

Town of Portugal Cove-St. Philip's

Complaint Policy

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's the Town Council has adopted this policy on the 19th day of June, 2007.

1. Title

This document shall be known and cited as the *Complaint Policy*.

2. Policy Clauses

All complaints must be made in writing and signed by the complainant prior to action being initiated by the Town.

3. Date Effective

June 19th, 2007, Motion # 07-182