



#58 675 Noons Creek Drive Port Moody British Columbia, V3H 4S7 - www.noonscreekcoop.com

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. (noonscreekcoop.com)

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

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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

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

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, and the Member Relations Committee.

I am willing / not willing to participate in mediation if the board or the Member Relations Committee feels this is appropriate.

Signature _____ Date _____ Unit number: _____