

Township of Selwyn Closed Meeting Investigation Policy and Procedure

I. Purpose/Application

To provide for a procedure for conducting investigations upon receipt of a complaint related to Closed Meetings held pursuant to the Municipal Act and the Municipal Procedure By-law.

II. Policy Statement

Council acknowledges that it is responsible to adhere to Closed Session meeting requirements as governed by Section 239 of the Municipal Act.

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

The Township of Selwyn 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 are conducted in an open public session of Council and/or a Local Board or Committee of Council.

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

III. Investigator

The Township of Selwyn through By-law No. 2014-078 appointed Local Authority Services (LAS) as the Investigator and as such authorizes them to conduct investigations upon receipt of a complaint to determine compliance with the Act or the Municipal Procedural By-law and to report on the result of such investigation.

VI. Procedure

- a) 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.
- b) Complaints shall be submitted on the established Complaint Form (attached). The Complaint Form may be downloaded from the municipal website or is available from the Clerk's Office.

- c) All complaints must contain the following information:
1. Name of Municipality
 2. Complainant's name, mailing address, telephone number and email address (if applicable)
 3. Date of Closed Meeting under consideration and Resolution Number
 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 of Complainant
- d) Completed complaint forms shall be submitted, in confidence, to:
- Amberley Gavel Ltd.
35 Ambleside Drive
London, ON N6G 4M3
info@agavel.com | Toll Free: 1-866-535-8079
- e) If a complaint is submitted directly to the Clerk, the Clerk shall take all measures to ensure that the envelope remains sealed and its contents remain confidential and immediately forward the complaint to the Investigator.
- f) When the Investigator receives a completed complaint form, he shall:
1. Assign a file number and record the file number on the envelope
 2. Log the file number together with the date and time received
 3. Provide written acknowledgement of receipt of the complaint to the Complainant within ten (10) working days
 4. Notify municipality of complaint.
- g) The Investigator will only investigate complaints received on the completed and duly signed Complaint Form. If the Complaint Form is not complete, then the Investigator shall give the Complainant thirty (30) days to provide a completed Complaint Form.
- h) The Township of Sewlyn, upon request by the Investigator, shall provide the following documentation:
- 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 requested.

Inquiries only may be submitted by email to info@agavel.com or by calling the Investigator at 1-866-535-8079.