



**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**

☐ Administration

☐ Animal Control

☐ Building

☐ Fire

☐ By-Law Enforcement

☐ Recreation

☐ Facilities

☐ Library

☐ Roads

☐ Landfill

☐ Cemetery

☐ 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?

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

Please use addition pages if necessary

## Tracking Number: \_\_\_\_\_

Forwarded To:	Date:
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\_\_\_\_\_ Final Decision Notice                           Date Sent: \_\_\_\_\_

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:**

**Nigel Black, CAO/Clerk**  
[Nigel.Black@whitestone.ca](mailto:Nigel.Black@whitestone.ca)