

City of Wetaskiwin Council Policy

Intergovernmental Affairs Policy



Policy Number:	CO-061
Effective On:	September 8, 2026
Approval History:	September 8, 2026
Review Frequency:	Every 4 years
Division Responsible:	Administration
Cross-Reference:	N/A

1. Purpose

The purpose of the City of Wetaskiwin's Intergovernmental Relations policy is to establish the roles and responsibilities of City Council and Administration involved in intergovernmental affairs and advocacy; and institute practices and processes to take advantage of advocacy opportunities and support positive and effective relationships with other governments.

2. Policy Statement

The City recognizes the importance of advocacy and relationships with other levels of government. All intergovernmental advocacy and communications must align with Council-approved positions and decisions.

3. Scope

This Council policy applies to City Council and Administration when engaging in Intergovernmental Matters with the Government of Canada, Government of Alberta, Alberta Municipalities, associations, municipal governments, and Indigenous governments, including First Nations and Metis Settlements.

4. Definitions

'Administration' means all City of Wetaskiwin employees.

'Advocacy' means the coordinated actions and communications undertaken by the City to influence decisions, policies, funding, legislation, or programs of other government orders to advance the City's strategic priorities and interests.

'City' means the municipal corporation of the City of Wetaskiwin.

'City Manager' means the chief administrative officer (CAO) of the municipality, or their delegate.

'City Positions' means the formally established viewpoints, priorities, or policy directions, as approved by Council or authorized through Council direction, that guide communications and actions in intergovernmental matters.

'Council' means the elected officials for the municipality of the City of Wetaskiwin including Mayor and Councillors.

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial _____

‘Government Relations Plan’ means a Council-approved strategic document that identifies the municipality’s advocacy priorities, relationship-building objectives, key government stakeholders, and planned intergovernmental engagement activities intended to advance Council’s strategic goals and municipal interests. The plan guides Administration in coordinating and implementing government relations (GR) and advocacy activities and establishes a framework for monitoring and reporting on outcomes.

‘Intergovernmental Matter/Issue’ refers to any topic, problem, or subject that involves multiple levels of government (e.g., federal, provincial, and local, or Indigenous governments). These matters require collaboration, coordination, and communication between different governmental entities to address and resolve shared concerns or implement policies effectively.

‘Senior Government Officials’ are high-ranking individuals within a government organization who hold significant authority and responsibility. They typically include positions such as Member of Parliament, Members of Legislative Assembly, Ministers, Secretaries, Directors, and Commissioners, and are involved in high-level decision-making, policy formulation, and the administration of all levels of government functions and programs.

5. Responsibilities

5.1. Council Members

- a) Responsible for establishing advocacy priorities and approving the annual Government Relations Plan to ensure alignment with Council’s strategic objectives.
- b) Represent and advocate for Council-approved positions and priorities in dealings with other orders of government.
- c) Respect the principle of speaking with one voice and align external messaging with Council direction and City positions.
- d) Inform the City Manager of meetings or communications with Senior Government Officials to support coordination, briefing, and follow-up.
- e) Participate in advocacy and relationship-building activities as directed by Council.
- f) Adhere to applicable protocols, confidentiality requirements, and legislative obligations.

5.2. City Manager

- a) Supports Council in managing the City’s strategic intergovernmental relationships and initiatives. The City Manager serves as the principal administrative advocate for the City of Wetaskiwin.
- b) Responsible for implementing the Council-approved Government Relations Plan and coordinating all associated advocacy and relationship management activities.
- c) Responsible for coordinating the City’s policy positions and interests in communications with other governments, and for advancing the City’s strategic priorities in alignment with Council direction.
- d) Oversees complex intergovernmental projects and policy files, ensuring Council’s positions are clearly represented, and opportunities to further the City’s agenda with other orders of government are identified.
- e) Ensuring all departments are responsible for supporting the City’s intergovernmental policy objectives and for identifying issues or opportunities that may impact the City’s strategic interests.

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6. Expectations/Procedures

6.1. Point of Contact

6.1.1. The primary point of contact should occur at the appropriate level based on the nature and significance of the issue. The general structure for intergovernmental engagement is outlined below and further refined in the following table:

- a) Elected Officials to Elected Officials
- b) City Manager to Deputy Ministers/Assistant Deputy Ministers or City Manager
- c) Administration to Administration

<u>Issue Style</u>	<u>Magnitude of Impact</u>	<u>City of Wetaskiwin Point of Contact</u>	<u>Government Recipient</u>
Operational/Networking	Low	Staff or Manager	Staff or Manager
Strategic Initiative	Medium/High	Manager or General Manager	Assistant Deputy Minister General Manager with another Municipality
Advocacy, Policy, Legislation or Budgetary Impact	High	Council or CAO	Minister and/or Deputy Minister Council and/or CAO

6.2. Outside Agencies

6.2.1. The City recognizes the importance of coordinated government and external relations with municipal boards, agencies, commissions and other entities established or supported by the City. Where appropriate, Government Relations may support coordinated advocacy, funding requests, communications and engagement undertaken by these entities, while respecting their respective governance authorities.

Original has been signed and filed with
Records Management

Karen Aberle, Deputy Mayor

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