



# Complaint Submission Form

Administrative Monetary Penalty System

Ontario Regulation 333/07, *Municipal Act, 2001*

The Corporation of the Town of Whitchurch-Stouffville

Your feedback is important to us. Only you can tell us if our services meet your needs and what we can do to improve.

Please note that anonymous complaints will **not** be accepted, and you may withdraw your complaint at any time.

## Instructions

Step 1: Fill out this form as completely as possible **within 30 days** of the date of the event for which the complaint is being made.

Step 2: Send the signed and completed form (including any attachments) to the attention of the Commissioner, Corporate Services & Town Clerk by email, mail or fax.

Email: becky.jamieson@townofws.ca

Mail: Town of Whitchurch-Stouffville

Attention: Commissioner, Corporate Services & Town Clerk  
Town of Whitchurch-Stouffville Corporate Services Department  
111 Sandiford Drive  
Whitchurch-Stouffville, ON L4A 0Z8

Fax: (905) 640-7957

## Contact Information

\*Required field

First Name*		Last Name*	
Street Number	Street Name		Suite/Unit Number
City		Postal Code	Province
Telephone Number*		Email*	

Are you submitting your complaint on behalf of someone else? \*

Yes

No

Please indicate how you would like us to contact you regarding your complaint. \* (Select one)

Email

Telephone

Regular Mail

## Complaint Details

Please record information about what happened and what actions occurred, who was involved, dates and times. **Provide as many details as possible.**

Details:	
Services area or location:	
Staff person(s) involved, if known:	
List of attachments (include any documents such as letters or other relevant documents):	
How would you like to see your complaint resolved?	
Signature	Date

While investigating your complaint, in accordance with the *Municipal Act, 2001*, the Town of Stouffville will only disclose your personal information to staff who require the information to perform the investigation. Your personal information will not be shared with anyone else unless you provide written consent for such sharing or where the Town is compelled to do so by law. Questions about this collection should be directed to the Commissioner, Corporate Services & Town Clerk, Town of Whitchurch-Stouffville, 111 Sandiford Drive, Stouffville, ON L4A 0Z8