



## **Town of Ajax**

# **Code of Conduct For Members of Council**

# Town of Ajax Code of Conduct for Members of Council

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## 1.0 Application and Purpose

- 1.1 The purpose of this Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with. Abiding by this standard helps to promote good governance and maintain public confidence in the administration of the Town by its Members as duly elected public officials, and to ensure that they operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy.
- 1.2 This Code of Conduct augments other laws which Members are governed by, including but not limited to:
- *Municipal Act, 2001*
  - *Municipal Conflict of Interest Act*
  - *Municipal Elections Act, 1996*
  - *Municipal Freedom of Information and Protection of Privacy Act*
  - *Human Rights Code*
  - *Occupational Health and Safety Act*
  - *Provincial Offences Act*
  - *Criminal Code*
- 1.3 This Code of Conduct applies to all Members of the Council of the Town of Ajax, including the Mayor.

## 2.0 Principles

- 2.1 The following principles will guide Members and assist with the interpretation of this Code of Conduct:
  - 2.1.1 Members shall serve and be seen to serve the public in a conscientious and diligent manner;
  - 2.1.2 Members shall observe and act with the highest standard of ethical conduct and integrity;
  - 2.1.3 Members shall avoid the improper use of the influence of their office as well as conflicts of interest;
  - 2.1.4 Members shall perform their functions with honesty, integrity, accountability and transparency;
  - 2.1.5 Members shall perform their duties and conduct their private affairs in a manner that promotes public confidence and will stand up to public scrutiny;
  - 2.1.6 Members shall be aware that they are at all times representatives of the Town and of Council, recognize the importance of their duties and responsibilities, take into account the public character of their function, and maintain and promote the public trust in the Town; and
  - 2.1.7 Members shall uphold the spirit and the letter of the laws of Ontario and Canada and the laws and policies adopted by Council.
- 2.2 The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Code of Conduct – the principles are *not* operative provisions of the Code of Conduct and are not intended to be enforced independently as such.

### 3.0 Definitions

3.1 The following terms shall have the following meanings in this Code of Conduct:

<b>Term</b>	<b>Definition</b>
CAO	means the Chief Administrative Officer of the Town.
Child	means a child born within or outside marriage and includes an adopted child and a person to whom a parent has demonstrated a settled intention to treat as a child of their family.
Clerk	means the Clerk of the Town.
Confidential Information	means information or records in the possession, custody or under the control of the Town that: <ul style="list-style-type: none"> <li>(a) the Town is precluded from disclosing under the <i>Municipal Act, 2001</i>, or other applicable legislation, its Procedure By-law or any of its other by-laws, policies, rules or procedures;</li> <li>(b) the Town is prohibited from disclosing or has lawfully refused to disclose under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>; and</li> <li>(c) has been debated or discussed at a meeting of Council closed to the public and has not been subsequently discussed in open Council, nor authorized to be released by Council or by staff under any delegated authority.</li> </ul>
Committee of Council	means any committee of Council or similar entity, and typically refers to the General Government Committee or Community Affairs and Planning Committee.
Conflict of Interest	means a situation in which a Member has competing interests between the Member's personal or private pecuniary interests and their public interests as an elected representative, such that it might influence their decision in a particular matter.
Council	means the elected Council of the Town.
Deputy Mayor	means the Member of Council who presently holds the position of Deputy Mayor of the Town in accordance with Council's Procedure By-law.
Family Member	means a: <ul style="list-style-type: none"> <li>(a) Spouse, as defined herein;</li> <li>(b) Child, as defined herein;</li> <li>(c) Parent, as defined herein;</li> <li>(d) sibling, grandchild, grandparent, aunt, uncle, niece or nephew of a Member;</li> </ul>

Term	Definition
	(e) parent-in-law or sibling-in-law of a Member; (f) step-parent, step-sibling, or step-child of a Member; (g) any person who lives with the Member on a permanent basis.
Frivolous	means of little or no weight, worth, importance or any need of serious notice.
Gift	means any kind of benefit, contribution or hospitality that has any financial or monetary value and includes the forms of benefits and hospitality that are set out in Section 10.0.
Integrity Commissioner	means the person appointed by Council pursuant to section 223.3 of the <i>Municipal Act, 2001</i> to independently carry out the functions set out therein and such other functions as may be assigned by Council from time to time.
Local Board	means a local board as defined in subsection 1(1) and section 223.1 of the <i>Municipal Act, 2001</i> .
Mayor	means the head of Council for the Town.
Media	includes any radio, television, newspaper, magazine, website, blog, social media, or any other vehicles for the public dissemination of information, whether digital, electronic or print.
Meeting	means a regular, special or other meeting of Council or a committee of Council where a quorum of Members is present, and the Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council.
Member	means an individual presently elected to the Council of the Town.
Non-Pecuniary Interest	means a private or personal interest that a Member may have that is non-financial in nature but that arises from a relationship with a person or entity that would be considered by a reasonable person, apprised of all the circumstances, as being likely to influence the Member's decision in any matter in which the non-pecuniary interest arises.
Parent	means a person who has demonstrated a settled intention to treat a child as a Member of their family whether or not that person is the natural parent of the child.
Pecuniary	means relating to or consisting of money or having financial or economic value.
Pecuniary Interest	means a direct or indirect interest of an economic, financial or monetary nature, including the interest of the parent or spouse or any child of the Member, if known to the Member.
Social Media	means any third-party hosted technologies that allow the creation and exchange of user-generated content to share opinions, information and

Term	Definition
	documents, and includes but is not limited to blogs, discussion boards and forums, microblogs, photo-sharing sites, social networks and video sharing services.
Spouse	means a person to whom a person is married or with whom the person is living in a conjugal relationship outside marriage.
Staff	means the CAO and all officers, directors, managers, supervisors and all staff of the Town, whether full-time, part-time, contract, seasonal or volunteer, as well as agents, consultants and volunteers acting in furtherance of the Town's business and interest.
Town	means The Corporation of the Town of Ajax.
Vexatious	means troublesome or annoying in the case of being instituted without sufficient grounds, and serving only to cause irritation and aggravation to the person being complained of.

## 4.0 General Obligations

- 4.1 In exercising their powers and discharging their duties as a Member, each Member shall:
- 4.1.1 adhere to the specific declarations as well as the spirit of the promises they made to abide by various duties when they swore their declaration of office under section 232 of the *Municipal Act, 2001*;
  - 4.1.2 make every effort to advance the public interest honestly and in good faith, with a view to the best interests of the Town;
  - 4.1.3 exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
  - 4.1.4 conduct themselves with integrity, courtesy and respectability at all meetings of the Council or any Committee of Council;
  - 4.1.5 seek to serve their constituents in a conscientious and diligent manner;
  - 4.1.6 respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, gender identity, gender expression, race, creed, religion, ability and spirituality;
  - 4.1.7 refrain from making any statement known to be false or with the intent to mislead or disparage other Members, Staff, Local Board members, or the public;
  - 4.1.8 refrain from making any disparaging comment or unfounded or speculative accusation about the motives of other Council Members, Staff, Local Board members, or the public;
  - 4.1.9 recognize that they are representatives of the Town and that they owe a duty of loyalty to the residents of the Town at all times;
  - 4.1.10 observe and adhere to the by-laws, policies, procedures and rules enacted and/or established from time to time by Council; and
  - 4.1.11 accurately communicate the decisions of Council and respect Council's decision-making process, even if they disagree with Council's ultimate determinations and rulings.



## 5.0 Respectful Conduct toward Officers and Employees of the Municipality

- 5.1 It is the role of Council as a whole to:
  - 5.1.1 govern and provide political direction;
  - 5.1.2 determine the needs and outcomes to be achieved for the community, and establish the vision and goals to achieve them;
  - 5.1.3 approve policies and other governance mechanisms of the Town through its by-laws, resolutions, and other decisions; and
  - 5.1.4 establish new corporate policy and continually evaluate existing policy.
- 5.2 It is the role of Staff to:
  - 5.2.1 be responsible for the administrative and managerial operations of the organization in the performance and delivery of its day-to-day business;
  - 5.2.2 implement Council's decisions and policies, including the provision of services and enforcement of regulatory laws and systems;
  - 5.2.3 provide research, information, analysis and professional advice, and make objective policy recommendations to Council in accordance with their professional ethics, expertise and obligations;
  - 5.2.4 serve the Town as a whole, and the combined interests of all Members as evidenced through the decisions of the Town; and
  - 5.2.5 carry out their duties based on political neutrality and without undue influence from any individual Member.
- 5.3 Members shall acknowledge, respect, and have regard for the administration, managerial and organizational structure of the Town when requesting information or advice from Staff, and shall respect the role of Staff in the administration of the affairs of the Town as described herein.
- 5.4 Members shall not:
  - 5.4.1 publicly criticize a member of Staff or another Member of Council - should a Member have any issue with respect to any member of Staff, such issue shall be referred to the CAO who will direct the matter to the appropriate superior;
  - 5.4.2 falsely or maliciously injure the reputation of any member of Staff or Council, whether professional, ethical, or otherwise;
  - 5.4.3 invite or pressure any member of Staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities;

- 5.4.4 make requests, statements or take actions which may be construed as an attempt to influence the independent administration of the Town's business;
- 5.4.5 make requests of Staff that are outside of the employee's realm of responsibility, approved work plan, or available resources, or attempt to individually oversee or supervise the work of Staff; and
- 5.4.6 attempt to intimidate, threaten, or influence any staff member from carrying out that person's duties, including any duty to disclose improper activity.

## **6.0 Discrimination and Harassment**

- 6.1 Members shall acknowledge that the Town is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone acting in conjunction with the Town and meeting its obligations under the Human Rights Code and the Occupational Health and Safety Act. It is the Town's goal to provide a healthy, safe, and respectful work environment that is free from any form of harassment or discrimination.
- 6.2 Members shall not abuse, bully or intimidate any member of the public, other Members, Local Board members, or Staff. This applies to all in-person activities and to all electronic communications, including the use of Social Media.
- 6.3 Members shall not use indecent, abusive, demeaning or insulting words, phrases or expressions toward any member of the public, another Member, Local Board members, or Staff.
- 6.4 Members shall not make comments or conduct themselves in any manner that is or ought reasonably to be known to be discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, gender identity, gender expression, sexual orientation, marital status, family status, disability, age, socioeconomic status or record of offences.
- 6.5 Members shall comply with the Town's 'Respectful Workplace; Discrimination and Harassment Policy and Prevention Program' (Policy 074).

## 7.0 Business Relations & Improper Use of Influence

- 7.1 Members shall not use the influence of their office or appointment for any purpose other than the exercise of their official duties in the public interest.
- 7.2 Members shall not use the status of their position to influence the decision of another person which may affect the current or future pecuniary or non-pecuniary interests of themselves or of any other person, including without limitation a parent, spouse, child, or grandchild, or for the purpose of creating a disadvantage to another person.
- 7.3 Members shall not act as a paid agent before Council, its committees, or any agency, board or commission of the Town, except in compliance with the terms of the *Municipal Conflict of Interest Act*.
- 7.4 Members shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.
- 7.5 Nothing in this Code prohibits Members from attending or promoting the opening of new businesses within the community as a function of their official duties, provided that doing so shall not constitute an endorsement of such business or commercial enterprise.

## 8.0 Communications, Media Relations, & Social Media

- 8.1 Members shall fairly and accurately communicate the decisions of Council, even if they disagree with its decision(s). Members may publicly express disagreement with a decision of Council but shall do so in a respectful manner that does not belittle, ridicule or disrespect the decision of any Members who voted in favour of the decision.
- 8.2 When addressing the media, Members shall adhere to the provisions of the Town's Media Relations Protocol (COR-WI-351).
- 8.3 Members shall acknowledge and respect that decisions and resolutions of Council are ordinarily communicated to the community by Council as a whole with the assistance of the Town's administration, or by the Mayor by virtue of being the head of Council, unless one or more Members have been expressly authorized by Council or by the Mayor to communicate such decisions and/or resolutions on behalf of Council.
- 8.4 When communicating with the media, other levels of government or their representatives, public sector agencies, private individuals or businesses, or on Social Media, Members shall not indicate, implicitly or explicitly, that they speak on behalf of Council unless they have been expressly authorized to do so by Council, or authorized by the Mayor when serving as the Mayor's representative. Where it could reasonably be construed by others that a Member is speaking on behalf of Council and such authorization has not been granted, Members shall indicate that the opinions, views, or positions expressed or advocated for are the Member's alone, and not those of Council.
- 8.5 When communicating on Social Media, Members shall act with respect, dignity, courtesy and empathy towards others, and adhere to the same requirements described in this Code as they would for any other form of communication.
- 8.6 When communicating on Social Media, Members shall not publicly post or share content that is known or ought reasonably to be known to:
  - 8.6.1 be false or with the intent to mislead or disparage other Members, Staff, Local Board Members, or the public;
  - 8.6.2 be discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, gender identity, gender expression, sexual orientation, marital status, family status, disability, age, socioeconomic status or record of offences;
  - 8.6.3 disclose Confidential Information;
  - 8.6.4 compromise the safety or security of members of the public, Local Board members, other Members, or Staff;
  - 8.6.5 endorse or solicit business for a commercial enterprise;
  - 8.6.6 promote illegal activities;

- 8.6.7 be of a disparaging nature or make unfounded or speculative accusations about the motives of other Members, Local Board members, Staff, or a member of the public;
  - 8.6.8 abuse, bully, or intimidate other Members, Local Board members, Staff, or a member of the public; and
  - 8.6.9 belong to a third-party without first seeking the third-party's permission, unless such content is already publicly available or has no reasonable presumption of confidentiality.
- 8.7 Nothing in this Code prevents a Member from operating personal Social Media accounts that do not serve the purpose of representing the Member to the public in their official capacity as a Member. However, Member behavior must still conform to the Council Code of Conduct even while using unofficial or personal Social Media Accounts.

## 9.0 Use of Municipal Property

- 9.1 Council is the custodian of the assets of the Town. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.
- 9.2 Members shall not:
- 9.2.1 use or permit the use of the Town's land, facilities, equipment, supplies, services, Staff or other resources for activities other than the business of the Town or their official duties as a Member, unless they are entitled to such use equally with any other user of such Town assets;
  - 9.2.2 seek or obtain by reason of their office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not connected directly or indirectly to the performance of the Member's duties;
  - 9.2.3 use the services of Staff or make requests for information from Staff unless such information is required for the purposes of carrying out their official duties as Members;
  - 9.2.4 seek financial gain for themselves, or for any other person, from the use or sale of the Town's intellectual property, computer programs, web or Social Media accounts, technological innovations, or other patents, trademarks or copyright held by the Town; and
  - 9.2.5 use information gained from the execution of their duties that is not available to the general public for any purpose other than their official duties.
- 9.3 Members shall comply with the 'Use of Corporate Resources for Election Purposes' policy (Policy 076) when participating in any municipal, provincial, or federal election.

## 10.0 Gifts, Benefits & Hospitality

- 10.1 Gifts to Members risk the appearance of improper influence. Gifts may appear to induce influence or create an incentive for Members to make decisions on the basis of relationships rather than in the best interests of the Town.
- 10.2 Except as otherwise permitted herein, Members shall not accept a fee, advance, gift, gift certificate, cash or personal benefit connected directly or indirectly with the performance of their duties.
- 10.3 A gift, benefit or hospitality that is connected directly or indirectly to the performance of the Member's duties provided with the Member's knowledge to a Family Member of the Member is deemed to be a gift to that Member.
- 10.4 Notwithstanding Sections 10.1 and 10.2, Members shall be entitled to accept any gifts or benefits in their official capacity in the following circumstances:
  - 10.4.1 compensation authorized by law;
  - 10.4.2 gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, or are symbolic or ceremonial in nature;
  - 10.4.3 token gifts or benefits given in recognition of services provided without compensation by Members volunteering their time for a charitable or non-profit organization or event;
  - 10.4.4 a suitable memento at a function honouring the Member;
  - 10.4.5 in the case of a Member seeking elected office, a campaign contribution otherwise reported by law;
  - 10.4.6 services provided without compensation by persons volunteering their time;
  - 10.4.7 food, lodging, transportation and entertainment lawfully provided by provincial, regional or local governments or boards or political subdivisions of them, the federal government, or a foreign government within a foreign country;
  - 10.4.8 food, lodging, transportation and entertainment lawfully provided by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity as a representative of the Town;
  - 10.4.9 an invitation from, and at the expense of, a private third party to attend a conference, seminar, charity fundraiser, reception, ceremony, cultural event, or other similar event where the proceeds raised are to support a not-for-profit or charity organization, provided that the Member is not lobbied at the event;
  - 10.4.10 participating in or consuming food and beverages at banquets, receptions, sporting events or similar functions, if:



- 10.4.10.1 attendance serves a legitimate municipal business purpose related to the normal business of the Town;
  - 10.4.10.2 the person extending the invitation or a representative of the organizing entity is in attendance; and
  - 10.4.10.3 the value is reasonable and the invitations are infrequent;
  - 10.4.11 gifts received as a door prize, raffle or similar draw at an event, conference or seminar attended by the Member;
  - 10.4.12 gifts of nominal value (e.g. a baseball cap, t-shirt, flash drive, book);
  - 10.4.13 a communication to the office of the Member, including a subscription to a newspaper or periodical; and
  - 10.4.14 any gift or personal benefit, if the Integrity Commissioner is of the opinion, before the gift or personal benefit has been accepted, that it is unlikely that receipt of the gift or benefit gives rise to a reasonable presumption that the gift or benefit was given in order to influence the Member in the performance of their duties.
- 10.5 Members who have received or accepted a gift or benefit in accordance with the exceptions described in Sections 10.4.3, 10.4.7, 10.4.8, 10.4.9, 10.4.11, and 10.4.14, where the value exceeds \$500.00 from a single source during a calendar year shall file a disclosure of the gift or benefit in accordance with the Disclosure Statement set out in Appendix "A".
- 10.6 The Disclosure Statement shall indicate:
- 10.6.1 the nature and description of the gift or benefit received;
  - 10.6.2 the person, body or entity from which it was received;
  - 10.6.3 the circumstances under which it was received;
  - 10.6.4 the date of receipt;
  - 10.6.5 the estimated value of the gift or benefit; and
  - 10.6.6 what the Member chose to do with the gift or benefit.
- 10.7 Members shall provide the Disclosure Statement to the Clerk on a quarterly basis for the preceding quarter. The Disclosure Statement shall be a matter of public record and posted to the Town's website.
- 10.8 Nothing in this section precludes a Member from soliciting funds or donations in support of a charitable or philanthropic cause, organization, or charity provided that all funds or donations are provided directly by the donor(s) to the recipient organization or charity.

## 11.0 Confidential Information

- 11.1 Members receive confidential information from a number of sources as part of their work as elected officials. This includes information received in confidence by the Town that falls under the privacy provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and other applicable privacy laws, and information received during closed meetings of Council, committees, or Local Boards.
- 11.2 Members shall not disclose, unless expressly authorized by Council or as required by law, confidential information including but not limited to:
  - 11.2.1 matters related to ongoing litigation or negotiation, or that is the subject of solicitor-client privilege;
  - 11.2.2 information provided in confidence, for example, the identity of a complainant where a complaint is made in confidence, personal information of an individual derived from municipal records or other information that a Member receives in confidence by virtue of their office as an elected representative;
  - 11.2.3 price schedules in contract tenders or request for proposal submissions if so specified;
  - 11.2.4 personal matters about an identifiable individual;
  - 11.2.5 “personal information” as defined in the *Municipal Freedom of Information and Protection of Privacy Act*;
  - 11.2.6 any census or assessment data that is deemed confidential; and
  - 11.2.7 the purchase or sale of personal or real property by the Town.
- 11.3 Members shall not disclose the content of any confidential information, or the substance of confidential deliberations, of a closed meeting. Each Member has a duty to hold any information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. Members shall not, either directly or indirectly, release, make public, or in any way divulge any such information or any confidential aspect of closed meeting deliberations to anyone, unless authorized by Council or as required by law.
- 11.4 Members shall not disclose, use, or release confidential information in contravention of applicable privacy laws. Members are only entitled to information in the possession of the Town that is relevant to matters before Council. Otherwise, a Member enjoys the same access rights to information as any other member of the community or resident of the Town and must follow the same processes as any private citizen to obtain such information.
- 11.5 Members shall not misuse confidential information in any way or manner such that it may cause detriment to the Town, Council or any other person, or for financial or other gain for themselves or others.

- 11.6 Members shall respect the right to confidentiality and privacy of all clients, volunteers, other Council Members, and staff, and should be aware of their responsibilities under applicable legislation, municipal policies, procedures and rules, ethical standards and, where appropriate, professional standards.
- 11.7 Members shall not disclose any confidential information received by virtue of their office, even if they cease to be a Member.

## 12.0 Reprisals and Obstruction

- 12.1 Members shall respect the process for complaints and inquiries made under the Code of Conduct, the *Municipal Conflict of Interest Act*, or any other process for complaints adopted by the Town or required by legislation.
- 12.2 Members shall not act in reprisal or threaten reprisal against a person who makes a complaint or provides information to any duly authorized investigative body, or against the Integrity Commissioner or any other appointee or representative of an investigative body.
- 12.3 The Integrity Commissioner is authorized to report any incidents of threats or reprisals to Council, and may recommend penalties or remedial corrective measures or actions in response to such reported incidents.
- 12.4 Members shall cooperate with the Integrity Commissioner at all times and with respect to any requests for information during any investigations or inquiries of a duly authorized investigative body, and shall not:
  - 12.4.1 interfere with or obstruct an investigation;
  - 12.4.2 destroy or damage documents or erase electronic communications; or
  - 12.4.3 attempt to influence any other Member, Staff or member of the public with respect to the subject matter of the investigation or inquiry.
- 12.5 The Integrity Commissioner is authorized to investigate and to report to Council on any instances of reprisal and obstruction and to impose penalties if it is determined that a contravention has occurred.

## **13.0 Penalties & Remedial Actions for Non-Compliance with the Code of Conduct**

- 13.1 Where the Integrity Commissioner reports to Council that, in its opinion, a Member has contravened this Code, the Integrity Commissioner is delegated the authority by Council to impose the following penalties:
  - 13.1.1 reprimand the Member; and/or
  - 13.1.2 suspend the remuneration paid to the Member in respect of their services as a Member for a period up to ninety (90) days.
- 13.2 In addition to the penalties described in Section 13.1, Council may, on the basis of a recommendation from the Integrity Commissioner, also take any or all of the following corrective or remedial actions, and require that the Member:
  - 13.2.1 provide a written or verbal apology;
  - 13.2.2 return property or make reimbursement of its value or of money spent;
  - 13.2.3 be removed from or not be appointed to the membership on a committee of Council;
  - 13.2.4 be removed from or not be appointed as chair of a committee of Council; and
  - 13.2.5 comply with any other remedial or corrective action or measure deemed appropriate by the Integrity Commissioner.

## 14.0 Integrity Commissioner, Complaints & Inquiries Protocol, Legal Fees

- 14.1 The Integrity Commissioner reports directly to Council and is responsible for performing in an independent manner the following functions with respect to the behaviour of Members:
- 14.1.1 the application of this Code of Conduct;
  - 14.1.2 the application of any procedures, rules, and policies of the municipality and local boards governing the ethical behaviour of Members; and
  - 14.1.3 requests from Members for advice respecting their obligations under the Code of Conduct and procedures, rules, or policies of the municipality governing the ethical behaviour of members.
- 14.2 The Complaints & Inquiries Protocol is Appendix “B” to this Code of Conduct and applies to complaints and requests under this Code of Conduct and the *Municipal Conflict of Interest Act*.
- 14.3 The Integrity Commissioner shall provide an Annual Report to Council in February of each year detailing its activities, including advice, education, and investigations over the previous year. Any reporting that arises from Sections 3.4 and 3.7.6 of the Complaints and Inquiries Procedure shall contain sufficient detail for Council to understand the parties involved (subject to confidentiality considerations), the general substance of the complaint and the details of its disposition, where applicable. The Integrity Commissioner shall provide a summary of costs for the previous year, divided into categories detailing costs for complaints, advice, and training.
- 14.4 The Integrity Commissioner may also provide periodic reports as the Integrity Commissioner considers necessary for the purposes of discharging its obligations to the Council and the Town.
- 14.5 Members of Council are entitled to seek the advice of the Integrity Commissioner with respect to their own obligations under the Code of Conduct, any ethical procedure, policy or rule, and sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*.
- 14.6 Members are solely responsible for their own legal costs if they retain a lawyer or paralegal to provide counsel, advice or representation on any matter related to this Code of Conduct, any ethical procedure, policy or rule, and sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*, including, but not limited to, an investigation and penalties imposed by the Integrity Commissioner or remedial or corrective actions imposed by Council, a complaint to the Ontario Ombudsman, or a judicial review application to the courts from a decision from the Integrity Commissioner.

**Gifts and Benefits Disclosure Statement**

In accordance with Section 10 of the applicable Code of Conduct, Members shall file disclosure when they have received or accepted a reportable gift or benefit and the value exceeds \$500 from a single source during a calendar year. Members shall provide the Disclosure Statement to the Clerk on a quarterly basis for the preceding quarter.

<b>Gifts and Benefits Details</b>	
Name of Member:	
<b>Recipient of Gift or Benefit</b> <small>Gifts and/or benefits to a Member's spouse, child, parent or staff member must be declared</small>	Self <input type="checkbox"/> Another <input type="checkbox"/> Specify:
<b>Source of gift or benefit:</b> <small>(Individual/Organization/Corporation/Group)</small>	
Date of receipt:	
<b>Nature of gift or benefit:</b> <small>(Provide a description of the gift or benefit received)</small>	
Estimated value of gift or benefit:	
<b>Reason for gift or benefit:</b> <small>(Provide a description of the circumstances under which the gift or benefit was given or received)</small>	
What do you intend to do with the gift?	
<b>Authorization</b>	
<b>Signature of Member:</b> _____	<b>Date:</b>

The personal information on this form is collected under the authority of the *Municipal Act*, 2001 and will be made public. Questions about this collection can be directed to the Integrity Commissioner, Suzanne Craig, SC Consulting - Tel No.: 416-560-2829 - Email: [suzannecraigintegrity@gmail.com](mailto:suzannecraigintegrity@gmail.com)