



## TOWNSHIP OF BECKWITH MUNICIPAL CLOSED MEETING INVESTIGATION PROCEDURE AND APPLICATION FORM

Pursuant to Section 239 of the *Municipal Act, 2001* (the "Act"), the Corporation of the Township of Beckwith has appointed the Association of Municipalities of Ontario and Local Authority Services Ltd. as the Municipal Closed Meeting Investigator. They are authorized 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. The reports will be made available to the public.

### **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 attached Complaint Form or via written request. The Complaint Form may be downloaded from the Township website or can be obtained from the Clerk's office. All complaints must contain the following information:

1. Name of Municipality
2. Complainant's name, mailing address, telephone number and e-mail address
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 shall be submitted in a sealed envelope clearly identified as a Complaint under Section 239 of the Act, either by personal delivery to the Clerk's Office or by first class mail addressed to:

Cynthia Moyle, Clerk  
Township of Beckwith  
1702 9<sup>th</sup> Line Beckwith  
Carleton Place, ON K7C 3P2

The Clerk shall forward the complaint to Local Authority Services via first class mail.

The Act provides that, when the investigation is completed, if the Investigator is of the opinion that the meeting was closed to the public contrary to the Act or the procedure by-law, such opinion shall be reported, with or without recommendations, to Council. Council shall ensure that any such report is available to the public.

**REQUEST FOR INVESTIGATION**

**Pursuant to Section 239(1) of the Municipal Act 2001 regarding a closed meeting or meetings.**

**This is a complaint made to the Municipality's Investigator** for an investigation as to *"whether the municipality or a local board has complied with section 239 or a procedure by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation. 2006, c. 32, Sched. A, s. 104".*

Name of the Municipality: \_\_\_\_\_

Name of Local Board or Committee (if applicable): \_\_\_\_\_

Date(s) of Meeting(s) that are the subject of this request:

\_\_\_\_\_

Reason for the request (Please give reason(s) for complaint):

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Please use additional sheets if necessary.

Complainant's Contact Information (for use by closed Meeting Investigator only. Information with respect to the identity of the complainant will only be made public with the express permission of the complainant.)

Name:

Mailing Address:

Telephone:

Email: