



# PUBLIC COMPLAINT FORM

The Rural Municipality of Estevan has a policy for receiving and handling complaints from the public. Only formal complaints will be followed up on. Please complete this form to file a formal complaint.

## COMPLAINANT CONTACT DETAILS

First name *	Last name *
Email Address ( <i>considered the most prompt way we can communicate with you</i> )	
Mailing AND Civic Address *	Phone Number *

## SUMMARY OF COMPLAINT

Please record information on what happened, who was involved, location, dates, and times. Be as detailed as possible. If there is not enough space to describe the complaint, attach extra paper.

Service area/location or address of problem
Persons involved (if known and applicable)
List of enclosures (include copies of any documentation/photographs in support of the complaint)

Details of complaint:
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How would you like to resolve this complaint?

**NOTICE OF COLLECTION**

The personal information you choose to provide on this form is collected under the authority of the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. The information you provide will be used to investigate the complaint internally and potentially with third-parties for the purposes of investigation, as well as enforcement under municipal, provincial, or federal laws and regulations, and used for contact purposes.

<b>Complainant's signature</b>	<b>Date</b>
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**FOR OFFICE USE ONLY**

Date Complaint Received: (mm/dd/yyyy)	Receiver Initials:	Tracking Number:
Personnel:	Investigation:	
	Signature	DATE
Personnel:	Investigation:	
	Signature	DATE
<b>Council Resolution:</b>	<b>RESOLUTION:</b>	
	<b>Signature</b>	<b>DATE</b>
Complainant Notified of Resolution Date:	Complainant notified by whom:  Format (phone calls must be followed up in writing):	
NOTES:		