



# Formal Complaint

Use this form to make a complaint about actions/non-actions/decisions/recommendations in the administration of the City or its local boards, except police services and library boards. If you have a complaint about a "closed" council meeting, it is made directly to the Ontario Ombudsman.

## Contact Information:

Last Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

How would you like us to contact you?  Email  Phone  Mail

## Details of Complaint:

Please provide details of the matter or incident. Include who, what, when, where and why, as well as any steps that have been taken so far. Use a separate page if required.

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## Personal Information:

Personal information contained on this form is collected under the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to a request for inquiry or complaint. Questions about this collection should be directed to the City Clerk.

## Submission Requirements:

Mail, email or hand deliver to:

City of Owen Sound  
808 2<sup>nd</sup> Avenue East  
Owen Sound, ON N4K 2H4  
[feedback@owensound.ca](mailto:feedback@owensound.ca)

## Office Use Only

Date Received: \_\_\_\_\_ Tracking #: \_\_\_\_\_