



ADR
CHAMBERS

Integrity Commissioner Office
for the Town of Richmond Hill

**ADR CHAMBERS INTEGRITY COMMISSIONER OFFICE
FOR THE TOWN OF RICHMOND HILL**

CONSENT AND CONFIDENTIALITY AGREEMENT

The Office of the Integrity Commissioner for the Town of Richmond Hill ("OIC") acknowledges receipt of your complaint against one or more Member(s) of Council.

By signing this letter, you are indicating that you agree with its contents.

You confirm that:

- Your dispute has been submitted to the Town Clerk for forwarding to the OIC; and
- Your dispute relates to the application of the Code of Conduct for Members of Council and/or the application of any procedures, rules and policies of the Town governing ethical behaviour of Members of Council

You agree to keep confidential all communications and information from the OIC, including correspondence and draft and final investigation reports. A final investigation report will cease to be confidential once it is included on a Town Council open session agenda. The final investigation report will include your identity as the complainant as well as that of the Member the complaint was made against. Any information arising out of the investigation process that is not included in a final investigation report will remain confidential.

The OIC will disclose information received from you to the Member(s) of Council whose conduct is complained of and other parties relevant to the investigation.

The OIC will disclose to you the information it receives from the Member(s) of Council whose conduct is complained of and other parties relevant to the investigation.

No employee, contractor, or subcontractor of the OIC is liable for anything done or omitted to be done during the OIC process, unless that person is negligent.

The OIC reserves the right to terminate the investigation at any time if it determines that the complaint is frivolous, vexatious, or is made in bad faith.

For purposes of this agreement, "OIC" also refers to ADR Chambers Inc.

Please indicate your understanding of and agreement to the content of this letter by signing it and returning a signed copy to **ADR Chambers Office of the Integrity Commissioner at 180 Duncan Mill Road, 4th Floor, Toronto, Ontario, M3B 1Z6 or by fax at 1-877-862-8825**. The investigation cannot commence until the OIC receives a signed copy of this letter.

We recommend that you seek independent legal advice before signing this letter if you do not understand any part of it or have any concerns about its content.

I understand and agree to the contents of this letter:

Complainant - Signature

Print Name

Date

Complainant # 2 - Signature

Print Name

Date