



# CONFIDENTIAL BY-LAW COMPLAINT FORM

Should you wish to register a complaint with the Township regarding a perceived infraction of our By-laws, you must **fill out** and **SIGN** a COMPLAINT FORM.

**\*\*Please be advised that your personal information is required to complete this form.\*\***

## Violation Details

<b>Address/Location of Violation:</b>	
<b>Property Owner (if known):</b>	
<b>By-Law in Contravention:</b>	<input type="checkbox"/> Property Standards <input type="checkbox"/> Site Alteration <input type="checkbox"/> Excessive Noise <input type="checkbox"/> Other (Please Specify) _____

**Details of the Complaint:** If more room is needed, please attach additional pages.


## Contact Information of Person Submitting the Complaint

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

I HEREBY acknowledge that all complaints are confidential until such time as the complainant may be asked to testify in support of the complaint; AND FURTHER acknowledge that if required I will attend and testify in support of this complaint at any Court of Law in the Province of Ontario.

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**Complainant Signature**

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**Date**

**\*\*Once an investigation is launched, a status update will not be provided to the complainant, as the matter is dealt with between the Township and the alleged individual and considered to be confidential.\*\***

An investigation may include any or all of the following actions:

- contacting the tenant and/or owner to confirm the complaint is valid or has been resolved
- attending the property to conduct an inspection to obtain evidence
- working with the parties involved to achieve voluntary compliance
- where compliance is not achieved, a verbal or written order may be issued
- initiating additional legal action where necessary

For tenants submitting property standards complaints, the By-law Officer may contact the owner or property manager to confirm they are aware of the tenant's concerns. Tenants are expected to provide access to the owner or property manager, subject to reasonable notification in accordance with applicable legislation, so that they may carry out any necessary remedial work.

PERSONAL INFORMATION: This information is being collected for the purpose of conducting a By-law Enforcement Investigation. The information may be shared with applicable Township of Melancthon 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 Clerk, at 519-925-5525.