



Code of Conduct - Council, Boards and Committees

Statement of Commitment

We, the Council Members of the Corporation of the Town of Kirkland Lake, are committed to discharging our duties conscientiously and to the best of our ability. As leaders of the community we are held to a higher standard of behavior and conduct.

In the performance of our community role we will act with honesty and integrity and generally conduct ourselves in a way that generates community trust and confidence in us as individuals and enhances the role and image of the Council for the Town of Kirkland Lake and local government generally.

In addition to all legislative requirements, we the Members of the Corporation of the Town of Kirkland Lake Council have adopted the requirements of this Code of Conduct in the performance of our duties as elected officials.

All references to members of Council are also references to members of local boards and committees and committees of Council.

Statutory Provisions Regulating Conduct

This Code of Conduct operates along with and as a supplement to existing statutes governing conduct. The following federal and provincial legislation governs the conduct of Member of Council:

- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Municipal Elections Act, 1996
- Municipal Freedom of Information and Protection of Privacy Act
- Provincial Offences Act
- Human Rights Code
- Criminal Code
- Bylaws and policies of Council as adopted and amended from time to time, including but not limited to the procedural bylaw and procurement bylaw.

Roles and Obligations

The role of Council and Staff is traditionally one of the first items to be clarified for a new Council. Clearly defined roles, distinguishing between the concepts of 'governance' and 'management', are critical to the success of a municipality. It should be reinforced at the outset that Council sets the policy for the community; it does not participate in the daily operations of the municipality.

Role of Council

(as noted in the Municipal Act, 2001 as amended, Section 224).

1. to represent the public and to consider the well-being and interests of the municipality;
2. to develop and evaluate the policies and programs of the municipality;
3. to determine which services the municipality provides;
4. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of the Council;
5. to ensure the accountability and transparency of the operations of the municipality including the activities of the senior management of the municipality;
6. to maintain the financial integrity of the municipality; and
7. to carry out the duties of council under this or any other Act.

Role of Head of Council

(as noted in the Municipal Act, 2001 as amended, Section 225).

1. to act as Chief Executive Officer of the municipality;
2. to preside over Council meetings so that its business can be carried out efficiently and effectively;
3. to provide leadership to the Council;
4. without limiting clause 3., to provide information and recommendations to the council with respect to the role of council described in Section 224 (d) and (d.1) of the *Municipal Act, 2001*, as amended
5. to represent the municipality at official functions; and
6. to carry out the duties of the head of Council under this or any other Act.

Role of Officers and Employees

(as noted in the Municipal Act, 2001, as amended, Section 227).

1. to implement council's decisions and establish administrative practices and procedures to carry out Council's decisions;
2. to undertake research and provide advice to Council on the policies and programs of the municipality; and
3. to carry out other duties required under this or any Act and other duties assigned by the municipality.

Role of Board and Committee Members

(as noted in the Municipal Act, 2001, as amended, Section 223.2, authorize[ing] the municipality to establish codes of conduct for members of the council of the municipality and of local boards of the municipality. 2006, c. 32, Sched. A, s. 98).

1. Members of the public appointed to committees or local boards are appointed at the pleasure of Council. They do not hold office nor do they represent a constituency within the community nor do they represent Council, or the committee or the local board unless mandated to do so.
2. Members of the public appointed to committees and local boards must respect both the work and spirit of this Code as it applies to them and also as it applies to Members of Council.
3. Committees and local boards operate only within meetings for which proper notice has been given pursuant to a set agenda unless otherwise mandated by Council.
4. No committee/local board member may act beyond the mandate of the committee or local board granted by Council except:
 - a) As granted the right to do so by Council
 - b) Pursuant to the duties of a Member of Council; or
 - c) Otherwise if required by law.
5. The minutes of a committee meeting/local board shall be the official record of the position of the committee/local board; Members of Council appointed to committees/local boards shall not impugn or malign a debate or decision of the committee/local board.

As a committee's function is advisory in nature and the final decision on recommendations made by the committee rests with Council, a Councillor committee member may take into account other matters beyond those considered by the committee when he or she votes at Council and may take a position different from that taken by the committee.

A. Purpose of the Code of Conduct

The Code of Conduct sets minimum standards for the behavior of Council members in carrying out their functions. It has been developed to assist Council to:

1. Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;
2. Fulfill their duty to act honestly and exercise reasonable care and diligence;
3. Act in a way that enhances public confidence in local government; and Identify and resolve situations which might involve a conflict of interest or a potential misuse of position and authority.

B. Standards of Conduct

Members of Council shall at all times seek to advance the common good of the community which they serve.

Members of Council shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

Members of Council shall refrain from behavior that could constitute an act of disorder or misbehavior. Specifically, Members of Council shall refrain from conduct that:

- a) Contravenes Federal or Provincial statutes or legislation, the *Municipal Act*, Municipal by-laws, associated regulations and the Municipality's Code of Conduct.
- b) Is an abuse of power or otherwise amounts to discrimination intimidation, harassment verbal abuse, or the adverse treatment of others.
- c) Prejudices the provision of a service or services to the community.

C. Conduct To Be Observed

C.1. Release of Confidential Information

- a) Members of Council have a duty to hold in strict confidence all information concerning matters dealt with in Closed Council meetings or that is determined to be confidential by the CAO, or CAO designate, or as specifically declared by Council. A Member of Council shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the Closed Council deliberations to anyone, unless expressly authorized by Council or required by law to do so.
- b) Members of Council shall not release information in contravention of the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.
- c) Members of Council shall not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so.
- d) Members of Council shall not misuse confidential information (information that they have knowledge of by virtue of their position as Councillor and/or information that is not in the public domain, including emails and correspondence from other Members of Council or third parties) such that it may cause detriment to the Corporation, Council or others, or benefit or detriment to themselves or others.

C.2. Foster Respect for Decision-making Process

All Members of Council shall accurately and adequately communicate the attitudes and decisions of the Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

C.3. Release of Information to Public and Media

Members of Council acknowledge that official information related to decisions and resolutions made by Council will normally be communicated to the community and the media by the Mayor as Head of Council or by those so designated.

C.4. Acceptance of Gifts, Hospitality and other Benefits

Council members shall comply with the Municipal Conflict of Interest Act and must not accept a gift or personal benefit that is connected with their performance of the duties of office. This does not include gifts or personal benefits received as a matter of the protocol or social obligations that normally accompany the responsibility of public office.

C.5. Engaging in Incompatible Activity

Members of Council shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest.

Without limiting the generality of the foregoing, Members of Council shall not:

- a. use any influence of office for any purpose other than official duties;
- b. act as an agent on behalf of another party, before Council or any committee, board or commission of Council;
- c. solicit, demand or accept the services of any corporation, employee, or individual providing services to the municipality at a time in which said person or corporation is being paid by the municipality;
- d. use any information gained in the execution of office that is not available to the general public for any purpose other than for official duties;
- e. place themselves in a position of obligation to any person or organization which might benefit from special consideration or may seek preferential treatment;
- f. give preferential treatment to any person or organization in which a Member or Members of Council have a financial interest;
- g. influence any administrative or Council decision or decision-making process involving or affecting any person or organization in which a Member or Members of Council have a financial interest; and
- h. use Corporate materials, facilities or employees for personal gain or for any private purpose.

Notwithstanding item h), corporate issued equipment/services, restricted to computers, cell phones and the internet system, may be used for personal purposes, when necessary, provided the use complies with the following:

Prohibited Uses

- a. Under no circumstances should the Corporation internet access be used to access or download material that is of a defamatory, obscene, offensive, or sexual nature. (Prohibited material on the e-mail and internet system includes, but is not limited to, transmission or downloading of defamatory, obscene, offensive or harassing messages, or messages that disclose personal information without authorization.)
- b. Use of the e-mail system to engage in sporting pools, distribution of graphically offensive material, etc., is prohibited.

- c. Should you receive an e-mail containing inappropriate material which is defamatory, obscene, offensive, or harassing from any source, the e-mail should be deleted and not forwarded to anyone else either inside or outside the Corporation.

C.6. Conflict of Interest

It is the responsibility of individual Councillors to ensure that they are aware and trained in the application of the *Municipal Conflict of Interest Act*. (MCIA) (e-laws: <http://www.e-laws.gov.on.ca/index/html>) The onus is on the Councillor to identify a conflict of interest, to take the appropriate action to identify the existence of a conflict in favour of his/her public duty by verbally declaring a conflict of interest and submitting a written statement of their conflict of interest to the Clerk, or designate.

- a. A conflict exists when an individual is, or could be, influenced, or appear to be influenced by a personal interest, financial (pecuniary) or otherwise, when carrying out their public duty. Personal interest can include direct or indirect pecuniary interest, bias, pre-judgment, close mindedness or undue influence.
- b. Council members must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their public or professional duties in accordance with statutory requirements. When considering whether or not a conflict exists, it is important to consider whether there are any grounds for a reasonable person to think that a conflict exists.

Recognizing that it is impossible to anticipate all possible conflicts that may arise during a Member's term of office and, those conflicts may not be only pecuniary in nature, it is generally advisable to be as open as possible. It is not enough that a conflict not exist, it must also be seen by the public not to exist.

- a. In making decisions, always place the interests of the taxpayers first and, in particular, place them before the interests of colleagues on council, staff, friends, or family.
- b. Always interpret the phrase "Conflict of Interest" in the broadest possible terms.
- c. A factor which could be considered a conflict by taxpayers should be treated as a conflict and be disclosed by the member of Council.
- d. If in doubt, it is better to disclose a situation.
- e. It is the responsibility of individual Councillors to obtain independent legal advice with respect to any situation that might arise whereby there is a potential for a conflict of interest.
- f. It is considered a breach of this policy to require or to attempt to burden staff members to assist in the determination of a conflict of interest for individual Councillors.
- g. A member of Council cannot be accused of having a conflict of interest but only of failing to disclose it. Taking part in debate and voting on a matter in which the member of Council has an undisclosed interest may lead to disciplinary action under the *Municipal Conflict of Interest Act*, as amended. In the event of an alleged contravention, an elector may bring an application before a Judge of the Ontario Court of Justice for a determination of whether a member has contravened the *Municipal Conflict of Interest Act*. If a member is found to have contravened the MCIA a judge has the power to: declare the member's seat to be vacant; disqualify the member or former member from being a member for a period of up to seven (7) years; or where the contravention has resulted in financial gain to the councillor,

require the member or former member to pay restitution to the party who suffered the loss; criminal charges.

C.7. Avoidance of Waste

Members of Council shall avoid waste, abuse and extravagance in the provision or use of public resources, and shall expose fraud and corruption of which the Member of Council is aware.

C.8. Social Media

Social Media is one of many communication tools and it provides a unique opportunity to interact with some constituents. Elected officials should use sound judgment and common sense in using social media and should ensure that all social media use conforms to this code of conduct as well as corporate values and sound business practice. The following guidelines must also be adhered to:

- a. If you re-post something written by someone else, ensure you have the proper permission to do so. Do not use copyrights, trademarks, publicity rights or other rights of others without the necessary permissions of the rights holder(s);
- b. Do not post information about the Town of Kirkland Lake discussed in closed session and do not post private or confidential information about fellow Councillors or Town Employees;
- c. Do not discuss situations involving named or pictured individuals without their permission and do not post anything that you would not present in a public forum;
- d. You have an obligation to ensure that posts are accurate and not misleading and that they do not reveal non-public information about the Town of Kirkland Lake. In doubt as to whether it reveals non-public information about the Town, do not post as remember once information is published online it may become part of a permanent record.
- e. Do not use Social Media during a Council Meeting;
- f. Do not forget that decisions and resolutions made by Council will normally be communicated to the community and the media by the Mayor as Head of Council or by those so designated.
- g. For the most part, comments and messages posted to the Town's official social media sites or services are considered transitory records and will not be kept as a permanent record by the Town of Kirkland Lake. Information specifically collected as part of an official town public engagement/information exercise will be kept in accordance with Town policy.
- h. Use of a Town associated e-mail address, communicating in an official capacity, or discussing Town business – on personal or corporate social media sites or services and/or personal websites – will constitute conducting Town business and will be required to conform to this code of conduct as well as corporate values.

D. Interpersonal Behaviour of Members of Council

D.1. Treat Every Person with Dignity, Understanding and Respect

Members of Council shall abide by the provisions of the Human Rights Code, and, in doing so, shall treat every person, including other Members of Council, corporate employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

D.2. Relationships with Staff and the Head of Council and Other Members of Council

The Head of Council and Members of Council will:

- a. respect the fact that staff work for the Town as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or group of members of Council,
- b. acknowledge that only Council as a Whole has the capacity to direct staff members to carry out the implementation of Council's policies and direction,
- c. refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others,
- d. refrain from publicly criticizing individual members of staff in a way that casts aspersions on that staff member's professional competence and credibility, and

D.3. Not to Discriminate

In accordance with the Ontario Human Rights Code, Members of Council shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religious affiliation or faith, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. "Age", "disability", "family status", "record of offences", "same sex partnership status" shall be as defined in the Human Rights Code.

D.4. Not to Engage in, Harassment or Bullying (Psychological Harassment) or Violence in the Workplace

Members of Council shall adhere to the policies and guidelines in accordance with the Ontario Human Rights Code.

Violence in the workplace shall be considered behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker; harassment shall mean engaging in a course of vexatious comment or conduct that is known, or ought to be known, to be unwelcome; bullying is the ongoing health or career endangering mistreatment of an employee, by one or more of their peers or higher ups. Unlikely to involve physical violence, it usually takes the form of psychological abuse. Often, verbal and strategic insults are intended to prevent targets from being successful in their job.

The exercise of performance management tools with respect to corporate employees for legitimate purposes by Council is not harassment or bullying.

D.5. Protection of Privacy

Councillors shall comply with the *Municipal Freedom of Information and Protection of Privacy Act* at all times. Public comments, discussions and disclosures and disclosures to the media regarding employees or individuals that breach a person's privacy is deemed to be a contravention of this Code of Conduct.

D.6. Conduct at Council Meetings

The fundamental principles of meetings—such as courtesy and respect, majority rule, minority protection, the right to information, and equality of rights and privileges—shall

be adhered to. Councillors shall comply with the rules of the meeting as contained in Town of Kirkland Lake's Procedural Bylaw, a By-law to govern and regulate the proceedings of Council of The Corporation of the Town of Kirkland Lake. The usual reasons for discipline at a meeting are:

- a. Being disruptive through continual interruptions
- b. Making offensive remarks and being disrespectful to others
- c. Using unparliamentary language and harsh words or tone
- d. Impugning the motive of others
- e. Not following the legitimate orders of the presiding officer.

Failure to comply may result in disciplinary action such as:

- a. A verbal reprimand
- b. Questioning Council as a whole as to what sanctions to take against the offending Councillor which may include: requesting an apology, be censured, be expelled from the meeting, or be assigned any other combination of sanctions appropriate to the breach of conduct.

E. Compliance with the Code of Conduct

Members of Council are accountable to the public through the four-year election process. Between elections they may, for example, become disqualified and lose their seat if convicted of an offence under the Criminal Code of Canada or for failing to declare a conflict of personal interest under the *Municipal Conflict of Interest Act*.

In addition to any other consequence imposed by law, Members found to have breached this Code may be subject to discipline, including return of a gift or benefit, removal from a local Board or Committee, loss of Chairship, censure, a reprimand, or where applicable, suspension of remuneration paid for his or her services as a Member, for a period of up to ninety (90) days.

The Council shall appoint an Integrity Commissioner to investigate alleged breaches of this Code.

An individual, organization, employee, Member of Council, Council or member of the public who has reasonable grounds to believe that a Member has breached this Code, may proceed with a complaint and request an inquiry. Complaints must be submitted no more than 6 months after the alleged violation occurring. No action will be taken on a complaint received beyond this deadline.

Although a complainant is not required to pursue the informal complaint process set out in Section F.1. prior to proceeding with the formal complaint process set out in Section F.2., a complainant is encouraged to pursue the informal complaint process first if at all possible.

F. Complaint Procedure

F.1. Informal Complaint Procedure:

Any individual who has identified or witnessed behavior or activity by a Member that appears to be in contravention of the Code may address their concerns in the following manner:

- a. Advise the Member that their behavior or activity contravenes the Code;
- b. Encourage the Member to stop the prohibited behavior or activity;
- c. If applicable, confirm to the member your satisfaction or dissatisfaction with his or her response to the concern identified;
- d. Keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information, including steps taken to resolve the matter;
- e. If not satisfied with the response received through the informal process, an individual may proceed with a formal complaint through the Integrity Commissioner, as outlined in this Code.

F.2. Formal Complaint Procedure:

Any individual who has identified or witnessed behavior or activity by a Member that appears to be in contravention of the Code may address their concerns through the formal complaint process set out below:

- a. All formal complaints must be made using the Town's Complaint Form (see Appendix "I") and shall be dated and signed by the complainant. The complaint must include an explanation as to why the issue raised may be a contravention of the Code and any evidence in support of the allegation must be included with the complaint form;
- b. Any witnesses in support of the allegation must be identified on the Complaint Form;
- c. The complaint form must include the name of the Member alleged to have breached the Code, the date, time and location of the alleged contravention and any other information as required on the Complaint Form;
- d. The Complaint Form shall be filed with the Clerk by mail or in person who shall confirm that the information is complete as to a), b), and c) of this section.
- e. The Clerk shall advise Council in a confidential report that a formal complaint has been received and will be forwarded to the Integrity Commissioner for review.
- f. The Clerk will forward the Complaint Form to the Integrity Commissioner who will determine whether the matter is, on its face, a complaint with respect to non-compliance with the Code and not covered by other legislation or policies; and
- g. The Integrity Commissioner may request additional information from the complainant.

F.3. Response of the Integrity Commissioner to Complaint Outside Jurisdiction

If the complaint received by the Integrity Commissioner is deemed not to be a complaint with respect to non-compliance with the Code, the Integrity Commissioner shall advise the complainant in writing as follows:

- a. **Criminal Matter** – if the complaint is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the complainant shall be advised that pursuit of such an allegation must be made through the appropriate police service;

- b. **Municipal Conflict of Interest** – if the complaint is an allegation with respect to matters under the *Municipal Conflict of Interest Act*, the complainant shall be advised to review the matter with their own legal counsel;
- c. **Municipal Freedom of Information and Protection of Privacy** – the complainant shall be referred to the person designated the FOI Head for the Town of Kirkland Lake or advised they may file a complaint with the [Office of the Information and Privacy Commissioner/Ontario](#) (IPC).; and
- d. **Discrimination or Harassment** – if the complaint is an allegation of discrimination or harassment, the complainant may be advised to file a complaint as set out in Human Resource Policy “Respect in the Workplace” C-4.2 or to file a complaint directly with the Ontario Human Rights Tribunal.

If the matter is covered by other Council policies with a complaint procedure or legislation, the complainant will be advised and directed to proceed in a manner as considered appropriate by the Integrity Commissioner.

F.4. Refusal to Conduct an Inquiry

If upon review of a complaint, the Integrity Commissioner is of the opinion that the complaint is frivolous, vexatious or not made in good faith, or that there are no or sufficient grounds for an inquiry, the Integrity Commissioner will not conduct an inquiry and shall communicate this position in writing to the complainant, the Member identified in the Complaint Form and Council.

F.5. Opportunity for Resolution

If at any time, following the receipt of a formal complaint or during the inquiry process, the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without a formal inquiry, and both the complainant and the Member agree, efforts may be made to achieve an informal resolution.

F.6. Inquiry

If a complaint has been identified as being within the Integrity Commissioner’s jurisdiction and not rejected under Section F.4. the Commissioner shall investigate.

The Clerk shall inform Council of the Integrity Commissioner’s decision to investigate.

The Integrity Commissioner will determine what is the most effective means of communication e.g. email, fax, courier when corresponding with the Complainant and the Member whose conduct is in question.

The Integrity Commissioner shall provide a copy of the complaint and any supporting materials to the Member whose conduct is in question with a request that a written response to the allegation be provided to the Integrity Commissioner within fourteen days.

The Integrity Commissioner shall give a copy of the response provided by the Member to the complainant with a request for a written reply within 14 days.

If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials, and may enter any Town work location relevant to the complaint for the purpose of investigation and potential resolution.

The Integrity Commissioner may make interim reports to Council where necessary and as required to address any issues of interference, obstruction, delay or retaliation encountered during the investigation.

At any time the complainant may abandon the request for an inquiry and the Integrity Commissioner will cease the investigation.

F.7. Final Report

The Integrity Commissioner shall report to the Complainant and the Member generally no later than 90 days after the making of the complaint.

If during the investigation process, the complaint is withdrawn, sustained or resolved, the Integrity Commissioner shall report to Council outlining the findings, the terms of any resolution and any recommended action within thirty days.

If upon completion of the investigation the Integrity Commissioner finds that a breach of the Code has occurred, the Commissioner shall report his or her findings to Council, including a recommendation as to the imposition of a penalty as set out in the Municipal Act of: a reprimand; removal of the Member from an advisory committee or local board; recommend that the appropriate Committee or local board remove the Member as Chair or a Committee or local board; have the member repay or reimburse monies received; have the Member return the property or item, or reimburse the value; request the Member apologize to Council, the Complainant, or both; suspension of remuneration paid to the Member for a period of up to ninety days.

If upon completion of the investigation, the Integrity Commissioner finds that there has been no contravention of the Code, or that a contravention occurred, however, the Member took all reasonable measures to prevent it, or the contravention committed was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall set this out in a report to Council.

The Council shall consider the report of the Integrity Commissioner within 30 days of it being received by the Clerk and shall take the action it considers appropriate with regard to the recommendation(s) of the Integrity Commissioner.

In circumstances where the alleged breach of trust or other misconduct is serious in nature, Council may pass a resolution, pursuant to the *Municipal Act, 2001*, as amended, requesting a judicial investigation into the Member's conduct.

F.8. Prior to Election

No complaint regarding a Member who is a candidate in an election may be referred to the Integrity Commissioner or forwarded by the Clerk for review and/or investigation between Nomination Day and the date of the inaugural meeting of Council in any year in which a regular municipal election will be held. The Clerk shall forward any complaint received after Nomination Day to the Integrity Commissioner after the inaugural meeting has taken place in an election year and shall advise the complainant of this process. The

time elapsed between Nomination Day and the inaugural meeting in an election year shall not be included in the time calculation referred to in Section E.

Notwithstanding Section 7. of the Code, the Integrity Commissioner shall not make any report to Council or any other person after Nomination Day in any year in which a regular municipal election is held. Any reports would proceed after the inaugural meeting of the new Council has been held.

F.9. Confidentiality of Complaint Documents

The Integrity Commissioner and every person acting under his or her instructions shall preserve the confidentiality of all document, material or other information, whether belonging to the Town or not, that come into their possession or to their knowledge during the course of their duties as required by Section 223.5 of the *Municipal Act*.

Pursuant to Section 223.5(3) of the *Municipal Act*, this section prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.

If the Integrity Commissioner reports to the Council on an investigation into an alleged breach of the Code, the report shall only disclose such information that in the Integrity Commissioner's opinion is required for the purposes of this report.

If the Integrity Commissioner issues an annual or other periodic report to Council on his or her activities, the Integrity Commissioner shall not disclose confidential information that could identify a person concerned.

G. Duties of the Integrity Commissioner

G.1. Duties

In addition, to conducting investigations regarding alleged breaches of the Code, the Integrity Commissioner shall have the following responsibilities:

- a. Provide information to Council as to their obligations under the Code;
- b. Provide information to the public regarding the Code and the obligations of Members under the Code; and
- c. Provide an annual report to Council on the activities of the Integrity Commissioner.

G.2. Annual Report

In completing the annual report to Council, the Integrity Commissioner shall include information on the nature and volume of activity for the past year and provide examples, anonymized in respect of the nature of complaints received which were investigated.

The annual report is provided to Council for information purposes and is a public document.

The Integrity Commissioner shall file his or her annual report no later than March 31st of each year. Should no complaints be received within a calendar year, the Clerk shall report to Council accordingly and no annual report shall be made by the Integrity Commissioner.

H. Professional Development

Members of Council shall promote and participate in opportunities for professional development. Council Members are required to stay updated on issues and trends so that they can be efficient and effective as possible in the carrying out of their duties and responsibilities.

I. Implementation

Information regarding this Code of Conduct will be included as part of the orientation for each new Council.

Council members are expected to formally and informally review their adherence to the provisions of the code on a regular basis.

J. Acknowledgement

The undersigned Member of Council hereby acknowledges receipt of 2 copies of the Code of Conduct. One signed copy of the "Acknowledgement" to be returned to the Clerk.

Signature of Member of Council

Date of Signature

Printed Name