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C H A M B E R S

Integrity Commissioner Office
for the Town of Richmond Hill

December 20, 2018

Sent by email to:

His Worship David Barrow and Members of Council
care of: Director of Legislative Services and Town Clerk
Town of Richmond Hill
225 East Beaver Creek Road
Richmond Hill, Ontario L4B 3P4
stephen.huycke@richmondhill.ca

Dear Sirs and Madams:

Re: ADR Chambers as the Office of the Integrity Commissioner – Annual Report

Summary

Thank you for the opportunity to act as the Office of the Integrity Commissioner for the Town of Richmond Hill over the past six months. As you know, the Office of the Integrity Commissioner's role is to help Members of Council ensure that they are performing their functions in accordance with their Code of Conduct, and applicable municipal legislation. The Office of the Integrity Commissioner is also able to educate and provide advice to Members of Council on matters relating to their ethical behaviour as it related to the Code of Conduct and other relevant legislation.

The Office of the Integrity Commissioner is also responsible for receiving, assessing, and investigating appropriate complaints made by Council, Members of Council, and the public, with respect to alleged breaches of the Code of Conduct made by Members of Council.

We are hereby providing our Annual Report for the First Operating period of the Office of the Integrity Commissioner from the period of June 27, 2018 to December 27, 2018 (herein referred to as the *Term*).

Data

The Office of the Integrity Commissioner received three complaints during the Term. The first complaint was brought to the Office of the Integrity Commissioner on July 10, 2018 (from hereon out referred to as the *July 2018 Complaint*). The second and third



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complaints were brought to the Office of the Integrity Commissioner on December 19, 2018 and December 20, 2018, respectively (collectively referred to as the *December 2018 Complaints*).

The July 2018 complaint was investigated and completed by the Office of the Integrity Commissioner.

Two files have been opened regarding the December 2018 Complaints. Both files are in the preliminary stages of being investigated.

There were no complaints received, to date, that the Office of the Integrity Commissioner refused to investigate. Further, there were no complaints received that were outside of the jurisdiction of the Office of the Integrity Commissioner, or that were deemed to be vexatious, frivolous, or abusive.

Investigation

The July 2018 Complaint involved the actions of a Councillor that were allegedly in contravention of Section 7 of the Code of Conduct.

Section 7 of the Code of Conduct States: *All members have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation...*

The result of the July 2018 Complaint was that the Councillor was found to have engaged in communications with the Complainant that were ill-advised and inappropriate.

Files have been opened for both of the December 2018 Complaints and investigations shall commence shortly.

Requests for Advice

A Councillor sought advice with respect to whether he or she could accept an invitation to participate as a radio host on a local radio station. The Office of the Integrity Commissioner: (a) responded to this request in writing; and, (b) advised that there was no apparent conflict in this activity. The Office of the Integrity Commissioner cautioned the Councillor that in their role as radio host, the Councillor must ensure not to disclose or publicize any confidential information. Furthermore, the Councillor must refrain from publicly criticizing, in any media, any staff members employed by the Town of Richmond Hill.



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It has been our continued honour and pleasure to assist the Town of Richmond Hill with our work in the Office of the Integrity Commissioner. We look forward to continuing to provide the highest quality of Integrity Commissioner services to the Town of Richmond Hill.

Yours Truly,
ADR Chambers INC.

Deborah C. Anschell
Office of the Integrity Commissioner
for the Town of Richmond Hill

Please accept the photographed signature as an electronic signature in compliance with the *Electronic Commerce Act, 2000*.