

Township of Jocelyn
3670 5th Side Road, RR #1
Hilton Beach, ON P0R 1G0
Telephone: (705) 246-2025
Fax: (705) 246-3282
Email: admin@jocelyn.ca



FORMAL COMPLAINT FORM

FOR OFFICE USE ONLY

Complaint #:

Date Received:

Referred To:

Response Sent:

*DATE: _____

*FIRST & LAST NAME: _____

*ADDRESS: _____

*PHONE NUMBER: _____

*EMAIL: _____

*Are you a:

- Resident Business Owner Visitor/Tourist Contractor Other

*Which staff or departments were involved?

*What type of contact or interaction did you have?

- Visit to Municipal Office Telephone Conversation Written Correspondence
 Email Other (Please Specify) _____

*Provide details of your concern. Please include date(s), time(s), location and other background information deemed relevant. (If more space is required, please attach a separate sheet.)

*How could this situation be improved?

***PRIVACY STATEMENT:** Personal information on the complaint is treated as confidential to protect the privacy of the complainant. However, the complainant should be aware that certain circumstances may directly or indirectly identify him/her/them during an investigation. The Township of Jocelyn employees will adhere to all applicable legislation regarding privacy in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

I HAVE READ AND UNDERSTAND THE PRIVACY STATEMENT

COMPLAINANT'S SIGNATURE _____