



The Corporation of the Municipality of Huron Shores



☐ **Complaint Form**

☐ **Request for Service**

Please complete the form below in its entirety and submit to the Municipal Office using one of the methods detailed on the back of this page.

Your Name: _____

Telephone Number: _____

Property Address: _____

Mailing Address: _____

E-mail: _____

Please describe the nature of your request/complaint. Examples include: details of when, what and where the occurrence happened (include photos); who was involved; what was said or done at the time of the occurrence; what has been done to-date to resolve the matter; and what kind of resolution is being sought

Please explain the desired outcome to improve or resolve the situation.

All service requests and 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 of Request/Filing

Submit Form in Person, Email, Mail or Fax to:

The Corporation of the Municipality of Huron Shores
7 Bridge Street, P.O. Box 460
Iron Bridge, ON P0R 1H0
Fax: 705-843-2035 Email: email@huronshores.ca

Thank you for taking the time to express your concern(s).

Service requests will be addressed as quickly as possible and, if necessary and/or requested, you will receive a verbal response from the Municipal Office respecting the action taken.

We will respond to written complaints within thirty (30) business days of receipt.

If you have any questions about this process, please contact the Clerk's Department at: 705-843-2033 or email@huronshores.ca.

For Office Use Only - Respecting a Complaint

Complaint #: _____

Received by: _____ Date: _____

Referred to: _____ Date: _____

Acknowledgement

Letter Sent by: _____ Date: _____

Follow Up: Yes ☐ No ☐ Date: _____

Action Taken:

Final Decision

Letter Sent by: _____ Date: _____

Filed with the Clerk by: _____ Date: _____

File Contains:

- | | |
|------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Initial Complaint | <input type="checkbox"/> Additional Correspondence |
| <input type="checkbox"/> Acknowledgment Letter | <input type="checkbox"/> Final Decision Letter |