



# Township of Frontenac Islands

Box 130 1191 Rd. 96, Wolfe Island, Ontario K0K 2Y0

50 Baseline Road, Gananoque, Ontario K7G 2V6

## Complaint Form

Please complete the following form to submit a formal complaint. This information will help us investigate and respond appropriately.

### 1. Complainant Information

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### 2. Details of the Complaint

Date of Incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of Incident (if known): \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Describe what happened (please provide as much detail as possible):

I confirm that the information provided above is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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### Office Use Only

Complaint Received By: \_\_\_\_\_

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

File/Case Number: \_\_\_\_\_

Follow-up Actions Taken