

GOVERNANCE FRAMEWORK

POLICY NO.	CP-195.26
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish a Policy to ensure Council operates transparently, responsibly, and in alignment with the requirements of the *Municipal Government Act*.

2. POLICY STATEMENT

- 2.1 Council is committed to fulfilling its powers, duties, and responsibilities as set out in the *Municipal Government Act* and all other applicable legislation. To support this commitment, Council will conduct its decision-making guided by the following principles:

- 2.1.1 Integrity
- 2.1.2 Transparency
- 2.1.3 Accountability
- 2.1.4 Respect for the democratic process.

- 2.2 Through this Policy, Council affirms its responsibility to:

- 2.2.1 Provide strategic direction;
- 2.2.2 Set municipal priorities;
- 2.2.3 Uphold legislated requirements; and
- 2.2.4 Ensure that governance practices support effective, ethical, and responsible municipal leadership.

3. DEFINITIONS

- 3.1 “**Act**” means the *Municipal Government Act*, RSA 2000, c.M-26.
- 3.2 “**Administration**” collectively means all the Employees of the Town.
- 3.3 “**CAO**” means the Chief Administrative Officer of the Town.
- 3.4 “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.5 “**Employee**” as defined in Section d.1(k) of the Alberta Employment Standards Code, means an individual employed to do work who receives or is entitled to wages and

includes a former employee, but does not include an individual who is a member of a class of individuals excluded by regulations.

3.6 “**Town**” means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to Council.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Mayor to:

5.1.1 Acts as head of Council and presiding officer at meetings.

5.1.2 Facilitates effective decision-making and respectful debate.

5.1.3 Represents the municipality at official functions and events.

5.1.4 Acts as the primary governance liaison with the CAO.

5.2 Council to:

5.2.1 Approve by resolution this Policy and any amendments.

5.2.2 Set the vision, strategic direction, and priorities of the municipality.

5.2.3 Approve the municipal budget, tax rates, key financial plans and planning documents.

5.2.4 Recognize and adhere to the distinctions between the role of Council and the role of Administration. In particular, recognizing that the CAO is the sole Employee of Council.

5.2.5 Respect Administration’s role to provide objective and clear advice.

5.2.6 Ensure open and accessible communication between residents and Council members.

5.2.7 Participate in Council decision-making and governance.

5.2.8 Represent community perspectives while governing for the municipality as a whole.

5.2.9 Endorse Council decisions once adopted.

5.2.10 Hire, support and evaluate the Chief Administrative Officer.

6. POLICY

6.1. Council and Administration shall establish and maintain a framework of Policies, Administrative Procedures and operational practices to increase the capacity and consistency of decision making as well as policy development for the Town.

7. RELATED DOCUMENTS

- 7.1 *Municipal Government Act*, RSA 2000, c.M-26.
- 7.2 Council Procedural Bylaw
- 7.3 CAO Bylaw
- 7.4 Public Notification Bylaw
- 7.5 Council Policy - Council / Administration Protocol
- 7.6 Council Policy - Policy Governance Framework
- 7.7 Council Policy - Public Participation Policy

8. END OF POLICY

-Original Signed-

 Mayor

-Original Signed-

 Chief Administrative Officer

-Original Dated-

 Date

-Original Dated-

 Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	149/26	May 12, 2026
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description