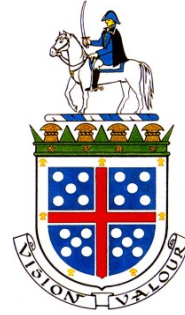


# COUNTY OF WELLINGTON

## POLICY & PROCEDURE MANUAL



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**DEPARTMENT:** C.A.O./CLERK'S

**POLICY NUMBER:**

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**SECTION:** CLERK'S

**EFFECTIVE DATE:** January 15, 2015

**UPDATED:** October 29, 2020

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**SUBJECT:** CLOSED MEETING INVESTIGATIONS POLICY

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**AUTHORITY:** Wellington County Council

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### **POLICY STATEMENT:**

The County of Wellington is committed to ensuring that any request for an investigation under Section 239 of the Municipal Act, 2001 as amended (the Act) is dealt with in a fair, open and expeditious manner.

The municipality commits to full co-operation including the provision of all information requested by the Ontario Ombudsman either written or through interviews, to assist the Ombudsman with their investigation.

The municipality commits to including any report received from the Ombudsman related to an investigation under the Act, on a public agenda and to considering such report in an open public session of Council or a Standing Committee of Council.

This policy shall be posted on the municipal website [www.wellington.ca](http://www.wellington.ca) and available from the Clerk's Department, 74 Woolwich Street, Guelph, N1H 3T9 or by contacting the Clerk, Donna Bryce at 519-837-2600 or through e-mail to [donnab@wellington.ca](mailto:donnab@wellington.ca).

This policy applies to all appointed Boards and sub-committees of the municipality with the exception of the Police Services Board and the Public Library Board.

## **COMPLAINTS PROCEDURE:**

Members of the public, including corporations, may submit complaints to the Ontario Ombudsman relating to compliance with the Act or the Municipal Procedural By-law for meetings or part of meetings that are closed to the public.

All complaints will be treated as confidential, unless authorization is given by the complainant to release his or her identity.

Complaints may be submitted here: [Complaint form](#) or otherwise in writing.

- By mail directly to:

Office of the Ombudsman of Ontario  
483 Bay St.  
10th floor, South Tower  
Toronto ON M5G 2C9

Inquiries only may be submitted by email to: [info@ombudsman.on.ca](mailto:info@ombudsman.on.ca) or by telephone at 1-800-263-1830 during regular office hours.