

**TITLE: INQUIRIES FROM COUNCIL**  
**SECTION: EXECUTIVE OFFICE**  
**POLICY NO: 10350-05**

**APPROVAL DATE:** March 23, 2026

**CAO Signature:** 

**PURPOSE**

The purpose of this policy is to ensure that all inquiries or requests for information are consistently directed through the Chief Administrative Officer or in their absence the Deputy Chief Administrative Officer.

**POLICY STATEMENT**

1. An **individual Councillor** inquiry or request for information will be made directly to the Chief Administrative Officer, or in their absence the Deputy Chief Administrative Officer. It will be at their discretion if the inquiry or request for information should be forwarded to Council. The CAO may provide the information to all of Council should they feel it is appropriate to do so.
  
2. An inquiry or request for information from **Council or a Committee of Council** will be made directly to the Chief Administrative Officer, or in their absence the Deputy Chief Administrative Officer by way of motion for review and recommendation to Council.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Council</b>	Ensure all inquiries and requests for information are directed to either the Chief Administrative Officer or the Deputy Chief Administrative Officer
<b>Chief Administrative Officer / Deputy Chief Administrative Officer</b>	Ensure all inquiries and requests for information are responded to appropriately.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Make the policy more reader friendly, ensure use of proper pronouns, add Deputy Chief Administrative Officer</b>	Clerk	Council	March 23, 2026

Minutes reference date: April 16, 1991 September 26, 2011 March 23, 2026

