



Code of Conduct for Local Boards
Complaint Form and Affidavit

Under Section 223.4(1) of the Municipal Act, 2001, as amended, a person may request the Integrity Commissioner to conduct an inquiry as to whether a Member of a Local Board has contravened the Code of Conduct for Local Boards.

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

Information on filing a Code of Conduct for Local Boards Complaint:

- 1. A complaint that a Member of a Local Board ("Member") has contravened the Code Conduct for Local Boards ("Code") may be filed by any person or entity.
2. A complaint that a Member has contravened the Code must be submitted within six (6) weeks of the complainant becoming aware of the alleged contravention...
3. In accordance with subsection 223.4(9) of the Municipal Act, 2001 during the Election Period, no complaint that a Member has contravened the Code may be submitted by any person.
4. A complainant is required to provide the following information:
a) the name of the Member alleged to have contravened the Code...
b) the numbered section(s) 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.

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 *[insert name of the Member of the Local Board]* _____, a Member of the below selected Local Board, has contravened the Code of Conduct for Local Boards.

Select the Local Board the Member has been appointed to:			
	Accessibility Advisory Committee (AAC)		Heritage Richmond Hill (HRH)
	Affordable Housing Strategy Implementation Committee (AHSIC)		Property Standards Committee (PSC)
	David Dunlap Observatory Park Project Steering Committee (DDOP)		Richmond Hill Public Library Board (RHPLB)
	Committee of Adjustment (COA)		Road Watch (RW)
	Committee of Revision (COR)		Village of Richmond Hill Business Improvement Area Board of Directors (BIA)
	Heritage Centre Advisory Committee (HCAC)		

2. I specifically believe that the above named Member of a Local Board has contravened the following provision(s) of the Code of Conduct for Local Boards *[insert actual section numbers of the Code alleged to be violated]*: _____.
3. 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 a Local Board has contravened the Code of Conduct of Local Boards, 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 attached as required.]
4. That I make this affidavit in support of my formal complaint that the named Member of a Local Board has contravened the Code of Conduct for Local Boards and for no improper purpose.

Integrity Commissioner Procedures
Complaint Form and Affidavit – Code of Conduct for Local Boards

SWORN (or AFFIRMED) before me at the *[insert 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*, for the purpose of enforcing the Code of Conduct for Local Boards. This form and the information collected on this form will be used and shared with the Integrity Commissioner and may be disclosed and 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, (905) 771-8800 or by email to 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 a Local Board has contravened the sections of the Code of Conduct for Local Boards 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
Page _____ of _____