

# 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 19<sup>th</sup> day of June, 2007.

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### 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 19<sup>th</sup>, 2007, Motion # 07-182