

How do you suggest the situation be improved or complaint resolved?

OFFICE USE ONLY

COMPLAINT #			
RECEIVED BY		DATE	
FORWARDED TO		DATE	

<input type="checkbox"/> Acknowledgement Letter Date sent: _____ Staffname: _	<input type="checkbox"/> Additional correspondence Date sent: _____ Staffname:
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ACTION TAKEN

<input type="checkbox"/> Final Decision Letter Date sent: Staffname:	Copies filed with Clerk <input type="checkbox"/> Initial complaint <input type="checkbox"/> Acknowledgement letter <input type="checkbox"/> Additional correspondence <input type="checkbox"/> Final Decision letter
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*Thank you for taking the time to express your concern(s).
We will provide a response within thirty (30) calendar days of receiving your complaint.
If you have any questions about this process, please contact the
CAO/Clerk 613-338-2811 ex 233 or cao@hastingshighlands.ca*