

## **SCHEDULE "A"**

### **INVESTIGATION REQUEST PROCESS POLICY**

1. A person ("Complainant") may request an investigation of any meeting of the Township of Uxbridge Council and its Local Boards.
2. The Investigation Request ("Request") must be made in writing, must be dated and must properly identify who is making the request and include a full name, address, telephone number, fax number and email (if available).
3. The Request must be received by the Township within 2 years of the date that the meeting being investigated took place.
4. All such Requests shall be directed to the Clerk and shall be accompanied by a \$25.00 Application Fee.
5. The Complainant will be provided with an Investigation Request Form which must be completed in writing. The Complainant will receive a copy of the Investigation Request Form together with a copy of the By-law which details the procedures for making a Request.
6. In the Investigation Request Form the Complainant must provide in writing:
  - a) reason(s) for the Request;
  - b) address, telephone number and name/signature of the Complainant; and
  - c) identification of the closed meeting in question.
7. Upon receipt of a Request, appropriate background material and application fee, the Township will review the materials to verify that:
  - a) the name, address and identity of the Complainant are valid;
  - b) the Request is complete; and
  - c) the Request is the first and only Request submitted by the Complainant in respect of the meeting in question.
8. The Township of Uxbridge will as soon as reasonably practicable forward the completed Request and supporting materials to the Local Authority Services Ltd. (LAS) or, in the event the Request is incomplete, the Request will be returned to the Complainant.
9. In the event the Request is incomplete as described above, it shall be returned to the Complainant with a precise description of the reason(s) for the return of the

Request and specific instructions as to how to complete the Request, if applicable.

10. The Complainant shall have 30 days from the date that the Request is returned by the Township to complete the Request or submit a new Request.
11. In the event that the Complainant fails to return the completed Request or a new Request within 30 days, the Township shall record the name of the Complainant and the meeting complained of, close the file and return the \$25.00 Application Fee to the Complainant. No further notice will be provided to the Complainant.
12. In the event that the Complainant returns the completed Request or a new Request, the Township will as soon as reasonably practicable forward the Request to LAS to commence the investigation process.
13. The Township shall forward to LAS in relation to the meeting under Investigation:
  - a) the completed Request;
  - b) a certified copy of the agenda and all relevant attachments;
  - c) a certified copy of the minutes of the meeting;
  - d) a certified copy of the Township of Uxbridge Procedural By-law;
  - e) a contact list for all members of Council, the Local Board or Committee and for all other persons present at the meeting, if available;
  - f) any other information that the Clerk deems relevant; and
  - g) such other information as may be requested by the LAS Investigator.
14. The Investigator shall have all powers, rights and duties as set out in Subsection 222.13(6) and Sections 223.14 to 223.18 of the *Municipal Act, 2001*, as amended.
15. For Requests in respect to meetings of Council or its Committees, the Investigator shall submit the report in open session at the next regularly scheduled Council meeting. The Clerk shall give the Complainant reasonable notice of the date of the Meeting.
16. The powers of the Investigator are paramount in accordance with Subsection 223.13(6) of the *Municipal Act, 2001*, as amended.
17. This Policy may be revised from time to time at the discretion of the Township Clerk.