

**The Corporation of the
Township of Adjala - Tosorontio**

**MUNICIPAL CLOSED MEETING INVESTIGATION
POLICY/PROCEDURES**

POLICY STATEMENT

The Township of Adjala-Tosorontio shall ensure that requests for investigations submitted under Section 239 of the Municipal Act, 2001 as amended (the Act) are dealt with in a fair, open and expeditious manner.

The Township of Adjala-Tosorontio shall provide the information requested by the Municipal Closed Session Investigator (Investigator), either written or through interviews, to assist the Municipal Investigator in his/her investigations.

The Township of Adjala-Tosorontio shall ensure any report received from the Investigator related to an investigation under the Act, is received by Council and made available to the public.

This policy applies to all appointed Boards and sub-committees of the municipality.

This policy shall be posted on the municipal website and available from the Clerk's Department, 7855 Sideroad 30, R.R. # 1 Alliston, ON L9R 1V1 or by contacting the Clerk's Department at 705-434-5055 or through e-mail to bkane@townshipadjtos.on.ca.

BACKGROUND

Through Appointment By-law No. 07-28 the Township of Adjala-Tosorontio has appointed Larry Keogh as a Municipal Closed Session Investigator and has authorized him/her to conduct investigations upon receipt of a complaint in respect of meetings or parts of meetings that are closed to the public. The Investigator will determine compliance with the Act or the Municipal procedure by-law and will report on the results of such investigations.

COMPLAINTS PROCEDURES

Members of the public, including corporations, may submit complaints to the Investigator relating to compliance with the Act or the Municipal Procedure By-law for meetings or part of meetings that are closed to the public. All complaints will be treated as confidential at all times.

Complaints may be submitted on the established Complaint Form or via written request. The Complaint Form may be downloaded from the Municipal website or can be obtained from the Clerk's Department, together with an envelope addressed to the Investigator which the municipality has appointed under Section 239 of the Act. All complaints must contain the following information:

1. Name of Municipality
2. Complainant's name, mailing address, telephone number and e-mail address (if applicable)
3. Date of Closed Meeting under consideration
4. Nature and Background of the particular occurrence
5. Section(s) of Municipal Act or Procedure By-law which is believed to be in contravention
6. Any activities undertaken (if any) to resolve the concern
7. Any other relevant information
8. Original signature

Complaints may be submitted to:

1. By mail directly to: Larry Keogh
16 Douglas Drive, Box 297,
Alliston, Ontario L9R 1V5

OR,

2. By delivery to the Municipal Clerk in a sealed envelope clearly identified as a Complaint under Section 239 of the Act.

When complaints are submitted directly to the Clerk, the Clerk shall undertake the following procedures:

1. Take all measures to ensure the envelope remains sealed and its contents remain confidential;
2. Assign a file number and record the file number on the envelope;
3. Log the file number together with the date and time received;
4. Forward, forthwith to the Municipal Investigator by regular mail.

Complainants will be notified within 14 business days of the receipt of their complaint by the Complaints Investigator.

For all complaints the municipality shall supply forthwith the following or any other information or documentation as requested by the Investigator related to a complaint:

- Certified copy of Notice of Meeting
- Certified copy of Agenda
- Certified copy of Minutes of Meeting
- Relevant Resolutions
- Municipal contact list
- Other relevant information as required

In the interest of maintaining full autonomy thru the investigation process, direct contact between the closed meeting investigator and members of Council, staff and the public will be at the investigator's initiation only. All other inquiries will be directed thru the Clerk's office.

The Corporation of the
Township of Adjala - Tosorontio

COMPLAINT INTAKE FORM
MUNICIPAL INVESTIGATION

IN ACCORDANCE WITH
Section 239 of the Municipal Act 2001 (as amended)

PLEASE FORWARD COMPLETED FORMS TO:

Larry Keogh
16 Douglas Drive, Box 297, Alliston, Ontario
L9R 1V5

or

By delivery to the Municipal Clerk in a sealed envelope clearly identified as a Complaint
under Section 239 of the Act.

