



**MUNICIPALITY OF SOUTH DUNDAS**

34 Ottawa Street  
PO Box 740  
Morrisburg ON K0C 1X0  
613-543-2673/613-543-1076 (f)

**Compliments & Complaints Intake Form**

**Contact Information**

1. First Name:

2. Last Name:

3. Address:

4. Town/City:

5. Postal Code:

6. Email Address:

7. Phone Number:

8. Are you a ....?

- Resident (including property owners and tenants)
- Business Owner
- Resident (including property owners and tenants)
- Business Owner
- Community Organizer
- Vendor
- Contractor
- Visitor/Tourist
- Other, please specify

9. Please indicate how you would like us to contact you regarding your complaint.

- Email
- Phone
- Mail
- Other, please specify

**Details of Complaint**

10. Please select the item you're filing:

- Compliment
- Complaint
- Feedback/Suggestion
- Other, please specify

11. Please indicate which department(s).

- Administration
- Fire & Emergency Services
- Public Works
- Recreation & Facilities
- Planning & Enforcement
- Economic Development
- Communications & Tourism
- Other, please specify

12. Details of what happened (Please be as detailed as possible).

13. What type of contact or interaction did you have?

- Visit to Municipal Office
- Telephone Conversation
- Email Exchange
- Written Correspondence
- On-site Inspection/Visit
- Public Meeting
- Site Visit by Enforcement Staff
- Other, please specify

14. Where did it happen?

15. When did it happen?

16. Who was involved? Who witnessed it?

17. What was said?

18. What kind of resolution is being sought?

19. Would you like to be contacted for follow up?

Yes  No

20. As an organization we are always trying to continuously improve. Do you have a suggestion for how we can improve a service or program based on your concern?

21. Please provide any additional comments.