



Town of Collingwood
97 Hurontario Street
Collingwood, Ontario L9Y 3Z5
705-445-1030 ext. 3256
clerk@collingwood.ca

AMPS Public Complaint Form

Instructions

Please complete this form thoroughly and submit it within 30 days of the event or incident related to your complaint. This form is intended for complaints or concerns regarding the administration of the Town's Administrative Monetary Penalty System (AMPS). If you wish to dispute a Penalty Notice you have received, please complete a request for a Screening Review and/or Hearing, as applicable.

A. Contact Information		
<i>Name:</i>		<i>Penalty Notice Number:</i>
<i>Street Address:</i>		
<i>City:</i>	<i>Province:</i>	<i>Postal Code:</i>
<i>Date of Event for Which a Complaint is Being Made (MM/DD/YYYY):</i>		<i>Phone Number:</i>
<i>Email:</i>		

B. Description of Complaint
<i>Please describe your complaint in as much detail as possible. Include dates, locations, what occurred, and any relevant context.</i>

C. Supporting Materials

If you have photographs, documents or other material to support your complaint, please list the items below and attach copies to your completed form.

D. Individuals Involved

If your complaint involves a particular individual, officer or staff member, please provide their name, title, or any identifying information, if known.

Submitting the Form

Submit your completed form using one of the methods below:

- a) By mail:** Town of Collingwood,
Attention: Director of Legislative Services/Clerk
P.O. Box 157, 97 Hurontario Street
Collingwood, ON L9Y 3Z5
- b) By email:** clerk@collingwood.ca
- c) In person:** Town Hall, 97 Hurontario Street, Collingwood, ON, L9Y 3Z5,
during regular business hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

All personal information collected on this form is protected under the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used solely for investigating and responding to your complaint.