

**Town of Ajax  
Code of Conduct  
Formal Complaint Form #1**



To file a formal complaint with the Town of Ajax Integrity Commissioner regarding a contravention of a Member of Council or Local Board's Code of Conduct, please complete this form and submit it to the Integrity Commissioner's office. For complaints regarding multiple Members, please submit a separate form for each Member. **Members shall be provided a copy of this completed form on a confidential basis (personal information will be redacted by the Integrity Commissioner).** *All fields marked with an asterisk (\*) are required.*

<b>Part 1: Your Information</b>			
<b>First and Last Name*:</b>			
<b>Address*:</b>			
<b>Municipality &amp; Province*:</b>		<b>Postal Code*:</b>	
<b>Telephone Number*:</b>			
<b>E-mail:</b>			

<b>Part 2: Complaint Information</b>	
<b>My Complaint is regarding a Member of (check one)*:</b> <input type="checkbox"/> Council <input type="checkbox"/> Local Board	
<b>Name of Member*:</b>	
<b>Name of Local Board*: (if applicable)</b>	
<b>List all sections of the Member's Code of Conduct that you believe have been contravened*:</b>	
<b>List the date(s) of all incidents when the alleged contravention(s) occurred, and the date(s) that you became aware of them*:</b>	

### **Part 3: Description of Alleged Contravention**

**Describe the contraventions that are alleged to have occurred and why you believe the Member has contravened their Code of Conduct (attach additional pages if more space is required)\*:**

**Are you submitting any additional supporting pages? If so, how many?\***

- Yes, \_\_\_\_\_ additional pages are included  
 No

### **Part 4: Submission**

**By signing and submitting this form, you declare that you have reasonable and probable grounds to believe a contravention of the Member's Code of Conduct has occurred and are requesting the Integrity Commissioner to conduct an inquiry, and that all the information contained on this form is true to the best of your knowledge and belief.**

**Signature of Complainant\*:**

**Date\*:**

**This completed form may be submitted by e-mail or in hard copy to the Integrity Commissioner at:**

Aird & Berlis LLP  
181 Bay Street , Suite 1800  
Toronto, Ontario M5J 2T9

Email: [imascarin@airdberlis.com](mailto:imascarin@airdberlis.com)  
Tel: 416.865.7721  
Fax: 416.863.1515

Attention: John Mascarin

#### **Privacy Statement:**

*Personal information on this form is collected under the authority of the Municipal Act, 2001, and will be used by the Integrity Commissioner for receiving Complaints regarding the Ajax Codes of Conduct. Personal information is only collected and used for this purpose and will not be used or disclosed for any other purpose. Questions about this collection of personal information may be directed to the Integrity Commissioner's Office.*