



Complaint Procedure Information Package

Code of Conduct Policy No. 063

Preamble

The Corporation of the Town of Tecumseh (the “**Town**”) is committed to ensuring that all requests for an investigation under Section 223.3 of the *Municipal Act*, 2001, as amended, (the “**Municipal Act**”) or under Sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* (the “**MCIA**”) are dealt with in a fair, open and expedition manner.

The Town is committed to full cooperation, including the provision of all information requested by the Integrity Commissioner, either written or through interviews, to assist in investigations.

The Code of Conduct for Members of Council, Committees, and Local Boards Policy is posted on the Town’s [website](#) and available from the Legislative and Clerks Services Department, 917 Lesperance Road, Tecumseh, Ontario N8N 1W9 or by emailing clerks@tecumseh.ca.

Background

By-Law 2024-021 appointed Mr. Michael Maynard of ADR Chambers Inc., as the Town’s Integrity Commissioner and authorized him to conduct investigations upon receipt of a complaint regarding the Town’s Code of Conduct. Duties of the Integrity Commissioner are set out in the Code of Conduct.

Informal Complaint Procedure

Individuals are encouraged to speak directly with the Member regarding a complaint in order to resolve any concerns prior to beginning the formal complaint process. The Informal Complaint Procedure is described in paragraph 6.3 of the Code of Conduct.

Formal Complaint Procedure

Individuals may submit complaints to the Investigator relating to compliance with the Code of Conduct. All complaints will be treated as confidential, unless authorization is given by the complainant to release his/her identity. The Formal Complaint Procedure is described in paragraph 6.4 of the Code of Conduct.

Every request for an investigation shall be initiated through the submission of the Affidavit attached hereto. **All complaints must be made in writing using the Affidavit.** The Affidavit is available to the public, in hard copy, at Town Hall or in electronic and downloadable form on the Town’s website- www.tecumseh.ca.

The completed Affidavit is to be **brought to Town Hall to be signed and sworn and to attend to the payment of an administrative/processing fee in the amount of \$125.00, payable in cash or bank draft to “The Corporation of the Town of Tecumseh”**. The



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signed and sworn Affidavit is to be submitted to either the Director, Legislative and Clerks Services or directly to the Integrity Commissioner as follows:

- By mail or delivery to: Director, Legislative and Clerk Services
917 Lesperance Road,
Tecumseh, Ontario, N8N 1W9
- By mail or email to: Michael Maynard, ADR Chambers Inc.
180 Duncan Mill Road, 4th Floor,
Toronto, Ontario M3B1Z6
integrity@ADR.ca.

An original Affidavit will not be accepted unless accompanied by payment of the required administrative/processing fee.

In the event that the Investigator concludes that there is a basis for the complaint, the administrative/processing fee shall be refunded to the Complainant.

Complaints submitted directly to the Director, Legislative and Clerk Services, will be forwarded to the Investigator by email.



Affidavit
Code of Conduct Policy No. 063

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

I, _____ of the City/Town of _____
(Insert Full Legal Name) *(City/Town)*

in the Province of Ontario **Make Oath and Say (of Affirm)** as follows:

1. I have personal knowledge of the facts set out in this affidavit because:
(insert reasons – i.e., I work for..., I attended a meeting at which..., etc.)

2. I have reasonable and probable grounds to believe that:

(Specify Name of Member)

a member of Town of Tecumseh Council, has contravened section(s):

(Specify section(s))

☐ of the Code of Conduct Policy ☐ of the Municipal Conflict of Interest Act

the particulars of which are as follows:
(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please use the attached Schedule A form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this affidavit.)

☐ Please see attached Schedule A

This Affidavit is made for the purpose of requesting this matter be reviewed and for no other or improper purpose.

Sworn (or Affirmed) before me at)
The Corporation of the Town of)
Tecumseh, in the Town of Tecumseh,)
County of Essex, Province of Ontario)
this _____ day of _____)
20_____.) _____

A Commissioner for taking Affidavits, etc.



Affidavit
Code of Conduct Policy No. 063

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

This is Schedule A to the Affidavit of _____
(Insert Full Legal Name)

(If more than one page is required, please photocopy this blank page and mark each additional page as Page 3, Page 4, etc., as required)

☐ In the event this complaint is made pursuant to the *Municipal Conflict of Interest Act*, I confirm I became aware of the alleged contravention not more than six (6) weeks before the date hereof in accordance with section 8(2) of the *Municipal Conflict of Interest Act*.

This Schedule A is made for the purpose of requesting this matter be reviewed and for no other or improper purpose.

Sworn (or Affirmed) before me at)
The Corporation of the Town of)
Tecumseh, in the Town of Tecumseh,)
County of Essex, Province of Ontario)
this _____ day of _____)
20_____.) _____

A Commissioner for taking Affidavits, etc.

Personal information on this form is collected under the authority of Section 239 of the *Municipal Act*, 2001 (as amended) and will be used only for the purpose of carrying out an investigation under the *Municipal Act*, 2001 (as amended).