



# Request for Investigation Form/Affidavit

CONFIDENTIAL

## Complainant Information

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

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

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**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 set out in this affidavit. Where my knowledge is based on the information of others, I have indicated the source of information and believe it to be true.
2. I have reason to believe that Councillor/Board member \_\_\_\_\_ *(name of member)* has contravened the Code of Conduct for Members for the Council of the Town of Grimsby and Local Boards of the Municipality, specifically, section(s) \_\_\_\_\_ of the code.
3. Attached hereto is Exhibit "A" to this Affidavit. Exhibit "A" is a summary of the facts and relevant documentation (including information to support the claim made against the Member, including dates and locations and names and contact information for any witnesses of the event) which I believe constitutes a contravention of the Code of Conduct
4. This Affidavit is made for the purpose of requesting that this matter be investigated and for no other or improper purpose

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**Sworn / Affirmed before me at the:**

\_\_\_\_\_ (city, town, or township)

of: \_\_\_\_\_ (municipality)

in the Regional Municipality of Niagara this

\_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_\_

Declarant's Name: \_\_\_\_\_

Declarant's Signature: \_\_\_\_\_

Commissioner's Name: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_

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Please ensure copies of Exhibit "A" and all relevant documents are attached.  
Please deliver this Request for Investigation/Affidavit to:

**Clerk, Town of Grimsby**

160 Livingston Avenue  
Grimsby, ON L3M 0J5

**Schedule A**  
to the Affidavit of

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[Complainant's Full Legal Name]

Clearly outline all the reasons why you believe the Member has contravened the sections of the Code of Conduct identified on page 1 of the complaint form, and include applicable dates, times and locations. Any supporting documents or evidence that you wish to provide should be listed in Schedule A and attached to the affidavit. You may attach additional Schedule A Pages as required.