



**PORT COLBORNE**

## Request for Investigation Code of Conduct for Members of Council

Please ensure all relevant information is attached. Return to: The Office of the City Clerk,  
66 Charlotte Street Port Colborne, [cityclerk@portcolborne.ca](mailto:cityclerk@portcolborne.ca)

### Requester Information

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

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

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

1. I have reason to believe that \_\_\_\_\_ (*name of Councillor/member*) has contravened the City of Port Colborne's Code of Conduct for members of Council and local boards and/or the *Municipal Conflict of Interest Act*, specifically section(s) \_\_\_\_\_.
2. Below or attached hereto is a summary of the facts and relevant documentation that I believe constitutes a contravention of the Code of Conduct. Include the following information:
  - a concise explanation as to why the issue raised may be a contravention of the Code of Conduct or the *Municipal Conflict of Interest Act*;
  - nature and background of the occurrence including dates, locations, names, and contact information for any witnesses of the event;
  - any and all evidence in support of the allegation;
  - any activities taken (if any) to resolve the concern;
  - any other relevant information.