

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BY-LAW NO. 37-2012

Being a By-law to Establish the Office of the Integrity Commissioner.

WHEREAS the *Municipal Act, 2001*, as amended, provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Municipal Act, 2001*, as amended, authorizes a municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing, in an independent manner, the application of the Code of Conduct for Members of Council and the application of any procedures, rules and policies of the municipality governing the ethical behavior of members of Council;

AND WHEREAS the Corporation of the Township of North Dundas desires to establish the office of the Integrity Commissioner.

NOW THEREFORE the Council of the Corporation of the Township of North Dundas enacts as follows:

1. That the office of the Integrity Commissioner is hereby established.
2. That Council shall appoint an individual to be the Integrity Commissioner for a fixed term of office to be established at the time of the appointment.
3. That the general responsibilities of the Integrity Commissioner be approved as outlined in Schedule "A", attached hereto and forming part of this by-law.
4. That the procedure to submit a complaint to the office of the Integrity Commissioner, attached hereto as Schedule "B" of this by-law, is hereby adopted.
5. Any other by-laws inconsistent with this by-law are hereby repealed.

ENACTED AND PASSED in open Council, after a first, second and third reading this 18th day of December, 2012.



Eric Duncan, MAYOR



Jo-Anne McCaslin, CLERK

Schedule "A"

TO BY-LAW No. 37-2012

Duties of the Integrity Commissioner

The Integrity Commissioner shall:

1. Conduct inquiries and investigations into alleged contraventions of the Code of Conduct for Members of Council.
2. Make the decisions, including the imposition of penalties with regards to the alleged contraventions of the Code of Conduct for Council Members. Penalties may include, but are not limited to:
 - a) Reprimand in Open Council (Censure)
 - b) Suspension of office for a period of not more than 90 business days;
 - c) Suspension of honorariums for a period of not more than 90 business days;
 - d) Removal from committees of Council
 - e) Any combination of the above.

A penalty imposed by the Integrity Commissioner takes effect immediately upon the receipt by Council of the report of the Integrity Commissioner regarding the alleged contravention.

3. Prepare and deliver an annual report to Council containing a summary of the activities of the office of the Integrity Commissioner during the calendar year.
4. Detailed responsibilities of the Office of the Integrity Commissioner will be outlined with the appointment of the position.

The Integrity Commissioner may, at the request of Council:

1. Prepare written materials for distribution to and use by members of Council regarding the role of the Integrity Commissioner and ethical obligations and responsibilities of member of Council under the Code of Conduct for Members of Council and any other procedures, rules or policies governing their ethical behavior.
2. Prepare written materials for distribution to and use by the public to aid in their understanding of the role of Integrity Commissioner and ethical obligations and responsibilities of Members of Council under the Code of Conduct for Members of Council and any other procedures, rules or policies governing their ethical behavior.
3. Deliver an oral presentation to Members of Council regarding their ethical obligations and responsibilities of Members of Council and any other procedures, rules or policies governing their ethical behavior.
4. Provide advice and recommendations to Council regarding amendments to any other procedures, rules or policies governing their ethical behavior.

Schedule "B"

TO BY-LAW No. 37-2012

Procedure to Submit a Complaint to the Integrity Commissioner:

1. Council Members, employees or members of the public may submit complaints to the Integrity Commissioner relating to compliance with the Code of Conduct for Members of Council.
2. All complaints will be treated as confidential at all times.
3. Complaints shall be submitted on the established Complaint Request Review Form, attached hereto, The Complaint Review Request Form is also available on the Township Website or from the Clerk's office.
4. All complaints must contain the following information:
 - a) Name of Municipality;
 - b) Complainant's name, mailing address, telephone number and e-mail address (if applicable).
 - c) Nature and background of the complaint;
 - d) Any activities undertaken (if any) to resolve the concern;
 - e) Any other relevant information;
 - f) Original Signature
 - g) Cheque in the amount of \$125.00 made payable to the Township of North Dundas.
5. The Complaint Review Request form, accompanied by the prescribed fee, shall be dated and submitted to the Clerk by mail or personal delivery.
6. Upon receipt of a complete Complaint Review Request the Clerk shall prepare a package to be forwarded to the Integrity Commissioner that will include the following:
 - a) The Complaint Review Request Form;
 - b) A certified true copy of the Code of Conduct for Members of Council; and
 - c) Any and all such other information or documentation supplied by the complainant that is deemed relevant.
7. The information package referred to above shall be forwarded to the Integrity Commissioner in hard copy format by courier or regular mail, whichever is deemed appropriate.

