



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

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.