

Communication and Support to the Council

Policy Section: Executive Expectations	Policy Number: EE-8	Approved By: Council
Regular Council Policy Review Frequency: Every three years	Date Approved: February 22, 2002	Date Reviewed/Revised: December 6, 2019

Purpose:

To outline the Council's expectations of and risk boundaries for the CEO/Registrar regarding communication and support to the Council.

Policy:

- 1) It is the responsibility of the CEO/Registrar to keep the Council informed and supported in its work.
- 2) Accordingly, the CEO/Registrar shall:
 - a) Develop and maintain an effective and productive working relationship and communication with the Council.
 - b) Inform the Council of:
 - i) anticipated adverse media coverage,
 - ii) changes in executive personnel or senior organizational structure changes,
 - iii) lawsuits or other legal actions against the organization,
 - iv) publicly visible external and internal changes or events,
 - v) major contracts with high public visibility, and
 - vi) material internal and external changes, particularly changes in assumptions upon which any Council policy has previously been established.
 - c) Apprise the Council if, in the CEO/Registrar's opinion, the Council is not in compliance with its own policies. This is particularly critical in the case of Council behaviour which is detrimental to the working relationship between the Council and the CEO/Registrar.
 - d) Ensure that information presented to the Council is timely, accurate, complete, understandable, and in a form that clearly differentiates between monitoring, decision-making and general background information.
 - i) Submit monitoring information required by the Council in a timely, and understandable fashion, directly addressing the criteria of the Council's policies being monitored.
 - e) Provide a timely, secure mechanism for official Council, officer or committee communications.
 - i) Provide reasonable administrative support for Council activities.
 - f) Provide information to the Council as a whole except when:
 - i) fulfilling individual requests for clarification, or
 - ii) responding to officers or committees duly charged by the Council.
 - g) Provide for the Council as many external and internal points of view, issues, and options as needed for fully informed Council policy decisions.



- h) Report in a timely manner actual or anticipated non-compliance with any policy of the Council.
- i) Provide the Consent (Required Approvals) Agenda all items delegated to the CEO/Registrar yet required by law or contract to be Council approved.