

**EDMONTON PUBLIC SCHOOL BOARD
TRUSTEE CODE OF CONDUCT
COMPLAINT FORM**

This complaint form can be used to report concerns that an Edmonton Public School Board (EPSB) Trustee(s) is believed to have contravened the EPSB Trustee Code of Conduct.

A complaints reviewer will receive and review formal complaints. The complaints reviewer is independent and is not a member of the Board of Trustees or an EPSB staff member. The complaints reviewer will acknowledge receipt of your complaint and, after reviewing it, will let you know if the complaint will be investigated.

COMPLAINANT INFORMATION

Please put your contact information here if you are the person making this complaint. You will be the “complainant” in the complaint process.

Your Name (first and last)	
Daytime Telephone (with area code)	
Email	
Are you a: <input type="checkbox"/> staff member <input type="checkbox"/> student <input type="checkbox"/> Trustee <input type="checkbox"/> member of public or <input type="checkbox"/> _____ (other)	
Were you: <input type="checkbox"/> directly affected by the incident, or <input type="checkbox"/> a witness to the incident?	

Have you used the [Informal Complaint Process](#) regarding this complaint?

Yes No

TRUSTEE INFORMATION

Please put the information of the person you are making this complaint about. They will be the “respondent” in the complaint process.

Trustee Name	
If your complaint involves more than one Trustee, please add the name(s) of additional Trustee(s) in the Complaint Details section.	

WITNESS INFORMATION

Please put the contact information of anyone else who observed the conduct about which you are complaining. They may become a witness in the investigation process.

Witness Name (first and last)	
Daytime Telephone (with area code)	
Email	

Witness Name (first and last)	
Daytime Telephone (with area code)	
Email	

Witness Name (first and last)	
Daytime Telephone (with area code)	
Email	

If there are additional witnesses, please add the names and contact information of the additional witnesses in the Complaint Details section below.

COMPLAINT DETAILS

Using the space provided, please provide details, including **what** happened, **where** it happened, **when** it happened, and **who** may have witnessed what happened.

***Please attach any supporting materials** relevant to your complaint to this form.

(e.g., screenshots, handwritten notes, emails, and/or photos, etc.)

[Insert complaint details below. Attach a separate document if this is not enough space].

Please check the below boxes to confirm your agreement and sign/date this Complaint Form.

- I certify that the information provided in this complaint is true, accurate and complete, to the best of my knowledge.

- I understand that my complaint and additional information I may provide during the investigation may be shared with the Trustee(s) as part of the investigation process.

- I understand that the information provided in this complaint is subject to disclosure as required by Alberta's [Freedom of Information and Privacy Act](#).

Complainant's signature **Date**

If submitting this form electronically, please type your name and the date above.

To submit this Complaint Form:

Email the completed form (electronic version or scanned physical version) to EPSBTrusteeComplaint@kingsgate.legal

OR

Submit a printed copy of your complaint in a sealed envelope marked:

Private and Confidential
Kingsgate Legal
2100 Bell Tower 10104 103 Avenue
Edmonton, Alberta T5J 0H8
Attn.: Edmonton Public Schools Trustee Complaint Reviewer

The personal information collected through the Complaint Form is for the purpose of handling complaints of alleged unprofessional conduct about a Trustee. This collection is authorized by section 33(c) of the [Freedom of Information and Privacy Act](#) (FOIP Act).

OFFICE USE ONLY: DATE RECEIVED _____