



**Confidential**

# REQUEST FOR INVESTIGATION FORM/AFFIDAVIT CODE OF CONDUCT FOR CITIZEN MEMBERS OF THE BUILT HERITAGE SUB-COMMITTEE

**Requester Information**

Name : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

email address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Declaration**

**Please note that it is an offence under the *Criminal Code of Canada* to knowingly swear/affirm a false affidavit.**

I, \_\_\_\_\_ [full name],  
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.

\_\_\_\_\_  
[insert reason(s) for personal knowledge]

2. I have reasonable and probable grounds to believe that

\_\_\_\_\_, has contravened section(s)  
[specify name of Citizen Member(s) of Built Heritage Sub-Committee]

\_\_\_\_\_  
[specify section(s)]

of By-law 2018-401 (Conduct for Members of Citizen Members of the Built Heritage Sub-Committee).

The particulars are as follows:

[Please provide information such as date, time and location of conduct, names of all persons involved, including witnesses, and information as to how they can be reached. If you require more space, please use the attached Schedule A form.]:

3. This Affidavit is made for the purposes of requesting that this matter be investigated and for no improper purpose.

**SWORN [or AFFIRMED] before me at the City of Ottawa,**

**in the Province of Ontario,**

**this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

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

\_\_\_\_\_  
**Signature of Applicant**

Attached are copies of documents and records relevant to the requested inquiry. Please deliver request to:

M. Rick O'Connor, City Clerk  
City of Ottawa  
Office of the City Clerk  
110 Laurier Ave. West  
Ottawa, Ontario K1P 1J1  
[integrity@ottawa.ca](mailto:integrity@ottawa.ca)

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Requester's Signature

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Date

Personal information on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25, s. 223.4.1. Personal information will be used by the City for the purposes of the application submitted for an inquiry of an alleged contravention of the Code of Conduct for Citizen Members of the Built Heritage Sub-Committee By-law 2018-401. Requests for investigations are processed in accordance with Section 223.5 of the *Municipal Act, 2001* that, subject to the exceptions stipulated in ss. 223.5(2), (2.1), (2.2), and (2.3), require the Integrity Commissioner and every person acting under the instructions of the Commissioner to preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties. Questions about this collection and use of your personal information may be directed to the Integrity Commissioner at 613-580-2424 ext. 21978, [integrity@ottawa.ca](mailto:integrity@ottawa.ca).

**Schedule A**  
**(Additional Information)**

To the affidavit required at s. 3 (b) of the Formal Complaint Procedure (By-law 2018-401, Appendix A, Part II) [if more space is required, please attach additional pages as needed].

This is Schedule A referred to in the affidavit of \_\_\_\_\_ [full name]

Sworn [or Affirmed] before me on this \_\_\_\_\_ day of \_\_\_\_\_ [month] , \_\_\_\_\_ [year] .

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