

Approved by:	Procedure Number: L02-001
Approval Date: November 27, 2007	Title: Processing Closed Meeting Compliance Investigations
Revision Date:	

Purpose:

The Municipality of Clarington is committed to conducting actions and making decisions in accordance with the Municipality's Accountability and Transparency Policy. This Procedure details the steps in processing a request for Investigation of Compliance for the conduct of a closed meeting of Council/Committee.

Procedure:

1. Standard Form

All requests shall be filed by the investigation requester by completing the Application for Request for Closed Meeting Compliance Investigation. The Request Form shall be completed in its entirety and signed by the requester and submitted to the Municipal Clerk's Office.

2. Request Fee

There is no fee imposed on the investigation requester for filing a Request for Closed Meeting Compliance Investigation.

3. Assemble Request Package

Upon receipt of a complete Application for Request for Closed Meeting Compliance Investigation, the Municipal Clerk shall ensure that a package is assembled including the following records:

- The original request for investigation
- Certified copies of the procedural by-law, notice of the meeting

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- Certified copies of the agenda and minutes of the meeting
- Contact list for all members of Council, local board or committee for which the request is made and for all persons present at the meeting
- Any further information determined relevant by the Municipal Clerk

A File is opened under L02.CO (Claims against the Municipality, Compliance Investigations) and a copy of the complete package is filed.

4. Forward Package to Investigator

The Municipality of Clarington has appointed Local Authority Services Ltd. (LAS) as the investigator to conduct these reviews. The Municipal Clerk shall prepare a cover letter and forward the package to the LAS Investigator.

5. Disposition of Report Findings

Upon receipt of the of the Findings Report from the Meeting Investigator, the Municipal Clerk shall prepare a report to GPA advising of the investigation findings, associated costs and any necessary actions to be taken in accordance with the Meeting Investigator's recommendations (where applicable).

If necessary, policies, procedures or the procedural by-law shall be amended to reflect the Meeting Investigator's recommendations.

The Meeting Investigator's Finding Report shall be filed with the original complaint and the copy of the complaint package that was forwarded to the Meeting Investigator.

The file is closed.