

If you have a complaint, we encourage you to raise the complaint either directly with the staff member involved or complete the Complaint Form within 48 hours following the incident. Thank you / Miigwetch for bringing your concerns to our attention.

CLIENT INFORMATION	
Name:	
Address:	
Telephone:	
Email Address:	
COMPLAINT INFORMATION	
Time / Date / Location:	
Staff Involved:	
Witnesses (if any):	
Nature of Complaint:	
How was the incident reported?	
What suggestions to you have to improve this service?	
OFFICE ONLY	
Date Received:	
Person responsible for follow-up:	

COMPLAINANT SIGNATURE

DATE

WITNESS SIGNATURE

DATE