

**APPENDIX 1**

**COMPLAINT FORM/AFFIDAVIT**

AFFIDAVIT OF \_\_\_\_\_ [Full Name]

I, \_\_\_\_\_ [Full Name], of the [City, Town, etc] of \_\_\_\_\_ [Municipality of residence] in the Province of Ontario

MAKE OATH AND SAY [or AFFIRM]:

1. I have personal knowledge of the facts as set out in this Affidavit, because:

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\_\_\_\_\_ [insert reasons e.g. I work for.... I attended the meeting at which...etc.]

2. I have reasonable and probable grounds to believe that a Member of Windsor City Council or of a City committee, board, agency, or commission that is subject to the Code of Conduct for Members of Council and Local Boards (Restricted Definition) (hereinafter the "Code of Conduct"),

\_\_\_\_\_ [specify name of Member], has contravened section(s)

\_\_\_\_\_ [specify section(s) of the Code of Conduct for Members of Council (the "Code of Conduct")]. The particulars of which are as follows:

[Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please 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-1, A-2, etc. and attach them to this Affidavit.]

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3.I acknowledge that at the time of the Integrity Commissioner’s report to Council in this matter, and as between the parties, the identity of a complainant and the identity of the person who is the subject of the complaint shall not be treated as confidential information.

**Please see the attached Schedule A.**

1.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 the [City,Town, etc. of]

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In the Province of Ontario on:

\_\_\_\_\_ [Day ]of \_\_\_\_\_ [Month] \_\_\_\_\_ [Year]

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[Signature of Commissioner]

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[Please print Commissioner’s Name]

A Commissioner for taking Affidavits, etc.

**Code of Conduct Complaint Protocol s.2(3) Formal Complaint Procedure. Please note that signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 or the Criminal Code, R.S.C. 1985, c. C-46, and also to civil liability for defamation.**

**Schedule A**

**(Additional Information)**

To the Affidavit required under section 6 of The Formal Complaint Procedure.

[If more than one page is required, please photocopy this blank page and mark each additional page as 2 of 2, 2 of 3, etc. at the top right corner.]

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This is Schedule 'A' referred to in the Affidavit of:

\_\_\_\_\_ [Full Name]

Sworn [or Affirmed] before me on this \_\_\_\_\_ [Day] of

\_\_\_\_\_ [Month] \_\_\_\_\_ [Year]

\_\_\_\_\_  
A Commissioner for taking Affidavits, etc.