



Complaint Tracking Form

Town Complaint Tracking No:

Complainant Information*

Name of Complainant:

Civic Address:

Daytime Phone:

**Complainant name and information is not publicly released*

Complaint Details

Date:

Civic Address:

Details:

Office Use Only

Employee Receiving Complaint: Choose an item.

Complaint Assigned to:

Date:

Required Action:

Unsightly Dangerous Flooding/Backup Solid Waste Land Use RCMP
 Other:

Notes:

Date File Closed:

Signature of Assigned Employee: _____

(Signature confirms complaint has been addressed)