



**Confidential**

# **Request for Investigation Form/Affidavit Code of Conduct for Members of Council**

## **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

[specify name of Member(s) of Ottawa City Council/citizen member(s) of the Transit Commission]

has contravened section(s)

[specify section(s)]

of By-law No. 2018-400 (Conduct of Conduct for Members of Council).

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:

Integrity Commissioner  
City of Ottawa  
110 Laurier Ave. West  
Ottawa, Ontario K1P 1J1  
[integrity@ottawa.ca](mailto:integrity@ottawa.ca)

Requester's signature

Date (yyyy/mm/dd)

Personal information on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c. 25, s. 223.4. 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 Members of Council By-law No. 2018-400. Requests 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 No. 2018-400, 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.