



APPENDIX "A"

REQUEST FORM FOR CLOSED MEETING INVESTIGATION

Section 239- *Municipal Act, 2001*, as amended

Date Stamp- Request
Received by Municipality

Completed applications must be submitted to the Legislative Services Office, the Town of Cobourg,
55 King, Street West, Cobourg, ON, K9A 2M2.

Please Note: A \$25.00 Application Fee is required for all requests

Part 1: Requestor

Name:			
Address:	Unit #:	Town:	Postal Code:
Email Address:		Phone:	
Do you consent to having your identity revealed during the investigation?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Part 2: Meeting Particulars

Name of Municipality: The Corporation of the Town of Cobourg
Date of Closed Meeting:

Part 3: Background

Please provide as much information as possible to explain the nature and background of the particular occurrence. (i.e Timing, municipal contact, municipal explanation)



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Part 4: Action

Have you approached municipal staff to resolve this matter? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, who?:	Date of Contact:
Other activities that the requestor has undertaken to resolve this matter:	
Any other information deemed relevant by the requestor:	

Please note that 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 and investigation under the Act.

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. M56*, as amended. Inquires about the collection of personal information should be directed to the Municipal Clerk.