



Request for Inquiry

Council Code of Conduct Complaint/
Employee Code of Ethics Complaint

Use this form to request an inquiry for an alleged breach of the Council Code of Conduct or Employee Code of Ethics. Requests for inquiry cannot be anonymous. Requests must be received within six (6) months of the alleged violation. A complaint about a "closed" meeting is made directly to the Ontario Ombudsman.

Contact Information:

Last Name: _____ Given Name(s): _____

Address: _____ City/Town: _____

Province: _____ Postal Code: _____

Phone #: _____

Email Address: _____

Details of Complaint:

Date(s) of the alleged contravention: _____

Name(s) of Council Member / Employee involved:

List any Code of Conduct / Code of Ethics provision, if known, you feel has been contravened:

Provide a detailed description of your complaint. Who, what, when, where and why. Confirm any steps you have taken so far to address your complaint. Attach any evidence to support your complaint. Use additional pages as required.



Request for Inquiry

Council Code of Conduct Complaint/
Employee Code of Ethics Complaint

Witness Information (if any):

Attach additional pages for additional witnesses, if required.

Last Name: _____ Given Name(s): _____

Address: _____ City/Town: _____

Province: _____ Postal Code: _____

Phone #: _____

Email Address: _____

Submission Requirements:

- Ensure this form is completed in full.
- Ensure any supporting documentation is attached.
- Mail, email or hand deliver to:

Clerk's Office
City of Owen Sound
808 2nd Avenue East
Owen Sound, ON N4K 2H4
feedback@owensound.ca

Personal Information:

Personal information contained on this form is collected under the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to a request for inquiry or complaint. Questions about this collection should be directed to the City Clerk.

Today's date

Office Use Only

Date Received: _____

Tracking #: _____