



# Request for Assistance in Resolving a Complaint

Regional File: \_\_\_\_\_

## General Information:

1. Name of Complainant: \_\_\_\_\_  
(Surname) (First Name)

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

2. Location of Complainant's Residence: \_\_\_\_\_

3. I am experiencing:  flooding  erosion  siltation  other

If other, please specify: \_\_\_\_\_

damages on my \_\_\_\_\_  
(legal description of lands on which injury, loss or damage is suffered or anticipated)

4. The damage is caused by \_\_\_\_\_  
(i.e. ditch, diversion dyke, culvert, pump, etc.)

located on the \_\_\_\_\_  
(legal description of land on which the works are located)

5. These works were constructed \_\_\_\_\_  
(month and year)

6. Owner or authority responsible for the works:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Location of residence of owner of works: \_\_\_\_\_

7. Description of works: (In this space, provide as accurately as possible a description and location of the works causing the problem, their size, how they were conducted, etc. Illustrate this information in the sketch space shown on Page 2 of this form.)

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

8. The Saskatchewan Watershed Authority Act, 2005 specifies that **the complainant must contact the person(s) or authority considered responsible for the cause of the complaint and make a reasonable effort to resolve the complaint**, prior to the filing of this form. Please describe your contact below:

a) when, where and how the contact was made: \_\_\_\_\_

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

b) provide a brief summary of the results of your contact: \_\_\_\_\_

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

**Additional Information:**

9. Please provide additional information, evidence or comments that you feel would assist in investigating the complaint. This may include any proposals which might resolve the problem.

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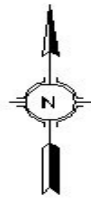
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10. The space below is provided for a sketch plan. Please show on the sketch as much detail as possible to accurately illustrate the problem prompting the complaint. A larger map can be attached if required. Information should include the following:

- a) Section Numbers, Township and Range;
- b) Area affected by the problem with location of natural runs, sloughs, water bodies, constructed works and/or other works contributing to the problem;
- c) Names of owners/occupants of land involved;
- d) Direction of water flow before and after the problem arose; and
- e) Any additional information to assist with the complaint investigation.



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Dated at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*Signature of Complainant*