

## TOWN OF HIGH PRAIRIE

<b>Policy Number</b> No. 63- 2014	<b>Approval Date</b> March 26, 2014	<b>Resolution Number</b> 241/14
<b>Supersedes</b>	<b>Effective Date</b> March 26, 2014	<b>Legal Authority</b>
<b>Amendments:</b>	<b>Amendment Date</b>	<b>Amendment Resolution Number</b>

### **TITLE: COUNCIL COMMUNICATION POLICY**

#### **Definition of a Policy:**

A policy is a formalized written plan of action on what to do in a given certain circumstance or situation.

#### **Purpose of this Policy:**

To ensure there are clear guidelines for Council Members Regarding Communication

### **1.0 Method of Council Communication**

A Council may act only by resolution or bylaw, MGA sec. 180 (1).

### **2.0 Communication with Staff**

2.1 Communication between Town of High Prairie Council and employees regarding workplace matters including the direction of municipal programs and services shall be channeled through the Chief Administrative Officer. Council's only employee is the Chief Administrative Officer.

2.2 No individual member of Council shall direct the Chief Administrative Officer.

2.3 Council members are encouraged to obtain information about the operation or administration of the Town from the Chief Administrative Officer or a person designated by the Chief Administrative Officer.

### **3.0 Communication of Council's Decisions to the Public**

3.1 That the unratified minutes containing Council's resolutions (decisions) will be made available to the public through the Town's Website within 3 business days of the meeting.

- 3.2 That the ratified minutes containing Council's resolutions (decisions) will made available to the public through the Town's website within 48 hours of having been approved. This shall replace the unrati ed Minutes
- 3.3 Council decisions are not to be criticized by individual members of Council outside Council chambers
- 3.4 Individual members of Council's reports are an integral part of the Regular Council Meetings agenda and are available to the public and the media.

#### **4.0 Strategic Priorities Communication**

Council shall establish and approve strategic priorities that will be communicated to the public through the Town's website.

#### **5.0 Press Release and Media**

- 5.1 The Council shall as a body approve of all press releases to the media and the public. The press release may contain Council's decisions or any other information that Council deems pertinent.
- 5.2 Council members interaction and communication with the media, public and other entities must recognize the same limitation of any Council member to speak for Council, except to repeat explicitly stated Council decisions.
- 5.2 Members of Council shall be mindful of making statements that may impact negatively on the Town.

#### **6.0 Social Media**

- 6.1 Town Council may use the Town of High Prairie hosted social media for the purpose of facilitating conversation with residents.
- 6.2 The content on the Town hosted social media shall adhere to Town policies, and federal and provincial regulations. The hosted social media forum will be monitored to ensure appropriate use, message and branding consistent with the mission and values of the Town. The Town reserves the right to remove information from the sites as deemed appropriate.

Approved by Council: \_\_\_\_\_  
Date