

**CORPORATION OF THE TOWNSHIP OF PRINCE
BY-LAW NO. 2010-13**

Being a by-law to adopt an Integrity Commissioner Policy.

WHEREAS Section 9 of the Municipal Act, S.O. 2001, Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act; and

WHEREAS Section 10 of the Municipal Act, S.O. 2001, Chapter 25, as amended, authorizes municipalities to provide any service or thing that the municipality considers necessary or desirable for the public; and

WHEREAS Section 223.2 (1) of the Municipal Act, S.O. 2001, Chapter 25, as amended, authorizes municipalities to appoint an Integrity Commissioner who reports to Council and who is responsible for performing an independent manner the functions assigned by the municipality with respect to: (a) the application of the code of conduct for members of council and local boards or of either of them; (b) the application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards or of either of them; or (c) both of clauses (a) and (b); and

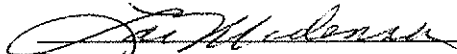
WHEREAS Section 223.2 (5) of the Municipal Act, S.O. 2001, Chapter 25, as amended, authorizes penalties for a contravention of the code of conduct; and

WHEREAS the Council of the Township of Prince deems it expedient to appoint an Integrity Commissioner;

NOW THEREFORE the Council of the Corporation of the Township of Prince enacts as follows:

1. THAT the Integrity Commissioner Policy dated May 2010 and attached hereto as Schedule A is hereby adopted.

READ THREE TIMES AND PASSED in open Council this 25th day of May, 2010.


Reeve


CAO/Administrator



The Corporation of the Township of Prince
Integrity Commissioner Policy

Date: May 2010
Revision Date:

Policy Title Integrity Commissioner Policy	Subject Integrity Commissioner
Policy Section Human Resources	Effective Date May 25 th 2010

1. Preamble

The Township of Prince adopted a Code of Conduct policy outlining the principles of good conduct and ethics (standards of behaviour) that Council have decided its stakeholders could reasonably expect of Council, Committee appointees, municipal employees and volunteers.

Elected positions within the community are a privilege which carries significant responsibilities and obligations. Council members are held to a high standard as leaders of the community and they are expected to carry out their duties in a fair, impartial, transparent and professional manner.

The Township of Prince has recognized that complaints regarding alleged transgressions of the Code of Conduct by members of Council and local boards may require an investigation and reporting mechanism to be undertaken by an Integrity Commissioner.

2. Policy Statement

1. The Council of the Township of Prince has expressed its desire to appoint an Integrity Commissioner based on the provincial model for which legislative change is required by the Township with limited responsibilities. Council may expand the Integrity Commissioner function to have greater powers and protections as deemed appropriate.
2. The Integrity Commissioner will provide independent and consistent complaint prevention and resolution, advice, opinion, and education respecting the application of the Code of Conduct, and any other by-law, policies governing the ethical behaviour of members, including general interpretation relevant to any allegation or proceedings after May 1, 2009.
3. The Council of the Township of Prince will engage an Integrity Commissioner for the Corporation as recommended by the Chief Administrative Officer and Council members.
4. All complaints regarding alleged transgressions of the Code of Conduct shall be made in writing to the attention of the Chief Administrative Officer with specific inclusions as to the alleged transgression, when/where it is purported to have occurred, and how the alleged transgression is in contravention of the Code of Conduct.
5. The Chief Administrative Officer shall forward all written complaints regarding members of Council or local boards to the municipally appointed Integrity

Commissioner for investigation and review, and shall provide appropriate support and services to assist the Integrity Commissioner. The Integrity Commissioner shall make recommendations and/or provide a report to Council regarding the alleged transgression for Council's consideration. Council shall render a decision regarding the Integrity Commissioner's recommendation(s). The decision regarding the implementation of any recommended action by the Integrity Commissioner is at the sole discretion of Council with a simple majority vote in accordance with the Procedural By-law and said decision shall be final.

6. All matters regarding allegations of transgression of the Code of Conduct shall be subject to the provisions of the *Municipal Act* and direction shall be reported out in open Committee or Council as appropriate.

3. Definitions

1. "**Chief Administrative Officer**" means the Chief Administrative Officer (also referred to as the CAO or CAO/Administrator) for the Corporation of the Township of Prince or its successors.
2. "**Code of Conduct**" means the Code of Conduct for the Council, Committee appointees, municipal employees and volunteers for the Township of Prince.
3. "**Corporation**" means the Corporation of the Township of Prince or its successors.
4. "**Council**" means the Council of the Township of Prince or its successors.
5. "**Election**" means a municipal election in accordance with the *Municipal Elections Act, 1996*.
6. "**Municipality**" or "**Township**" mean the Corporation of the Township of Prince or its successors.
7. "**Municipal Act**" means the *Municipal Act 2001, R.S.O. 2001*, as amended and regulations thereto.
8. "**Integrity Commissioner**" means the Integrity Commissioner appointed by the Council of the Township of Prince in accordance with the *Municipal Act, 2001*.

4. Regulations

1. Operational Requirements

- 1.1 The Chief Administrative Officer shall recommend a preferred candidate for the municipality's Integrity Commissioner, however the decision for the appointment will be the responsibility of Council.
- 1.2 The Township of Prince may be required to allocate additional funds in its budget to establish an Integrity Commissioner function.

2. Duties of the Municipal Integrity Commissioner

- 2.1 The duties of the Integrity Commissioner may be as follows:
 - 2.1.1 *Advisory*: providing written and oral advice to Council respecting the Code of Conduct and other by-law/policies governing the ethical behaviour of members, this may include general interpretation of the Municipal Conflict of Interest Act; and, providing Council with specific and general opinions and advice respecting compliance by elected officials with the provisions of governing Acts.
 - 2.1.2 *Complaint Investigation*: having the power to assess and investigate complaints to the Integrity Commissioner from a member of Council, public, staff, or the whole of Council.
 - 2.1.3 *Complaint Adjudication*: determining whether a member of Council has in fact violated a municipal protocol, by-law or policy governing their ethical behaviour except that (as in the provincial model) Council makes the final decision on whether any penalty recommended by the Integrity Commissioner is imposed on the member found in contravention.
 - 2.1.4 *Educational*: providing to the Chief Administrative Officer an annual report on findings of typical advice and complaint cases for the preceding year; providing outreach programs for Council and staff on legislation, protocols, and office procedures emphasizing the importance of ethics for public confidence in municipal government; and disseminating information available to the public on the municipal website.
- 2.2 The advisory and educational roles of the Integrity Commissioner shall be undertaken with some established limits. For example, in order to eliminate duplicate requests for advice on the same matter, the Integrity Commissioner will not be able to provide advice to Council members on

matters under consideration or being investigated elsewhere. It is likely that the Integrity Commissioner will receive requests for advice on matters involving compliance with the *Municipal Conflict of Interest Act*. While the Integrity Commissioner may provide general interpretation of the *Municipal Conflict of Interest Act*, it is expected that members seek independent legal advice on a specific question of individual compliance with the *Municipal Conflict of Interest Act*.

- 2.3 The Integrity Commissioner function shall be established to provide independent and consistent complaint prevention and resolution, advice, opinion and education respecting the application of the Code of Conduct and other by-laws/policies governing the ethical behaviour of members, including general interpretation of the *Municipal Conflict of Interest Act*.

3. Qualifications of Recruitment

- 3.1 Appointment of the Integrity Commissioner shall be determined by Council. It is important that the Integrity Commissioner meet a set of qualifications that ensures the greatest independence from the members of Council. Accordingly, it is recommended that the criteria be used to establish qualifications for use in the recruitment process for the Integrity Commissioner:

- (a) demonstrated understanding and experience with applicable municipal law and practices acquired through legal practice or municipal experience;
- (b) proven impartiality and neutrality such as that of a judge;
- (c) able to provide services on a part-time, flexible, and as-needed basis, without competing employment demands;
- (d) having no other dealings or employment with the Township, or with another municipality or municipal employee named in the complaint;
- (e) having no involvement in political campaigning/endorsements, or related conflict of interest;
- (f) having no financial interest in the work undertaken by the municipality;
- (g) initial appointment term not to exceed two years;
- (h) Preference would be given to the candidate with municipal experience.

- (i) Excellent verbal and written communication skills.
- (j) Valid Drivers License and access to a vehicle.
- (k) Current and satisfactory Police Records Check.
- (l) Integrity Commissioner shall report directly to the Township of Prince Council through the CAO for the Corporation.

3.2 The Chief Administrative Officer shall recommend a preferred candidate for Integrity Commissioner to Council recruited by a Request for Expressions of Interest process and/or individual invitation to known qualified individuals.

4. Additional Powers

- 4.1 To strengthen the complaint investigation role of the Municipal Integrity Commissioner, Council requires legislative authority to enact a by-law on integrity matters. Specifically, there are exemptions from the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), immunity from proceedings, and penalty authorities required through the legislation. Most of these requirements accrue to the complaint investigation and adjudication roles of the Integrity Commissioner:
- a. exemption from MFIPPA to permit confidential disclosures to the Integrity Commissioner (with certain exemptions) to limit access to defamatory/personal information;
 - b. exemptions from MFIPPA so Council may publicize its complaint decisions and actions;
 - c. special procedural provisions including the Integrity Commissioner and any staff's immunity and exception from testifying, access to information, inquiry powers and limitation provisions; and
 - d. powers for Council to implement and impose meaningful sanctions and penalties for non-compliance with the Code of Conduct policy.

5. Financial Implications

5.1 The establishment of the Integrity Commissioner shall include complaint investigation and adjudication, advisory and educational responsibilities. This will create a new annual operating budget pressure of an appropriate funding level.

- 5.2 The fiscal requirement will be based on a remuneration structure reflecting the part-time nature of the Integrity Commissioner, potential costs associated with settlement and reimbursement of certain legal costs, administrative overhead cost and a mandatory educational component.
- 5.3 Council will be requested to give annual consideration for the General Government operating budget, to establish an Integrity Commissioner function, inclusive of the recruitment process. The annual fiscal requirement shall include the use of occasional external legal advice and communication services that will be funded through the legal fees annual allocation.

5. Policy Adoption and Review Guidelines

Date of Adoption by Council	By-Law No.	Date of Most Recent Review by Council	Date of Next Scheduled Review by Council
May 25 th 2010	By-Law 2010-13	May 2010	April 2012

Appendix A

COMPLAINT PROTOCOL

1.0 Integrity Commissioner Review Process and the Code of Conduct

The complaint protocol identified is implemented to handle complaints by the general public, staff and/or Council using the services of a Municipal Integrity Commissioner. Accordingly, the Chief Administrative Officer has given a role to forward complaints to the Integrity Commissioner, who in turn would forward to Council the report findings and recommendations through the CAO without endorsement, comment or editing, and would recommend on the disclosure aspects of report findings by Council under the provisions of the Code of Conduct. The complaint protocol shall only apply to alleged transgressions and be relevant to proceedings occurring after May 1, 2009.

2.0 Informal Complaint Procedure

Individuals (for example, Municipal employees, members of the public, members of Council or its committees) who have identified or witnessed behaviour or an activity by a member of Council or a local board that they believe is in contravention of the Code of Conduct would address the prohibited behaviour or activity themselves as follows:

- (a) advise the member that the behaviour or activity contravenes the Code of Conduct;
- (b) encourage the member to stop the prohibited behaviour or activity;
- (c) keep a written record of the incidents including dates, times, locations, others persons present, and any other relevant information;
- (d) tell someone else (for example, a senior staff member or officer of the corporation) about your concerns and your comments to the member and the response of the member
- (e) if applicable, confirm to the member satisfaction with the response of the member; or, if applicable, advise the member of your dissatisfaction with the response; and
- (f) consider the need to pursue the matter in accordance with the formal complaint procedure outlined herein, or in accordance with another applicable judicial or quasi-judicial process or complaints procedure.

Individuals and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping, and remedying a behaviour or activity that is prohibited by the Code of Conduct. With the consent of the complaining individual or organization and the member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining pursue the informal complaint procedure prior to pursuing the formal complaint procedure.

3.0 **Formal Complaint Procedure**

3.1. *Statutory Authority:* Under Section 223.3(1) of the Municipal Act 2001 as amended:

- (a) Municipal Council, a member of Council, municipal employees or a member of the public may request the Integrity Commissioner to conduct an inquiry about whether a member of council or a member of a committee has contravened the Code of Conduct; and
- (b) A committee member of council may request the Integrity Commissioner to conduct an inquiry about whether a member of the local board has contravened the Code of Conduct.

3.2 Definitions

- (a) “**Code of Conduct**” means the Code of Conduct for the Council, Committee appointees, municipal employees and volunteers for the Township of Prince.
- (b) “**Vexatious**” means instituted without sufficient grounds and serving only to cause annoyance to the defendant; troublesome, annoying; a *vexatious situation*
- (c) “**Integrity Commissioner**” means the Integrity Commissioner appointed by the Council of the Township of Prince in accordance with the *Municipal Act, 2001*.
- (d) “**Complaint**” means a purported contravention of the Code of Conduct.
- (e) “**Frivolous**” means little or no weight, worth, or importance; not worthy of serious notice.
- (f) “**Good Faith**” means in accordance with standards of honesty, trust and sincerity.

3.3 Requests for Inquiries

3.3.1 *Application of Review Request*

All the provisions of this section apply to a request for an inquiry by an individual or an organization other than council.

Section 3.3.5 to 3.3.13, except clause 3.3.6 (a)(ii) and clause 3.3.7 (c), apply to a request for an inquiry by Council.

3.3.2 *Complaint*

- (a) A request for an investigation of a complaint that a member has contravened the Code of Conduct (the "complaint") shall be in writing.
- (b) All complaints shall be signed by an identifiable individual (which includes the authorized signing officer of an organization).
- (c) A complaint shall set out reasonable and probable ground for the allegation that the member has contravened the Code of Conduct and include a supporting affidavit that sets out the evidence in support of the complaint.
- (d) Staff of the Township of Prince who are commissioners for taking affidavits are authorized to take the supporting affidavit.

3.3.3 *File With the Clerk*

- (a) The request shall be filed with the Municipal Clerk who shall forward the matter to the Integrity Commissioner for initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code of Conduct and not covered by other legislation or other Council policies as described in 3.3.3 (c).

Deferral

- (b) If the complaint does not include a supporting affidavit, the Integrity Commissioner may defer the classification until an affidavit is received.
- (c) If the complaint, including any supporting affidavit, is not on its face a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Integrity

Commissioner shall instruct the Municipal Clerk to advise the complainant in writing as follows:

- (i) if the complaint on its face is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate police force;
 - (ii) if the complaint on its face is with respect to non-compliance with the *Municipal Conflict of Interest Act*, the complainant shall be advised to review the matter with the complainants own legal counsel;
 - (iii) if the complaint on its face is with respect to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be advised that the matter will be referred to the office of the Information and Privacy Commissioner for review;
 - (iv) if the complaint on its face is with respect to non-compliance with a more specific Council policy with a separate complaint procedure, the complainant shall be advised that the matter will be processed under that procedure; and
 - (v) in other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals as the Integrity Commissioner considers appropriate.
- (d) If the Municipal Clerk should receive a complaint within ninety (90) days of a municipal election, the Clerk shall not forward the complaint to the Integrity Commissioner until the blackout period is complete.
- Reports*
- (e) The Integrity Commissioner may report to Council, or its committees, that a specific complaint is not within the jurisdiction of the Integrity Commissioner.
 - (f) The Integrity Commissioner shall report annually to Council on complaints not within the jurisdiction of the Integrity Commissioner, but shall not disclose information that could identify a person concerned.

3.3.4 *Refusal to Conduct an Investigation*

- (a) If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, terminate the investigation.
- (b) Complaints referred that are repetitious in nature, not germane to the Code of Conduct in the opinion of the Integrity Commissioner, deemed frivolous and without substance in the opinion of the Integrity Commissioner, or where the complaint is deemed vexatious in the opinion of the Integrity Commissioner, complaints shall not be advanced to an investigation stage and subject to provisions of section 3.3.4 (c).
- (c) Other than in exceptional circumstances, the Integrity Commissioner will not report to Council or its committees on any complaint described in section 3.3.4 (a) and 3.3.4 (b) except as part of an annual or other periodic report.

3.3.5 *Investigation*

- (a) If a complaint has been classified as being within the Integrity Commissioner's jurisdiction and not rejected under Section 3.3.4, the Integrity Commissioner shall investigate and may attempt to settle the complaint.

Public Inquiries Act
- (b) Under subsection 223.4(2) of the *Municipal Act, 2001*, as amended, the Integrity Commissioner may elect to investigate a complaint by exercise of the powers of a commission under Parts I and II of the *Public Inquiries Act*.
- (c) When the *Public Inquiries Act* applies to an investigation of a complaint, the Integrity Commissioner shall comply with the procedures specified in the Act and this Complaint Protocol, but, if there is a conflict between a provision of the Complaint Protocol and a provision of the *Public Inquiries Act*, the provision of the *Public Inquiries Act* prevails.

3.3.6 *Opportunity to Comment*

- (a) The Integrity Commissioner will proceed as follows, except where otherwise required by the *Public Inquiries Act*.

- (i) serve the complaint and supporting material upon the member whose conduct is in question with a request that a written response to the allegation by way of affidavit or otherwise will be filed within fourteen (14) business days; and
 - (ii) serve a copy of the response provided upon the complainant with a request for a written reply within fourteen (14) business days.
- (b) If necessary, after reviewing the written materials, the Integrity Commissioner may speak to anyone relevant to the Complaint, access and examine any of the information described in subsection 223.4(2) of the *Municipal Act, 2001*, as amended, and may enter any Municipal or local board work location relevant to the complaint for the purposes of investigation and settlement.
- (c) The Integrity Commissioner shall not issue a report finding a violation of the Code of Conduct on the part of any member unless the member has had reasonable notice of the basis for the proposed finding and any recommended sanction and an opportunity, either in person or in writing, to comment on the proposed finding and any recommended action.

Interim Report

- (d) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction or retaliation encountered during the investigation.

3.3.7 *Final Report*

- (a) The Integrity Commissioner shall report to the complainant and the member generally no later than one hundred and twenty (120) calendar days after the making of the complaint.
- (b) Where the complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council or its committees, or both, outlining the findings, the terms of any settlement, or recommended corrective action.
- (c) Where the complaint is dismissed, other than in exceptional circumstances, the Integrity Commissioner shall not report to Council or its committees except as part of an annual or other periodic report.

Lawful Recommendations

- (d) Any recommended corrective action must be permitted in law and shall be designed to ensure that the inappropriate behavior or activity does not continue.

3.3.8 *Member not Blameworthy*

If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or that a contravention occurred although the member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report and shall recommend that no penalty be imposed.

3.3.9 *Copies*

The Municipal Clerk shall give a copy of the report to the complainant and the member whose conduct is concerned. Said report shall remain confidential until the matter has received complete and final disposition by the Integrity Commissioner and has been reported out to the members of Council through the Municipal Clerk.

3.3.10 *Report to Council*

The Municipal Clerk shall process the report for the next meeting of Council or its committees, or both. Said report shall remain confidential until the matter has received complete and final disposition by the Integrity Commissioner and has been reported out to the members of Council through the Municipal Clerk.

3.3.11 *Duty of Council or Local Board*

Council or its committees shall consider and respond to the report within ninety (90) calendar days after the day the report is laid before it.

3.3.12 *Payment of Costs*

(a) Subject to this section, claims for reimbursement by a member of Council for costs under this section shall be processed under the Indemnification Policy for member of Council and the tariff as set out in the policy, applies to all claims for reimbursement under this section.

(b) A complainant and a member of Council who is/are party to a complaint under this procedure shall each be reimbursed for actual and reasonable legal and related expenses up to a maximum of:

(i) \$5,000.00 or

(ii) \$20,000.00 if the Integrity Commissioner has elected to investigate the complaint by exercise of the powers of a commission under Parts I and II of the *Public Inquiries Act*.

(c) In the case of an application under the *Judicial Review Procedure Act* for judicial review of actions taken on a complaint against a member of council or a local board by the Integrity Commissioner, council or its committees:

(i) where a member made the judicial review application, the member is eligible for reimbursement of legal costs, including additional legal costs in a successful application, that are not covered by the costs awarded by the court, up to a maximum of \$20,000.00;

(ii) a member may apply for reimbursement of the legal costs of intervention in a judicial review application where the member's interests are at stake, up to a maximum of \$20,000.00.

(d) Council may consider the reimbursement of costs above the limit in subsections 3.3.12(b) and 3.3.12(c) on a case by case basis.

(e) Costs may be provided in advance in an investigation, if the Integrity Commissioner is of the opinion that the use of a lawyer by one or more of the parties would facilitate the carrying out of the investigation, and subsections 3.3.12(f) and 3.3.12(g) do not apply to the advance costs paid under this subsection.

(f) Costs shall only be reimbursed under this section to the complainant if the Integrity Commissioner concludes that the complaint is not frivolous, vexatious or made in bad faith and the Integrity Commissioner's conclusion is not overturned on judicial review.

(g) Costs shall only be reimbursed under this section to the member if the Integrity Commissioner concludes that there has been no contravention of the Code of Conduct by the member or any contravention was committed through inadvertence or an error of judgment made in good faith, and the Integrity Commissioner's conclusion is not overturned on judicial review.

3.3.13 Confidentiality

(a) A complaint will be processed in compliance with the confidentiality requirements in section 223.5 of the *Municipal Act, 2001* as amended, which are summarized in the following subsections.

(b) The Integrity Commissioner and every person acting under her or his instructions shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of any investigation except as required by law in a criminal proceeding or in accordance with the provisions of section 223.5 of the *Municipal Act, 2001* as amended.

(c) This section prevails over the *Municipal Freedom of Information and Protection of Privacy Act, 2006*.

(d) If the Integrity Commissioner provides a periodic report to the municipality on his or her activities, he or she may summarize advice he or she has given but shall not disclose confidential information that could identify a person concerned.

(e) If the Integrity Commissioner reports to the municipality or local board his or her opinion about whether a member of council or a member of its committee has contravened the applicable Code of Conduct, the Commissioner may disclose in the report such matters as in the Commissioner's opinion are necessary for the purposes of the report.

(f) The municipality and each committee shall ensure that reports received from the Commissioner by the municipality or by the committee, as the case may be, are made available to the public upon the matter being reported out to the members of Council.

(g) If the Integrity Commissioner, when conducting an inquiry, determined that there are reasonable grounds to believe that there has been a contravention of any other Act or of the *Criminal Code of Canada*, the Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge have been finally disposed of, and shall report the suspension to council through the Municipal Clerk. The Commissioner's opinion is necessary for the purposes of this report.

**Appendix B
AFFIDAVIT**

Code of Conduct Complaint Protocol – Formal Complaint Procedure

AFFIDAVIT OF

_____ (full name)

I, _____ (full name) of the
Township of Prince, in the Province of Ontario,

MAKE OATH AND SAY (or Affirm)

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

I have reasonable and probable ground to believe that a member of the
Township of Prince Council, _____ (name of
member) has contravened section(s) _____ (specify
sections) of 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 A, B, etc. and
attach them to this affidavit).*

Please see attached Schedule A

Appendix B – Affidavit

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 Township of Prince in the District)
of Algoma in the Province of Ontario)

Complainant Signature

Commissioner for Taking Affidavits)

Date

Dated this ____ day of _____, _____.)
)

AFFIDAVIT

Code of Conduct Complaint Protocol – Formal Complaint Procedure

Page ____ of ____

Schedule A

To the affidavit required under subsection 3.3.2 of the Formal Complaint Procedure.

(If more than one page is required, please photocopy and mark each additional page as 2 of 2, etc. at the top right corner).

** Affidavit to be submitted with filing fee as prescribed by the Township of Prince schedule of fees policy.

This Schedule A referred to in the affidavit of _____ (full name).

SWORN before me on this ____ day of _____, _____.

Commissioner for Taking Affidavits

Complainant Signature

Complainant Affidavit, Date of Submission