



ADR
CHAMBERS

Integrity Commissioner Office
for the City of Brantford

Code of Conduct – Formal Complaint Form and Affidavit

This form will be used by the Integrity Commissioner to conduct investigations under s. 223.4 of the *Municipal Act, 2001*, as amended (the “Act”).

Complainant 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 about whether a member of council or of a local board has contravened the Code of Conduct (the “Code”) applicable to the member may be made by council, a member of council, or a member of the public.
2. A complaint about whether a member of a local board has contravened the code of conduct applicable to the member may be made by a local board or a member of a local board.
3. 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.
4. 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.
5. 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 City Clerk, a Deputy Clerk, a Notary Public, or a Commissioner for Taking Affidavits.
6. Return the original completed form and affidavit to the City Clerk at the following address during regular business hours, who will then forward it to ADR Chambers: Brantford City Hall, 58 Dalhousie Street, Brantford, ON N3T 5R7.

Affidavit of Complainant

I _____ of the of _____ of _____,
[Full legal name] [City, Town etc.] [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/Local Board,
[Name of Member]

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/Local Board 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/Local Board 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

Personal information collected on this form is collected under the authority of section 10(1), 223.1 and 223.8 of the *Municipal Act, 2001*, as amended, and will be used by the Integrity Commissioner to carry out an investigation under the Act. 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. Questions regarding the collection of personal information on this form can be directed to the Clerk, City of Brantford at (519) 759-4150, 58 Dalhousie Street, Brantford, Ontario, N3T 2J2.

Schedule A
to the Affidavit of

[Complainant's Full Legal Name]

Clearly outline all the reasons why you believe the Member of Council/Local Board 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.