

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-33

SUBJECT: **COUNCIL/STAFF COMMUNICATIONS**

SECTION: Personnel

APPLIES TO: Department Heads and Chief Administrative Officer

EFFECTIVE: November 16, 2005

33.1 PURPOSE

The purpose of this policy is to establish procedures to govern the ways and means by which members of Council gain access to information affecting Municipal business, and to describe the forms of information that will be provided.

33.2 WHO TO CONTACT

A Council member who wishes to inquire into a certain matter or who wishes to obtain copies of documents on file with the Municipality should address the inquiry to the appropriate Department Head. In the absence of the Department Head, the request should be made to the Chief Administrative Officer. Department staff should not be consulted for the purposes of making inquiries.

33.3 INFORMATION FROM CONSULTANTS AND LEGAL COUNSEL

Reports, information and/or opinions requested by an individual member of Council from legal counsel or consultants require a Resolution of Council prior to any action being taken on such request.

33.4 STAFF REPORTS

Staff reports requested by an individual member of Council require a Resolution of Council prior to any action being taken on such request.

33.5 METHODS OF COMMUNICATING

Routine inquiries can be made in person, by telephone or by email. Unless copies of documents are requested, the reply will usually be communicated in the same manner as the question. Councillors requesting a written response to an inquiry should submit same in writing. Inquiries which will require extensive research and staff time to respond to should be directed through Council as per Subsection 33.4. Where doubt exists about the magnitude of effort required to respond to an inquiry, the Chief Administrative Officer should be consulted.

33.6 DOCUMENTS AVAILABLE

In general, members of Council have access to any documents on file, subject to Freedom of Information legislation, with the Municipality save and except:

- (a) Copies of documents prepared by staff which are still in draft format (i.e. not approved by the author for release) or documents which are to be provided to Councillors simultaneously at a future time (e.g. Agenda material);
- (b) Personnel files;

- (c) No original files, drawings, or other documents may be removed from the Municipal offices; and
- (d) Vital Statistics.

All requests for information will be subject to the terms and conditions of the Freedom of Information and Protection of Individual Privacy Act.

33.7 **TIME FOR RESPONSE**

Members of Council can expect to receive a response to a routine inquiry within one business day, although in practical terms, the response can usually be obtained in a much shorter time. Where a response cannot be provided in one business day, the member making the inquiry shall be informed of the reasons for delay and the expected response date.

33.8 **WRITTEN INQUIRIES AND REPLIES/COPIES OF DOCUMENTS REQUESTED**

When the response to an inquiry made by a member of Council is to be communicated in written format (e.g. a memo, or a copy of a file document) all other members of Council shall receive a copy of the response accompanied by a note indicating the name of the Councillor making the requisition and the date of the requisition.

Department Heads should ensure that at least one copy of such responses be retained by the Department in its permanent files for future reference if required.