

City of Windsor - Concerned Citizen/Employee Complaint Form

The CCEHP is for use by either residents of the community or by City of Windsor employees. It is intended for the reporting of allegations of fraud, waste or misuse of City assets. All submission are anonymous with the details being provided to the CCEHP Administrator and personnel under the supervision of the Auditor General.

This form is not intended for conducting everyday customer service discussions. It is also not intended for complaints of a general nature by employees about City Council or management, including complaints that are normally and properly handled by personnel, payroll or health and safety.

Complaints may be filed regarding the City of Windsor:

- employees
- management
- contractors

The CCEHP process does not apply to:

- the Mayor or City Councillors or their political office staff, (please contact the Integrity Commissions for such concerns)
- The Windsor Essex County Health Unit
- Local Boards
- Municipally Controlled Corporations
- Grant Recipients
- The Committee of Adjustment
- The Essex Region Conservation Authority
- The Windsor Public Library
- The Windsor Police Services Board (WPSB)
- The Windsor Public Library Board (WPLB)

* Indicates required question

Contact Information

We will generally contact you and submit formal messages via email, but we may need to discuss some of your concerns or information directly with you.

1. First & Last Name *

2. Email Address *

3. Preferred Contact Number *

4. I hereby attest to the fact that I am a citizen or represent a taxpayer of the City of Windsor *

Check all that apply.

- ☐ I am a citizen of the City of Windsor
- ☐ I represent a citizen or taxpayer of the City of Windsor
- ☐ Other:

Allegation Considerations

5. Please indicate which of the following criteria apply to your complaint: *

Check all that apply.

- ☐ Fraud
- ☐ Waste
- ☐ Misuse
- ☐ Mistreatment
- ☐ Deception
- ☐ Lack of Fairness
- ☐ Breach of Confidentiality/Privacy

6. Please explain which City Assets are associated with your complaint. *

7. Given your knowledge of this allegation and the evidence you have compiled, what do you believe the economic impact to the City of Windsor to be for this complaint? *

Mark only one oval.

- ☐ Less than \$10,000
- ☐ More than \$10,000 but less than \$75,000
- ☐ More than \$75,000


Complaint Details - Allegation Information

8. Please record information about what happened and what actions occurred, who was involved, dates and times. Provide as many details as possible. *

9. You may attach a file if that assists *

Files submitted:

10. Service Area or Function *

 Dropdown

Mark only one oval.

- ☐ Parks & Facilities
- ☐ Library Services
- ☐ Recreation & Culture
- ☐ Fire & Rescue Services
- ☐ Asset Planning
- ☐ Financial Planning
- ☐ Financial Accounting
- ☐ Taxation & Financial Projects
- ☐ Engineering
- ☐ Public Works Operations
- ☐ Pollution Control
- ☐ Employment & Social Services
- ☐ Housing & Children's Services
- ☐ Huron Lodge
- ☐ Planning & Development Services
- ☐ Economic Development & Client Change
- ☐ Building Services
- ☐ Transit Windsor
- ☐ Legal & Real Estate Services
- ☐ Corporate Security
- ☐ Council Services
- ☐ Communications & Customer Services
- ☐ Purchasing, Risk Management & Provincial Offences
- ☐ Human Resources & Employee Relations
- ☐ Equity, Diversity, Inclusion, Accessibility & Indigenous Affairs
- ☐ Office of the Chief Administrative Officer
- ☐ Unknown/Not Certain

11. Persons Involved (Names, Titles (where possible)) *

12. List of Attachments or Evidence Available *

13. Summarize what steps you have taken to try and resolve your complaint, including the consideration you have submitted and what response you received. Who have you already dealt with in the city concerning your complaint? *

14. How would you like to see your complaint resolved? *

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