



## Closed Meeting Complaint and Investigation Request

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### Completed applications must be submitted to:

The Office of the Regional Clerk/Director of Legislative Services  
The Regional Municipality of Durham  
605 Rossland Road East  
P.O. Box 623  
Whitby, ON  
L1N 6A3

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### Meeting to be investigated (e.g. Council/Committee/Local Board)

Meeting Name: \_\_\_\_\_

Date of Meeting (Month/Day/Year) \_\_\_\_\_

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### Contact Information

Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address (Street/Apt. #/P.O. Box #/R.R. #) \_\_\_\_\_

City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_ Evening Telephone # \_\_\_\_\_

Fax # (if available) \_\_\_\_\_

E-mail Address (if available) \_\_\_\_\_

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### Request Details

Do you consent to having your identity revealed during the investigation?      Yes  No

Do you agree to be contacted regarding details of the investigation?      Yes  No

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2012

Detailed reason(s) for investigation request (attach additional pages if necessary):

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Have you approached municipal staff to resolve this matter?                      Yes                      No

If yes, whom?: \_\_\_\_\_ Date of contact: \_\_\_\_\_

Other activities that the requestor has undertaken to resolve the matter (attach additional pages if necessary):

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I would like to receive a copy of the Closed Meeting Investigation Report:                      Yes                      No

Signature of Requester: \_\_\_\_\_

Date (Month/Day/Year) \_\_\_\_\_

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**For Institution Use Only**  
Date Received (Month/Day/Year) \_\_\_\_\_ Complaint #: \_\_\_\_\_  
Comments: \_\_\_\_\_

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Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended*. Questions about the collection of personal information should be directed to the Regional Clerk/Director of Legislative Services, 605 Rossland Road East, P.O. Box 623, Whitby, Ontario L1N 6A3, (905) 668-7711 or 1-800-372-1102.

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