



CLOSED MEETING INVESTIGATION PROCESS

Please refer to the following checklist to ensure the Complaint Intake Form is complete:

- Complainant's name is printed clearly
- Complainant's mailing address, telephone number and e-mail (if applicable) are identified
- Name of Municipality is identified
- Date of Closed Meeting under consideration is provided
- Background detail of the particular occurrence is provided
- Any action undertaken to resolve the issue (if any)
- Provide additional comments
- Sign the document with original signature

For further information or questions concerning the Form, please contact the Meeting Investigator as follows:

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