



**COMPLAINT INTAKE FORM**

**MUNICIPAL INVESTIGATION**

*IN ACCORDANCE WITH*  
*Section 239 of the Municipal Act 2001 (as amended)*

**Please forward Completed Forms to:**

**Mr. P. S. Heayn, Municipal Consultant**  
**41 Clearwater Crescent**  
**Dryden, ON P8N 3H8**

**Email: [psheayn@drytel.net](mailto:psheayn@drytel.net)**

COMPLAINT FORM  
MUNICIPAL INVESTIGATION  
*Section 239 – Municipal Act 2001 (as amended)*

COMPLAINANT'S NAME			
ADDRESS			
TELEPHONE	HOME		WORK
EMAIL			

NAME OF MUNICIPALITY	
DATE OF CLOSED MEETING	
MUNICIPAL CONTACT NAME	
TELEPHONE	
BACKGROUND	<i>This should provide as much information as is required to explain the nature and background of the particular occurrence, (i.e. reason provided for closed meeting session, reason for complaint, municipal contact, municipal explanation).</i>

*Please Note: Personal Information is collected under the authority of Section 239 of the Municipal Act, 2001 (as amended) and will be used by the Municipal Investigator to carry out an investigation under the Act.*

<b>ACTION</b>	<i>List any activities that the complainant has undertaken to resolve the matter.</i>

<b>SUMMARY/ADDITIONAL COMMENTS</b>

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date of Signature