

Appendix "B"

**Request for Investigation
Code of Conduct for Members of Council and Local Boards**

Name of Requestor:	
Address:	
Telephone:	
Email address:	
It is an offence under the Criminal Code of Canada to knowingly swear/affirm a false affidavit.	
I, _____ <i>(full name)</i>	
of _____ <i>(municipality of residence)</i>	
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.	
2. I have reasonable and probable grounds to believe that:	
<i>(specify name of member of Sault Ste. Marie City Council or local board)</i>	
has contravened section(s) _____ <i>(specify)</i>	
of the Code of Conduct for Members of Council and Local Boards.	
The particulars are as follows: <i>Provide information such as date, time, location of conduct, names of all persons involved, including witnesses, and information as to how they can be reached. If you require more space attach a second page.</i>	
3. This affidavit is made for the purpose of requesting that this matter be investigated and for no improper purpose.	
Attached are copies of documents and records relevant to the requested inquiry.	
SWORN (or affirmed) before me at the City of Sault Ste Marie, in the District of Algoma, this day of 20	
A Commissioner, etc.	
	Requestor's signature

Deliver request to: City Clerk's Department, Civic Centre, 99 Foster Drive, Sault Ste. Marie ON P6A 5X6

It is an offence under the Criminal Code of Canada to knowingly swear/affirm a false affidavit.

Schedule "A" to the Affidavit of

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Schedule "A" referred to in the affidavit of

Sworn before me this day of 20

A Commissioner, etc.

Appendix "C"
Request for Advice

Note: Should the Integrity Commissioner determine that a member of Council or of a local board has violated any provisions governing ethical behaviour pursuant to the Code of Conduct for Council or local boards, he/she is obligated to report such violation, with any recommendation for sanction, to Council.

Request for Advice

Name of Requestor:	
Address:	
Telephone:	
Email address:	
Advice requested (Provide as much detail as possible relating to the issue. Attach second page if required.)	
Signature of Requestor	Date received by Integrity Commissioner
Date	Date reply issued