



Town of Ingersoll Council Code of Conduct Complaint Form and Affidavit

Filing a Code of Conduct Complaint

1. The Code of Conduct applies to all Members of Council, advisory committees and member of local boards of the municipality (as defined in the *Municipal Act*).
2. A complaint that a Member has contravened a Code of Conduct must be submitted to the Clerk of the Town of Ingersoll to be filed with the Integrity Commissioner for investigation.
3. In accordance with subsection 2234(9) of the Municipal Act, no complaint that a Member has contravened the Code of Conduct may be submitted by any person during the Election period, which starts on Nomination Day and ends on Voting Day in a regular election year.
4. This complaint form must be submitted with a sworn affidavit (section 3) attesting to the facts that the Complainant is alleging. An affidavit must be signed and sworn or affirmed before the Town Clerk, a Deputy Clerk, a Notary Public or a Commissioner for Taking Affidavits.

Section 1: Complainant Contact Information

Full Legal Name:			
Address:			
Primary Phone Number:		Alternate Phone Number	
Email Address (optional):			

Section 2: Code of Conduct Contravention Details

Name(s) of Member(s) who you believe have contravened provisions of the Council Code of Conduct: _____

Using the space below, clearly outline all of the reasons why you believe the Member has contravened the Council Code of Conduct and **include applicable dates, times and locations as well as specific provisions of the Code you believe that have been breached**. Any supporting documents or evidence that you wish to provide should be listed and attached to this Form.

Date of alleged contravention:	
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Provision(s) of Code of Conduct allegedly contravened:

The personal information collected on this form is collected under the authority of sections 223.1 to 223.8 of the Municipal Act, 2001, as amended. The information will be provided to enforce the Code of Conduct and shall be shared with the Integrity Commissioner and any persons the Integrity Commissioner deems necessary as part of his/her investigation.

Facts constituting the alleged contravention (use separate page if required):

Names and contact information of any witnesses:

Section 3 - Affidavit of Complainant

I, _____ of the _____ of
Complainant Name Town/City

_____ in the _____ of _____
Name of Town/City County Name of County

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this Complaint Form are true 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.

Date _____, 20_____

Signature of Complainant

DECLARED before me at the _____ of _____

in the _____ of _____

this _____ day of _____, 20_____

Name of Commissioner or Clerk

Signature of Commissioner or Clerk