

The Corporation of the Township of Wilmot

Request for an Inquiry: Council Code of Conduct

Under Section 223.4 (1) of the *Municipal Act*, Council, a Member of Council or a member of the public may request the Integrity Commissioner to conduct an inquiry into whether a Member of Council has contravened The Township of Wilmot's Council Code of Conduct.

Applicant's Full Legal Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email Address: _____

Request for Inquiry:

- I. A request for an inquiry shall be in writing and submitted in a sealed envelope along with a signed copy of this form.
- II. All requests shall be signed by an identifiable individual (which includes the signing officer of an organization).
- III. A request shall set out on Schedule "A" all reasonable and probable grounds for the allegation that the Member of Council has contravened Township of Wilmot's Code of Conduct and shall include a supporting affidavit that sets out the evidence in support of the complaint. The affidavit shall be attached to the outside of the sealed envelope.
- IV. The purpose of the affidavit, signed under oath before an authorized Commissioner is to verify the supporting evidence. Staff in the Township of Wilmot's Clerks Office, who are Commissioners of Oaths are authorized to swear the supporting affidavit.
- V. There are no fees associated with an inquiry.
- VI. In a municipal election year, a Council Code of Conduct request for inquiry may not be filed after May 31st.

Signature of Applicant

Date

The personal information on this form is collected under the authority of section 223 of the Municipal Act, 2001. The information will be used to ensure compliance with the Council Code of Conduct, and will be shared only with the Township of Wilmot's Integrity Commissioner. Questions about the collection of personal information can be directed to Barbara McLeod, Director of Clerk's Services, 60 Snyder's Rd. W. Baden On N3A 1A1, telephone (519) 634-8444 Ext. 228. Email: barb.mcleod@wilmot.ca

SCHEDULE "A"

Page _____ of _____

Full Legal Name

Please explain in this section (or on separate sheets) what the Member is alleged to have done that you believe breaches the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual person has allegedly done.

It is also important that you provide all the evidence that you wish to have taken into account in any decision as to whether to take any action on your complaint or not. For example:

- You should be specific, wherever possible, about exactly what you are alleging that the member said or did. For instance, instead of writing that the member did not treat you with courtesy, you should state what it was they said or did that was discourteous.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information or other relevant documentary evidence to support your allegation(s).

Please provide the details of your complaint. Continue on a separate sheet if there is not enough space on this form.



The Corporation of the Township of Wilmot
Application for an Investigation Under the
Township of Wilmot's Council Code of Conduct.

Affidavit of Applicant

I, _____ of the _____ of _____
(Full Legal Name) (Township, Town, City) (name of Municipality)
in the Province of Ontario, **MAKE OATH AND SAY (or AFFIRM):**

I have reasonable grounds to believe that _____ a Councillor for the
(Name of Councillor)
Township of Wilmot, has contravened the following provision(s) of the Township of Wilmot's Code
of Conduct _____.
(list specific section(s) of the Code).

The particulars of this belief are outlined in the attached Schedule A.

This affidavit is made for the purpose of requesting that this matter be reviewed and for no other
purpose.

SWORN (or AFFIRMED) before me at

_____ in the Province of Ontario on _____
(date)

_____)
(Signature of Commissioner)

A Commissioner for taking affidavits, etc.))

_____)
(Signature of Complainant)

[stamp]

Please be aware that knowingly providing false information or hearsay as fact may expose you to
prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C 1985 c. C-46 and
also to civil liability for defamation.

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