

COMPLAINT INTAKE FORM

MUNICIPAL CLOSED MEETING INVESTIGATION

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

**PLEASE FORWARD COMPLETED FORM IN A SEALED ENVELOPE
MARKED "PRIVATE AND CONFIDENTIAL" TO:**

**TOWN OF SAUGEEN SHORES, 600 TOMLINSON DRIVE,
PORT ELGIN, ON N0H 2C0**

ATTN: CLERK

ACTION	Note any activities you have taken to try to resolve the matter.

SUMMARY/ADDITIONAL COMMENTS	

Date of Signature

Signature of Complainant