



## **Complaint Procedure Information Package**

Municipal Investigation of Code of Conduct

By

Integrity Commissioner

In accordance with Section 223.3 of the Municipal Act, 2001, as amended.

All formal complaints shall be in writing and signed by an identifiable individual.

A fee of \$25.00 must accompany this form prior to being processed.

Please submit completed forms in a sealed envelope to the Clerk's Office, or directly to the Integrity Commissioner, Lisa Korab.

Municipality of South Huron    Korab Law  
Clerk's Office    135 Ambleside Drive  
322 Main St. S.    London, ON N6G 4P8  
P.O. Box 759,    Attention: Lisa Korab,  
Exeter, ON N0G 1S6    South Huron Integrity Commissioner

## Policy Statement

The Municipality of South Huron is committed to ensuring that a request for an investigation under Section 223.3 of the Municipal Act, 2001, as amended, is dealt with in a fair, open and expeditious manner.

The Municipality commits to full co-operation, including the provision of all information requested by the Integrity Commissioner, either written or through interviews, to assist in the investigation.

## Background

The Municipality of South Huron, through By-Law #42-2016 has adopted a Code of Conduct, and through By-Law #49-2016 has appointed Ms. Lisa Korab, Korab Law, as an Integrity Commissioner and authorized her to conduct investigations upon receipt of a complaint regarding the South Huron Code of Conduct.

## Informal Complaint Procedure

Individuals (for example, municipal employees, members of the public, Members of Council, Committees or Local Boards), or organizations who have identified or witnessed behaviour or an activity by a Member that they believe is in contravention of the Code of Conduct may address the prohibited behaviour or activity themselves as follows;

- a. Advise the Member that the behaviour or activity contravenes the Code of Conduct.
- b. Encourage the Member to stop the prohibited behaviour or activity.
- c. Keep a written record of the incident(s) including dates, times, locations, other persons present and any other relevant information.
- d. Tell someone else (for example, a senior staff member or an officer of the organization) about your concerns, your comments to the Member and the response of the Member.
- e. If applicable, advise the Member of your satisfaction with their response or, if applicable, advise the Member of your dissatisfaction with their response.
- f. Consider the need to pursue the matter in accordance with the formal complaint procedure or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

## Formal Complaint Procedure

Individuals (for example, municipal employees, members of the public, Members of Council, Committees or Local Boards), or organizations who have identified or witnessed behaviour or an activity by a Member that they believe is in contravention of the Code of Conduct may file a formal complaint and request an investigation by executing the following steps;

- a. The complainant shall submit the complaint in writing by filling out the appended Affidavit and submitting it to the Clerk or the Integrity Commissioner.

- The Affidavit must be signed by an identifiable individual. The original “affidavit” must be accompanied by a \$25 filing fee payable to the Municipal Corporation.
- b. The Affidavit shall set out reasonable and probable grounds for the allegation that the Member has contravened the Code of Conduct and set out the evidence in support of the complaint.
  - c. A Complaint Procedure Information Package shall be available at the Clerk's office.

All formal complaints shall be in writing and signed by an identifiable individual.

A fee of \$25.00 must accompany this form prior to being processed.

Please submit completed forms in a sealed envelope to the Clerk’s Office, or directly to the Integrity Commissioner, Lisa Korab.

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AFFIDAVIT

Code of Conduct Complaint Protocol — Formal Complaint Procedure

Note: Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46, and also to civil liability for defamation.

AFFIDAVIT OF:(full name) \_\_\_\_\_

I, \_\_\_\_\_ (full name) of the (City, Municipality, etc.)

\_\_\_\_\_ 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, because

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(reasons i.e. I work for..... I attended the meeting at which. .... etc.).

2. I have reasonable and probable grounds to believe that a member of Municipality of South Huron Council, \_\_\_\_\_ (specify name of member), has contravened section(s) \_\_\_\_\_ (specify section(s)) of the Code of Conduct for Members of Council, Committees and Local Boards [Code of Conduct]. 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 page 2 of the form. 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 affidavit.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This affidavit is made for the purpose of requesting that this matter be reviewed and for no other purpose.

Sworn (or affirmed) before me at the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Ontario on \_\_\_\_\_, 20\_\_\_\_.

Date

\_\_\_\_\_  
Complainant Affidavit

\_\_\_\_\_  
Date

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

\_\_\_\_ \$25 filing fee enclosed

AFFIDAVIT

Code of Conduct Complaint Protocol — Formal Complaint Procedure

Note: signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46, and also to civil liability for defamation.

To the affidavit required under subsection 2(3) of the Formal Complaint Procedure

(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.)

Multiple horizontal lines for writing the affidavit content.

This is page 2 referred to in the affidavit of \_\_\_\_\_ (full name)

Sworn (or affirmed) before me at the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Ontario on \_\_\_\_\_, 20\_\_.

Date

\_\_\_\_\_  
Complainant Affidavit Date

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

\_\_\_\_\_ \$25 filing fee enclosed

\*Personal information on this form is collected under the authority of Section 239 of the Municipal Act, 2001 (as amended) [Act] and will be used only for the purpose of carrying out an investigation under the Act.