



**Municipality of Trent Lakes
By-Law Enforcement Complaint Form**

Anonymous complaints will not be investigated.

The Municipal Office will receive complaints regarding any of our bylaws, provided:

1. the complaint is in writing
2. the complainant identifies themselves, and
3. the complainants contact information is included.

Reports of bylaw infractions may be made at the Municipal Office by completing our Bylaw Complaints Form, by letter or by email to development@trentlakes.ca **We do not release the name of the complainants.** *However, we do require that all complainants identify themselves and that they be prepared to provide testimony in the event that it is necessary to proceed with formal charges.*

Process:

1. Speaking to your neighbor and making them aware of your complaint can resolve most problems, this should be your first step.
2. Present your written complaint to the Municipal Office.
3. The Bylaw Enforcement Officer will investigate your complaint. If it is determined that there is a bylaw infraction, they will contact the person involved, usually by mail. Where the complaint is about a property issue, we will contact the registered property owner and we may notify the occupier of the premises.
4. In extreme cases of non-compliance or repeated infractions, we may issue a fine or prosecute through the courts.

Today's Date: _____ **Time:** _____

Name of Complainant: _____

Phone Number(s): _____

Street Address: _____

Mailing Address: _____

Email: _____

I agree that my contact information can be shared with the appointed By-law Enforcement Officer for the Municipality of Trent Lakes for direct communication.

Property Address: (where alleged violation is taking place):

Name of Occupier of Property: _____ **Phone:** _____

And / or Name of Property Owner: _____ **Phone:** _____

Property Owner Address: _____

Please Enter Details of Complaint Below:

Incident Date(s) and Time(s):



Description of Complaint (Use a separate sheet of paper if required):

Signature of Complainant: _____

▼ **Office Use Only** ▼

Received by: _____

Action Taken:

Municipal Officer: _____ Date: