



COMPLAINT FORM

INTEGRATED LAND MANAGEMENT BUREAU

Introduction

A complaint is information provided to Ministry of Agriculture and Lands (MAL) alleging that there has been an unauthorized use (contravention of the law) or contravention of an authorization granted pursuant to the provincial Land Act. For MAL to adequately address your complaint, it is important for you to provide us with sufficient information. Please describe the complaint in as much detail as possible on the attached form. Mail or fax a copy to the nearest MAL office. The information you provide will be subject to the Freedom of Information and Protection of Privacy Act (FOIPP). We will keep your information confidential to the maximum extent possible. Please direct any enquiries about the FOIPP to the Information Policy and Privacy Branch (IPPB) (1 800 663-7867). MAL will acknowledge receipt of your complaint. The information in your complaint will be reviewed, and you may be contacted for further details. Where warranted, the matter will be investigated and appropriate action will be taken. If MAL does not have jurisdiction over the matter, if there are no reasonable grounds to believe a contravention has occurred, or if the matter is considered not significant, no threat to public safety or no detrimental impact on the environment or on others, an investigation may not be initiated. In any case you will be informed of the outcome. If you have any questions, please contact the nearest MAL office in your area.

Your Information

Form with fields for Last name, First name, Phone number (daytime), Fax number, Mailing address, Email address, and Property address, if different from above.

Complaint Description

Form with fields for Location (legal description of land or name of waterway, lease number or file number, if known), Attach a map or sketch of the area of concern, Name, address and phone number of party alleged to be responsible, and Date and time of alleged contravention.



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Describe the nature of your complaint.

Describe how or if the alleged misuse or contravention affects you.

Identify any steps you have taken to resolve this matter. What was the result?

If you consider this matter urgent, please explain why.

Signature of Complainant

Date

<i>For Official Use Only</i>	C/N Number:	
Date of Confirmed Receipt:	Date and Staff Assigned:	