



Schedule A Bylaw Enforcement Policy – 26/01/17

Instructions: Print off form and deliver to County Office in person, by fax (780-694-3788), or mail (Box 157, Wanham, AB T0H 3P0)

Bylaw Complaint Form (Confidential – When completed)

This form represents a request to resolve a Bylaw Enforcement issue. In order for Municipal Staff 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.)

DATE: _____ TIME: _____

COMPLAINANT INFORMATION

Name of Complainant: _____

Mailing Address: _____ (Postal Code) _____

Civic Address: _____ (Apt. Number) _____

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.):

_____ (please use reverse side if needed)

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 purpose of conducting a Bylaw Enforcement Investigation. The information may be shared with applicable Birch Hills County 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 C.A.O. for Birch Hills County at (780) 694-3793

