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## MUNICIPAL CLOSED MEETING INVESTIGATION POLICY/PROCEDURES

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### POLICY STATEMENT

The Town of Collingwood 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 Town of Collingwood 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 Town of Collingwood 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.

This policy applies to all appointed Boards, and Advisory 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 [www.collingwood.ca](http://www.collingwood.ca) and available from the Clerk's Services, 97 Hurontario Street, PO Box 157, Collingwood ON L9Y 3Z5 or by contacting the Clerk's Services at ((705-445-1030 Ext. 3225) or through e-mail to ([salmas@collingwood.ca](mailto:salmas@collingwood.ca)).

### BACKGROUND

Through By-law the Town of Collingwood has appointed JGM Consulting (John Maddox) as a Municipal Closed Session Investigator and has authorized him/her to conduct investigations upon receipt of a complaint in respect of meetings or parts of meetings that are closed to the public. The Investigator will determine compliance with the Act or the Municipal procedure by-law and will 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 that have occurred after January 1, 2008. 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 or can be obtained from the Clerk's Department, together with an envelope addressed to the Investigator which the municipality has appointed under Section 239 of the Act. All complaints must contain the following information:

1. Complainant's name, mailing address, telephone number and e-mail address (if applicable)
2. Date of Closed Meeting under consideration (subsequent to January 1<sup>st</sup>, 2008)
3. Nature and Background of the particular occurrence
4. Any activities undertaken (if any) to resolve the concern
5. Any other relevant information
6. Enclose the applicable fee
7. Original signature

*Complaints may be submitted to:*

1. By mail directly to:

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

OR,

Clerk, Sara Almas  
Town of Collingwood  
97 Hurontario Street, PO Box 157  
Collingwood ON, L9Y 3Z5

2. By delivery to the Municipal Clerk in a sealed envelope clearly identified as a Complaint under Section 239 of the Act. When complaints are submitted directly to the Clerk, the Clerk shall undertake 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 the 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 of the receipt of their complaint by the Complaints Investigator.

5. 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 may be submitted to the Clerk Ms. Sara Almas via email [salmas@collingwood.ca](mailto:salmas@collingwood.ca) or phone (705)445-1030 ext. 3225.