



The Corporation of the Township of Moonbeam
 53 St. Aubin Avenue, PO Box 330
 Moonbeam, ON P0L 1V0
 TEL (705)-367-2244 FAX (705)-367-2610
moonbeam@moonbeam.ca

Appendix A

Formal Municipal Complaint Form

The Corporation of the Township of Moonbeam is committed to continuous organizational improvement in an environment where all complaints are dealt with fairly in a respectful, transparent fashion. Complaints must be made in writing.

Please provide us with your contact information.

First Name:	Last Name:
Address (<i>number and Street Name</i>):	
PO Box Number:	Town:
Postal Code:	Phone Number:
Email Address:	

What is your complaint? Please include relevant date(s), location, and background information, including municipal employees you have contacted regarding this matter. Additional information, such as relevant photographs, can be attached to this form.

How could the situation be improved?

Thank you for taking the time to explain your concern. We will provide a response to you concern as soon as possible after receiving your complaint.

If you have questions about the process, please contact the Clerk Treasurer at 705-367-2244.

Additional Information:

Please return the completed form to:

Clerk Treasurer
53 St. Aubin Avenue, PO Box 330
Moonbeam, Ontario
P0L 1V0

Note: Personal Information on this form is being collected under the authority of the *Freedom of Information and Protection to Privacy Act* R.S.O. c.F. 31, s. 39 (2) for the purposes of improving customer service. Questions about collection of personal information may be directed by mail to the address above.