



The Corporation of the Town of Aylmer
46 Talbot Street West, Aylmer, Ontario N5H 1J7
Office: 519-773-3164 Fax: 519-765-1446

Municipal Complaint/ Service Notification Form

No:

Date of Complaint:	<input type="text"/>	Time:	<input type="text"/>
Name of Complainant:	<input type="text"/>		
Address:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Email:	<input type="text"/>		
Please outline details of your complaint/ notification below, including relevant dates, times, location and background information. This may include municipal employees you have contacted to resolve the complaint, witnesses to the incident, photographs etc.			
<input type="text"/>			
Preferred Resolution			
<input type="text"/>			

All complaints will be addressed 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



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OFFICE USE ONLY

Check Applicable Box: FORMAL COMPLAINT SERVICE NOTIFICATION FORM

Received By:	Date:
Forwarded to:	Date:
Acknowledgement Letter Sent (Formal Complaints) Date Sent:	Additional Correspondence Date Sent:
Action taken:	
Completed By:	Date:
Final Decision Letter (Formal Complaints) Date sent:	Copy of all documents filed with Clerk: Date filed:

Additional Notes (if applicable)

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