



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

2 Erickson Drive
Sylvan Lake, AB. T4S 1P5
Office: 403-887-2822
peaceofficerinfo@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.) Your name, address, telephone number, postal code, and email address are collected under the authority of section 4(c) of the Alberta Protection of Privacy Act. This information will be used to communicate regarding your Bylaw complaint with the Summer Villages on Sylvan Lake Administration Office. If you have any questions about the collection of your personal information, you may contact: information@sylvansummervillages.ca

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.

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