

**CLERKS DEPARTMENT  
CODE OF CONDUCT FORMAL  
COMPLAINTS  
FORM-CLK-113**



**Formal Complaint Process**

As part of the Township’s continued commitment to accountability and transparency, the Township has adopted a Code of Conduct Policy (“the Code”) which establishes rules for appropriate conduct. In the event that a Member is believed to have contravened the Code, a formal complaint may be initiated by any person, any Member of Council, or by Council as a whole. The complainant must be an identifiable individual (complaints may not be submitted by any group, organization or corporation). The alleged violation must have occurred or come to the attention of the complainant within six (6) months of filing the complaint with the Integrity Commissioner.

Please complete this form and submit by mail, in person, or by e-mail to:

Township of King Integrity Commissioner: Josephine Matera  
Att’n of the Clerk, Township of King  
2585 King Road  
King City, Ontario L7B 1A1  
Email: [clerks@king.ca](mailto:clerks@king.ca)

Note: This affidavit must be sworn before a Commissioner for taking affidavits. The Township of King provides Commissioner services at the main Township office. The Township has waived Commissioner fees for the affidavit required by the Code of Conduct Formal Complaint process. Booking an appointment is strongly recommended to ensure one of our Commissioners is available to assist you. Call the Township at 905-833-5321 or email us at [clerks@king.ca](mailto:clerks@king.ca) to book an appointment.

**AFFIDAVIT**

I, \_\_\_\_\_ (first and last name), of the  
Township of \_\_\_\_\_ in the Province of Ontario.

**MAKE OATH AND SAY (or AFFIRM):**

1. I have reasonable and probable grounds to believe that:  
\_\_\_\_\_ (specify name of Member),  
has contravened section(s) \_\_\_\_\_  
\_\_\_\_\_ of the Code of Conduct of the  
Township of King.

2. Facts constituting the alleged contravention (use separate page if required)

This affidavit is made for the purpose of requesting that this matter be reviewed and/or investigated by the Township of King’s Integrity Commissioner and for no other improper purpose.

SWORN (or AFFIRMED) before me at the )  
\_\_\_\_\_ of \_\_\_\_\_ on )  
\_\_\_\_\_ (date) )  
\_\_\_\_\_ )

\_\_\_\_\_

(Signature)

A Commissioner for taking affidavits etc.

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

Personal information (PI) is collected on this form under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the Code of Conduct Formal Complaint process. The personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Part II. Should you have any questions or concerns regarding the collection of personal information (PI), please contact the Freedom of Information and Privacy Coordinator of the Township of King.