance.
3. Let Council be unaware of any actual or anticipated non-compliance with any Purpose Statements or Executive Limitations policy, regardless of Council's monitoring schedule.
4. Let Council be unaware of any incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material or publicly visible external and internal changes or events, including changes in executive personnel.
5. Let the Mayor [Council] be unaware of the Town's assistance for emergencies in neighbouring municipal jurisdictions.

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6. Present information:
  - 6.1 in an untimely manner;
  - 6.2 in unnecessarily complex or lengthy form;
  - 6.3 in a form that does not clearly differentiate among monitoring, decision preparation, and general incidental or other information;
  - 6.4 without CAO options and implications.
  
7. Allow Council to be without a workable mechanism for official Council, and/or Council committee communications.
  
8. Deal with Council in a way that favours or privileges certain Council members over others.
  
9. Allow Council to be without reasonable administrative support for Council activities, based upon approved funding.
  
10. Let Council be unaware that, in the CAO's opinion, Council is not in compliance with its own policies on Governance Process or Council-Management Delegation & Relationship, particularly in the case of Council behaviour that is detrimental to the work relationship between Council and the CAO.