



# 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.*