



Appendix 4

Code of Conduct Complaint Protocol – Formal Complain Procedure

Please note that signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R, S, C, 1985, c. C-46, and also to civil liability for defamation.

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

(Insert reasons e.g. I work forI attended the meeting at which.....etc.).

2. I have reasonable and probable grounds to believe that a member of Town of Aylmer Municipal Council, _____(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 attach the materials as Exhibits A, B, etc. and attach them to this affidavit and mark each

additional page as 2 of 2, 2 of 3, etc. at the top right corner.)

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 Town of Aylmer in the _____)
County of Elgin in the Province of Ontario on)_____)
) (A Commissioner for taking affidavits, etc. – Signature)
)_____) (Date)
)_____)
(Complainant Affidavit, Signature))_____) (Date)