

**GARDEN RIVER FIRST NATION  
Community Complaint Form**



Community complaints must be submitted in writing. Verbal complaints will not be investigated. Due to the inability to confirm identity through email, unsigned complaints submitted by email will not be treated as formal complaints, unless a signed complaint form is attached.

Please complete the following form as accurately as possible:

Your Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Complaint: The date, time and location of incident.

\_\_\_\_\_  
\_\_\_\_\_

The name, department and program or position of employee involved. If the complainant does not know the name of the employee, a physical description should be provided.

\_\_\_\_\_  
\_\_\_\_\_

Summary of the specifics of the complaint (What is the complaint about?).

\_\_\_\_\_  
\_\_\_\_\_

(If more room required, continue on back of page).

Please send your signed complaint form directly to the Band Manager. This can be delivered in person, mailed or emailed to:

Band Manager  
7 Shingwauk Street  
Garden River, ON  
P6A 6Z8

A written response will be sent to you acknowledging receipt of the complaint within five (5) business days of being submitted. The response letter shall also indicate whether or not further investigation into the allegations shall be conducted.