

## **Public Complaint Policy**

### **Rural Municipality of Francis No. 127**

*Approved by Council: October 2, 2020  
Resolution 2020-354*

All concerns and complaints relating to the Rural Municipality of Francis No. 127 must be submitted to our administration office in writing. Written notices help RM staff process complaints, whether they are related to bylaw infractions or other concerns.

Complaints to be forwarded to council must be signed by the complainant before the matter is discussed by council.

A complaint will only be accepted if the attached form is signed and dated by the person making the complaint.

This information will be kept confidential.

**Public Complaint Form**

**Complaint Contact Information:**

Full Name: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Details About Your Complaint:**

- 1. Please describe the complaint in detail, along with where and when it occurred and the names of any witnesses.**

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**2. How would you like to resolve this complaint?**

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**3. List and attach copies of any supporting documents you think we should know about.**

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**Privacy:**

I understand that, the complaint that I have submitted and all the documents I have provided will be shared with the Municipalities employees, Administration and Members of Council to allow him/her to respond to the complaint, unless the disclosure breaches the Confidentiality of neutral third parties in which case the provisions of *The Freedom of Information and Protection of Privacy Act*, will need to be addressed.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**