



Complaint and Concern Form

NOTE: By submitting this form, you acknowledge that the details outlined on this form, and your personal information may be used in legal proceedings relative to the filed complaint. Anonymous complaints are not formal complaints and may be investigated at the discretion of the complaint investigator.

IDENTIFICATION (Complainant Information)

Name: _____ Telephone: _____

Address: _____ Email: _____

COMPLAINT & CONCERN INFORMATION

Complaint/Concern Type (Circle): ☐Animal ☐Water ☐Roads ☐Maintenance ☐Noise
☐Unsightly ☐Garbage/Recycle ☐Billing ☐Other: _____

Date(s) of Incident: _____ Address of Violation: _____

Complaint/Concern Details: (Please provide as many details as possible)

ADDITIONAL INFORMATION

Have you contacted any other referral agencies regarding this issue? (RCMP, etc) Yes No

If so, who? _____ Date: _____

Do you believe this is a public safety issue? ☒ Yes ☐ No

If so, explain

Would you like to receive further communication about the status of this complaint or concern? ☒ Yes ☐ No

If so, what form of contact works best for you? Phone Email Letter

Declaration and Acknowledgement: I, the undersigned, acknowledge that the details outlined in this form, including personal information, are true and correct and may be made available to the subject of the complaint through legal proceedings with the intent to correct the issue.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Method Received: Phone Fax Email In Office Letter Other: _____

Complaint Tracking Number: _____ **Date Received:** _____

Date Resolved: _____

Additional Comments / What was done to resolve the complaint/concern?

Did the complainant wish to be contacted regarding resolutions to their concern? Yes No

If so, have they been contacted? Yes No

Method of Contact: Phone Email Fax Letter Other: _____

Date of Contact: _____

Name: _____

Date: _____