

APPENDIX 'B'

CODE OF CONDUCT COMPLAINT FORM

Applicant Information:

[Name]

[Address]

[Phone]

[Email]

I, _____, of the _____
[Full name] [City, Town, etc. of]

in the _____
[Municipality of Residence]

in the Province of Ontario have personal knowledge of the facts as set out in this complaint form, because

[Insert reasons - e.g. I work for . . . or I attended the meeting at which . . . etc].

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) _____ of the Code of Conduct.
[Specify section(s)]

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 Complaint Form.]

Schedule 'A'

To the Complaint Form

[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.]

[illegible]

[Signature of Complainant]