

## TOWNSHIP OF MAPLETON

### CLK 03 MEETING INVESTIGATIONS

#### CLK03.01 Purpose

The Township of Mapleton 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 all 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 considering such report in an open public meeting of Council or a Committee of Council.

This policy shall be posted on the Township of Mapleton's website at [www.mapleton.ca](http://www.mapleton.ca), available from the Clerk's Office 7275 Sideroad 16, Township of Mapleton, or by contacting the Clerk at 519-638-3313 or through email at [psinnamon@town.mapleton.on.ca](mailto:psinnamon@town.mapleton.on.ca).

This policy applies to all appointed Boards as defined in the Municipal Act and committees of the Township of Mapleton .

Adopted January  
08, 2008

#### CLK03.02 Appointment:

The Township of Mapleton shall by by-law, appoint a Municipal Investigator for the purposes of authorizing and conducting investigations upon receipt of a written 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.

Adopted January 08, 2008

#### CLK03.03 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's website at [www.mapleton.ca](http://www.mapleton.ca). 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:

Mr. Norm Gamble, Investigator  
078158 11th Line  
Meaford ON N4L 1W5

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

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

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

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

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.

Adopted January 08, 2008

COMPLAINT FORM  
MUNICIPAL INVESTIGATION

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

PLEASE FORWARD COMPLETED FORMS TO:

Norm Gamble  
078158 11<sup>th</sup> Line  
Meaford ON N4L 1W5



