

CONFIDENTIAL
COMPLAINT INFORMATION FORM

Association file #.....



Courtenay and District Fish and Game Protective Association

Box 3177 Courtenay, BC V9N 5N4

Please note – our complaints policy ensures that within 14 days both parties to the complaint will be notified of its receipt and of options for its resolution.

If the complaint is currently under legal action it will not be considered until that process is complete. Bylaw and Code of Conduct infringements may then be reviewed.

Should the Board perceive threats to the Association’s reputation and public standing arising from legal action temporary suspension of membership may result.

The Association and all involved parties are required to maintain the strictest confidentiality regarding this complaint and any subsequent investigation. Your signature signifies that this complaint is brought in good faith.

Signature: _____

Date: _____

To: Courtenay and District Fish and Game Protective Association

Attention: The President

From: Name: _____
Address: _____
City, Province: _____
Postal Code: _____
Phone residence: _____
Phone cellular: _____
E-mail address: _____
Membership # for current year: _____

1. **After reviewing this form for relevant questions** describe, in your own words, what you consider the issue to be (your complaint), including all facts upon which you base your concerns: use additional space as needed, and append relevant documents and images.

2. Name of Member(s) complaint is against (respondent(s))

3. Have any legal proceedings been initiated? If please detail:

- 4. What positive result would resolve this issue for you?

- 5. Have you communicated with the respondent and/or any Program Chair about you concerns? If so, when and what response did you receive?

- 6. What action, if any, have you taken to rectify or address the situation? List steps taken as well as dates:

- 7. Which Articles of CDFGPA foundational documents you believe have been violated?

- 8. Date (s) of Incident (s):

- 9. Location / Occasion of incident(s):

- 10. Were other CDFGPA members directly involved? If yes, who were they and how were they involved?

- 11. How did you observe/discover this issue?

- 12. When did you observe/discover or find out about it?

- 13. What practices or actions by the respondent do you think should be investigated?

Who else knows of or has possible information about the situation? (Please give names and if known, contact information. Also, if known, are these individuals CDFGPA members.)

- 14. Have you had any communication with anyone regarding this incident? If so, please explain and attach copies of any written communication: (Please give names and if known, contact information. Also, if known, are these individuals CDFGPA members.)

