

Instructions

It is important that you know the answer to this question before continuing:

Has the public authority (local government, rural district, or regional service commission) where the alleged violation occurred addressed your complaint?

If the answer is **NO**, the Local Governance Commission cannot accept your complaint, at this time.

Before the Local Governance Commission can accept a complaint, you must first go through the process set out in the code of conduct of the public authority in question. **The public authority** should have a formal way of resolving code of conduct complaints.

If your complaint **has not been resolved** through the public authority's formal process, the Local Governance Commission may accept your complaint and decide if an investigation is warranted.

If you need help completing a form, please contact our office at:

- (506) 453-2355
- 1-833-582-0084 (toll-free)

Once your complaint form has been completed, please forward to our office:

- E-mail: LGC-CGL@gnb.ca
- Regular mail: Local Governance Commission,
P.O. Box 786, Fredericton, N.B. E3B 4Y2

Contact Information

All complaints to the Local Governance Commission are confidential. However, we may share this information with other government entities, as required, during an investigation.

First Name:	Last Name:
Address:	
Telephone Number:	Alternate Number:
E-mail:	

Language Preference: English Français Other—please specify: _____

Tell us more about yourself?

Are you a Councillor of a Local Government, a Member of a Regional Service Commission, or a Committee Member of a Rural District? Yes No

Have you signed the applicable code of conduct? Yes No

Are you an employee of a Local Government, a Regional Service Commission, or a Rural District? Yes No

Are you a resident of a Local Government, a Regional Service Commission, or of a Rural District? Yes No

How best to reach you:

Our office hours are Monday to Friday from 8:15 a.m. to 4:30 p.m. Please select the best method and time to contact you.

Time:

Morning Afternoon

Method:

Phone Alternate Phone E-mail

Type of complaint you want to file: Code of conduct

If you are making this complaint on behalf of another individual, please complete the **REPRESENTATIVE AUTHORIZATION FORM.**

Information for the person(s) and public authority involved in your complaint.

(Add additional pages as needed)

Name and Title of the person(s) you are alleging a code of conduct violation against:



Name of the public authority (Local Government, Regional Service Commission, or Rural District) involved in your complaint:

When did the alleged code of conduct violation begin? Date of the event(s) leading to your complaint:

Briefly explain what happened and why you believe it is a code of conduct violation:

Briefly explain the steps the public authority has taken to resolve your complaint.



Have you received a final decision on your complaint from the public authority? If so, what was it?

Have you submitted an appeal, requested a review, or reconsideration of the complaint with the public authority?

Why do you think the public authority's final decision in this matter is wrong?

Do you have anything else to add?



I certify that the information given on this form, to the best of my knowledge, is true and complete.

Name	Date

