



VILLAGE OF BERWYN

COMPLAINT FORM

A complaint is an expression of dissatisfaction related to the Village of Berwyn programs, services, facilities, staff members or residents and their properties.

Please complete the form below in its entirety and submit to the Village of Berwyn either by person or postal mail to Box 250, Berwyn AB, T0H 0E0.

All complaint forms must be signed or they will not be accepted as a legitimate complaint. If deemed necessary sealed envelopes may be marked Confidential to the attention of the Chief Administration Officer or Berwyn Village Council.

Area of Complaint:

Bylaw Enforcement _____ Administration _____ Facilities _____
Roads/Sidewalks _____ Garbage/Recycle _____ Fire Dept _____
Animal Control _____ Utilities _____ Other (specify) _____

Requested By:

Name: _____ Telephone: _____
Address: _____
Email or Phone Number: _____

COMPLAINT DETAILS:

Please describe the nature of your request, examples included:

- Details of what happened.
- Where did this happen?
- Is it within the Village of Berwyn?
- When was the occurrence?
- Who was involved?
- What was said or done at the time of the occurrence?
- What kind of resolution is being sought?

Location of Concern: _____

Details: _____

All complaints will be dealt with in a confidential manner according to the Municipal Freedom of Information and Protection of Privacy Act. Information will be collected, used and disclosed in accordance with the Act.

Name of Requestor/Complainant

Signature of Requestor/Complainant

Date/Filing

For Office Use Only:

Referred to: _____ Date: _____

Recommended Action:

Source Notified: Yes _____ No _____ Date _____

Notified By: _____

Details:

Work Completed:

Date: _____ By Whom: _____