



PO Box 460 | 56 Wheatland Ave  
 Smoky Lake, AB T0A 3C0  
 Phone: 780-656-3674 | Fax: 780-656-3675  
 Email: [town@smokylake.ca](mailto:town@smokylake.ca) |  
 Website: [www.smokylake.ca](http://www.smokylake.ca)

## Complaint Resolution Form

**Complaints submitted with incomplete fields or minimal descriptions will be void.  
 Property Owner of reported incident is subject to know all provisions submitted in this report**

<b>Contact Information:</b>	
Complaint submitted by:	Date:
Phone Number:	Email:
<b>Nature of Incident (check one):</b>	
<input type="checkbox"/> Safety Concern <input type="checkbox"/> Health Concern <input type="checkbox"/> Animal Concern <input type="checkbox"/> Danger to Personal Property <input type="checkbox"/> Other	
<b>Description of Occurrence:</b>	
Date of Occurrence:	Place of Occurrence:
Detailed Description of Occurrence:	
Effects to you/your property:	
<b>Resolution:</b>	
Have you previously reported a similar incident for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How long has this been an issue?	
Have you discussed the concern with the other person, neighbor, or animal/property owner?	
Yes	No
If yes, what was the outcome?	
Signature of complainant:	

*Protection of Privacy Act Collection Notice: By submitting this application, you are providing personal information including your name, phone numbers, email address, mailing/physical addresses, and postal code. This information is being collected in accordance with Section 4(c) of the Protection of Privacy Act. This information will be used to process your complaint resolution form by the Town of Smoky Lake. For questions about the collection of your personal information, you may contact the Town of Smoky Lake at 56 Wheatland Ave, Smoky Lake, AB T0A 3C0, 780-656-3674, or [legislative@smokylake.ca](mailto:legislative@smokylake.ca).*



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<b>OFFICE USE ONLY</b>	
File No:	Date Received:
Complaint Resolution Form taken by:	
Assigned to:	
Corrective Actions Taken:	
Date corrective actions completed:	
Corrective actions executed by:	

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