



**ADR**  
CHAMBERS

Integrity Commissioner Office  
for Haldimand County

## Code of Conduct Complaint Form and Affidavit

Under s. 223.4(1) of the *Municipal Act, 2001*, as amended (the “Act”), a member of council or a member of the public, may request the Integrity Commissioner to conduct an inquiry as to whether a member of council has contravened a code of conduct applicable to the member.

### Contact Information Box

Complainant’s Full Legal Name: \_\_\_\_\_

Complainant’s Full Address: \_\_\_\_\_

Tel (day time) \_\_\_\_\_ Other Number: \_\_\_\_\_

Complainant’s Email address: \_\_\_\_\_

### Filing a Code of Conduct Complaint

1. A complaint that a Member has contravened the Code of Conduct (the “Code”) may be filed by any person or entity
2. In accordance with section 223.4(9) of the Act, during the Election Period no complaint that a Member has contravened the Code may be submitted by any person. The Election Period means the time period that starts on Nomination Day and ends on Voting Day in a regular election year.
3. A complainant is required to provide the following information:
  - a. The name of the Member alleged to have contravened the Code;
  - b. The sections of the Code allegedly contravened by the Member;
  - c. The date, time and location of the alleged contravention(s);
  - d. An explanation as to why the complainant believes that the issue raised may be a contravention of the Code;
  - e. Any other evidence in support of the allegation must be included and shall be dated and signed by the complainant; and
  - f. The full contact information for the complainant, including mailing address, telephone number, and email address.
4. A complainant is also required to complete an affidavit attesting to the facts that the complainant is alleging. An affidavit must be signed and sworn or affirmed before the Clerk, the Deputy Clerk, a Notary Public or a Commissioner for Taking Affidavits.
5. Return the completed form and affidavit to the Clerk who will forward it to ADR Chambers Inc.

# Affidavit of Complainant

I \_\_\_\_\_ of the of \_\_\_\_\_,  
[Full legal name] [Name of Municipality]

in the Province of Ontario, make oath and say (or affirm):

1. I have reasonable grounds to believe that \_\_\_\_\_, a Member of Council,  
[Name of Member of Council]

has contravened the following provisions of the Code of Conduct \_\_\_\_\_  
\_\_\_\_\_  
[List specific section(s) of the Code of Conduct]

2. The particulars of this belief are outlined in the attached Schedule A to this my affidavit.

[on Schedule A, the Complainant should clearly outline all the reasons why you believe the Member of Council has contravened the Code, including applicable date(s), time(s) and location(s). Any supporting documents and evidence that you wish to provide should be listed in Schedule A. Additional Schedule A pages can be added as required.]

3. That I make this affidavit in support of my formal complaint that the named Member of Council has contravened the Code and for no improper purpose.

Sworn (or Affirmed) before me at the

\_\_\_\_\_  
[name of Municipality]

In the Province of Ontario on this \_\_\_\_\_ day

of \_\_\_\_\_ month, [year] \_\_\_\_\_

\_\_\_\_\_

Complainant's Signature

\_\_\_\_\_  
A Commissioner for Taking Affidavits, etc.

## Personal Information Collection Notice

The personal information collected on this form is collected under the authority of sections 223.1 and 223.8 of the Act. The information will be provided to enforce the Code. This form will be shared with the Integrity Commissioner and may be shared by the Integrity Commissioner with any persons the Integrity Commissioner deems necessary as part of any investigation.

### Schedule A

to the Affidavit of

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[Complainant's Full Legal Name]

Clearly outline all the reasons why you believe the Member of Council has contravened the sections of the Code identified in the complaint form, and include applicable dates, times and locations. Any supporting documents or evidence that you wish to provide should be listed in Schedule A and attached to the affidavit. You may attach additional Schedule A pages as required.