

Closed Meeting Investigator Procedure

Approved by: County Council

Endorsed by:

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Procedure Number: G-GEN-002-006 **Parent Policy:** G-GEN-002

Author: Clerk's Department

References and Related Documents

[Municipal Act 2001](#)

[By-law 4775-12 Procedural By-law](#)

[Agendas, Meetings and Resolutions](#)

[Agendas for Committee Meetings Procedure](#)

[Record of Council and Committee Meetings](#)

[Management of Resolutions from Other Municipalities](#)

[Agendas for Council Meetings Procedure](#)

Forms

[Complaint Form - Municipal Investigation](#)

Purpose

To 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.

Scope

This procedure applies to council, all appointed committees, boards and sub-committees of the County and shall be posted on the County of Grey website at www.grey.ca.

Procedure

Members of the public, including corporations, may submit complaints to the Investigator relating to compliance with the Act or Grey County's Procedural By-Law for meetings or part of meetings that are closed to the public. All complaints will be treated as confidential at all times.

The County shall provide information requested by the Municipal Closed Session Investigator, either written or through interviews, to assist the Municipal Investigator in his/her investigations.

The County of Grey 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 the Corporate Services Committee or a meeting of a different standing committee or Council as deemed appropriate by the Corporate Services Committee.

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

- Name of Municipality
- Complainant's name, mailing address, telephone number and email 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
- Original signature

Complaints may be submitted to:

- By delivery to the County Clerk/Director of Council Services in a sealed envelope clearly identified as a Complaint under Section 239 of the Act at 595 9th Avenue East Owen Sound, Ontario N4K 3E3.

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

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

For all complaints the County of Grey 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 clerks@grey.ca or by telephone at 519-376-2205 during regular business hours.