

## Appendix B

### Township of North Kawartha Complaint Form

#### Complainant Information:

Name:	Phone number:
Address:	Email / Fax:
Affiliation (if any)	
Details/description: (include details of what happened, where did this happen, who was involved, what was said or done, or not done, resolution being sought)	
(additional page / information may be attached)	

**All complaints or concerns received by Municipal Staff will be forwarded to the Clerk and Assigned to the applicable Department Head.**

A copy of the Complaints Policy and Procedures is available on the website, at the Township Office, 280 Burleigh Street, Apsley or upon request by emailing [reception@northkawartha.on.ca](mailto:reception@northkawartha.on.ca)

#### Administrative Information:

Complaint Received by:	
Date: (year / month / day)	Time:
By: Person <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/>	
Assigned to:	<b>Tracking No. Assigned: 2016 -</b>
Date: (year / month / day)	Time:

Personal information you choose to provide on this form is collected under the authority of Section 227(c) of the *Municipal Act, 2001*, S.O. 2001, c. 25. The information will be used to confirm your consent under Section 32(b) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 to disclose information relating to your complaint to the third party you identified. Questions about this collection can be directed to the Clerk at Telephone no. 705-656-4445 ext. 234 or [c.parent@northkawartha.on.ca](mailto:c.parent@northkawartha.on.ca)

