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 Town'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*.