



Summer Villages of  
Norglenwold, Jarvis Bay, Birchcliff,  
Half Moon Bay & Sunbreaker Cove

2 Erickson Drive  
Sylvan Lake, AB. T4S 1P5  
Office: 403-887-2822  
Bylaw Officer: 403-550-9124  
[enforcement@sylvansummervillages.ca](mailto:enforcement@sylvansummervillages.ca)

**Bylaw Complaint Form**  
(Confidential)

This form represents a request to resolve a Bylaw Enforcement issue. In order for the Municipal Enforcement Officer to proceed with an investigation and follow-up of your complaint, it is mandatory that you give your *full name, current address and phone number along with your signature below. (Anonymous complaints will not be accepted.)*

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**COMPLAINANT INFORMATION**

Name of Complainant \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Civic Address: \_\_\_\_\_ Apt. # \_\_\_\_\_  
Telephone #: (day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**VIOLATION INFORMATION**

Location of Offence (Civic Address) \_\_\_\_\_  
Property Owner/Tenant Name (if known) \_\_\_\_\_  
NATURE OF COMPLAINT (How it affects you, how long its existed, license plate #, etc.

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Signature of Complainant

**NOTE:** Anonymity will be maintained between the complainant and the alleged offender, except where necessary in a court of law. However 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 purposes of conducting a Bylaw Enforcement Investigation. The information may be shared with applicable Summer Village departments and agencies for the purpose of initiating appropriate action relative to this report. The collection of the personal information on this application is authorized and protected under the Freedom of Information and Protection of Privacy Act, Section 33(c). By providing this information, you have consented to its use for the above purposes. If you have questions about the collection and use of this information, you may contact the Bylaw Enforcement Officer.

**INSTRUCTIONS: Print off form and return to the Summer Village Administration Office**