



**APPENDIX "A"**  
**Council Code of Conduct for Elected or Appointed Officials**  
**Formal Complaint Form/Affidavit**  
**Township of Algonquin Highlands**

<b>Complainant Information</b>		
Name:		
Mailing Address:		
Town/City:	Province:	Postal Code:
Home Telephone:	Cell Number:	
Email Address:		

Affidavit of \_\_\_\_\_ (full name)

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

in the County/District/Region of \_\_\_\_\_ 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

---



---



---



---

(insert reasons e.g. I work for... I attend a meeting at which.....etc.)

2. I have reasonable and probable grounds to believe that a member of the Township of Algonquin Highlands Council/Committee Member \_\_\_\_\_ (specify name of member)

has contravened section(s) \_\_\_\_\_ (specify section(s)) of the Council Code of Conduct for the Township of Algonquin Highlands for Elected or Appointed Officials.

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 Schedule A form (Additional Information 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). Please include the date, time and location of the alleged contravention and any other relevant information.

---

---

---

---

---

---

---

---

---

---

---

3. This Affidavit is made for the purpose of requesting that this matter be reviewed by the Township of Algonquin Highlands appointed Integrity Commissioner and for no other purpose.

Sworn before me at the \_\_\_\_\_ Commissioner of Oaths/Affidavits, etc.  
 this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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



**Township of Algonquin Highlands**  
**Code of Conduct for Elected or Appointed**  
**Officials**

**Schedule “A”**  
**Approved by By-Law Number: 2019-34**

**APPENDIX “A.1”**

**(Additional Information to Appendix A – Formal Complaint Form/Affidavit)**  
**Schedule A**  
**Township of Algonquin Highlands**  
**Code of Conduct for Elected or Appointed Officials**

To the affidavit required under Part 20 Procedure – Formal Complaint of the Code of Conduct for Elected or Appointed Officials.

(if more than one page is required, please copy this blank page and mark each additional page as 2 of 2, 2 of 3, etc. at the top right corner)

---

---

---

---

---

---

---

---

---

---

---

---

---

This Schedule A referred to in the affidavit of

\_\_\_\_\_ (full name)

Sworn (or affirmed) before me on this \_\_\_\_ day

Of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

A Commissioner for taking affidavits, etc.