



## Code of Conduct – Formal Complaint Form

### 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? |  |
| <b>[Set out all provision(s) alleged to have been contravened.]</b>       |  |

### 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

Sworn / Affirmed 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.

#### Notes

- 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.
- Complainants have an obligation to submit complaints that have reasonable and probable grounds to be investigated.
- Complaints can be summarily dismissed or terminated without a full inquiry or investigation.
- The personal information on this form is collected under authority of the *Municipal Act, 2001*.