



**MÉTIS JUDICIARY COUNCIL**

12304 – 111 Avenue NW  
Edmonton, AB T5M 2N4  
Phone: 780-413-8436  
Fax: 780-577-9800

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**COMPLAINT SUBMISSION COVER SHEET**

DOCKET: \_\_\_\_\_

Please fill out as much information as you can. Attach any written submissions and exhibits to this form, along with any documents that will clearly show what your complaint is about.

Date: \_\_\_\_\_ REGION: \_\_\_\_\_

**COMPLAINANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Métis Number: \_\_\_\_\_

**RESPONDENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Métis Number: \_\_\_\_\_

**NATURE OF COMPLAINT**

- \_\_\_ Membership
- \_\_\_ Suspension of Privileges
- \_\_\_ Reinstatement of Privileges
- \_\_\_ Conflict of Interest
- \_\_\_ Other (Explain) \_\_\_\_\_

Applicable By-Laws:



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I (We) the undersigned have read and understood the procedures of submitting a complaint. All the information I (We) have provided on this form and in attachments to this form, are complete and accurate to the best of my (our) knowledge. I (We) accept that I (we) can be held accountable to the Métis Judiciary Council for false or misleading information.

_____	_____	_____
Signature	Print Name	Date

In complaints challenging membership there must be three Complainants.

_____	_____	_____
Signature	Print Name	Date

_____	_____	_____
Signature	Print Name	Date



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### COMPLAINT SUBMISSION PROCEDURE

1. Attach your signed written submission to the back of this form.
  - Be specific about your complaint.
  - If resending the Minutes or letters, highlight the parts that deal specifically with the complaint.
  - Make your submission short and to the point if possible.
  - Present proof or evidence of what the Respondent(s) is alleged to have done or not done.
2. Include a list of witnesses if applicable. If this complaint results in a Hearing, your witness list must be submitted at least 7 days before the Hearing.
3. Complaints challenging membership require two other Complainant signatures.
4. The Métis Judiciary Council reserves the right to request information or evidence to substantiate the validity of a complaint.
5. If a Hearing is required, you will receive at least 21 days notice of your Hearing.
6. You have the right to be present at your Hearing. The Métis Judiciary Council may proceed with the Hearing in the event that any of the parties to the Hearing cannot attend.
7. Parties to a Hearing may be represented by any person, including a lawyer at their own expense.
8. The Complainant listed on the Complaint Submission Cover Sheet will be the person the Métis Judiciary Council corresponds with regarding the Complaint, in cases of multiple Complainants.



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### THE PROCESS OF SUBMITTING A COMPLAINT

#### Step 1 – Do I have a valid complaint?

The Métis Judiciary Council’s (“MJC”) mandate is to resolve a wide variety of disputes within the Métis Nation of Alberta. The following are issues that the MJC would deal with:

- Review and decide all matters of membership that are in dispute.
- Review and decide all matters respecting the Métis Nation of Alberta Association Election By-Laws where there is a dispute.
- Review and decide matters of the suspension and reinstatement of Métis membership privileges.
- Review and decide all matters concerning conflict of interest.
- Recommend changes of boundaries for regions and local communities to the annual general assembly.
- Decide whether a member of the provincial, regional or local council shall remain in office in the event they are convicted of an indictable offence under the *Criminal Code of Canada*.
- Provide to the provincial, regional or local council a written opinion on any question presented before the MJC.
- Undertake reviews as directed by the provincial, regional or local council.

#### Step 2 – Complete all submission forms

Your complaint must be in writing, preferably typed and printed. A summary of your complaint should include all relevant facts and correct naming of parties who are involved, either by act complained of, or as witnesses who can verify your complaint, or part of it. Once completed, you must sign your summary. You may have additional Complainants sign your



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complaint submission as well. Originals are preferable, but legible photocopies are acceptable. Include all the information that you can in order to better assist the MJC in understanding your complaint and the grounds you have for raising it.

### **Step 3** – Obtain and complete a submission cover sheet

The Complaint Submission Cover Sheet must be completed and attached to the front of your complaint summary. This is necessary for record-keeping purposes, and to ensure that we have the necessary information for all parties involved. If there is more than one Complainant, write their names, addresses, and contact information on a separate piece of paper and attach it to the back of the Complaint Submission Cover Sheet, making it clear that there are additional Complainants. Please be aware that if you are challenging someone's membership, you must have three (3) Complainants in total. If there are more than one Respondent, write their names, addresses and contact information on a separate piece of paper as well, and clearly indicate that they are additional Respondents.

### **Step 4** – Send your Complaint Submission to the MJC

Your Complaint Submission may be delivered or mailed to the Métis Judiciary Council at:

Métis Judiciary Council  
12304 – 111 Avenue NW.  
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The MJC will then review your submission and inform you of their decision as to what the next step will be. If a Hearing is to be held, all the parties to the complaint will be given at least a 21-day notice of the Hearing.



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### GENERAL INFORMATION

The Métis Judiciary Council (“MJC”) was created in Article 29 of the By-Laws of the Métis Nation of Alberta Association and is the final Métis Judiciary authority of the Métis Nation of Alberta. The intent of creating the MJC was to provide an unbiased decision-making body which is independent from the political process. To ensure its impartiality, the MJC was allocated its own budget and operates from a different office than the Métis Nation of Alberta Association offices. Members of the MJC are prohibited from holding elected or employment positions within the Métis Nation of Alberta and must take an Oath of Allegiance.