

## **006 - OPLB      Trustee Inquiries**

### **Guiding Principles**

The Board has the right to ask for any information regarding the organization it may require from the CEO in order to fulfill its role and responsibilities, as long as the requested information does not violate personal information privacy privileges as defined in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The Board recognizes that it must evaluate its need for specific information in consideration of the effort, time, and associated expenses required by the CEO and staff to complete the request.

The CEO shall ensure that responses to inquiries are provided in a timely manner, and shall develop and maintain an appropriate tracking mechanism.

### **Inquiry Practices**

As per the Rules of Procedure By-Law, Trustees are provided with the agenda to the monthly board meeting, as well as supporting documentation, five (5) days in advance of the meeting. Trustees are encouraged to contact the CEO in advance of the meeting should they have any questions or inquiries related to the Board Agenda or related documents.

### **Informal Inquiries from the Board or Ad hoc Committees During Meetings**

It is considered standard practice for the Board to ask the CEO questions during Board or Committee meetings related to the subject matter being discussed. These are termed Informal Inquiries.

In response to an informal inquiry, the CEO shall either:

- Provide a response immediately;
- Request a member of staff to provide a response immediately; or,
- Provide a response at a later date, requesting a specified timeline to research the inquiry question explaining the amount of resources, etc. required to make a full response.

If the CEO cannot respond immediately to an inquiry during a meeting, the minutes shall reflect that a response will be provided to the Board at a later date.

The Recording Secretary shall maintain a log of outstanding Informal Inquiries and list the response on the next Meeting Agenda under Communications.

### **Formal Inquiries from the Board or Ad hoc Committees**

A Formal Inquiry is a request to the CEO for information or a study in the form of a Board-approved motion.

Once a request for information has been made by the Board, the CEO, or his/her delegate, shall provide a memorandum to the Board explaining the amount of resources, etc., required to provide a full response.

The Board shall consider the implications of the inquiry and shall decide, by use of a motion, if the Formal Inquiry is to proceed.

The motion shall be recorded in the minutes along with the CEO's anticipated response date for the inquiry.

The Recording Secretary shall maintain a log of outstanding Informal Inquiries and list the response on the next Meeting Agenda under Communications.

### **Inquiries Outside of Board or Ad hoc Committee Meetings**

Any inquiry from a Trustee made in circumstances other than a Board or Committee meeting is termed a Trustee Informal Inquiry.

Trustees may contact the CEO, or a member of staff supporting a Committee on which the Trustee is participating, to make such an inquiry.

The CEO or staff member will endeavour to provide a timely response to the inquiry unless, in his or her assessment, the inquiry is either inappropriate, or will require substantial effort, time, or costs to complete, and shall advise the Trustee accordingly.

The Trustee may then submit the inquiry during a Board or Committee meeting to obtain the approval of the Board for a response to the inquiry.

<b>Effective Date:</b> December 11, 2018	<b>Last Review Date:</b> December 2018
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