

**BY-LAW ENFORCEMENT SERVICES  
BY-LAW COMPLAINT INTAKE FORM**

FORM BLW-102



8348 Wellington Rd 124  
P.O Box 700  
Rockwood, ON N0B 2K0

**Directions**

**PLEASE FILL OUT THE FORM BELOW AND MAIL IT TO:**

**Attn: By-law Enforcement Department  
Township of Guelph/Eramosa  
8348 Wellington Rd 124  
P.O Box 700  
Rockwood, ON N0B 2K0**

**Instructions**

1. Before you fill out this complaint form, you may want to review the [The Township of Guelph/Eramosa By-Laws Page](#). The online complaint form is monitored during regular business hours (Monday to Friday 8:30 am to 4:30 pm).
2. Please review, the [Township By-Law Complaint policy COR-0221](#), before filing a complaint.
3. The Municipality employs, one (1) Municipal Law Enforcement Officer on part-time basis, as a result acknowledgement of complaints will be made within 3-4 business days.
4. Complaints are responded to (Monday to Friday, 8:30 am to 4:30 pm). Please contact the By-law Enforcement/Property Standards Officer at (519) 856-9596 Ext. 121.
5. For parking and noise complaints after business hours, please contact the **Ontario Provincial Police** at 1 (888) 310-1122
6. For all Animal Control complaints, please contact the **Guelph-Humane Society** at (519) 824-3091.

**A. Your Information**

Please ensure to provide the following information so that an investigation can be opened about your concern.

We are unable to take anonymous complaints and be advised that all complaint information remains confidential and will never be disclosed as per legislative requirements from the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990. c. M.56.

Name	
Address	
Phone number	
Email	

**B. Address/Location of alleged violation:**

To assist in the processing of your complaint efficiently, the minimum information we require completed in this section is the address or intersecting street and city of the property for inspection. Any additional information you can provide such as a first and/or last name of the property owner is helpful but not essential.


**Name of Complaint Property Owner (if known):**

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**C. Nature of Complaint**

- Animal Control
- Exterior Property Maintenance (roof, windows, doors etc. that are broken or in need of major repair)
- Garbage and Debris (residential and/or commercial properties)
- Illegal use of property (zoning)
- Long grass (more than 8 inches)
- Noise (only noise during business hours, afterhours Weeknds or Holidays, please contact OPP)
- Potential Vacant Building
- Parking Enforcement
- Illegal Site Alteration
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**Details of alleged violation:**



**D. Declaration**

I, \_\_\_\_\_ hereby declare that the information given in this for mis true, complete and accurate.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notice of Collection**

The Township of Guelph/Eramosa collects information under authority of section 227 of the Municipal Act, 2001. Any personal information collected on this form is intended to be used for investigation and related activities and in contacting you regarding your complaint, if necessary. Questions about the collection of this personal information can be directed to the Deputy Clerk at 519-856-9596 x107 or by mailing them to:  
Township Office, 8348 Wellington Rd 124 P.O Box 700, Rockwood, ON, N0B 2K0