

Code of Conduct – Formal Complaint Form #1

Part 1: Complainant Information

_____	_____	
Last Name	First Name	

Address		
_____	_____	_____
Municipality	Province	Postal Code
_____	_____	
Phone Number	Email Address	

Part 2: Complaint Information

Name of Member(s)

Name of Board (if applicable)

What provision(s) of the Code of Conduct do you believe were contravened? [Set out all provision(s) alleged to have been contravened.]

Part 3: Complaint Description

Provide detailed reasons for why you have reasonable grounds to believe the Member has contravened the Code of Conduct?

[Set out detailed reasons on additional pages if necessary]

[Specify which actions or incidents relate to which provisions of the Code of Conduct]

I have attached supporting records and/or additional pages: Yes No

I also intend to file an application for an inquiry regarding a possible contravention of the *Municipal Conflict of Interest Act* in relation to this matter: Yes No

Signature of Complainant

Date (MM/DD/YYYY)

Suggestions

- Complainants should review the full text of the Code of Conduct or relevant legislation.
- Complainants should review the Municipality's Complaint Protocol and may contact the Integrity Commissioner with questions about the process or procedure before filing.

The personal information on this form is collected under authority of the *Municipal Act, 2001*.

Municipal Conflict of Interest Act – Complaint Form # 2
STATUTORY DECLARATION

I, _____ (first and last name),
of the _____ in the Province of Ontario.

I SOLEMNLY DECLARE THAT:

1. I reside at: _____
Telephone: _____
Email: _____

2. I have reasonable and probable grounds to believe that _____
(name of Member) has contravened the following section(s) of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50:

- Section 5 Participated in the discussions and/or voted about a matter in which the Member has a direct or indirect pecuniary interest.
- Section 5.1 Failed to file a written statement of a declared pecuniary interest.
- Section 5.2 Used their office to attempt to influence a decision or recommendation of an officer or employee of the municipality and/or the board about a matter in which the Member has a direct or indirect pecuniary interest.

3. I became aware of the facts constituting the alleged contravention not more than six (6) weeks ago.

4. The facts constituting the alleged contravention are set out in Schedule "A" together with all applicable supporting materials, documents and records.

This declaration is made for the purpose of requesting that this matter be investigated by the Municipality's Integrity Commissioner and for no other purpose.

DECLARED before me at _____)
the _____ of _____)
on _____ (date))
_____)

(Signature)

A Commissioner for taking affidavits etc.

Please note that signing a false declaration may expose you to prosecution under ss. 131 and 132 or 134 of the *Criminal Code*, R.S.C. 1985, c. C-46 and also to civil liability for defamation.