



**TOWN OF
WHITCHURCH-STOUFFVILLE**

111 Sandiford Drive, Stouffville, ON L4A 0Z8

Customer Service Centre: 905-640-1900
 Toll Free: 1-855-642-TOWN (8696)
Automated: 905-640-1910
 Toll Free: 1-855-642-TOWS (8697)
Fax: 905-640-7957
www.townofws.ca

**TOWN OF WHITCHURCH-STOUFFVILLE
 CLOSED MEETING INVESTIGATION REQUEST FORM
 Section 239 – *Municipal Act, 2001*, as amended**

This is an inquiry made to the Closed Meeting Investigator for an investigation as to whether the municipality or local board has complied with Section 239 or a procedural by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public.

FORWARD THIS COMPLETED FORM IN A SEALED ENVELOPE MARKED “PRIVATE AND CONFIDENTIAL” TO:

**TOWN OF WHITCHURCH-STOUFFVILLE,
 111 SANDIFORD DRIVE, STOUFFVILLE, L4A 0Z8,
 ATTENTION: TOWN CLERK**

Please check one of the following:

- Town of Whitchurch-Stouffville Council Town Advisory Committee

Date of Closed Meeting	
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Reason for request	Please give reason(s) for inquiry and provide as much information as possible to explain the nature and background of the particular occurrence, (i.e.: reasons provided for closed meeting session; reason for inquiry; to whom did you speak with at the municipality; municipal explanation.) Please attach additional sheets, if necessary.
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Requestor's Name				
Mailing Address				
Telephone Number	home		work	
E-mail				

Personal information is collected under the authority of section 239 of the Municipal Act, 2001, as amended and will be used by the Closed Meeting Investigator to carry out an investigation under the Act. Questions regarding the collection of this information should be directed to the FOI Coordinator at 905-640-1900 or 1-855-642-8697 ext. 2222

_____ Date

_____ Signature