



## COMPLAINT SUBMISSION FORM

Section 26 of the *Ombudsman Act* states, “A complaint submitted to the Ombudsman must be in writing, set out the nature of the complaint, include the complainant’s name, contact information, signature, and the date; and be completed in accordance with any polices or prescribed forms issued by the Office of the Ombudsman.”

This prescribed form issued by the Office of the Ombudsman is to be completed to register a complaint. Please return this completed form and all supporting documentation to the Office of the Ombudsman. Complaint submissions can be submitted by mail or email (see bottom of complaint form). Additional information regarding filing of complaints can be found on the Métis Nation within Alberta’s website [OMG-Ombudsman-Act WEB.pdf \(albertametis.com\)](#).

All complaint submissions will be evaluated by the Ombudsman to determine if the complaint is within the jurisdiction of the Ombudsman to investigate. If a question arises about the Ombudsman’s jurisdiction to investigate a complaint under this Act, the Ombudsman may apply to the Judicial Branch for an order determining the question of jurisdiction.

### Instructions for Complainants:

- Ensure that this form is completed in its entirety. Incomplete submissions will delay processing and will require the submission of additional information.
- Describe if any steps have been taken to resolve this issue before contacting the Ombudsman.
- If applicable include any supporting documents, explain the significance and attach the documents to your complaint submission.
- Submit your complaint submission to the Office of the Ombudsman.
- Notice of Receipt will be sent to the Complainant.



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### COMPLAINANT INFORMATION

**Name:**

**Address:**

**Telephone:**

**Alternate Telephone:**

**Email:**

### NATURE OF THE COMPLAINT:

Please include a complete description of the nature of the complaint, the steps that have been taken to resolve the issue, and the timeline of events leading to the complaint. You may attach supporting documentation to your completed complaint submission form.

**Date:**

**Signature:**

**Please mail or email your complaint submission to:**  
**Otipemisiwak Métis Government**  
**Office of the Ombudsman**  
**#100, 11738 Kingsway Avenue NW, Edmonton, AB T5G 0X5**  
**Email: [ombudsman@metis.org](mailto:ombudsman@metis.org)**