

(709) 884-2438 25 Toulinquet Street PO Box 220 Twillingate, NL AOG 4M0 Townoftwillingate.ca

GENERAL COMPLAINT FORM

Privacy Notice

Under the authority of the *Access to Information and Protection of Privacy Act, 2015,* personal information is being collected and will be used for the purpose of responding to your request for information.

PLEASE NOTE This Information may be presented at a public meeting of council.

Any questions or comments can be directed to the Town of Twillingate at (709)884-2438 or hello@townoftwillingate.ca

Part 1: Complainant Personal Information

Date of Complaint:_____

Name: (First/Last):	
Civic Address:	
Email Address:	
Preferred Method of communication (Please select only one): Mail E-	Mail
Part 2: Complaint Information	
a) Please describe your problem or concern below:	
b) Identify the location of this problem or concern below (attach a map/drawing if required):	
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For Office Use Only

Part 3: Investigation Report

Date Complaint Received:
Employee Assigned to Complaint:
Applicable Department:
Public Works Admin Recreation Fire
a) Describe investigation findings::
b) Was the complaint resolved?YESNO If YES, please describe the Department's actions to resolve the complaint: