

Councillor Information Request

Council

Policy F17

Policy:	F17 – Councillor Information Request
Policy Department(s):	Council
Adoption Date:	October 28, 2025
Adoption Reference:	CM20251028.003
Effective Date:	October 28, 2025
Last Amended:	N/A

Policy Purpose

To establish a clear and consistent process for individual Councillors to request and access information that may be necessary to fulfill their roles, while respecting the County's governance structure and decision-making framework.

Policy Statement

County Manager or designate shall provide Councillors with information that is reasonably required to carry out their duties as soon as practicable to do so, subject to applicable legislation and confidentiality requirements.

Governance Context:

- General duties of Councillors include obtaining information about the operation or administration of the County from the Chief Administrative Officer (CAO) or designate.
- CAO or designate has the duty to provide information pertaining to Municipal Government Act.
- The CAO is the sole employee of Council and is responsible for the administration of the municipality.
- Individual Councillors do not have the authority to direct municipal staff or make decisions on behalf of Council.
- All requests for information must be made through the CAO or designate to maintain the integrity of the Council-Administration relationship and the 72-hour compliance provision for sharing information with all other members of council.
- Information or action requests shall not be used to influence operational decisions or direct staff activities.

Councillor Information Request

Council

Policy F17

Definitions

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Council” means the elected Council members of the County of Grande Prairie No. 1.

“Councillor” means is an elected member of Council under the Municipal Government Act to represent a Division of the County of Grande Prairie No. 1 who continues to hold office.

“CAO” also known as “County Manager” or “Chief Administrative Officer” means the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

“Designate” means the person authorized by the CAO to conduct the duties and functions assigned to the CAO.

“Reasonably required” refers to information that:

- Is directly related to a councillor’s role in policy-making, oversight, or strategic decision-making.
- Cannot be obtained through a Council resolution or notice of motion as outlined in the County’s Procedural Bylaw and/or is typically provided in the normal course of Council business or committee work.
- Contains a follow-up inquiry or action request from an individual or business for which a request to the County staff has already been made.

This does not include:

- Information sought for personal interest or outside the scope of municipal governance.
- Requests intended to influence or interfere with administrative functions or influence operational outcomes outside of existing Council policies, bylaws, or established processes.

Policy Guidelines

1. General:

- 1.1. Councillors have the same rights of access to County records as a member of the public. The general information that is typically available to the public will be provided as expeditiously as possible upon request and does not require the Information Request submission.

Councillor Information Request

Council

Policy F17

- 1.2. Councillors are encouraged to direct all first-time inquirers to contact the County office. These requests will be captured and addressed through the call log of appropriate service area. However, if a Councillor is submitting a first-time request on behalf of an individual, the Councillor must specify this on the Information Request form for information.
2. Requesting Information:
 - 2.1. Councillors may direct information that relates to daily operations within existing policies and budgets and does not require a formal response by any available means of communication to the County Manager and/or appropriate General Manager.
 - 2.2. Councillors may request other information by completing and submitting the **Information Request** to the County Manager or designate.
3. Receiving Information:
 - 3.1. The County Manager or designate shall assess and respond to information requests in a timely manner while taking into consideration the limitations (i.e. operational conflicts and deadlines, input required from other staff, time or resources required to respond).
 - 3.2. Reasons will be provided to all Councillors if a response is delayed or denied. A Councillor's request that requires substantial time-commitment by staff and/or has financial implications may require the Councillor to introduce a notice of motion or will be referred to Council for a decision.
 - 3.3. All responses will be in compliance with applicable privacy laws and regulations.
4. Information Request Directory:
 - 4.1. All requests submitted through the Information Request Form shall be captured through the Information Request Directory.
 - 4.2. All Councillors shall have access to the Information Request Directory for transparency purposes and fulfilling the 72-hour compliance provision for sharing information with all members of council.
 - 4.3. Information or action requests received from a Councillor by other means may be recorded in the Information Request Directory for information sharing and statistical purposes.

Attachments

N/A

Councillor Information Request

Council

Policy F17

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26,208.1; 208(3)
Related Plans, Bylaws, Policies, Etc.	Policy F11 – Council Decision Making Framework Policy Policy F12 – Council and Administration Communication Framework Procedural Bylaw
Other	Councillor Information Request Form

Revision History

Review Date	Description
October 28, 2025	Adoption Date CM20251028.003