

## Appendix A: Statement of Complaint

Please note that a member of Council, members of Local Boards or a Citizen Committee member who is the subject of a Complaint under section 9 of the Integrity Commissioner By-law will be informed of the identity of the Complainant.

**NAME OF COMPLAINANT:**

I, \_\_\_\_\_ (full name of individual signing and filing this Complaint on behalf of the Complainant, if different from that of the "Complainant")

of the \_\_\_\_\_ (municipality of residence),

**HEREBY MAKE THIS COMPLAINT AGAINST:**

(Name of Member or Members of Council, the Local Board or a Citizen Committee member(s) alleged to have contravened the Code of conduct for Members of the City Council of the City Of Hamilton; the Code of Conduct for Members of a Local Boards of the City of Hamilton or the Hamilton Advisory Committee/Task Force Code of Conduct)

The Complainant is (choose appropriate description of Complainant):

acting on behalf of and pursuant to the direction of, the City Council;

a Member of City Council;

a City employee;

a City resident;

a person or body which has business, institutional or other premises in the City.

I, [or the Complainant, if different from the person filing this Complaint] have/has knowledge of the statements made in this Complaint, by reason of:

my personal observations;

my personal knowledge;

documentation and/or records attached;

other information etc.

**I have reasonable and probable grounds to believe that the following Member (s) of the City Council, Local Board or a Citizen Committee of the City of Hamilton has/have contravened the Code of Conduct for Members of Council; the Code of Conduct for Members of a Local Boards or the Hamilton Advisory Committee/Task Force Code of Conduct, as follows:**

**Name of Member(s):**

(Member One)

(Member Two)

(Member Three)

**Date(s) and time(s) of Contravention:**

AM PM

AM PM

**Conduct:**

*(set out statements of fact in consecutively numbered paragraphs in the space below or attached, with each paragraph being confined, as far as possible, to one paragraph);*

*If you require more space, please attach an additional page or pages, numbered consecutively, with a statement at the top of each additional page or pages that the contents form part of this Complaint);*

*If you wish to include documents or other exhibits to support this Complaint, please refer to them as "Exhibit A", "B", etc., and attach them to this statement of Complaint;*

*If you are relying on the information of others, please indicate this and identify the source of the information, by name, with contact information, if possible.*

**Please specify the number of additional pages attached, and any other available sources of information.**

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**Names of any other persons who may have witnessed the contravention(s), and particulars of their contact information:**

Name of Witness Contact Info

Name of Witness Contact Info

Name of Witness Contact Info

**MY PERSONAL CONTACT INFORMATION:****Address:** \_\_\_\_\_**Telephone Number:** \_\_\_\_\_**Cell-phone Number:** \_\_\_\_\_**Email address:** \_\_\_\_\_**Any other contact information:** \_\_\_\_\_

This Statement of Complaint is made and filed for the purpose of making a Complaint regarding the conduct of one or more Members of the City Council of the City of Hamilton or a Local Board or a Citizen Committee by the City's Integrity Commissioner, for his or her consideration, and for no other or improper purpose.

**Personal information contained on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, and other legislation, and will be used for the purpose of an inquiry by the Integrity Commissioner into a Complaint regarding a Member of City Council pursuant to the Integrity Commissioner By-law of the City, and the City Council Code of Conduct. Questions about this collection may be directed to: Office of the City Clerk at 905-546-4408 or Integrity Commissioner at 1-844-662-9962.**