

Completed forms are to be submitted to the Housing and Fitness Centre Officer by emailing fitnesscentre@coastmountaincollege.ca.

Member Information

First Name:	Last Name:
Email:	Phone Number:
Location and Time of Incident:	

Summary - Provide a detailed summary of your complaint. Please include:

- Name or names of the person or people involved
- Nature of the complaint
- Names of witnesses
- Witness statements and/or photos



Steps you have taken to resolve the complaint:

The personal information collected through this form is under the authority of the [BC Freedom of Information and Protection of Privacy Act](#) (FOIPPA-BC). Any information that you provide is treated confidentially and will be accessed by Coast Mountain College's Housing and Fitness Centre Officer. By submitting this form, the information will be sent to fitnesscentre@coastmountaincollege.ca and will be kept confidential within the scope of which the situation necessitates or as required by law.

Member Signature: _____ Date: _____