

Check one box to show this is a:

Complaint

Officers will investigate all official complaints. If a By-law was not followed, officers will work toward gaining compliance through various means.

Question

We will acknowledge your question within 1 week of receiving it.

Appointment Request

An officer will schedule your appointment based on his/her availability and the severity of the matter.

Your contact information:

You must identify yourself because officers **will not** investigate anonymous complaints. Officers **will not give your name** to anyone asking who made the complaint.

Your name:

Your address:

Contact Number:

Email:

The property you are making a complaint about:

Property address:

Property Owner/Occupant (if known):

Safety Hazards (animal, violence, other):

Details of complaint/question/reason for appointment:

Signature: _____

Date: _____

The personal information on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended and the By-law Enforcement Policy No CrS-BL6. The information collected will be used to follow up on a by-law complaint, question or appointment and may be subject to the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*.

Office use only

Date received:

Staff Name:

Tracking Number:

Notes: