

Municipal Service Request Form

Village of Donalda

Use this form to report concerns involving Village services or municipal property, such as potholes, water leaks, damaged signs, streetlight outages, snow and ice concerns, park maintenance, drainage, or other municipal issues. Please provide as much detail as possible so staff can locate and assess the concern.

Your Contact Information

Name:	Civic Address:
Telephone:	Email:
Preferred contact method: ☐ Phone ☐ Email	Would you like a follow-up? ☐ Yes ☐ No

Tell Us About the Issue

Date Observed:	Time observed (if known)
Location of issue:	Nearest address, landmark, or intersection
Location of Incident: Is this an immediate safety hazard? ☐ Yes ☐ No	Have you reported this issue before? ☐ Yes ☐ No

☐ Water	☐ Sewer / Wastewater	☐ Roads & Sidewalks	☐ Streetlights	☐ Parks & Playgrounds	☐ Trees & Green Spaces
☐ Cemetery	☐ Municipal Buildings	☐ Snow & Ice	☐ Drainage	☐ Signage	☐ Other: _____

Please describe the issue. Include details that will help staff locate and assess the concern.

Photos available? ☐ Attached ☐ Emailed separately ☐ No

Submit this form to the Village Office, call 403 883 2345, or visit www.village.donaldal.ca to report a municipal service request.

Signature (optional)

Date

Signature of Complainant

Date

Signature of Employee Receiving Complaint

Date