

APPENDIX "E" TO BY-LAW 2016-44

Closed Meeting Complaint Form

Complaints made in relation to closed meetings made under section 239.1 of the *Municipal Act, 2001* must be directed to the CAO/Clerk who will forward them to the Investigator appointed by Council to undertake those duties or the complainant will be advised of their right to forward their complaint to the Office of the Provincial Ombudsman if no such investigator is appointed. All complaints will be treated as confidential at all times and will be forwarded directly to the appointed investigator without review by the staff of the City of Pembroke.

Please provide us with your contact information.

First Name: _____ Last Name: _____
Address Number & Street Name: _____
P.O. Box Number: _____ City: _____ Postal Code: _____
Home Phone Number: _____ Cell Phone Number: _____
Email Address: _____
Date of Closed Meeting under consideration: _____

What is your complaint?

Nature and back ground of the particular occurrence:

Activities undertaken (if any) to resolve the concern:

Any other relevant information:

Signature: _____

Date: _____

Please return your completed Form in a sealed envelope clearly indicating "CLOSED MEETING MATTER PRIVATE AND CONFIDENTIAL" by mail or delivered directly to:

CAO/Clerk's Department, City of Pembroke,
1 Pembroke Street East, Pembroke, ON, K8A 3J5
Telephone: 613-735-6821
Fax: 613-735-3660