



LAC LA BICHE COUNTY PROCEDURE

TITLE: Communication with Council Standard Operating
Procedure

PROCEDURE NO: CS-03-015-01

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-015 AMENDMENT DATE:

1.0 General Guidelines

Lac La Biche County has implemented this SOP to help employees understand the process and procedure for communicating with County Council.

2.0 Procedure

Communication between County Council and employees pertaining to the direction of workplace matters, including municipal programs and services, shall be through the Chief Administrative Officer.

The proper chain of communication is for employees to report issues or concerns to their supervisor who will, in turn, advance the concern to the next level of management as appropriate.

“Original Signed”

Chief Administrative Officer

November 8, 2013

Date