Summer Village of West Cove

Council Policy

Number	Title			
C-COU-INQU-1	**Councillor Inquiries**			
Approval	**Approved**		**Last Revised**	
(CAO initials)	**Resolution No:**	19-159	**Resolution No:**	
	Date:	October 3-19	**Date:**	

Purpose & Background

To outline the process for Administration to deal with individual Councillor inquiries to ensure the smooth operation of the municipality. The policy needs to consider the Councillor Code of Conduct, the role of Council as defined by the *Municipal Government Act* and any other pertinent regulations and guidelines. The process should be transparent, timely and ensure all Councillors, Administration and service providers are treated respectfully and equitably.

Policy Statement

An individual Councillor may make an inquiry to the Summer Village's Chief Administrative Officer or designate on any matter. A response will be timely, respect any confidential matter and will be made to all Councillors.

Procedures

1. A Councillor may make a verbal, written, email or text message inquiry addressed directly to the Summer Village Chief Administrative Officer or designate.
2. The Chief Administrative Officer or designate may pass the matter on to other employees or contractors for response.
3. The response will be given verbally, in writing, by email or text message to all Councillors indicating what the original inquiry was and what the response is.
4. The Chief Administrative Officer will ensure there is a method for recording and tracking a Councillor inquiry and the response.

Revisions:

Resolution Number	MM/DD/YY