

City of Maple Ridge – Integrity Commissioner

Code of Conduct Complaint Form

If you would like to report conduct by a Council Member or the Mayor (“Council Member”) which you believe contravened the [Council Code of Conduct Bylaw, No. 7976-2023](#) (“Code of Conduct”), please fill out the form below and email the completed form to Anita Atwal, Maple Ridge Integrity Commissioner, at anita@anitaatwallaw.com.

If you require assistance filling out the form or have questions, please contact the Integrity Commissioner, at anita@anitaatwalaw.com or 778-769-3393.

Note

Prior to filing a complaint, please ensure your complaint falls within the scope of the Code of Conduct. Section 9 of the Code of Conduct includes definitions of the terms used below.

Who can file a complaint?

Pursuant to the Code of Conduct, complaints can be filed by Council Members, Staff, Committee Members or Volunteers.

Who can a complaint be filed against?

Complaints can only be filed against Council Members.

What can complaints be about?

Complaints must be about Council Members breaching of the Code of Conduct.

Council Members

If you are a Council Member, you must attempt to resolve the complaint directly with the other Council Member, if possible, prior to submitting a complaint (see section 45 of the Code of Conduct).

If the above requirements are met, please fill out the complaint form below. Try to fill in as much as possible with exact details.

1. Information about the person making the complaint

Your name	
Your phone number	
Your email address	
Your address	

2. Details of your complaint

<p>In what capacity are you filing your complaint?</p> <p><i>Please put an X in the box opposite the appropriate category.</i></p>	<p><input type="checkbox"/> Council Member</p> <p><input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Committee Member</p> <p><input type="checkbox"/> Volunteer</p>
<p>What is the name of the Council Member you are complaining about?</p>	
<p>When did the alleged conduct occur?</p>	
<p>Where did the alleged conduct take place?</p>	
<p>How do you know about this conduct? (For example, did it happen to you, did you witness it or did someone tell you about it?)</p>	
<p>What happened? Provide details of your complaint.</p> <p><i>Please be as specific and detailed as possible in describing the alleged conduct. Attach an extra page if you need more room to describe the alleged conduct.</i></p>	
<p>Are there any witnesses? If yes, please include their names and contact information if you have it.</p>	
<p>What conduct do you think is inconsistent with the Code of Conduct?</p> <p><i>Please put an X in the box opposite the conduct.</i></p>	<p><input type="checkbox"/> Disrespectful conduct (section 14)</p> <p><input type="checkbox"/> Interactions with staff (sections 16-22)</p> <p><input type="checkbox"/> Interactions with the public and media (sections 21-23)</p> <p><input type="checkbox"/> Conduct at Council meetings (sections 24-26)</p> <p><input type="checkbox"/> Handling of confidential information (sections 27-28)</p> <p><input type="checkbox"/> Conflict of interest (sections 30-32)</p>

	<input type="checkbox"/> Gifts (sections 33-34) <input type="checkbox"/> Use of public resources (sections 35-36) <input type="checkbox"/> Other (explain):
Please attach any supporting documents (for example, photos, copies of emails or text messages, and so on) to your email.	

3. Informal resolution

If you are a Council Member, have you attempted to resolve this complaint directly with the other Council Member?

- Yes
- No

If not, briefly describe why:

Are you willing to participate in informal resolution (such as mediation) in an attempt to resolve your complaint?

- Yes
- No

If not, briefly describe why:

Submitted by: _____

Date submitted: _____

<p>Note</p> <p>The Integrity Commissioner will write you to confirm receipt of this Complaint Form and may require additional information. Your complaint may be dismissed if it does not fall within the scope of the Code of Conduct or the Integrity Commissioner’s jurisdiction.</p> <p>For further information about the complaint process or the Integrity Commissioner’s jurisdiction, please refer to the Council Code of Conduct Bylaw, No. 7976-2023 or contact the Integrity Commissioner.</p> <p>Thank you for taking time to enhance the openness, transparency and accountability of our City Council.</p>
