

Part B: Formal Complaint Procedure

Formal Complaints

3. 4. 5. 6. 7. 8. Any individual who identifies or witnesses behavior or an activity by a Member that

they believe is in contravention of this Code of Conduct or the *Municipal Conflict of Interest Act*, may file a formal complaint.

Any person may file a complaint with the Municipality by submitting in writing the prescribed Request for Inquiry Form to the Clerk. The form must contain an attestation from the complainant that they believe that the facts as set out in the complaint are true to the best of their knowledge and belief and that they make those statements as if they were under oath.

Every complaint must be accompanied by the prescribed fee in the amount of \$150.00. In the event that the Integrity Commissioner determines that a complaint is frivolous, vexatious or does not disclose a breach of this Code of Conduct or the *Municipal Conflict of Interest Act*, at any point after the submission of the complaint, the complainant shall forfeit the fee. If the result of the complaint is a negotiated resolution or a finding that the Member breached this Code of Conduct or the *Municipal Conflict of Interest Act*, the fee shall be refunded in part, up to 50%, based on the recommendation of the Integrity Commissioner.

Every complaint shall include the following:

a) b) c) the complaint must set out reasonable and probable grounds for the allegation that

the Member has contravened this Code of Conduct or the *Municipal Conflict of Interest Act*;

any witnesses in support of the allegation must be identified in the complaint; and the Integrity Commissioner may request additional information from the complainant prior to making an assessment.

The complaint shall be filed with the Clerk, who shall forward the matter to the Integrity Commissioner. The Clerk shall also provide notice to Council by way of confidential internal communication that a complaint has been filed, but no details of the complaint shall be provided other than the fact of a complaint and whether it is a complaint under this Code of Conduct, the *Municipal Conflict of Interest Act* or other policy.