



MUNICIPALITY OF SOUTH BRUCE

Complaint Form

Schedule A – By-law 2016-36

All complaints will be received courteously, investigated and acted upon fairly. You should be aware that while the Municipality of South Bruce makes every effort to assure privacy of the complainant, you may be required to present evidence in support of this complaint at any hearings of Appeals Committee or Court of Law of Ontario.

Your Name: _____ Date: _____

Phone Numbers

Home _____ Work: _____

Cell: _____ E-mail Address: _____

Mailing Address: _____

What is your preferred method of communication: _____

What is your concern? Please include relevant date(s), time(s), location, and background information, including municipal employees you have contacted regarding this matter. Additional space is available on the back of this form. Additional information, such as relevant photographs, can be attached to this form.

How could the situation be improved?

Additional information:

Office Use Only:

Received by: _____ Date: _____

Forwarded to: _____ Date: _____

Acknowledgement Letter Sent Date: _____ Staff Name _____

Additional Correspondence Sent date: _____ Staff Name: _____

Reason: _____

Action Taken:

Final Response Letter Sent Date: _____

Staff Name: _____

Statement of Complainant:

I hereby make this statement of complaint believing it to be true and for no improper or vexatious purpose. I hereby further declare that if required, I will provide or present evidence in support of this complaint at any hearings of Appeals Committee or Court of Law of Ontario.

Date

Signature of Complainant

Thank-you for taking the time to explain your concern. We will provide a response to your concern as soon as possible. If you have any questions about the process, please contact the Municipal Administrator-Treasurer at 519-392-6623.

The personal information collected on this form is collected under the authority of the Municipal Act and will be used to receive and investigate public complaints. Questions about this collection should be addressed to the Municipal Clerk at 21 Gordon Street, Teeswater, On N0G 2S0 Tel: 519-392-6623 ext. 224.