

This form is to be used when making a complaint under the City's Complaint Management and Resolution Policy. Submit this form along with any supporting documentation to Service Oshawa, 50 Centre Street South, Oshawa ON L1H 3Z7 or by email at service@oshawa.ca.

Name	Date
Address	Apt/Unit
City	Postal Code
Phone	Email

### Location of incident or concern

# Date and time of incident or concern

#### Name(s) of any individual or staff involved

#### Details of incident or concern

## **Resolution being sought**

Personal information on this form is collected pursuant to Section 11 of the Municipal Act, 2001 and will be used to record complaints. Questions about this collection should be directed to the City's Freedom of Information Coordinator at 50 Centre Street South, Oshawa, Ontario, L1H 3Z7, by phone at 905-436-3311.