



Making a difference...together

CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Administrative		
Section	Corporate Communications		
Title	INTERGOVERNMENTAL RELATIONS POLICY		
Adopted Date	April 12, 2023	Policy Number	ADM93
Last Amended			
Policy Owner	Executive Services (CAO Office)		

1. POLICY:

The Capital Regional District (CRD) will protect and advance the political, economic, environmental, social and cultural interests of the people in the capital region by pursuing and fostering intergovernmental relations with other governments including other municipalities, regional governments, First Nations' governments, and the provincial and federal government in a strategic manner.

The CRD is involved in a range of strategic intergovernmental relations activities in order to:

- Advise other governments of regional, sub-regional and local priorities, initiatives, and actions;
- Influence other governments' actions to better support regional priorities and objectives and to mitigate negative impacts;
- Engage with other governments including First Nations' governments to develop and maintain good constructive relationships; and
- Achieve more informed decision-making by all levels of government.

It is important that the CRD articulates a common position and speaks with one clear voice in order to effectively communicate its messages and influence other levels of government to make better, more informed decisions.

Where beneficial to the interests of the capital region, the CRD may negotiate and enter into formal written agreements and arrangements with other governments.

2. PURPOSE:

The Intergovernmental Relations policy will ensure a consistent and respectful approach to relations with other governments including municipalities, regional districts, First Nations' governments, as well as the provincial and federal government and their entities. This will be done by establishing the protocols and procedures required to interact and work together on multi-jurisdictional issues of mutual concern to promote cooperation, collaboration and communication between the region and other governments to ensure that CRD services are delivered efficiently and effectively to the region's residents.

3. SCOPE:

This policy applies to all departments and employees of the CRD.

4. **AUTHORITY AND ACCOUNTABILITY:**

1. General

This policy is issued under the authority of the Chief Administrative Officer (CAO). The authority to make exceptions and approve revisions to this policy rests with the CAO. Authority and accountability are further defined as follows:

- a. the CAO is accountable to the CRD Board for the implementation of this policy.
- b. the Executive Leadership Team (ELT) is responsible for the administration of the policy.

2. Specific

The CRD Chair and Board:

- a. the CRD Chair is the lead on the regional intergovernmental relations and issues with other governments. The Chair may designate others to communicate certain intergovernmental issues.
- b. represent the region with other levels of government through direct communication and participation on committees and local municipalities.
- c. will review recommendations and will make decisions to set the overall direction of intergovernmental relations positions, strategy, goals and plans.
- d. may authorize CRD staff to enter into, renew or amend intergovernmental agreements.

3. The CAO:

- a. will approve guidelines, policies and procedures concerning intergovernmental relations.
- b. supports the CRD Board Chair and Board on the region's strategic intergovernmental relationships and initiatives and ensures coordination across all departments of the organization.
- c. provides direction and supervision to staff undertaking intergovernmental and external relations and protocol work and provides updates on the region's intergovernmental initiatives at ELT meetings.
- d. will provide quarterly reports to the CRD Board on significant intergovernmental relations activities.

4. The General Managers:

- a. may make recommendations to the CRD Board with CAO concurrence, for the overall direction of the CRD intergovernmental relations positions, strategy, goals and plans.
- b. will oversee the conduct of complex and high-profile intergovernmental projects and files under the department's responsibility including coordination of content and communications from departmental staff and external resources assigned to support these projects or files.
- c. are responsible for communicating with staff of other governments on a regular basis as part of their divisional responsibilities, as well as lead and participate in consultations with other governments as part of the policy development process.
- d. and their staff are also responsible for supporting the CRD Board Chair, CRD Board and CAO in communicating the region's positions on initiatives of other governments and identifying opportunities to further the region's agenda with other levels of government.
- e. will report to the CAO on significant intergovernmental relations activities within their departments.
- f. will maintain an inventory of intergovernmental agreements approved by the CRD Board.

5. The Senior Manager of Corporate Communications:

- a. is the main point of contact with external government agencies regarding external communications activities.

- 6. All CRD Employees:
 - a. will ensure that they advise their Senior Manager or General Manager about any intergovernmental relations activities within their divisions and areas of work.

7. AMENDMENT(S):

Adoption Date	Description:
April 12, 2023	Initial adoption date.

8. REVIEW(S):

Review Date	Description:
Three years from adoption	

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

CRD Advocacy Strategy

ADM 18, Media Relations Policy