

**City of Brockville
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 Brockville has appointed the Ombudsman of Ontario as the Municipal Closed Meeting Investigator. He is 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 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.

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, by mail to:

Ombudsman Ontario
Bell Trinity Square
483 Bay Street
10th Floor, South Tower
Toronto, ON M5G 2C9

Action: Any activities that the complainant has undertaken to resolve the matter.
Summary/additional comments

Signature

Date