



Official Complaint Package

Instructions:

This document will help you create a formal complaint. This entire package must be completed in order to proceed to a disciplinary hearing. The CKC will not schedule a hearing unless this entire package is complete, so please carefully fill out each of the forms as directed.

By working through this package, you will provide the CKC Discipline Committee with the evidence you intend to rely on to support this complaint.

This is a reminder that Canadian Kennel Club Discipline hearings are not “trials”, but administrative tribunals and all evidence is supplied to both complainant and defendant in this process. Canadian Kennel Club official complaints are administrative in nature and hearings are scheduled at recommended intervals of 30 minutes.

It is important that you understand the following:

- Evidence: Your complaint evidence should not exceed 30 single sided pages including evidence and all supporting documents.
- Exhibits and Photographs: the 30-page limit for the complaint package includes your exhibits. Be careful to limit your exhibits to relevant information only and (including photographs attached and sent to the CKC by email – 1 page counted for each stand-alone photograph attached to any submission)
- **Exceeding the Page Limit:** if you exceed the page limit you must request permission from the Discipline Chair for an expanded hearing.
- Forms: There are forms that you must complete in this package. They relate to the supporting evidence you intend to rely on at the hearing. At the beginning of this package there is a hearing record checklist. When you are finished compiling this package, complete the checklist to ensure all necessary documents are included. Failure to include all forms, documents and the checklist will result in your complaint being rejected.
- Appearance: You must indicate whether you intend to appear at the hearing in order to receive a Zoom link allowing you to participate.



Complaint Package Checklist – To be Completed Last

- I have completed and signed my official complaint form.
- I have attached _____ witness statements.
- I have identified all my Evidence and ensured that they are relevant and specific.
- I have numbered the pages and Exhibits in my materials.
- I am prepared to pay the hearing fee.
- I am ready to proceed and am requesting the Hearing to be scheduled.

Request for extended hearing – If your materials exceed 30 pages

- My Workbook, evidence and exhibits combined (total) are more than 30 pages long
- I have filled and included an Application for Expanded Proceedings.

I understand that my application for an expanded hearing may not be granted and is at the discretion of the Discipline Committee chairperson.

I understand that Discipline hearings are administrative tribunals and not trials. All evidence is supplied to all parties to a complaint. All evidence must be received by the deadline indicated in the Notice of Hearing.

I understand that Discipline hearings are administrative tribunals and are scheduled at recommended 30 minute time intervals.

I have let CKC staff know I will be participating in my hearing and understand I will not receive a Zoom link until I confirm my intent to participate to staff : YES NO

I understand that I must come prepared with Zoom downloaded-onto my device and I should become familiar with how to operate Zoom so as to maximize hearing efficiency

I have read the Checklist for having a successful hearing and agree to abide by the procedure set forth.



PROCEDURE FOR FILING A FORMAL COMPLAINT

If you wish to file a complaint against a person alleging a violation of The Canadian Kennel Club By-laws and/or the Animal Pedigree Act, please complete the attached *Official Complaint Form*. The appropriate complaint deposit as noted below must accompany the *Official Complaint Form*.

Complaint Deposit

CKC Members \$200.00 + applicable taxes

Non-Members \$300.00 + applicable taxes

All complaint deposits must be paid by certified cheque or money order.
Discounted U.S. cheques or money orders will not be accepted.

The Official Complaint Form must be notarized by a Justice of the Peace, a Notary Public or a Commissioner of Oaths. Please ensure that the signing officer's stamp or seal clearly appears on the declaration.

Upon receipt of the completed form and complaint deposit together with supporting documentation, the defendant will be notified of the complaint. All parties will be notified of the date, time and location of the Discipline Committee hearing.

Should you have any questions regarding these procedures, please contact the Regulatory Division of the CKC during regular business hours of 9:00 a.m. to 5:00 p.m., Monday to Friday.

Regulatory@ckc.ca

Correspondence should be forwarded to:

The Canadian Kennel Club
Attention: Regulatory Division
5397 Eglinton Ave W., Suite 101
Etobicoke ON M9C 5K6

**SAMPLE ONLY****Official Complaint Form**

Please type or print when completing this form.

Alleged violation (i.e. Section 29.1 CKC By-laws and 64(j) of the Animal Pedigree Act)
CKC By-laws and/or the Animal Pedigree Act - Section

Complainant(s): <u>Jane Doe, M.D.</u>	Defendant(s) <u>John Smith</u>
Name	Name
<u>123 Maple Dr</u>	<u>456 Apple St</u>
Complete Address	Complete Address
<u>Anytown ON L3V 2V2</u>	<u>Nowhere ON N3C 5X3</u>

I/We, (**Full name, i.e. Jane Doe**) _____

Declare that (**State the substance of your argument in support of your complaint**) _____

I purchased a pure bred dog from John Smith in October, 1995, and I have still not received a
certificate of registration. When I called John Smith at the telephone number in the advertisement on
September 20, 1998, he suggested I come see the pups he had. On October 15, 1995, I left a deposit of....

The following supporting documents are enclosed:

- | | |
|------------------------------------|----------|
| 1. <u>Copy of cancelled cheque</u> | 5. _____ |
| 2. <u>Bill of sale</u> | 6. _____ |
| 3. <u>Proof of spay/ neutering</u> | 7. _____ |
| 4. Contract | 8. _____ |

And I make this Solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the _____ of _____
(City, Town, etc) (Name of City, Town, etc)

in the _____ of _____
(County, Regional Municipality, etc) (Name of County, Regional Municipality, etc)

this _____ day of _____ 20____

A Commissioner, etc

Signature of Person Making Declaration



Official Complaint Form

Please type or print when completing this form.

_____ CKC By-laws and/or the Animal Pedigree Act - Section _____

Complainant _____ Defendant _____

E-mail Address

Telephone Number

E-mail Address

Telephone Number

I/We, _____

Declare that _____

The following supporting documents are enclosed:

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

And I make this Solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the _____ of _____
(City, Town etc) (Name of City, Town etc)

in the _____ of _____
(County, Regional Municipality, etc) (Name of County, Regional Municipality, etc)

this _____ day of _____ 20____

A Commissioner, etc

Signature of Person Making Declaration



Witness List and Statements

Please list names of all witnesses and attach witness statements. If you will be having more than two witnesses appear, you are required to apply for an expanded hearing.

Witness #1: _____

Witness #2: _____

If you are including more than two witnesses you are required to apply for an expanded hearing

Witness #3: _____

Witness #4: _____



Complainant's Name(s):

vs.

Defendant's Name(s):

Party:

I am the Complainant / Representative

I am the Defendant / Representative

My name: _____ (if representative please indicate), and I am making an application to the CKC Discipline Committee to:

Adjourn/postpone a Hearing

Expand the ordinary limits on procedures:

- Exceed the Hearing Record limits (more than 30 pages)
- Exceed the number of witnesses
- Extend the hearing time (more than 30 minutes)

Reasons for the application:

I typed and attached my brief reasons for the application

I hand-wrote my reasons for the application below:



PROCEDURE FOR FILING A FORMAL COMPLAINT WITH CLUB SUPERINTENDENT AT EVENT

If you wish to file a complaint against a person alleging a violation of the rules pertaining to this event, please complete the attached *Official Complaint Form* and ensure that it is filed with the club superintendent no later than 15 minutes after the completion of judging if you wish your complaint to be heard at this time.

The appropriate complaint deposit as noted below must accompany the *Official Complaint Form*.

Complaint Deposit

CKC Members \$200.00 + applicable taxes

Non-Members \$300.00 + applicable taxes

Please note that fees are due and payable in Canadian dollars. Discounted cheques or money orders will not be accepted.

Please note that a complaint against the club holding the event or any of its officials must be submitted directly to the CKC within ten days of this event. You may obtain a form for this purpose from the club superintendent or contact the Regulatory Division of the CKC for guidance.

Upon receipt of the completed form and complaint deposit the club is required to conduct a hearing into this complaint. The club will then submit a record of the hearing to the CKC, along with its recommendations, and The Canadian Kennel Club's Discipline Committee will review the club's report and render a final decision.

Please refer to the rule book for the procedures that are to be followed in conducting a hearing.

Should you have any questions regarding these procedures, please contact the Regulatory Division of the CKC during regular business hours of 9:00 a.m. to 5:00 p.m., Monday to Friday.

Correspondence should be forwarded to:

The Canadian Kennel Club

Attention: Regulatory Division

5397 Eglinton Ave W., Unit 400

Etobicoke ON M9C 5K6



Official Complaint Form

(Shows and Trials)

This form is to be used in connection with a complaint against an individual. The complaint is to be dealt with as provided in the appropriate CKC rules governing the particular event. This form must be accompanied by the appropriate deposit (i.e., \$200.00 plus taxes member and non-member \$300.00 plus taxes).

CKC Governing Rule Book _____

Include Chapter, Section and Applicable Rule Book

COMPLAINANT

DEFENDANT

Name

Name

Complete Address

Complete Address

E-mail Address

Telephone Number

E-mail Address

Telephone Number

Nature of Complaint (use extra paper if necessary)

Name of Club

Date of Show/Trial/Test

Signature of Complainant

Signature of Defendant

This complaint was lodged with the _____ on _____

Title of Club Official

Date

Printed Name of Club Official

Signature of Club Official