

## Member complaint form

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**When there are problems or disagreements, members need to take the initiative to resolve them before expecting the co-op to get involved. For a complaint to be considered by the co-op, the behaviour being complained about must violate the rules, occupancy agreement or policies of the co-op.**

Please consult the co-op's Rules, occupancy agreement and policies before you fill out this complaint form.

1. I have a complaint about another member/ unit/ committee/ board\_\_\_\_\_.

My complaint is

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2. The complaint I have demonstrates a violation of Rule\_\_\_\_\_, section \_\_\_\_\_ of the occupancy agreement, or the \_\_\_\_\_policy.

I believe that the behaviour I am complaining about breaks the above because:

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3. I have tried to resolve this problem myself by

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4. Please describe what your needs are in resolving this complaint.

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**Before your complaint will be considered by the co-op you must fill in each of the sections above.**

**Finally, you must sign this form.**

I understand that the information in this Complaint Form is being collected for the purpose of an investigation and possible action by the co-op. I consent to this collection and use. I also understand that this information may be shared with the person/people involved in the incident, staff of the co-op, the Board of Directors.

- I am willing to participate in mediation if the board feels this is appropriate
- I am not willing to participate in mediation if the board feels this is appropriate

Signature \_\_\_\_\_ Date \_\_\_\_\_ Unit number: \_\_\_\_\_