

Request for Assistance in Resolving a Complaint

Regional File: _____

General Information:

1. Name of Complainant: _____
(Surname) (First Name)Mailing Address: _____
_____ Postal Code: _____

E-mail Address: _____ Fax No: _____

Telephone No.: _____ Cellular No.: _____

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 No.: _____

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 3 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: _____

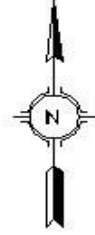
b) provide a brief summary of the results of your contact: _____

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.

10. The space on the following page 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.



I/We acknowledge any information submitted in support of this request will be subject to disclosure under the Freedom of Information and Protection of Privacy Legislation (FOIP). If supporting information contains a confidentiality provision, the Complainant must provide a letter from the author of the information acknowledging the information is being provided to the Water Security Agency and authorizing it to be made public.

Dated at _____, Saskatchewan, this _____ day of _____, 20____
(location) (number) (month) (year)

Signature of Complainant /Owner