

Schedule 'A' - Complaint Form

Your I	Name	
Phone	#	
Mailing Addre		
Email		
information	on that	our complaint/issue, including relevant dates, times, location and background might include municipal employees you have contacted to resolve the sses to the incident, photographs, etc.

Please explain the desired outcome to improve or resolve the situation.				
Office Use Only				
Complaint #				
Received by	Date			
Forwarded to	Date			
Acknowledgement Letter	Additional Correspondence			
Date sent:	Date sent:			
Staff name:	Staff name:			
Action Taken				
	Operior filed 195 Ob 1			
Final Decision Letter	Copies filed with Clerk			
Date sent:	Initial Complaint			
Staff name:	Acknowledgement Letter			
	Additional Correspondence			
Thank you for taking the time to	Final Decision Letter			

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 cpage@cavanmonaghan.net