Appendix II

Council Code of Conduct Corporate Policy
Request for Investigation Form

Name of Requestor: _____________________________________________________________________________

Home Address: ______________________________________________________________________________

(house #, street name, P.O. Box #, city/town, province, postal code)

Primary Phone #: __________________________ Cell Phone #: ________________________________

Email Address: ______________________________________________________________________________

I, ____________________________________________ (Print Name), hereby request the Integrity
Commissioner for the Town of Renfrew to conduct an inquiry pursuant to section 223.5 of the Municipal

Section(s) of alleged contravention(s) of the code of conduct: ______________________________________

___________________________________________________________________________________________

Date(s) and time(s) of conduct: ________________________________________________________________

Location(s) of conduct: ______________________________________________________________________

Persons (including witnesses) alleged to be involved in the contravention:

Name:  Home/Cell Phone:  Email Address:

_________________________  _________________  __________________________

_________________________  _________________  __________________________

_________________________  _________________  __________________________

Provide the particulars of the request for inquiry regarding the alleged contravention of the code of
conduct from a member of Council on a separate sheet of paper and attach.

Every complaint must be accompanied by the prescribed fee in the amount of $150.00. Complaints that
do not have the fee included will not be submitted to the Integrity Commissioner.

Please also attach copies of all documents relevant to the requested investigation.

Please deliver your request in person to:
Kim Bulmer, Clerk
Town of Renfrew
127 Raglan St. S.
Renfrew, ON K7V 1P8

_________________________  _________________

Signature of Requestor:      Date: (yy/mm/dd)

This form is subject to change by the Clerk’s Department.