



**City of Burnaby**  
 Finance Department  
 4949 Canada Way  
 Burnaby, B.C. V5G 1M2  
 604-294-7005

## Fair Wage Complaint Form

Complete this form to submit a complaint to the City of Burnaby alleging non-compliance with the Fair Wage Policy, by any Contractor or Sub-Contractor performing construction work on a City Construction Contract. All complaints must be submitted in writing on a completed "Fair Wage Complaint Form" addressed to the **Manager, Business Advisory Services** by postal mail or by e-mail at [Business.Advisory@Burnaby.ca](mailto:Business.Advisory@Burnaby.ca) at the earliest time but no later than twenty-one (21) days following Substantial Performance of the:

- (a) relevant City Construction Contract where a complaint is being made against a Contractor; or
- (b) relevant Sub-Contract to a City Construction Contract where a complaint is being made against a Sub-Contractor.

### Information of Person submitting Complaint "Complainant"

First Name	Middle Initial	Last Name
Address (Street/ Apt. No./ P.O. Box/ R.R.#)		
City/Town	Province	Postal Code
Primary Telephone Number		Email Address (if available)
Request submission date to the City of Burnaby	Are you an employee of the Contractor or Sub-Contractor to which the complaint is being made against?  Yes No	

### This complaint is being made against:

Contractor or Sub-Contractor Company Name	Contractor Sub-Contractor
Name and/or Description of the Project	
Street Address or Location of the Project	
State the reason(s) for alleged non-compliance	

The City shall make every effort to safeguard the confidentiality of each Complainant's identity. However, this information is subject to the provisions of the **British Columbia Freedom of Information and Protection of Privacy Act**. *\*Provide applicable supporting documents if available.*