



CITY OF PETERBOROUGH

MUNICIPAL CLOSED MEETING INVESTIGATION PROCEDURE AND APPLICATION FORM

Pursuant to Section 239 of the Municipal Act, 2001 (the "Act"), the Corporation of the City of Peterborough 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 City 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 at City Hall, or by first class mail addressed to:

Nancy Wright-Laking, City Clerk,
City of Peterborough,
500 George Street North,
Peterborough, ON, K9H 3R9

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 City Council. Council shall ensure that any such report is made available to the public.



CITY OF PETERBOROUGH
COMPLAINT FORM MUNICIPAL INVESTIGATION
 Section 239 - Municipal Act, 2001 (As Amended)

COMPLAINANT'S NAME				
ADDRESS				
POSTAL CODE				
TELEPHONE	HOME		WORK	
E-MAIL				

PLEASE NOTE: PERSONAL INFORMATION IS COLLECTED UNDER THE AUTHORITY OF SECTION 239 OF THE MUNICIPAL ACT, 2001 (AS AMENDED) AND WILL BE USED BY THE MUNICIPAL INVESTIGATOR TO CARRY OUT AN INVESTIGATION UNDER THE ACT.

NAME OF MUNICIPALITY	
DATE OF CLOSED MEETING	
MUNICIPAL CONTACT NAME	Nancy Wright-Laking, City Clerk
TELEPHONE	742-7777 Extension 1816
BACKGROUND This should provide as much information as is required to explain the nature and background of the particular occurrence, (i.e. Reason provided for closed meeting session; Reason for complaint; Municipal Contact; Municipal Explanation	
ACTION: Any activities that the complainant has undertaken to resolve the matter.	
SUMMARY/ADDITIONAL COMMENTS	

Signature

Date