



MUNICIPAL COMPLAINT POLICY

PART I - PURPOSE

The Municipal Complaint Policy is intended to provide a consistent and uniform process to respond to program and service delivery concerns raised by members of the public. The policy will assist the Municipality in continuing to provide excellent service to the public, and will contribute to the continuous improvement of operations.

The following policy establishes guidelines and standards for the efficient handling and resolution of complaints made toward the Municipality in order to address concerns raised and improve services.

PART II – SCOPE

A complaint is an expression of dissatisfaction related to a municipal program, service, facility, or staff member.

This policy does not address:

- Inquiries
- Request for service
- Feedback
- Compliments
- Request for accommodation
- Criticisms or anonymous complaints
- Issues addressed by legislation, or an existing municipal by-law, policy or procedure
- A decision by Council or an Advisory Committee
- Internal employee complaints
- Matters that are handled by tribunals, courts of law, quasi-judicial boards, etc.

For example, a request made to the Municipality for a specific service such as repair to street surface, by-law or parking infractions, damage to municipal property, or garbage pick-up do not qualify as a complaint under this policy.

This policy does not apply to outside boards (e.g. Mississippi Mills Public Library Board), Closed Meeting Investigations, complaints made by employees, contractors, or volunteers working on behalf of the Municipality, or complaints about Members of

Council.

PART III – TYPES OF COMPLAINTS

Informal Complaints

It is encouraged that individuals and municipal staff work to resolve issues or concerns before they become formal complaints. Informal complaints may be made in person, by phone, letter, e-mail or fax.

It is the responsibility of municipal staff to attempt to resolve issues or concerns before they become formal complaints and identify opportunities to improve municipal services.

Formal Complaints

A formal complaint is generated when an informal resolution cannot be successfully achieved. This will result in a file generated, investigation, and decision.

All complaints should be filed in a timely manner.

PART IV – FORMAL COMPLAINT PROCEDURE

1. Filing a complaint

The complainant must fill out a complaint form which shall include the following information:

- Contact details of the complainant
- Type of complaint
- Details of the complaint (location, employee involved, resolution requested, enclosures, date complaint submitted)
- Signature and date

Anonymous complaints will not be accepted.

2. Acknowledgement

Formal complaints shall be submitted to the Clerk's Office. Upon receipt, the complaint will be given a tracking number and will be acknowledged in writing within 7 calendar days.

The Clerk's Office will assess if the complaint falls within this policy as per Part II of this policy.

3. Investigation

All complaints are investigated by the appropriate Department Head. Complaints made against Department Heads shall be investigated by the Chief Administrative Officer

(CAO) or designate. If a complaint is made against the CAO, the Mayor will investigate and may consult with Council or designate the Municipal solicitor to investigate. The designated investigator shall review the issues identified and any relevant legislation, policies or procedures. As part of the investigation, all involved parties (complainant, employee, etc.) may be interviewed by the investigator.

A complaint may be considered vexatious or frivolous if it is pursued in a manner that is reasonably perceived by municipal staff to be malicious, intended to embarrass or harass the recipient, or intended to be a nuisance. Where the complaint is considered frivolous and/or vexatious, or there appears to be a pattern of frivolous and/or vexatious requests, the Department Head and CAO may deem the file closed.

4. Decision

A decision will be made within 30 calendar days upon acknowledgement of the complaint. The Department Head, or designated investigator, shall provide a written response outlining the results of the investigation into the complaint.

The response shall note whether the complaint was substantiated and include any actions the Municipality may take as a result of the complaint.

If the designated investigator is unable to provide a response within 30 calendar days, they shall notify the complainant of the delay and provide an estimate of when a response will be provided.

5. Appeal

Once the Municipality has communicated the decision, there is no appeal process at the municipal level.

In the event complaints cannot be resolved through the Municipality's complaint process, they may be submitted to the Provincial Ombudsman's office in accordance with the provisions of *Bill 8 Public Sector and MPP Accountability and Transparency Act, 2014*.

PART V – RECORDS MANAGEMENT AND PRIVACY

All records relating to the complaint shall be maintained in accordance with the Municipality's record retention schedule.

During the complaints process, all Municipal employees shall adhere to all applicable legislation regarding privacy in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Complainants should be aware that certain circumstances may indirectly identify them during an investigation.



MUNICIPAL COMPLAINT FORM

COMPLAINANT CONTACT DETAILS

First name*	Last name*
e-mail address (<i>considered the most prompt way we can communicate with you</i>)	
Mailing Address*	Phone Number*
<i>Note: If only a mailing address is provided our response timelines may be extended.</i>	

COMPLAINT TYPE

- | | |
|--|---|
| <input type="checkbox"/> Access to services | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Staff conduct |
| <input type="checkbox"/> Outcome of existing complaint | <input type="checkbox"/> Timeliness of Services |
| <input type="checkbox"/> Processes and procedures | <input type="checkbox"/> Other |

SUMMARY OF COMPLAINT

Please record information on what happened, who was involved, date(s) and time(s). Be as detailed as possible. If there is not enough space to describe the complaint, please include an attachment.

Details

Service area/location of problem
Staff persons involved (if known)
List of enclosures (include copies of any documentation in support of the complaint)

RESOLUTION

How do you suggest the complaint be resolved?

SIGNATURE

Complainant's Signature
Date complaint submitted (mm/dd/yyyy)

INTERNAL USE ONLY

Date received	File #	Receiver Initials:
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