



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

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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.): _____

_____ (please use reverse side if needed)

Signature of Complainant

NOTE: All reasonable steps will be taken to ensure the complainant's personal information and identity are not released to the alleged offender, unless and until such time as disclosure of such information is necessary by law. However, should this complaint proceed to Court, your name and your filed complaint will become a matter of public record and you may be required to give evidence as a witness.

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