

COMPLAINT FORWARDED TO: (Department or Employee)
DATE FORWARDED:
ACTION TAKEN/DISPOSITION
File Closed: Date: _____ Signature: _____

In accordance with the MFOI and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, (or other applicable legislation) and will only be used for the purposes of enforcement.

Instructions to Complainant:
Please complete as much detail as possible (property location, etc.) in order to assist Township staff with investigating your complaint.

Once your complaint has been received, it will be assigned a tracking number. Written confirmation of your complaint will be sent out within three business days either by regular mail or by email if provided (unless the matter is urgent and considered to be a public safety issue).

Please refer to the complaint tracking number in future inquiries to the Township.