



TOWNSHIP OF WELLINGTON NORTH

CLOSED MEETING INVESTIGATION POLICY

DEPARTMENT	CLERK	POLICY NUMBER	4.15
EFFECTIVE DATE	January 27, 2015	LEGISLATIVE AUTHORITY	<i>Municipal Act, 2001, Section 239</i>
APPROVED BY:	Blanket Resolution 2015-345, August 10, 2015 (Original Resolution 2015-32)		

POLICY

The Township of Wellington North is committed to ensuring that a request for an investigation under Section 239 of the Municipal Act, 2001 as amended is dealt with in a fair, open and expeditious matter.

The Township commits to full co-operation including the provision of all information requested by the Investigator, either written or through interviews, to assist the Investigator in his investigations.

The Township commits to including any report received from the Investigator related to an investigation under the Act, on a public agenda and to review such report in an open public meeting of Council or a Committee of Council.

This policy shall be posted on the Township's website www.wellington-north.com and available from the Clerk's Office 7490 Sideroad 7 West, P. O. Box 125, KENILWORTH, ON N0G 2E0 or by contacting the Clerk at 519-848-3620, ext. 27 or email: kwallace@wellington-north.com

This policy applies to all [Boards as defined in the Municipal Act](#).

BACKGROUND:

Through By-law Number 3-08 the Township has appointed Mr. Norm Gamble as an Investigator and authorized him to conduct investigations upon receipt of a complaint in respect of meetings or part of meetings that are closed to the public to determine compliance with the Act or the Township's Procedural By-law and to report on the results of such investigations.

PROCEDURE:

Members of the public may submit complaints to the Investigator relating to compliance with the Act or the Township's Procedural By-law for meetings or part of meetings that are closed to the public.

All complaints will be treated as confidential, unless authorization is given by the complainant to release his or her identity.

Every request for an investigation shall be initiated through the submission of the "Municipal Investigation Complaint Form" ("Complaint Form") provided. The said Complaint Form shall be made available to the public through the Clerk's Office or can be downloaded from the Township website at www.wellington-north.com. Completed Complaint Forms will not be accepted by facsimile, e-mail or other electronic means.

A completed Complaint Form shall be submitted by mail directly to the Investigator, John Maddox, JGM Consulting at 99 Edgevalley Road, Unit 42, London ON N5Y 5N1

All complaints must contain:

- Name of Municipality
- Complainant's name, mailing address, telephone number and e-mail address (if applicable)
- Date of Closed Meeting under consideration
- Nature and Background of the particular occurrence
- Any activities undertaken (if any) to resolve the concern
- Any other relevant information
- Direction with respect to release of identity
- Original signature

For all complaints, the Township 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

RESPONSE TIME:

Upon receipt of a complaint the Investigator shall have 30 days in which to respond to the complainant.

DELEGATION:

Upon completion of an investigation, the Investigator shall present his report at a regularly scheduled Township Council meeting.

The Investigator will report on all complaints received. The Investigator will advise the Township when he has received a complaint.

STAFF SUPPORT:

Should it be required, the Clerk's Department will provide assistance with photocopying, mailing, etc. No staff assistance will be provided beyond routine information retrieval.



TOWNSHIP OF WELLINGTON NORTH

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

COMPLAINT FORM
MUNICIPAL INVESTIGATION
IN ACCORDANCE WITH
Section 239 of the *Municipal Act, 2001*

PLEASE FORWARD COMPLETED FORMS TO:

**John Maddox, JGM Consulting
Municipal Closed Meeting Investigator
99 Edgevalley Road, Unit 42
London, ON N5Y 5N1**

Tel 519-848-3620

Toll Free 1-866-848-3620

Fax 519-848-3228

www.wellington-north.com

township@wellington-north.com



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P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

COMPLAINT FORM FOR MUNICIPAL INVESTIGATION Section 239 of the Municipal Act, 2001

COMPLAINANT NAME			
ADDRESS			
TELEPHONE	HOME		WORK
EMAIL			

Do you authorize your identity being released during the Investigation YES NO

- Personal information is collected under the authority of Section 239 of the Municipal Act, 2001 and will be used by the Investigator to carry out an investigation under the Act.

NAME OF MUNICIPALITY	
DATE OF CLOSED MEETING	
MUNICIPAL CONTACT NAME	
TELEPHONE	

BACKGROUND	This should provide as much information as is required to explain the nature and background of the particular occurrence

