

The Nation Municipality Formal Complaint Form

All personal information collected on this form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of investigating and responding to your complaint. This information will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

1. Complainant Information *(required unless submitting anonymously)*

Full Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Check here if you wish to remain anonymous (Please note anonymous complaints will only be investigated if they relate to health/safety, legal, or misconduct concerns and will be assessed for credibility.)

2. Complaint Details

Date of Incident: _____
Time (if known): _____
Location of Incident: _____
Department or Staff Involved (if known): _____

Please describe your complaint clearly and in as much detail as possible.
(Include what happened, who was involved, any steps you've taken to resolve it, and what you would consider to be a fair resolution.)

Description:

3. Supporting Documentation (*optional*)

Attach any supporting documents, photos, emails, or correspondence:

- Yes (please list): _____
 No
-

4. Desired Outcome or Resolution

What outcome or resolution are you hoping for?

5. Declaration

I hereby declare that the information provided is accurate to the best of my knowledge and submitted in good faith.

Signature: _____ **Date:** _____

Submit This Form

You may submit your completed form:

- In person at the Municipal Office
- By mail to: *The Nation Municipality, 958 Route 500 West, Casselman, ON*
- By email to: admin@nationmun.ca
- Via the **Report a Problem** online portal