



# Alberta Beach Complaint Sheet

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Municipal Address: \_\_\_\_\_ Land Description: \_\_\_\_\_

**Nature of Complaint:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complainant's Signature: \_\_\_\_\_

**Office Use:**

Account\Roll # \_\_\_\_\_

Complaint Received by: \_\_\_\_\_

Department Given to: Patrol  Public Works  Development Services

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED & RETURNED TO ADMINISTRATION**

Date Completed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Department Signature: \_\_\_\_\_

Administration Signature: \_\_\_\_\_

The personal information being collected is being done in accordance with the Municipal Government Act and the Freedom of Information and protection of Privacy act (FOIP) and will be used by Municipal staff for the intended purpose regarding complaint/concern purposes and procedures.