



Complaint Form

Your Name

Telephone Number

Mailing Address

E-mail

Please outline your complaint/issue, including relevant dates, times, location and background information that might include municipal employees you have contacted to resolve the complaint, witnesses to the incident, photographs, etc.

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

Thank you for taking the time to express your concern(s).
We will provide a response within thirty(30) days of receiving your complaint.
If you have any questions about this process, please contact the Clerk at:
705-932-9326 or earthurs@cavanmonaghan.net

For Office Use Only

Complaint #:

Received By:

Date:

Forwarded To:

Date:

Acknowledgement Letter

Date:

Staff Name

Additional Correspondence:

Date Sent:

Staff Name

Staff Name

Action Taken:

Final Decision Letter

Date Sent:

Staff Name

Copies Filed with Clerk

Initial Complaint

Acknowledgement Letter

Additional Correspondence

Final Decision Letter