



Town of Bentley

Box 179, 4918 – 50 Avenue, Bentley, AB T0C 0J0
Phone: 403 748 4044 Fax: 403 748 3213

Citizen Complaint/Concern/By-law Report
(Confidential)

This form represents a request to resolve a Complaint/Concern. In order for the Town to proceed with an investigation and follow-up or action of your complaint, you must provide your full name, current address and phone number along with your signature. (Anonymous complaints will not be accepted). Please explain fully, the details of the complaint/concern. If appropriate information is not provided, no action will be taken by the Town to investigate the complaint.

Date: _____ Time: _____

COMPLAINANT INFORMATION:

Name of Complainant: _____ Phone # _____

Mailing Address: _____ Cell # _____

Civic Address: _____

COMPLAINT/CONCERN INFORMATION:

Location of Offence (Civic Address) _____

Property Owner/Tenant Name (If Known) _____

NATURE OF COMPLAINT/CONCERN (Details) _____

Use reverse side if needed

Signature of Complainant

Should this complaint proceed to Court, you may be required to give evidence as a witness and your name and your filed complaint will become a matter of public record.

PERSONAL INFORMATION: This information is being collected for the purpose of conducting an investigation. The information may be shared with applicable Town of Bentley departments and agencies for the purpose of initiating appropriate action relative to this complaint. The collection of personal information on the complaint is authorized and protected under the Freedom of Information and Protection of Privacy Act. By providing this information, you have consented to its use for the above purpose. If you have any questions about the collection and use of the information, you may contact the Chief Administrative Officer

For Office Use Only (to be filled out by Municipal Staff)

Phoned In _____ Call taken by _____

Legal Address: Lot _____ Block _____ Plan _____ Role # _____

Owner(s): _____

Address: _____

Telephone # _____ Cel # _____

Follow Up:
