

# Complaint

(regarding City Staff)

OFFICE USE ONLY

City of Mississauga  
Office of the City Clerk  
300 City Centre Drive  
Mississauga, Ontario L5B 3C1  
www.mississauga.ca



Personal information on this form is collected pursuant to Section 11 (1) of the *Municipal Act 2001*, SO 2001, c. 25, and will be used for the purpose of administering the Public Complaints Procedure. Questions about this collection should be directed to: Access and Privacy Officer, Office of the City Clerk, City of Mississauga, 300 City Centre Drive, Mississauga, Ontario L5B 3C1. Telephone 905-615-3200 ext. 5181.

## Complainant Information

Last Name(s)		First Name	
Address			
City / Town		Province	Postal Code
Home Phone Number	Work Phone Number		Cell Phone Number
Fax Number	E-mail Address		

**Note:** Please notify the Office of the City Clerk, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, immediately if you change your address, telephone, fax number or email address.

## Contact Considerations

The City of Mississauga's Office hours are Monday to Friday, 8:30am to 4:30pm.

What is the best time to contact you?	Special Contact restrictions
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## Complaint Details

Date of Incident (YYYY/MM/DD)	Time of Incident
Location of Incident	Date Reported (YYYY/MM/DD)
Which employee(s) is your complaint about?	Department(s) (if known)
Have you discussed this issue with a City representative? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If yes, please provide their name(s) and work locations if known.

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Describe the details of the incident you are complaining about (who, what, where, when, and why) including any steps that have been taken to resolve it.

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