



**Code of Conduct
Complaint Form and Affidavit**

Under Section 223.4(1) of the Municipal Act, 2001, as amended, a member of council or a member of the public, may request the Integrity Commissioner to conduct an inquiry as to whether a member of council has contravened a code of conduct applicable to the member.

Complainant Contact Information	
Complainant Full Legal Name: _____	
Full Address: _____ _____	
Phone Number (day time): _____	Other Number: _____
Email address (optional): _____	

Filing a Code of Conduct Complaint:

1. A complaint that a Member has contravened a Code Conduct may be filed by any person or entity.
2. A complaint that a Member has contravened a Code Conduct must be submitted within six (6) weeks of the complainant becoming aware of the alleged contravention, and no more than six (6) months after the alleged violation, unless otherwise provided in a Code Conduct.
3. In accordance with subsection 223.4(9) of the Municipal Act, during the Election Period no complaint that a Member has contravened the Code of Conduct 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 a Code;
 - b) the section(s) of a 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 a 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.



Affidavit of Complainant

I, _____ of the _____ 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
[Name of Member of Council]
the City of Richmond Hill Council, has contravened the following provision(s) of the Council Code
of Conduct _____.
[List specific section(s) of the Council 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 has contravened to Council Code of Conduct, including applicable dates,
times and locations. Any supporting documents and evidence that you wish to provide should be
listed in Schedule A. Additional Schedule A pages can be provided as required.]

3. That I make this affidavit in support of my formal complaint that the named Member of Council
has contravened the Richmond Hill Council Code of Conduct and for no improper purpose.

SWORN (or AFFIRMED) before me at the _____)
[name of Municipality])
in the Province of Ontario on this _____ day)
[month] _____, [year] _____) _____)
Complainant's Signature)
_____)
_____)

A Commissioner for taking affidavits etc.

Personal Information Collection Notice

The personal information on this form is collected under the authority of sections 223.1 to 223.8 of the Municipal Act, 2001. The information will be provided to enforce the Council Code of Conduct. 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 about the collection and use can be directed to the City Clerk, City of Richmond Hill, 225 East Beaver Creek Road, Richmond Hill, Ontario L4B 3P4, or email clerks@richmondhill.ca.

Schedule A
to the Affidavit of

[Complainant's Full Legal Name]

Clearly outline all the reasons why you believe the Member of Council has contravened the sections of the Council Code of Conduct identified on page 2 of 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.

Schedule A

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