



Township of The North Shore

Integrity Commissioner Inquiry Protocol

Introduction

The Municipality has, pursuant to section 223.2 of the *Municipal Act, 2001*, established a Code of Conduct for Members of Council of the Municipality and Members of its Local Boards/Committees.

The Municipality will be appointing an Integrity Commissioner whose duties include, among other things, conducting inquiries in respect of alleged contraventions of the Code of Conduct and sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* ("MCIA").

The purpose of this protocol is to set out a framework for the Integrity Commissioner's inquiries into allegations of contraventions of the Code of Conduct and sections 5, 5.1 and 5.2 of the *MCIA* breaches.

1. Definitions

"Requestor" means the person who has submitted an application/Request for Inquiry to the Integrity Commissioner for an Inquiry to be carried out concerning an alleged contravention by a Member of sections 5, 5.1 or 5.2 of the *MCIA*.

"Code of Conduct" means a Code of Conduct established pursuant to section 232.2 of the *Municipal Act, 2001*.

"Elector" means a person entitled to vote at a Municipal Election in the Municipality.

"Integrity Commissioner" means the Integrity Commissioner appointed by Municipal Council and any individual acting under powers delegated to him or her in writing by the Integrity Commissioner.

"Local Board" means a Local Board other than:

- a. A society as defined in subsection 2(1) of the *Child, Youth and Family Services Act, 2017*;
- b. A board of health as defined in subsection 1(1) of the *Health Protection and Promotion Act*;
- c. A Committee of management established under the *Long-Term Care Homes Act, 2007*;
- d. A police service board established under the *Police Services Act, 2018*;
- e. A board as defined in section 1 of the *Public Libraries Act*; and,
- f. A corporation established in accordance with section 203 of the *Municipal Act, 2001*;

"Member" means a Member of the Municipal Council and/or a Member of a Local Board or a Committee of the Municipality.

"Respondent" means the person who is alleged to have violated the Code of Conduct or sections 5, 5.1 or 5.2 of the *MCIA* and whom an Integrity Commissioner Inquiry request has been submitted.

2. Integrity Commissioner

2.1 Functions

The Integrity Commissioner reports to Council and is responsible for performing in an independent manner the functions assigned by the Municipality with respect to any of the following:

1. The application of the Code of Conduct for Members.
2. The application of any procedures, rules and policies of the Municipality and Local Boards governing the ethical behaviour of Members.
3. Requests from Members for advice respecting their obligations under the Code of Conduct applicable to the Member.
4. Requests from Members for advice respecting their obligations under a procedure, rule or policy of the Municipality or of the Local Board, as the case may be, governing the ethical behaviour of Members.
5. Requests from Members for advice respecting their obligations under the *MCIA*.
6. The provision of educational information to Members, the Municipality and the public about the Municipality's Code of Conduct for Members and about the *MCIA*.

2.2 Powers and Duties

In carrying out the responsibilities described in section 2.1 above, the Integrity Commissioner may exercise such powers and shall perform such duties as may be assigned to him or her by the Municipality.

2.3 Delegation

After satisfying himself or herself that a person is fully capable of carrying out the Integrity Commissioner's powers or duties, the Integrity Commission may, in writing, delegate to any person, other than a Member of Council, any such duties or powers. For greater certainty, if the Integrity Commissioner delegates any duties or powers, the Integrity Commissioner may continue to exercise the delegated powers and duties despite the delegation.

2.4 Outside Assistance

In performing any of his or her duties, the Integrity Commissioner may engage outside assistance or consult with the Municipality's Legal Counsel. When the Municipality's Legal Counsel is assisting the Integrity Commissioner, their role is solely to assist the Integrity Commissioner and not any particular individual.

3. Requests for Advice

3.1 Requests for advice and advice received shall be in writing

A request by a Member for advice from the Integrity Commissioner under paragraphs 3, 4 or 5 of section 2.1 above, shall be made in writing.

If the Integrity Commissioner provides advice to a Member under paragraphs 3, 4 or 5 of section 2.1 above, the advice shall be in writing.

3.2 Advice provided to a Member by the Integrity Commissioner

3.2.1 Subject to Section 3.2.2, a Member is entitled to rely upon any written advice given by the Integrity Commissioner to the Member respecting the Code of Conduct in any subsequent consideration of the conduct of the Member in the same matter provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.

3.2.2 If the Integrity Commissioner applies to a judge under section 8 of the *MCIA* for a determination as to whether the Member contravened section 5, 5.1 or 5.2 of the *MCIA*, the Member is entitled to advise the judge of any written advice given by the Integrity Commissioner provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.

3.2.3 A Member under investigation by the Integrity Commissioner shall not request advice from the Integrity Commissioner as to the Member's rights under the Code of Conduct, the *MCIA* or generally at law with respect to any matter that the Integrity Commissioner is investigating or reviewing with respect to the Member, nor is the Member entitled to rely upon any statement(s) made by the Integrity Commissioner during the course of any investigation or review that may impact the Member's rights under the Code of Conduct, the *MCIA* or generally at law.

3.3 Release of Advice

Advice provided by the Integrity Commissioner to a Member under paragraphs 4, 5 or 6 of section 2.1 above may be released by the Integrity Commissioner:

1. With the Member's written consent; or
2. Without the Member's written consent if the Member releases part of the advice.

4. Inquiry by Integrity Commissioner Re: Code of Conduct

4.1 Request for Inquiry

Any individual (a Member, staff, or a member of the public) who identifies or witnesses behaviour or activity by a Member that they reasonably believe contravenes the Code of Conduct may file a formal complaint/Request for Inquiry by the Integrity Commissioner as to whether a Member has contravened the Code of Conduct.

Council may also file a complaint against any of its Members of an alleged contravention of the Code of Conduct by passing a resolution requesting the Integrity Commissioner to undertake an Inquiry.

4.2 Request contents

A Request for Inquiry under section 4.1 above shall be in writing on the prescribed form set out in Schedule "A" and shall be dated and signed by the Requestor. The Request shall include sufficient information to set out reasonable and probable grounds for the allegation that the Member has contravened the Code of Conduct and must be accompanied by a description of the evidence and/or documents that support the allegation, which includes, but is not necessarily limited to, all of the following:

- The Requestor's name and contact information.
- What happened – a description of the events or situation.
- When it happened – dates and times of the events or incidents.
- Where it happened – the location(s) where the events or incidents occurred
- Who saw it happen – the names of any witnesses, if any.

4.3 Complaints outside of Integrity Commissioner's Jurisdiction

Requests for Inquiry made must specifically refer to alleged contraventions of the Code of Conduct by a Member. If the request for Inquiry is not a complaint in respect to non-compliance with the Code of Conduct, the Integrity Commissioner shall advise the Requestor in writing that it falls outside of the jurisdiction of the Integrity Commissioner and will be provided with any additional reasons and referrals as the Integrity Commissioner considers appropriate.

4.4 Request review

The Integrity Commissioner will conduct an initial review of the request to ensure that it is a proper allegation of a breach of the Code of Conduct. If, after the initial review, the Integrity Commissioner determines that the request is not properly an allegation of a breach of the Code of Conduct, there are insufficient grounds to believe that there has been a contravention of the Code of Conduct, or the Integrity Commissioner determines that an Inquiry is not appropriate for any other reason in the Integrity Commissioner's reasonable discretion, the Integrity Commissioner will dismiss the request.

When determining if an Inquiry is appropriate, the Integrity Commissioner may, among other things, take into account the date of the alleged breach. Further, the Integrity Commissioner shall, in his or her discretion, dismiss the request if, upon initial review the Integrity Commissioner determines that the Requestor has not supplied the information as mentioned by section 4.2, the Integrity Commissioner will advise the Requestor that he or she must supply additional information and shall take no further action until the information is provided.

4.5 Powers on Inquiry

The Integrity Commissioner may elect to exercise the powers under sections 33 and 34 of the Public Inquiries Act, 2009, in which case, notwithstanding anything to the contrary herein, those sections apply to the Inquiry.

4.6 Information

The Municipality, its Local Boards and Committees shall give the Integrity Commissioner such information as the Integrity Commissioner believes to be necessary for an Inquiry including free access to all books, accounts, financial records, electronic data processing records, reports, files, and other papers, things or property belonging to or used by the Municipality, Committee or a Local Board.

For greater certainty, providing the Integrity Commissioner with information concerning legal advice shall be deemed not to constitute a waiver of solicitor-client privilege.

4.7 Investigation

4.7.1 The Integrity Commissioner may proceed as follows, except where the Integrity Commissioner has a full factual record and believes, in his or her sole discretion, that no additional information is required, or where otherwise required by the *Public Inquiries Act, 2009*, or where the Integrity Commissioner has not otherwise terminated the Inquiry:

1. Provide the Member with an outline of the Inquiry with sufficient particularity to allow the Member to understand the complaint against him or her but the Integrity Commissioner shall not have any obligation to disclose:
 - a. the identity of the Requestor, or
 - b. the identity of any witnesses set out in the Inquiry or persons that are questioned/interviewed by the Integrity Commissioner, unless it is essential for the Member to adequately respond to the complaint, which determination shall be made in the Integrity Commissioner's sole and absolute discretion.

2. Request that the Member provide a written response to the allegations in the complaint to the Integrity Commissioner within at least seven (7) days.
3. Provide a copy of the Member's response to the complainant with a request that any written reply be provided by the complainant to the Integrity Commissioner within at least seven (7) days; and
4. Extend the timelines set out above if the Integrity Commissioner deems it necessary to do so in his or her sole and absolute discretion.

4.7.2 If necessary, after reviewing the submitted materials, the Integrity Commissioner may contact and speak to or correspond with any other persons, access and examine any other documents or electronic materials, including any materials on the Township's computers and servers, and may enter any municipal work location relevant to the complaint for the purpose of investigation and potential resolution, as listed in section 4.6.

4.8 *Penalties the Municipality may impose*

Council may impose any of the following penalties on a Member if the Integrity Commissioner reports to the Municipality that the Member has contravened the Code of Conduct:

1. A reprimand.
2. Suspension of the remuneration paid to the Member for a period of up to 90 days.
3. Other penalties, including but not necessarily limited to:
 - a) Removal from Membership of a Committee or Local Board.
 - b) Removal as Chair of a Committee or Local Board.
 - c) Require repayment or reimbursement of monies received.
 - d) Return of property or reimbursement of its value.
 - e) Request for resignation.
 - f) Trespass Order restricting access except for Council meetings.
 - g) A request for an apology to Council, the Requestor or other relevant party; and
 - h) Revocation of travel or other budget.

4.9 *Penalties the Local Board may impose*

A Local Board may impose any of the penalties described in section 4.7 above on a Member of the Local Board if the Integrity Commissioner reports to the Local Board that, in his or her opinion, the Member of the Local Board has contravened the Code of Conduct applicable to the Member of the Local Board, and if the Municipality has not imposed a penalty on the Member of the Local Board under section 4.7 above in respect of the contravention.

5. Inquiry by Integrity Commissioner Re s. 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act (MCIA)

5.1 *Application*

An Elector, or any person demonstrably acting in the public interest, may apply in writing to the Integrity Commissioner for an Inquiry to be carried out concerning an alleged contravention of sections 5, 5.1 or 5.2 of the *MCIA* by a Member.

Council may also pass a resolution requesting the Integrity Commissioner to undertake an Inquiry respecting an alleged contravention of sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by a Member and provide a statutory declaration as required to be sworn by a Member of Council.

5.2 *Content of Application*

An application shall be in the form set out in Schedule "A" or, otherwise, shall set out the reasons for believing that the Member has contravened sections 5, 5.1 or 5.2 of the *MCIA* and include:

- a) the Applicant's name and contact information
- b) a statutory declaration attesting to the fact that the Applicant became aware of the contravention not more than six weeks before the submission of the application.
- c) or, in the case where the Applicant became aware of the alleged contravention during the period of time described in paragraph 1 of section 5.6 below, a statutory declaration attesting to the fact that the Applicant became aware of the alleged contravention during that period of time.

Complainants who file a formal Request for Inquiry must provide a full and complete record of evidence to the Integrity Commissioner who is under no obligation whatsoever to, but may, seek additional information to supplement or complete the evidentiary record to substantiate or support the allegations set out in the complaint or request.

5.3 *Review of Application*

The Integrity Commissioner will conduct an initial review of the application to ensure that it complies with this section. If the application does not comply with this section, the Integrity Commissioner will advise the Applicant about the non-compliance in writing and the Integrity Commissioner shall take no further action unless or until the Applicant submits a compliant application. If upon initial review, the Integrity Commissioner determines that the application is not properly an application alleging contravention of sections 5, 5.1 or 5.2 of the MCIA or there are no reasonable grounds to support the application, the Integrity Commissioner shall dismiss the application.

5.4 *Application Timing*

An application under this section, per Section 8(2) of the MCIA, may only be made within six weeks after the Applicant became aware of the alleged contravention. No application shall be brought after the expiration of six years from the time at which the contravention is alleged to have occurred.

5.5 *Exception*

Despite section 5.5 above, an application may be made more than six weeks after the Applicant became aware of the alleged contravention if both of the following are satisfied:

1. The Applicant became aware of the alleged contravention six weeks before nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election, as set out in section 5 of that Act.
2. The Applicant applies to the Integrity Commissioner under section 5.1 within six weeks after the day after voting day in a regular election, as set out in section 5 of the Municipal Elections Act, 1996.

5.6 *Powers on Inquiry*

The Integrity Commissioner may elect to exercise the powers under sections 3s and 34 of the Public Inquiries Act, 2009, in which case, notwithstanding anything to the contrary herein, those sections apply to the Inquiry.

5.7 *Information*

The Municipality and its Local Boards shall give the Integrity Commissioner such information as the Integrity Commissioner believes to be necessary for an Inquiry including free access to all books, accounts, financial records, electronic data processing records, reports, files and other papers, things or property belonging to or used by the Municipality or a Local Board.

For greater certainty, providing the Integrity Commissioner with information concerning legal advice shall be deemed not to constitute a waiver of solicitor-client privilege.

5.8 *No other Inquiry in respect of the matter to commence without application*

If an Inquiry is terminated under section 5.10, the Integrity Commissioner shall not commence another Inquiry in respect of the matter unless, within six weeks after voting day in a regular election as set out in section 5 of the Municipal Elections Act, 1996, the person who made the application or the Member or former Member whose conduct is concerned applies in writing to the Integrity Commissioner for the Inquiry to be carried out.

5.9 *Timing for completion of Inquiry*

The Integrity Commissioner shall complete the Inquiry within 180 days after receiving the completed complaint application under section 5.1 above unless the Inquiry is terminated under section 5.10 above.

5.10 *Decision to apply to a judge upon completion of Inquiry*

Upon completion of the Inquiry, the Integrity Commissioner may, if he or she considers it appropriate, apply to a judge for a determination as to whether the Member has contravened sections 5, 5.1 or 5.2 of the MCIA.

5.11 *Notice to Applicant Re decision not to apply to judge*

The Integrity Commissioner shall advise the Applicant if the Integrity Commissioner will not be making an application to a judge.

5.12 *Reasons Re decision to apply to a judge*

After deciding whether or not to apply to a judge, the Integrity Commissioner shall publish written reasons for the decision.

5.14 *Costs*

The Integrity Commissioner's costs of applying to a judge shall be paid by:

1. The municipality, if the Member is alleged to have contravened sections 5, 5.1 or 5.2 of the MCIA as Member of Council of the Municipality; or
2. The Local Board, if the Member is alleged have contravened sections 5, 5.1 or 5.2 of the MCIA as Member of the Local Board.

6. Conduct of Inquiry

The Integrity Commissioner may conduct such Inquiry as he or she considers necessary in response to a compliant request under sections 4 and 5 above and such Inquiry may include all or some of the following:

- Informing the Respondent of the Inquiry
- Interviewing the Requestor, the Respondent, any person involved in the incident, and any identified witnesses.
- Interviewing any other person who may have knowledge of the incidents related to the Inquiry or any other similar incidents; and
- Reviewing any information the Integrity Commissioner believes necessary and documenting such review.

7. Termination of Inquiry when Regular Election begins

If the Integrity Commissioner has not completed an Inquiry before nomination day for a Regular Election, as set out in section 31 of the Municipal Elections Act, 1996, the Integrity Commissioner shall terminate the Inquiry on that day. If an Inquiry is so terminated, the Integrity Commissioner shall not commence another Inquiry in respect of the matter unless, within six weeks after voting day in a Regular Election as set out in section 5 of the Municipal Elections Act, 1996, the person or entity who made the request or the Member or former Member whose conduct is concerned makes a written request to the Integrity Commissioner that the Inquiry be commenced.

8. Other rules that apply during Regular Election

The following rules apply during the period of time starting on nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election, as set out in section 5 of that Act:

1. There shall be no requests for an Inquiry about whether a Member of Council or of a Local Board has contravened the Code of Conduct applicable to the Member, or if the Member is alleged to have contravened sections 5, 5.1 or 5.2 of the *MCIA* as Member of Council of the Municipality.
2. The Integrity Commissioner shall not report to the Municipality or Local Board about whether, in his or her opinion, a Member of Council or of a Local Board has contravened the Code of Conduct applicable to the Member, or if the Member is alleged to have contravened sections 5, 5.1 or 5.2 of the *MCIA* as Member of Council of the Municipality.
3. The Municipality or Local Board shall not consider whether to impose the penalties referred

9. Reference to appropriate authorities

9.1 Referral of matter by Integrity Commissioner

If the Integrity Commissioner, when conducting an Inquiry, determines that there are reasonable grounds to believe that there has been a contravention of the Criminal Code of Canada or any other Act, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the Inquiry until any resulting investigation, including but not limited to police investigations and/or charges have been finally disposed of, and shall report the suspension to Council. Contravention of any other Act includes, but is not limited to, contravention of the *Occupational Health and Safety Act*.

9.2 No derogation of rights

The provisions of this protocol in no way affect the right of anyone to:

- (a) contact the police, other law enforcement agency, or any other appropriate authority on their own initiative.
- (b) exercise their right(s) under any legislation; or
- (c) take any other available legal action.

10. Confidentiality

10.1 Integrity Commissioner's duty of confidentiality

The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality with respect to all matters that come to his or her knowledge in the course of performing his or her duties. This section prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.

10.2 Confidentiality of those involved in Inquiry

Out of respect for the relevant individuals, it is essential that the Requestor, Respondent, witnesses and anyone else involved in an Inquiry conducted by the Integrity Commissioner hereunder maintain confidentiality throughout the Inquiry and afterwards.

10.3 Disclosure required by law

Notwithstanding sections 7.1 or 7.2 above, information may be disclosed in a criminal proceeding, or as required by law.

10.4 Retention of records

The Integrity Commissioner and person providing outside assistance to the Integrity Commissioner pursuant to section 2.4 above shall retain all records related to any Inquiry indefinitely.

11. Reports

11.1 Periodic report to Council

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

11.2 Report about Conduct – Notice of Report

After completing an Inquiry, the Integrity Commissioner shall provide a written report to the Municipality or the Local Board (the “Report”).

Upon receipt of the Report, the Clerk shall indicate, on the regular agenda of Council or the Local Board, notice of intent from the Integrity Commissioner to submit a Report for consideration at the following regular meeting.

11.3 Final Report to Council

The Integrity Commissioner may, but is under no obligation, to provide the Member with a draft of the proposed draft report on the complaint, however, the Integrity Commissioner shall provide a copy of the final report to the Requestor and the Member whose conduct has been investigated in advance of the public release of the report, in strict confidence until the report is publicly released.

The Integrity Commissioner may disclose in the Report, such matters as in the Commissioner’s opinion are necessary for the purposes of the Report. Where the Integrity Commissioner finds that there has been a contravention of the Code of Conduct, the Report may, at the Integrity Commissioner’s discretion, contain the following:

1. An outline of the Integrity Commissioner’s findings; and,
2. The terms of any recommended corrective action.

The Respondent shall have the right of reply when the Report is considered by the Municipality or the Local Board.

11.4 Sanctions and Penalties

Where the Integrity Commissioner finds that there has been a contravention of the Code of Conduct, the Report must contain sufficient information for the Municipality or Local Board to determine whether or not to impose penalties under sections 4.8 and 4.9.

The Integrity Commissioner may, but is under no obligation, to advise either the Member or the Requestor of any proposed sanction or recommendation the Integrity Commissioner may include in the report to Council.

11.5 *Council Resolution Re: Sanctions and Penalties*

Upon review of the Report, Council shall pass a resolution stating whether or not it intends to take action in response to the Report, and if so, what action Council will take.

11.6 *Identification*

The identity of the Member who is the subject of the complaint shall not be treated as confidential information in the Integrity Commissioner's report to Council. The identity of the complainant and of any other person, including any witnesses, may be disclosed if deemed appropriate and necessary by the Integrity Commissioner or if consented to by the complainant or any other person.

11.7 *Report Re: Dismissed Requests for Inquiry*

Where the request for Inquiry is not sustained, the Integrity Commissioner is not obligated to report to Council on the result of the investigation or any findings but may do so at his/her discretion and may also include such information as he/she deems necessary in a report or as part of an annual or other periodic report by the Integrity Commissioner.

11.8 *Member Response to Inquiry*

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 an opportunity to comment to the Integrity Commissioner in writing on any preliminary or proposed finding(s).

11.9 *Reports Re: Failure to Comply with Sanctions and Penalties*

The Integrity Commissioner is entitled to make additional inquiries and provide additional reports to Council where necessary and as required to address any instances of non-compliance with any decision of Council including the failure to comply with any penalties or corrective measure or actions imposed by Council.

11.10 *Publication of reports*

The Municipality and each Local Board shall ensure that reports received from the Integrity Commissioner by the Municipality or by the Local Board, as the case may be, are made available to the public upon request.

12. Bad Faith Requests

The Integrity Commissioner has a discretion as to whether to carry out an investigation. If the Integrity Commissioner is satisfied, after considering the information contained in the request for Inquiry, that a complaint:

- a) Is submitted in bad faith,
- b) Is frivolous or vexatious,
- c) Constitutes an abuse of process,
- d) Discloses no grounds or insufficient grounds for an investigation, or
- e) Does not warrant a full investigation,

the Integrity Commissioner shall not be required to conduct an investigation and may summarily dismiss the complaint, and, where this becomes apparent during the course of an investigation, the Integrity Commissioner shall terminate the Inquiry and provide notice to the Requestor and, if necessary, the Member.

Examples of bad faith include, but are not limited to, making a report knowing the allegations therein are untrue or making a report for an improper purpose.

13. Indemnity

The Municipality shall indemnify and save harmless the Integrity Commissioner, or any person acting under the instructions of the Integrity Commissioner, for costs reasonably incurred by either of them in connection with the defense of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a duty or authority hereunder or an alleged neglect or default in the performance in good faith of such duty or a by-law passed under Part V. I of the Municipal Act, 2001. For greater certainty, nothing in this section affects the application of section 448 of the Municipal Act, 2001 with respect to a proceeding referred to in this section.

14. Protocol review

The Municipality will review this Policy as often as it deems reasonably necessary and will post the most current version of this Protocol on its website.

SCHEDULE "A"

INTEGRITY COMMISSIONER REQUEST FOR INQUIRY CODE OF CONDUCT/MUNICIPAL CONFLICT OF INTEREST ACT

<p>This form will be used to request the Integrity Commissioner conduct an Inquiry of an alleged Code of Conduct contravention or alleged breach to the Municipal Conflict of Interest Act (MCIA)</p>	<p>Submit completed complaint in a sealed envelope to: Integrity Commissioner Request for Inquiry Re Code of Conduct/MCIA Tony Fleming <u>tfleming@cswan.com</u> 613-544-0211</p>
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REQUESTOR'S INFORMATION

Last Name:	First Name:
Street Address:	Municipality:
Postal Code:	Phone #:
E-mail Address:	Name of Member:

DETAILS OF ALLEGED CODE OF CONDUCT CONTRAVENTION

Date(s) of alleged Code of Conduct or MCIA contravention:	
Provision(s) of Code of Conduct or MCIA allegedly contravened:	
Facts constituting the alleged Code of Conduct or MCIA contravention (please use separate page(s) if required)	
Name(s) and contact information of any witnesses:	
<input type="checkbox"/> I agree to release my identity with regard to this request <input type="checkbox"/> I do NOT agree to release my identity with regard to this request	
Signature:	Date: Year: _____ Month: _____ Day: _____

FOR OFFICE USE ONLY

Date Received	Request #:	Comments:
Year: _____	Month: _____	Day: _____
Personal information contained on this form is collected under the authority of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> and will be used for the purpose of requesting an Inquiry.		