
Responding to Councillor Information Requests

References: *Municipal Government Act, RSA 2000, c M-26 (MGA), s. 153.1*
Strathcona County Meeting Procedures Bylaw 20-2015
Strathcona County Priorities Committee Bylaw 17-2017

Cross-reference: GOV-001-029 Organizational Roles and Responsibilities

Policy Statement

Section 153.1 of the Municipal Government Act requires that any information provided to a member of Council by the Chief Commissioner or another person designated by the Chief Commissioner must be provided to all members of Council as soon as is practicable.

In order to meet legislative requirements, and to enhance transparency through more effective communication, Information Requests will be managed through a formal process.

Pursuant to the *Meeting Procedures Bylaw*, requests for information that are not reasonably accessible to administration without significant expenditure of County time or resources must be directed by a motion of Council.

Purpose

The purpose of this Directive is to ensure that all members of Council receive the same information from Administration regarding the operation or administration of the County, in order to enhance effective Council decision making and to meet the County's legislated obligations under section 153.1 of the Municipal Government Act. Information requests may come to Administration in various ways, and all information provided in response must be provided to all members of Council.

Definitions

"Administration" means the Chief Commissioner and County staff under the Chief Commissioner's supervision;

"Associate Commissioner" means a County employee managing a division who reports directly to the Chief Commissioner;

"Chief Commissioner" means the Chief Administrative Officer of the County;

"Council" means the Mayor and eight Councillors;

"County" means Strathcona County;

“Director” means a County employee who manages a department and reports directly to an Associate Commissioner;

“Executive Team” means the Chief Commissioner and Associate Commissioners;

“Formal Information Request” means a request for information relating to County business that is posed to Administration by a Councillor at a meeting of Council, pursuant to the *Meeting Procedures Bylaw* or the *Priorities Committee Bylaw*;

“Informal Information Request” means a request for information relating to County business that is posed to Administration through any process other than a Formal Information Request.

Guidelines

When information is requested by one member of Council, all members of Council must receive the same information, within a reasonable time.

Formal Information Requests will be handled through the procedures outlined in the *Priorities Committee Bylaw* or the *Meeting Procedures Bylaw*.

Informal Information Requests

1. If a member of Council makes an Informal Information Request the employee receiving the request must record the request in writing.
2. If the request is received by any employee other than a Director or Associate Commissioner the request must be forwarded to that person’s Director or Associate Commissioner for response.
3. Once information has been provided to one member of Council it must be sent to all other members of Council as soon as is practicable.

Policy Record

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Administrative Review: Chief Commissioner

Approved by:

Signed – Darrell Reid
Chief Commissioner

July 23, 2020
Date