



Town of Gore Bay Complaint Form

Date: _____

Name: _____ **Contact No.** _____

Address: _____ **Email Address:** _____

Signature: _____

What is the nature of the complaint?

Please include relevant date(s), time(s), location(s) and background information, including the names of any Town employees/councillors that you have contacted regarding this matter. Additional information can be added on the reverse side of this form. Relevant photographs may also be attached. Please include any suggestions that you may have to remedy the situation.

Office Use Only:

Complaint Received By: _____ **Date:** _____

Assigned To: _____ **Date:** _____

Action(s) Taken (Additional Action(s) Taken on reverse side)

Date Response Sent to Complainant: _____

Additional Information

Additional Actions Taken: