



**CODE OF CONDUCT FOR MEMBERS OF COUNCIL, LOCAL BOARDS
AND COMMITTEES OF THE TOWN OF PETAWAWA**

Code of Conduct Formal Complaint Form/Affidavit

I, _____ of the _____
(full name) (municipality)

in the Province of Ontario, hereby request the Integrity Commissioner for the Town of Petawawa to conduct an investigation pursuant to Section 223.4 of the *Municipal Act, 2001*, and I do solemnly swear/affirm/declare that the following contents of this affidavit as subscribed are true and correct:

Home Address: _____
(house #, street name, P.O. Box, city, postal code)

Mailing Address
(if different from
home address): _____

Home phone #: _____

Cell phone #: _____

Email address: _____

\$150.00 investigation fee included

[The fee shall be refunded in part, up to 50%, based on the recommendation of the Integrity Commissioner, if the complaint results in a negotiated resolution or a finding that the Member breached this Code of Conduct. If the Integrity Commissioner determines that a complaint is frivolous, vexatious or does not disclose a breach of this Code of Conduct, at any point after the submission of the complaint, the complainant shall forfeit the fee.]

I have reason to believe that: _____

(specify name(s) of member(s) of Council, of a Local Board, or of a Committee)

Contravened the Code of Conduct for Members of Council, Local Boards and Committees of the Town of Petawawa. The particulars of the contravention(s) relating to the request for an investigation are as follows:

[Please provide the section(s) of the alleged contravention(s) of the Code of Conduct, date(s), time(s) and location(s) of conduct, name(s) of member(s) and of all persons alleged to be involved, including witness names and their contact information. If you require more space use the attached Schedule "A" form and

check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B etc. and attach them to this affidavit. Deliver complaint form/affidavit in person to the CAO and/or Clerk.]

Please see the attached Schedule "A"

This affidavit is made for the purpose of requesting that this matter be reviewed by the Town of Petawawa appointed Integrity Commissioner and for no other purpose.

Type of identification checked to confirm identity of complainant:

(driver's licence, passport, etc.)

Sworn (or Affirmed) before me at the Town of
Petawawa, in the County of Renfrew, in the
Province of Ontario on the _____ day of
_____, _____.

Print name of complainant

A Commissioner, etc.

Signature (to be witnessed by Commissioner)

Note: This is a sworn (affirmed) affidavit of the complainant only. No investigation has been conducted by this authority to confirm or verify the above sworn statement. **The Criminal Code of Canada** provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to be made before

him a false statement under oath or solemn affirmation, by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit 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 or defamation.

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Schedule "A"
(Additional Information)

To the complaint form/affidavit required under PART II: Formal Complaint Procedure.