

Township of Havelock-Belmont-Methuen

Policy # 29

MUNICIPAL CLOSED MEETING INVESTIGATOR POLICY

POLICY STATEMENT

The **Township of Havelock-Belmont-Methuen** 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 Havelock-Belmont-Methuen** 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 Havelock-Belmont-Methuen** shall ensure any report received from the Investigator related to an investigation under the Act, is placed on a public agenda and that consideration of such reports is conducted in an open public session of Council and/or a Standing Committee of Council.

This policy applies to all appointed Boards and sub-committees of the municipality with the exception of the Police Services Board and the Public Library Board.

This policy shall be posted on the municipal website and available from the Clerk's Department, P.O. Box 10, 1 Ottawa Street East, Havelock ON, K0L 1Z0, or by contacting the Clerk's Department at 705-778-2308 or through e-mail to ggirven@hbmtwp.ca.

BACKGROUND

Through **Appointment By-law No. 2007-80**, the **Township of Havelock-Belmont-Methuen** has appointed Stephen Fournier as a Municipal Closed Session Investigator and has 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 Municipal procedure by-law and to 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 and available in the Clerk's Department together with an envelope addressed to the Investigator and identified as a Complaint under Section 239 of the Act and a copy of this policy.

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. Any activities undertaken (if any) to resolve the concern
6. Any other relevant information
7. Original signature

Complaints may be submitted to:

1. By delivery to the Municipal Clerk in a sealed envelope clearly identified as a Complaint under Section 239 of the Act. The Clerk and/or his or her designate shall forward the sealed complaint to the appointed Investigator within five (5) business days of the date of receipt of the complaint.

When complaints are submitted directly to the Clerk, the Clerk shall follow 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 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 three (3) 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

Inquiries only may be submitted by email to Stephen Fournier at sjfournier@perth.igs.net or by telephone at 1-613-928-2891 during regular office hours.


Reeve


Clerk

This Policy was approved by Resolution No. 13-08 on the 8th of January 2008.

The “Complaint Form Municipal Investigation” in accordance with Section 239 of the Municipal Act 2001 is attached to this Policy for information and easy accessibility.

COMPLAINT FORM
MUNICIPAL INVESTIGATION

IN ACCORDANCE WITH
Section 239 of the *Municipal Act 2001*
(As Amended)

PLEASE FORWARD THE COMPLETED FORM IN A SEALED ENVELOPE TO:

Glenn Girven, Clerk
Township of Havelock-Belmont-Methuen
P.O. Box 10, 1 Ottawa Street
Havelock ON
K0L 1Z0

