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March 14, 2024

SENT BY EMAIL TO: clerk@southalgonquin.ca

Township of South Algonquin
c/o Bryan Martin, Clerk
7 Third Avenue
P.O. Box 217
Whitney, ON K0J 2M0

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2023
Township of South Algonquin
Our File No.: 35965-8**

Background

In 2022, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the Township of South Algonquin in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

This report summarizes the services provided by the Integrity Commissioner to the Township of South Algonquin in 2023, in accordance with section 223.6 (1) of the *Act*.

Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.

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2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the MCIA.¹

Integrity Commissioner Activity re: the Township of South Algonquin

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act about their personal obligations.

Requests for Advice

We received two requests for advice in 2023 under the Code of Conduct or under the *Municipal Conflict of Interest Act*. These are the most common areas for which we provide advice as Integrity Commissioner.

We encourage members of Council and Local Boards for the Township of South Algonquin to contact us in writing should they find themselves unsure of their obligations under the Code

¹ *Municipal Act*, section 223.3(1).

or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

Complaints/Applications for Inquiry

There were two complaints submitted to the Integrity Commissioner for the Township of South Algonquin in 2023. Both complaints resulted in reports submitted to Council.

Closing Remarks

We thank the Township of South Algonquin for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct and the MCIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



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TEF:mg