



Complaint Submission Form

Administrative Monetary Penalty System
Ontario Regulation 333/07, Municipal Act, 2001
The Corporation of the Town of Newmarket

Your feedback is important to us. Only you can tell us if our services meet your needs and what we can do to improve.

Please note that anonymous complaints will **not** be accepted and you may withdraw your complaint at anytime.

Instructions

Step 1: Fill out this Form as completely as possible **within 30 days** of the date of the event for which the complaint is being made.

Step 2: Send the signed and completed Form (including any attachments) to the
Town of Newmarket Legislative Services

Email: info@newmarket.ca

Mail: Town of Newmarket

Attention: Manager, ASE & AMPS
Town of Newmarket Legislative Services Department
395 Mulock Drive
P.O. Box 328, STN Main
Newmarket, ON L3Y 4X7

Contact Information * Required field

| | | | |
|--------------------|-------------|-------------|-------------------|
| First Name * | | Last Name * | |
| Street Number | Street Name | | Suite/Unit Number |
| City | | Postal Code | Province |
| Telephone Number * | | Email * | |

Are you submitting your complaint on behalf of someone else? *

Yes

No

Please indicate how you would like us to contact you regarding your complaint. * (Select one)

Email

Telephone

Regular Mail

Complaint Details

Please record information about what happened and what actions occurred, who was involved, dates and times. **Provide as many details as possible.**

| | |
|--|-------------------|
| Details: | |
| Service area or location: | |
| Staff person(s) involved, if known: | |
| List of attachments (include any documents such as letters or other relevant documents): | |
| How would you like to see your complaint resolved? | |
| Signature | Date (yyyy-mm-dd) |

While investigating your complaint, in accordance with the Municipal Act, 2001, the Town of Newmarket will only disclose your personal information to staff who require the information to perform the investigation. Your personal information will not be shared with anyone else unless you provide written consent for such sharing or where the Town is compelled to do so by law. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 2211 Fax 905-953-5100