APPENDIX 'B'

FORMAL COMPLAINT PROCEDURE
AFFIDAVIT

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.

AFFIDAVITOF_____ [*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 for . . . I attended the meeting at which . . . etc*]

2. I have reasonable and probable grounds to believe that a member of Kitchener City Council or local board, _____ [*specify name of member*], has contravened section(s) _____ [*specify section(s)*] 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 as Exhibit A, B, etc. and attach them to this affidavit.]

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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* _____)
_____in the Province of Ontario on this)
_____ day of _____, _____.)
)
_____)
[Signature of commissioner])
A Commissioner for taking affidavits, etc.)

_____
[Signature of Complainant]

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.

Schedule 'A'

To the affidavit required under 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.*]

This is Schedule 'A' referred to in the affidavit of ____)
_____ [*full name*])
SWORN [*or AFFIRMED*] before me on this_____)
day of _____, _____.)
)
_____)
[Signature of commissioner])
A Commissioner for taking affidavits, etc.)

_____
[Signature of Complainant]