



Complaint Form

Date: _____

Name: _____ **Telephone No.** _____

Address: _____

Email address: _____ **Signature:** _____

What is your complaint? 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 this situation be improved?

Office Use Only:

Received By: _____ **Date:** _____

Assigned to: _____ **Date:** _____

(Response from assigned regarding action to be taken due by: _____)

Acknowledgment letter (or email) sent to complainant: Date: _____

Staff member name: _____

Action Taken:

Date: _____

Final Correspondence sent to complainant: Date: _____

Staff Member name: _____