

Do you have any suggestions as to how this complaint can be resolved or the situation improved?

COMPLAINANT SIGNATURE

DATE

FOR OFFICE USE ONLY

Complaint #

Received By:

Date:

Forwarded To:

Date:

Acknowledgement Letter

Date Sent: _____

Staff Sender: _____

Additional Correspondence

Date Sent: _____

Staff Sender: _____

SUMMARY OF ACTION TAKEN

Final Decision Letter

Date Sent: _____

Staff Sender: _____

Copies Filed with Clerk-Administrator

Initial Complaint

Acknowledgement Letter

Additional Correspondence

Final Decision Letter

*Thank you for taking the time to express your concern.
We will provide a response within thirty (30) calendar
days of receiving your complaint.*

For questions about the process, please contact:

Kerstin Vroom, CAO/Clerk 705-387-3947, clerk@magnetawan.com, 4304 Hwy 520 Magnetawan, ON P0A 1P0