# File a Code of Conduct Policy Complaint

Please fill in this form to file a Park Board Code of Conduct Policy complaint about a Park Board Commissioner (elected) or an Advisory Committee member (appointed) and email it to IntegrityCommissioner@Vancouver.ca. Try to fill in as much as possible with exact details.

## Who is involved in the complaint?

|  |  |
| --- | --- |
| Your name |  |
| Your telephone number |  |
| Your email address |  |
| The name of the person you are complaining about (otherwise known as the Respondent) |  |
| Respondent’s job title |  |
| Your relationship to the Respondent(for example, you are a member of the public or you work at City Hall) |  |

## What are the details of your complaint?

1. How do you know about this incident?
(for example, it happened to you, you were there as a witness, you were told about it by a friend.)
2. Where did the incident take place?
3. When (date and time if you have it) did the incident take place?
4. What happened?
(Describe in detail what took place, specifying the role of the respondent in the incident.)
5. Were there any witnesses? If yes, please include their names and contact details if you have them.
6. What conduct do you think is inconsistent with the respondent’s role and/or the Code of Conduct Policy? (See Parts 2 and 3 of the Policy for details.) Please put in **X** in the box opposite the conduct.

|  |  |
| --- | --- |
| Breach of communications |  |
| Disclosure of confidential information |  |
| Conflict of interest |  |
| Improper use of municipal assets and services |  |
| Improper use of influence |  |
| Improper election activities |  |
| Improper acceptance of gifts or personal benefits |  |

Other:

1. How would you like the matter settled? Are you willing to participate in an informal resolution (such as mediation)?

Please attach any supporting documents (for example, photos, copies of emails or text messages, and so on) to your email.

Note that the Park Board Integrity Commissioner will consider your email confidential during the preliminary assessment of your complaint. If you have any questions about the complaint process, email IntegrityCommissioner@Vancouver.ca.