

**Appendix "B" to the Council Code of Conduct Policy**

**Formal Complaint Form / Affidavit**

I, \_\_\_\_\_ (full name) of the \_\_\_\_\_ (municipality) in the Province of Ontario do solemnly swear/(affirm and declare) that the following contents of this affidavit as subscribed are true and correct:

Permanent place of residence:

Mailing address (if different from above):

Phone Number: Day \_\_\_\_\_ Evening: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
(insert reasons e.g. I work for... I attended a meeting at which... etc.) I have reasonable and probable grounds to believe that \_\_\_\_\_ (specify name of member) has contravened section (s) \_\_\_\_\_ of the Council Code of Conduct of the Township of Ramara. 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, B etc. and attach them to this affidavit.)  
\_\_\_\_\_  
\_\_\_\_\_

Please see the attached Schedule A

This affidavit is made for the purpose of requesting that this matter be reviewed by the Township of Ramara appointed Integrity Commissioner and for no other purpose.

Identification # (of Identification provided) \_\_\_\_\_

Sworn (or Affirmed) before me at the Township of Ramara, in the County of Simcoe, in the Province of Ontario on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
**Signature (to be witnessed by Commissioner)**

\_\_\_\_\_  
**A Commissioner, etc.**

**Note:** This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. **THE CRIMINAL CODE OF CANADA** provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to be made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years (Section 131, 132), or by summary conviction (Section 134). 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.

**Schedule A**  
(Additional Information)

To the affidavit required under subsection 25.2 of the Procedure – Formal Complaint of the Council Code of Conduct.

(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 Schedule A referred to in the Affidavit of  
\_\_\_\_\_ (full name)  
Sworn (or Affirmed) before me on this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

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