

MEMBER COMPLAINT FORM

Before you deliver your complaint form, and in order for the Board of Directors to determine how to proceed with this complaint, please answer all of the following questions. Your information will be held in the strictest confidence.

Which member(s) are you filing a complaint against? _____

Which unit are you filing this complaint against? _____

What is your complaint about?

Which bylaw do you believe has been broken? _____

Have you tried to resolve this issue with the other party? Yes No

If you answered No to this question, please explain

If you tried to resolve your issue with the other party, were they receptive to your attempt to resolve this issue? Yes No

If you answered Yes to this question, why do you need to file this complaint?

If you answered No to this question, please explain

Are you willing to attend a mediation meeting with the other party if suggested to you? Yes No

If you answered No to this question, please explain

Please continue on the reverse side of this form and sign where indicated

What would you like to happen now? _____

Note

Before the Board of Directors will consider your complaint, the behaviour being complained about must violate the bylaws in some way. If you do not have a copy of the bylaws, they can be provided to you by the Co-op manager on request.

Declaration:

I understand that the information in this Complaint Form is being collected for the purpose of an investigation and possible action by the Co-operative. I consent to this collection and any subsequent use of this information by the Co-operative or its agents. I also understand that this information may be disclosed to the person(s) involved in the issue, staff of the Co-operative, the board of directors and, if the Co-operative makes an eviction decision based wholly or partly on this Complaint Form, to the general membership (if the eviction decision is appealed) and to a Court. I consent to this disclosure.

Member Name (PLEASE PRINT)

Unit #

Member Signature

Date

Member Name (PLEASE PRINT)

Unit #

Member Signature

Date

Member Name (PLEASE PRINT)

Unit #

Member Signature

Date