



COMPLAINT FORM
Confidential when completed

A complaint is an expression of dissatisfaction about the action or lack of action taken regarding operations, facilities or services provided by the Municipality or by a person or body acting on behalf of the Municipality of Whitestone. A complaint is distinct from Request for Service, Enquiry, Feedback, Compliment or Suggestion.

To open a municipal complaint, please complete the form below in its entirety and submit to the Municipality using one of the methods detailed on Page 3.

CONTACT INFORMATION			
Name: _____			
Home Phone: _____		Cell Phone: _____	
Mailing Address: _____			

Email: _____			

AREA OF COMPLAINT		Please indicate the area related to this complaint	
<input type="checkbox"/> Administration	<input type="checkbox"/> Animal Control	<input type="checkbox"/> Building	<input type="checkbox"/> Fire
<input type="checkbox"/> By-Law Enforcement	<input type="checkbox"/> Recreation	<input type="checkbox"/> Facilities	<input type="checkbox"/> Library
<input type="checkbox"/> Roads	<input type="checkbox"/> Landfill	<input type="checkbox"/> Cemetery	
<input type="checkbox"/> Other (specify) _____			
Please describe the nature of your request, examples include:			
- Details of what happened			
- Where did this happen?			
- Is it within the Municipality of Whitestone's responsibility?			
- When was the occurrence?			
- Who was involved?			
- What was said or done at the time of the occurrence?			
- What kind of resolution is being sought?			

Thank you for taking the time to express your concern.

All personal information you choose to provide on this form is collected under the authority of Section 227 of the *Municipal Act, 2001*, S.O. 2001, c. 25. The information will be used to confirm your consent under Section 32(b) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 to disclose information relating to your complaint to the third party you identified.

HOW TO SUBMIT THIS FORM

In Person or By Mail:

The Municipality of Whitestone
21 Church Street
Dunchurch, ON. P0A 1G0

By Email:

Michelle Hendry, CAO/Clerk
michelle.hendry@whitestone.ca