



Procurement Section
Corporate Services Department
28 James Street North, 4th floor
Hamilton, ON L8R 2K1

Telephone: 905-546-2424

Email: procurement@hamilton.ca

FAIR WAGE COMPLAINT FORM

Complete this form when submitting a complaint to the City of Hamilton alleging non-compliance with the Fair Wage Policy and Fair Wage Schedule by a Contractor or Sub-Contractor performing construction work on a City Construction Contract. This "Fair Wage Compliant Form" must be completed in writing and sent to the Manager of Procurement at any time, but no later than 21 calendar days following substantial performance of the relevant City Construction Contract.

The City shall make every effort to safeguard the confidentiality of each complaint Initiator's identity. However, this information is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.

The person submitting the complaint (Initiator) is advised to read the City of Hamilton's Fair Wage Policy and Fair Wage Schedule at: hamilton.ca/Procurement

The complaint is being initiated and submitted by:

Full name:		
Address:		
City/Town:		
Postal code:		
Telephone number:		
Email:		
Fax:		
Date submitting this form:		
Are you an employee of the Contractor or Sub-Contractor to which the complaint is being made against?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The complaint is being made against:

Contractor or Sub-Contractor name:		Contractor <input type="checkbox"/>	Sub-Contractor <input type="checkbox"/>
City Construction Contract title and number (or description/site location):			
Indicate and/or state the reason for the alleged non-compliance:	Total Hourly Compensation <input type="checkbox"/> Other <input type="checkbox"/> Reason:		
Position(s) affected (as per the Fair Wage Schedule):			

The complaint and form must be forwarded to the City's Manager of Procurement via email (procurement@hamilton.ca) or in person to: Procurement Section, Corporate Services Department, 28 James Street North, 4th floor, Hamilton, Ontario L8R 2K1.