

Public Complaint Policy

Town of Yellow Grass

- All concerns and complaints relating to the Town of Yellow Grass must be submitted to our Administration office in writing. Written notices help the Town of Yellow Grass staff process complaints, whether they are related to bylaw infraction or other concerns.
- All complaints will be forwarded to Yellow Grass Town Council and must be signed by the complainant before the matter is discussed by council.
- A complaint will only be accepted if the attached form is signed and dated by the person making the complaint.
- This information will be kept confidential.

Approved by Yellow Grass Town Council on July 10, 2024.

Public Complaint Form

Full Name: _____

Address: _____

Phone number: _____

Email Address: _____

Details about your complaint:

1. Please describe the complaint in detail, along with where and when it occurred and the names of any witnesses.

2. How would you like to resolve the complaint?

3. List and attach copies of any supporting documents you think we should know about.

Privacy:

I understand that, the complaint I have submitted and all the documents I have provided will be shared with the Town of Yellow Grass Employees, Administration and Members of Council to allow them to respond to the complaint, unless the complaint breaches Confidentiality in which case the provisions of The Freedom of Information and Protection of Privacy Act, will need to be addressed.

Signature

Date

Print Name