

<p style="text-align: center;">CORPORATE POLICY & PROCEDURE</p>	 <p>WOOLWICH TOWNSHIP</p>	<p>Policy No.: CC-08</p> <p>Pages: 15</p> <p>Effective Date: March 7, 2017</p> <p>Supercedes: N/A</p>
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Section: Council and Committee

Subject: Code of Conduct (Council, Committees of Council, Local Boards)

Purpose

The purpose of this policy is to implement a Code of Conduct to reinforce the Township of Woolwich's Accountability and Transparency Policy and other relevant legislation within which all members of Council, its boards and committees must operate. It ensures those members share a common integrity base and, through adherence to its principles, serves to enhance public trust.

Definitions

"**Code of Conduct**" means the Township of Woolwich Code of Conduct for Members of Council, Local Boards and Advisory Committees.

"**Complaint**" means a purported contravention of the Code of Conduct.

"**Frivolous**" means being of little or no weight, worth, or importance; not worthy of serious notice.

"**Good Faith**" means in accordance with standards of honesty, trust, sincerity.

"**Integrity Commissioner**" means the Integrity Commissioner appointed by the Council of the Township of Woolwich to provide independent and consistent complaint investigation and resolution, respecting the application of the Code of Conduct.

"**Immediate Relative**" means a parent, spouse, child, sister, brother, sister-in-law, brother-in-law, father-in-law, mother-in-law as well as step relationships; spouse shall mean the person to whom a person is married or with whom the person is living in a conjugal relationship outside marriage.

"**Private Advantage**" does not include, for the purposes of the Code of Conduct, a matter:

- a) That is of general application or considered to be an interest in common generally with the electors within the jurisdiction of an area; or

Code of Conduct (Council, Committees of Council, Local Boards)

- b) That concerns the remuneration or benefits of a member of Council.

"**Vexatious**" means instituted without sufficient grounds and serving only to cause annoyance to the defendant; troublesome; annoying: a vexatious situation.

Policy Scope

This policy applies to all members of Council, Local Boards and Advisory Committees within the Township of Woolwich.

Policy Statement

This code of conduct is designed to operate with and as a supplement to existing Municipal, Provincial and Federal legislation including, but not limited to:

- The Criminal Code of Canada;
- The Ontario Human Rights Code;
- The Municipal Act;
- The Municipal conflict of Interest Act;
- The Municipal Elections Act;
- The Municipal Freedom of Information and Protection of Privacy Act;
- Township of Woolwich By-laws; and
- Any and all other Municipal, Provincial and Federal legislation that may from time to time govern the conduct of members of Council.

This policy is based on the key principles that members of Council:

- Shall serve and be seen to serve their constituents in a conscientious and diligent manner;
- Are committed to performing the functions of their office with integrity and to avoiding the improper use of influence of their office and conflicts of interest, both real and apparent;
- Are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
- Shall seek to serve the public interest by upholding both the letter and spirit of the laws of Canada, the Province of Ontario and the laws and policies adopted by Township Council;
- Are responsible for making honest statements and shall not make statements which they know to be false or with the intent to mislead other members or the public.

Policy Requirements

Business Relations

No member shall act as a paid agent before Council, its committees, or an agency, board or commission of the Township except in compliance with the terms of the Municipal Conflict of Interest Act. A member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit. This does not prohibit activities in which a member would normally engage on behalf of constituents in accordance with the duties of their office.

Conduct at Meetings

At all meetings members shall conduct themselves with decorum in accordance with the provisions of The Township of Woolwich Procedure By-Law. Respect for delegations, fellow members and staff requires that all members show courtesy and not distract from the business of the Township during presentations and when other members have the floor.

Conduct of a Political Nature

No member shall use Township facilities, equipment, supplies, services, or property for his/her election or re-election campaign. No member shall undertake campaign-related activities on Township property. No member shall use the services of Township employees for his/her election or re-election campaign during hours in which the employees are in the paid employment of the Township.

Despite any other provision within this policy, any complaint received by the Township Clerk between Nomination Day and Election Day shall not be referred to the Integrity Commissioner for investigation until at least 30 days after the election has taken place.

Conduct Respecting Staff

Mutual respect and cooperation are required to achieve Council's corporate goals and implement the corporate strategic priorities through the work of staff.

Employees have an obligation to recognize that members of Council have been duly elected to serve the residents of the Township of Woolwich and respect the role of Council in directing the actions of the Township.

Employees serve Council and work for the municipal corporation under the direction of the Chief Administrative Officer. Council directs staff through its decisions as recorded in the minutes and resolutions of Council. Members have no individual capacity to direct members of staff to carry out particular functions.

Inquiries of staff from Members should be directed to the Chief Administrative Officer or the appropriate staff of the Senior Management Team. Where inquiries have been delegated to a member of the senior management team, they may further delegate to the appropriate supervisor/manager for a response.

Only Council as a whole and no single member has the authority to direct staff, approve budget, policy, committee processes and other such matters, unless specifically authorized by Council.

Members shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council. Accordingly, no

Code of Conduct (Council, Committees of Council, Local Boards)

member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of the staff of the Township.

Members of Council voicing their personal opinion on a matter, either within or out of Council Chambers, shall ensure their opinion relates to the matter at hand and shall not make any negative comments or insinuations about staff or other Members of Council. Press releases, interviews, social media, and any other communications with the media and the public shall focus on policies and initiatives, not individuals. Members shall accurately communicate the ideas in reports as well as decisions of Council even if they disagree with the report or the decision.

Employees have a duty and obligation to act impartially, and in accordance with prescribed regulations or standards of conduct. Similarly, Employees with professional qualifications have an additional duty and obligation to act in accordance with standards of conduct prescribed by their profession. Members shall refrain from any conduct which may deter, interfere or unduly influence Employees in the performance of such duties and obligations.

Certain Employees are employed within the administration of justice. Members shall refrain from making requests or statements or taking actions which may be construed as an attempt to influence the independent administration of justice.

No member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. Nor shall any member use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

In practical terms, there are distinct and specialized roles carried out by Council as a whole and by Councillors when performing their other roles. The key requirements of these roles are captured in the Code of Conduct and include dealing with constituents and the general public, participating as committee members, participating as Chairs of Committees, and participating as Council representatives on agencies, boards, commissions and other bodies. Similarly, there are distinct and specialized roles expected of Township staff in both the carrying out of their responsibilities and in dealing with Council.

More specific details regarding the expectations of Council and staff relations are found within the Township of Woolwich Code of Conduct for Council/Staff (Corporate Policy Number CC-03).

Conduct while Representing the Township

Members shall make every effort to participate diligently in the activities of the agencies, boards, and committees to which they are appointed.

Confidential Information

Pursuant to Section 239 of the Municipal Act, 2001, where a matter discussed at a closed meeting remains confidential; no member shall disclose the content of that matter, or the substance of the deliberations of a closed meeting except as allowed in the Procedure By-Law. Members shall not permit any persons, other than those who are entitled thereto, to have access to confidential information. Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required to do so by law.

Code of Conduct (Council, Committees of Council, Local Boards)

Particular care should be exercised in ensuring the confidentiality of the following types of information:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) items under negotiation, or personnel matters;
- i) information that infringes on the rights of others (i.e. sources of complaints where the identity of a complainant is given in confidence);
- j) price schedules in contract tenders or Request for Proposal submissions if so specified;
- k) information deemed to be "personal information" under the Municipal Freedom of Information and Protection of Privacy Act;
- l) statistical data required by law not to be released (i.e. certain census or assessment data);
and
- m) any and all statements that have been provided in confidence

The above list is provided as an example and is not exclusive. Requests for information will be referred to appropriate staff to be addressed as either an informal request for access to municipal records, or as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

Members of Council shall not access or attempt to gain access to confidential information in the custody of the Township unless it is necessary for the performance of their duties and not prohibited by council policy.

Members are only entitled to information in the possession of the Township that is relevant to matters before the Council or a committee. Otherwise, they enjoy the same level of access rights to information as any other member of the community and must follow the same processes as any private citizen. As one example, no member shall have access to documents or receive any information related to a particular procurement process while the process is ongoing.

Code of Conduct (Council, Committees of Council, Local Boards)

Discreditable Conduct

Harassment may be defined as any behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, disability, sexual orientation, marital status, or family status and any other grounds identified under the Ontario Human Rights Code.

All members have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment. The Ontario Human Rights Code applies, as does Policy J-01 (Workplace Harassment Policy).

Failure to adhere to Council Policies and Procedures

Members are required to observe the terms of all policies and procedures established by Council. However, this provision does not prevent a member from requesting that Council grant an exemption from a policy, other than this Code of Conduct.

Gifts and Benefits

No member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his/her duties of office, unless permitted by the exceptions listed below. Notwithstanding the exceptions listed, no member shall accept monies or any instrument that can be converted into monies unless authorized by law. For these purposes, a fee or advance paid to, or a gift or benefit provided by a third party with the member's knowledge to a member's spouse, child (who is under the age of 18 years), is deemed to be a gift to that member.

The following are recognized as exceptions:

- a) compensation authorized by by-law;
- b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- c) a political contribution otherwise reported by law;
- d) services provided without compensation by persons volunteering their time;
- e) a suitable memento of a function honouring the member;
- f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them; and, by the Federal government or the government of a foreign country;
- g) food, beverages and/or admission fees provided for banquets, receptions or similar events, if:
 - a. attendance is resultant to protocol or social obligations that accompanies the responsibility of office; and
 - b. the person extending the invitation or a representative of the organization is in attendance;

Code of Conduct (Council, Committees of Council, Local Boards)

- h) communication to the offices of a member, including subscriptions to newspapers and periodicals.

In the case of categories (b) (e) (f) (g) and (h), if the value of the gift or benefit exceeds \$100, or if the total value received from any one source over any 12 month period exceeds \$100 the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Township Clerk. All disclosure statements shall be a matter of public record.

The disclosure statement must indicate:

- a) The nature of the gift or benefit;
- b) Its source and date of receipt;
- c) The circumstances under which it was given or received;
- d) Its estimated value;
- e) What the recipient intends to do with the gift; and,
- f) Whether any gift will at any point be left with the Township. All disclosure statements shall be a matter of public record.

Improper Use of Influence

No member shall use the influence of his/her office for any purpose other than for the exercise of his/her official duties. No member shall seek or obtain by reason of his/her office any personal privilege or private advantage with respect to Township services not otherwise available to the general public and not of consequent to his/her official duties.

Examples of prohibited conduct are the use of one's status to improperly influence the decision of another person to the private advantage of oneself, or one's immediate relatives, staff members, friends, or associates, business or otherwise. This would include attempts to secure preferential treatment beyond activities in which members normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of future advantage through a member's supposed influence in return for present actions or inaction.

No member shall use for personal purposes any Township property, equipment, services, supplies or services of consequence other than for purposes connected with the discharge of Township duties or associated community activities of which Township Council has been advised. No member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than his or her official duties. No member shall obtain financial gain from the use of Township developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Township of Woolwich.

Complaint Protocol

The complaint protocol shall not retroactively apply to any alleged transgressions occurring prior to the date on which the Code of Conduct was formally adopted by Council.

Code of Conduct (Council, Committees of Council, Local Boards)

Integrity Commissioner

Pursuant to Section 233 of the Municipal Act, 2001, the Township of Woolwich shall appoint an Integrity Commissioner who reports to Council and is responsible for performing the following duties in an independent and consistent manner:

- 1) Complaint Investigation: having the power to assess and investigate formal written complaints respecting alleged contraventions of the Code of Conduct;
- 2) Complaint Adjudication: determining whether a member of Council or local board has in fact violated a protocol, by-law or policy governing their ethical behaviour; with the final decision making authority resting with Council as to whether the recommendation(s) of the Integrity Commissioner are imposed; and,
- 3) Annual Reporting: providing Council, through the Township Clerk, with an annual public report on findings of complaint cases.
- 4) Advice to Council Members or Council as a Whole: Any member of Council who wishes to contact the Integrity Commissioner for advice must provide a written request to the Township Clerk who will forward the request to the Integrity Commissioner.

Informal Complaint Procedure

Individuals (for example, municipal employees, members of the public, members of Council or local boards) or organizations, who have identified or witnessed behaviour or an activity by a member of Council, a local board or an advisory committee that they believe is in contravention of the Code of Conduct may address the prohibited behaviour or activity themselves as follows:

- a) advise the member that their behaviour or activity appears to contravene the Code of Conduct;
- b) encourage the member to stop the prohibited behaviour or activity;
- c) keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
- d) if applicable, confirm to the member that the response received is satisfactory; or advise the member of any dissatisfaction with the response;
- e) consider the need to pursue the matter in accordance with the formal complaint procedure.

Individuals and organizations are encouraged to initially pursue the informal complaint procedure outlined in this policy as a means of stopping and remedying a behaviour or activity that is prohibited by the Code of Conduct. A person is not required to undertake the informal complaint procedure prior to pursuing the formal complaint procedure.

Formal Complaint Procedure

1. Application

All the provisions of this Section apply to a request for an inquiry by an individual or an organization other than a local board or Council as a whole. Individual members of Council or individual members of a local board are not precluded from filing a formal written complaint.

2. Complaint

A request for an investigation of a complaint that a member has contravened the Code of Conduct (the "complaint") shall be in writing. All complaints shall be signed by an identifiable individual (which includes the authorized signing officer of an organization). A complaint shall set out reasonable and probable grounds for the allegation that the member has contravened the Code of Conduct and shall include a supporting affidavit (sample attached as Appendix 'A') that sets out the evidence in support of the complaint. A Commissioner for Taking Oaths and Affidavits shall sign the supporting affidavit in addition to the complainant.

3. File with Township Clerk

The request for an investigation shall be filed with the Township Clerk who shall forward the matter to the Integrity Commissioner for initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance of the Code of Conduct; and not covered by other legislation or other Council policies.

4. Deferral

If the complaint does not include a supporting affidavit, the Integrity Commissioner may defer the classification until an affidavit is received. If the complaint, including any supporting affidavit, is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Integrity Commissioner shall instruct the Township Clerk to advise the complainant in writing as follows:

- a) If the complaint on its face is an allegation of a criminal nature consistent with the Criminal Code of Canada, the complainant shall be advised that if they wish to pursue any such allegation, they must pursue it with the appropriate police force;
- b) If the complaint on its face is with respect to non-compliance with the Municipal Conflict of Interest Act, the complainant shall be advised to review the matter with their own legal counsel;
- c) If the complaint on its face is with respect to non-compliance with the Municipal Freedom of Information and Protection of Privacy Act, the complainant shall be advised that the matter will be referred to the Township Clerk for review;
- d) If the complaint on its face is with respect to non-compliance with a more specific Council policy with a separate complaint procedure, the complainant shall be advised that the matter will be processed under that procedure; and
- e) In other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals as the Integrity Commissioner considers appropriate. For example, a complaint regarding a member of Township of Woolwich Council relating to their actions while serving on Regional Council would not be within the jurisdiction of the Integrity Commissioner, as the Region of Waterloo is a separate level of government; and the Integrity Commissioner will advise accordingly.

5. Reports

The Integrity Commissioner may report to Council and a local board that a specific complaint is not within the jurisdiction of the Integrity Commissioner.

The Integrity Commissioner shall report annually to Council in open session on complaints not within the jurisdiction of the Integrity Commissioner, but shall not disclose information that could identify a person concerned.

Should no complaints be received within a calendar year, the Integrity Commissioner will advise the Township Clerk who shall report to Council in open session accordingly and no annual report shall be made by the Integrity Commissioner.

6. Refusal to Conduct Investigation

If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, terminate the investigation.

Complaints referred that are repetitious in nature, not germane to the Code of Conduct, deemed frivolous, vexatious, or without substance in the opinion of the Integrity Commissioner; shall not be advanced to an investigation stage.

The Integrity Commissioner will not report to Council or a local board on any complaint described above except as part of an annual or other periodic report.

7. Investigation

If a complaint has been classified as being within the Integrity Commissioner's jurisdiction, the Integrity Commissioner shall investigate and may attempt to settle the complaint.

8. Public Inquiries Act

Under Section 223.4(2) of the Municipal Act, 2001, the Integrity Commissioner may elect to investigate a complaint by exercising the powers of a commission under Parts I and II of the Public Inquiries Act.

When the Public Inquiries Act applies to an investigation of a complaint, the Integrity Commissioner shall comply with the procedures specified in that Act and this complaint protocol, but, if there is a conflict between a provision of the complaint protocol and a provision of the Public Inquiries Act, the provision of the Public Inquiries Act prevails.

9. Complaint - Gifts and Benefits

Upon receiving a formal written complaint, not deemed to be frivolous or vexatious, that a gift or benefit was received contrary to the conditions set out herein, the Integrity Commissioner shall examine the disclosure statement to ascertain whether the receipt of the gift or benefit might, in his/her opinion, create a conflict between a private interest and the public duty of the member. In the event that the Integrity Commissioner makes that preliminary determination, he/she shall call upon the member to justify receipt of the gift or benefit.

Code of Conduct (Council, Committees of Council, Local Boards)

Should the Integrity Commissioner determine that receipt of the gift or benefit was inappropriate, he/she may recommend that Council direct the member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, forfeit the gift or remit the value of the gift or benefit already consumed to the Township; or such other action as the Integrity Commissioner deems to be appropriate.

10. Opportunity to Comment

The Integrity Commissioner will proceed as follows, except where otherwise required by the Public Inquiries Act:

- a) serve the complaint and supporting material upon the member whose conduct is in question with a request that a written response to the allegation be filed within ten days; and
- b) serve the complainant with a copy of the member's written response with a request that the complainant provide a written reply within ten days.

If necessary, after reviewing the written materials, the Integrity Commissioner may speak to anyone relevant to the complaint, access and examine any of the information described in Section 223.4(2) of the Municipal Act, 2001 and may enter any municipal or local board work location relevant to the complaint for the purposes of investigation and settlement.

Prior to issuing a report finding a violation of the Code of Conduct on the part of any member, the member will have 10 days notice to respond in writing the Integrity Commissioner on their findings and any recommended sanction.

11. Interim Reports

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

12. Final Report

The Integrity Commissioner shall publicly report the general findings of his/her investigation to the complainant and the member no later than 90 days after the making of the complaint. That report shall indicate when the Integrity Commissioner anticipates presenting his/her recommended corrective action(s) for Council's consideration.

Where the complaint is sustained in whole or in part, the Integrity Commissioner shall also publicly report to Council outlining the findings, and/or recommended corrective action(s).

Where the complaint is dismissed, other than in exceptional circumstances, the Integrity Commissioner shall not report to Council or the local board except as part of an annual or other periodic report.

13. Lawful Recommendations

Any recommended corrective action must be permitted in law and shall be designed to ensure that the inappropriate behaviour or activity does not continue.

Code of Conduct (Council, Committees of Council, Local Boards)

Section 223.3 of the Municipal Act, 2001 authorizes Council to impose either of two penalties on a member of Council or local board following a report by the Integrity Commissioner that, in his/her opinion, there has been a violation of the Code of Conduct:

- a) a reprimand; or
- b) suspension of the remuneration paid to the member in respect of his or her services as a member of Council or local board, as the case may be, for a period of up to 90 days.

The Integrity Commissioner may also recommend that Council or a local board take the following actions:

- a) Removal from membership from an advisory committee or local board;
- b) Removal as Chair of a Committee or local board;
- c) Repayment or reimbursement of moneys received;
- d) Return of property or reimbursement of its value; or
- e) A request for an apology to Council, the complainant, or both

14. Member not Blameworthy

If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or that a contravention occurred although the member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report and shall recommend that no penalty be imposed.

15. Report to Council

The Township Clerk shall process the Integrity Commissioner's report for the next meeting of Council. Said report shall remain confidential until the matter has received complete and final disposition by the Integrity Commissioner and has been reported out to the members of Council through the Township Clerk.

16. Duty of Council/ Local Board

Council shall consider and respond to the report within 90 days after the day the report is laid before it.

17. Confidentiality

A complaint will be processed in compliance with the confidentiality requirements in Section 223.5 of the Municipal Act, 2001, which are summarized in the following subsections:

- a) The Integrity Commissioner and every person acting under her/his instructions shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of any investigation except as required by law in a criminal proceeding or in accordance with the provisions of Section 223.5(1) of the Municipal Act, 2001.

Code of Conduct (Council, Committees of Council, Local Boards)

- b) Pursuant to Section 223.5(3) of the Municipal Act, 2001, this Section prevails over the Municipal Freedom of Information and Protection of Privacy Act.
- c) If the Integrity Commissioner reports to the municipality his/her opinion about whether a member of Council or advisory committee has contravened the applicable Code of Conduct, the Integrity Commissioner may disclose in the report such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report.
- d) The municipality shall ensure that reports received from the Integrity Commissioner are made available to the public upon the matter being reported out to the members of Council. Neither the Integrity Commissioner nor any person acting under the instructions of the Integrity Commissioner is a competent or compellable witness in a civil proceeding in connection with anything done under this Part.
- e) if the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act or of the Criminal Code of Canada, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge have been finally disposed of, and shall report the suspension to Council through the Township Clerk.

18. Integrity Commissioner Vacancy

Should the office of Integrity Commissioner become vacant, the Code of Conduct remains in effect and all members shall abide by the provisions set out therein. When a vacancy occurs, all formal complaints shall be held in abeyance until such time as a new Integrity Commissioner has been appointed; or an interim measure enacted to enable the complaint to be addressed within a reasonable amount of time. For example the Township could engage the services of an Integrity Commissioner from another local municipality as a potential interim measure.

19. Reprisals and Obstructions

Members shall respect the integrity of the Code of Conduct and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is therefore prohibited. It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner in the carrying out of his/her responsibilities, as, for example, by the destruction of documents or the erasing of electronic communications.

Code of Conduct (Council, Committees of Council, Local Boards)

Appendix "A"

Formal Complaint Procedure Affidavit

Please note that signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46, and also to civil liability for defamation.

AFFIDAVIT OF _____ [full name]

I, _____ [full name], of the [City, Town, etc of] _____ [municipality of residence] in the Province of Ontario MAKE

OATH AND SAY [or AFFIRM]:

1. I have personal knowledge of the facts as set out in this affidavit, because _____ [insert reasons e.g. I work for . . . I attended the meeting at which . . . etc].

2. I have reasonable and probable grounds to believe that a member of Township of Woolwich Council or committee or local board, _____ [specify name of member], has contravened section(s) _____ [specify section(s)] of the Code of Conduct. The particulars of which are as follows:

[Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please attach a separate page. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this affidavit.]

Multiple horizontal lines for writing the statements of fact.

Code of Conduct (Council, Committees of Council, Local Boards)

This affidavit is made for the purpose of requesting that this matter be reviewed and for no other purpose.

SWORN [*or AFFIRMED*] before me at the

[*City, Town, etc of*] _____)

_____ in the)

Province of Ontario on this _____ day of)

_____, _____.)

)

_____)

[*Signature of commissioner*])

A Commissioner for taking affidavits, etc.)

[*Signature of Complainant*]