Policy

Council Code of Conduct

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1.0 Policy Statement

The Corporation of the City of Brockville is committed to achieving the highest quality of municipal governance by encouraging high standards of conduct on the part of all Members of Council and Local Boards.

2.0 Purpose

Subsection 223.2(1) of the *Municipal Act*, *2001* requires a municipality to establish codes of conduct for Members of Council and its Local Boards.

This Code of Conduct sets minimum standards for the behaviour of Members in carrying out their functions, to ensure that Members:

a) Understand the standards of conduct that are expected of them; and
b) Act in a way that enhances public confidence in local government.

It is not intended to replace personal ethics.

This Code of Conduct is a complement to applicable laws, which include:

- The *Municipal Act, 2001*;
- The *Municipal Conflict of Interest Act*;
- The *Municipal Elections Act, 1996*;
- The *Municipal Freedom of Information and Protection of Privacy Act*; and
- The *Ontario Human Rights Code.*

This Code of Conduct also sets out the role of the Integrity Commissioner appointed by the Council of the Corporation of the City of Brockville under the authority of subsection 223.3(1) of the *Municipal Act, 2001.*

3.0 Application

This Code of Conduct applies to Members of Council (including the Mayor) and Local Boards.

4.0 Definitions

"Council" means the Council of the Corporation of the City of Brockville

"Code of Conduct" means this Code of Conduct

"Local Board" means a local board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities including the City of Brockville but does not include the Brockville Police Services Board or the Brockville Public Library Board, a school board, a hospital board or a conservation authority.

"Integrity Commissioner" means the Integrity Commissioner appointed by Council as contemplated by Section 12.0.

"Member" means a member of Council (including the Mayor) or a Local Board

5.0 General Principles

The following key statements of principle are intended to guide Members and assist with the interpretation of their role and responsibilities as set out in the Code of Conduct:

In performing their functions, Members

a) Are committed to doing so with integrity, accountability and transparency;
b) Recognize that the public has a right to open government and transparent decision making;
c) Shall at all times serve and be seen to serve the interests of the residents of Brockville in a conscientious and diligent manner and approach decision making with an open mind; and
d) Shall avoid the improper use of the influence of their office and shall avoid conflicts of interest, both apparent and real

6.0 Confidential Information

By virtue of their positions, Members may acquire confidential information. This includes, among other things, confidential business and personal information and confidential information concerning the decisions and decision processes of Council and Local Boards.

Members shall not:

a) Use confidential information other than to discharge their responsibilities as Members;
b) Disclose the substance or deliberations of matters discussed in closed meetings of Council, where the matters remain confidential; or
c) Disclose any confidential information to any person not entitled to it.

7.0 Conduct Towards Others

Members shall treat other Members, staff and the public with respect and without abuse, bullying, or intimidation.

Members shall not make statements that they know to be false or that would reasonably be expected to be misleading.

Members shall conduct themselves with decorum at all meetings and in all other instances where they serve as representatives of the City.

This section encompasses all types of communications by Members that are relevant to their responsibilities as Members, and among other things includes communications made in person, electronically and through social media.

8.0 Respect for the Role of Staff

Members shall respect the role of City staff. Members acknowledge that under the direction of the City Manager, the role of City staff is:

a) To serve the City as a whole, as evidenced through the decisions of Council, and not to serve the interests of individual Members; and
b) To provide neutral and objective advice.

Members shall not:

a) Criticize the work of staff or criticize staff personally;

b) Act in a way that is likely to injure the professional or ethical reputation of staff;
c) Act in a way that is likely to interfere with the ability of staff to do their job effectively;
d) Compel or pressure staff to engage in political activities or subject staff to threats or reprisals for refusing to engage in such activities; or
e) Use, or attempt to use, their authority or influence to intimidate, coerce, or inappropriately influence any staff member

9.0 Use of Municipal Resources

In order to fulfill their roles, Members may have access to the City's municipal resources. Municipal resources include, among other things, buildings, equipment, services, staff, supplies and intellectual property.

Members shall not:

a) Use, or permit the use of municipal resources other than for purposes connected with the discharge of their duties as Members;
b) Obtain financial gain from the use or sale of municipal resources; or
c) Use municipal resources for election-related activity. In this context, election-related activity means both the promotion and opposition to the election of a candidate for elected office. It includes campaigns for office in any level of government both by the Member personally and by others.

10.0 Council and Board Policies and Procedures

Members shall adhere strictly to the by-laws, policies and procedures established by Council and/or its Local Boards that are applicable to them as Members of Council and/or Local Boards.

11.0 Gifts, Hospitality and Other Benefits

Members are expected to perform their responsibilities with impartiality and objectivity, and in a way that does not create any appearance of possible bias. The acceptance of a gift, hospitality, entertainment or other benefit that has more than a nominal value can create the appearance of bias on the part of the Member.

Members shall not accept any benefit that would appear to a reasonable member of the public to be in gratitude for influence, intended to induce influence, or otherwise to go beyond the necessary and appropriate public

functions of Members. In this context, a benefit provided with the Member's knowledge to a Member's spouse, child or parent as defined in the *Municipal Conflict of Interest Act*, is deemed to be a benefit to that Member.

Members shall not accept any benefit from anyone doing business with the City or seeking to do business with the City, or anyone known to the Member to be representing such a person.

The following are exceptions to the general prohibitions on the acceptance of Gifts, Hospitality and Benefits:

a) A Member is permitted to retain tokens, mementoes, souvenirs, or similar items with an apparent value of up to $100.00 each that are received as an incident of protocol or a social obligation that normally accompanies the responsibilities of office. If a Member receives a token, memento souvenir or similar item with an apparent value of more than $100, the Member shall give this item immediately to the City Clerk, and the item will be the property of the City.

b) A Member is permitted to accept event tickets. Within 30 days of the end of each calendar year, the Member shall inform the Clerk in writing of any tickets received during the year that had a value of more than $50 each. In so informing the Clerk, the Member shall indicate the event, the value of the ticket, the source of the ticket and the person who used the ticket.

12.0 Conflict of Interest

A Member who has a direct or indirect pecuniary interest in any matter that is before them in a meeting of Council or a Local Board shall take the following steps:

a) Disclose the general nature of the Member's interest prior to any consideration of the matter in the meeting;
b) Refrain from participating in the discussion of the matter or in any vote concerning the matter; and
c) Refrain from attempting to influence the voting on the matter, before, during or after the meeting

These requirements do not apply in situations where the Member's interest is so remote or insignificant by its nature that it cannot reasonably be regarded as likely to influence the Member.

13.0 Respect for the Code of Conduct

Members shall:

a) Respect the Code of Conduct and inquiries concerning the Code of Conduct and *Municipal Conflict of Interest Act* conducted by the Integrity Commissioner, and co-operate in every way possible in securing compliance with the application and enforcement of the Code of Conduct;
b) Not threaten or cause reprisal against any person for requesting an inquiry by the Integrity Commissioner or providing information in the context of an inquiry; and
c) Shall not obstruct the Integrity Commissioner, or any municipal official involved in applying or furthering the principles or requirements of the Code of Conduct.

14.0 Role of the Integrity Commissioner

In accordance with section 223.3 of the *Municipal Act, 2001* the City shall appoint an Integrity Commissioner who is an independent officer reporting directly to Council and who is responsible for carrying out functions in accordance with the *Municipal Act, 2001* and any other functions assigned by Council.

The Integrity Commissioner shall provide the following services in accordance with the attached Integrity Commissioner Procedures.

14.1 Advice

Upon request, the Integrity Commissioner shall:

a) Provide written advice to Members of Council, and Local Boards with respect to their obligations under the Code of Conduct and the *Municipal Conflict of Interest Act*. Members are encouraged to seek such advice; and
b) Review the Code of Conduct to ensure it accurately reflects best practices for the conduct of members of Council and Local Boards

14.2 Complaint Inquiries

The Integrity Commissioner shall conduct inquiries concerning complaints that Members have allegedly violated the Code of Conduct or the *Municipal*

Conflict of Interest Act, in accordance with the attached Integrity Commissioner Procedures.

14.3 Education

Upon request, the Integrity Commissioner shall educate Members on the Code of Conduct, the *Municipal Conflict of Interest Act* and the complaint inquiry process.

14.4 Annual Report

The Integrity Commissioner shall deliver an annual report to Council summarizing the inquiries, advice and education provided during the previous calendar year. The annual report shall not disclose confidential information that could identify a person concerned.

15.0 Penalties

Section 223.4(5) of the *Municipal Act, 2001* provides that if the Integrity Commissioner reports to Council that in their opinion a Member has contravened the Code of Conduct, Council may impose either of the following penalties:

a) A reprimand; or
b) A suspension of remuneration paid to the Member in respect of their services as a Member for up to ninety days.

Council also has the power to take any or all of the following actions:

- Remove the Member as a member of a Committee of Council or of a Local Board;
- Remove the Member as the Chair of a Committee of Council or of a Local Board;
- Request the repayment of monies received by the Member;
- Request the return of property received by the Member or reimbursement by the Member of its value; and
- Request the Member issue a formal written or verbal apology.

16.0 Review of the Code of Conduct

The Code of Conduct will be reviewed in each term of Council by Council in conjunction with the Integrity Commissioner.

Integrity Commissioner Procedures

1. Advice

(i) Members seeking information about their responsibilities under the Code of Conduct or the *Municipal Conflict of Interest Act* are encouraged to request advice from the Integrity Commissioner.

(ii) A request by a Member for advice from the Integrity Commissioner shall be made in writing. If the Integrity Commissioner provides such advice, that advice shall be in writing.

(iii) The Integrity Commissioner will provide advice within 10 days of receiving the request for the advice. However, if it is not possible to submit a request for advice 10 days in advance of when the advice is needed, the Integrity Commissioner will make best efforts to respond in a shorter timeframe.

(iv) Advice provided by the Integrity Commissioner to a Member is confidential but may be released with the Member's written consent. However, if a Member releases only a part of the advice, the Integrity Commissioner may release part or all of the advice without obtaining the Member's consent.

2. Complaint Investigation

Filing of Formal Complaint

(i) Any individual who identifies behavior by a Member they believe is in contravention of the Code of Conduct or the *Municipal Conflict of Interest Act,* may file a written complaint requesting an inquiry by the Integrity Commissioner.

(ii) A complaint must be filed within six weeks of the complainant becoming aware of the alleged contravention. In addition, for Code of Conduct complaints, the complaint must be filed within six months of when the alleged contravention occurred.

(iii) If a Code of Conduct complaint concerns an alleged course of conduct that took place over a period of time, the complaint must be filed within six weeks of when the complainant became aware of the most

recent conduct, and within six months of when the most recent conduct occurred.

(iv) Every complaint shall be in writing and shall provide the information requested in the complaint form attached to these Procedures.

(v) A complaint that a Member has contravened the Code of Conduct must include an affidavit containing the information in the affidavit form attached to these Procedures.

(vi) A complaint that Member has contravened the *Municipal Conflict of Interest Act* must include a statutory declaration containing the information in the statutory declaration format that is attached to these Procedures.

(vii) Complaints shall be submitted to the Clerk's Office and the Clerk shall forward the complaint to the office of the Integrity Commissioner. If the Integrity Commissioner receives a complaint directly, the office of the Integrity Commissioner shall so inform the Clerk.

Complaints Not Accepted for Inquiry

If the Integrity Commissioner considers that a complaint:

a) Is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the *Municipal Conflict of Interest Act* or is covered by a different complaint process or litigation;

b) Was not filed within the required timeframe; or

c) Is frivolous, vexatious or not made in good faith,

the Integrity Commissioner shall not conduct an inquiry and shall communicate this decision in writing to the complainant and the City Clerk, explaining the reason for the decision. Complainants will be redirected to relevant legislation/investigative bodies (Ombudsman, IPC, for example), where possible.

Complaints Not Subject to Full Inquiry

(i) Where a Member has sought and followed advice from the Integrity Commissioner and the conduct in question is subsequently the subject

of a complaint, the Integrity Commissioner will determine if the facts set out in the advice are still applicable.

(ii) If so, the Integrity Commissioner may determine in a summary manner that there has been no contravention of the Code of Conduct, or that, in the opinion of the Integrity Commissioner, there has been no contravention of the *Municipal Conflict of Interest Act*, and shall complete the inquiry on that basis.

(iii) If at any time following receipt of a complaint or during an inquiry the Integrity Commissioner believes that there may be an opportunity to resolve the complaint without completing an inquiry, the Integrity Commissioner will pursue this opportunity with the Member and the complainant. If this effort is successful, the Integrity Commissioner will not commence or continue an inquiry.

Inquiry Process

(i) When the Integrity Commissioner has accepted a complaint for inquiry, the Integrity Commissioner shall so advise the Clerk, and the Clerk shall provide notice of this to Council by way of confidential internal communication. In advising the Clerk and Council, no information concerning the complaint shall be provided other than the fact that there is a complaint that will be the subject of inquiry, and whether it is a complaint under the Code of Conduct or the *Municipal Conflict of Interest Act.*

(ii) Before the Integrity Commissioner proceeds with any inquiry, the complainant will be required to sign a Consent and Confidentiality Agreement in the attached form, which outlines the confidential nature of the complaint process and the expectations for the complainant in this regard.

(iii) Within 10 days of determining that an inquiry will proceed, the Integrity Commissioner will provide the complaint and any supporting material submitted by the complainant to the Member whose conduct is the subject of the complaint, and request that the Member provide any response in writing to the Integrity Commissioner within 10 days.

(iv) The Integrity Commissioner will provide to the complainant a copy of any response from the Member, with a request that the

complainant provide any written reply to the Member's response within 10 days. The Integrity Commissioner will provide a copy of any such written reply to the Member.

(v) If the Integrity Commissioner deems it relevant for purposes of an inquiry or potential resolution of a complaint, the Integrity Commissioner may speak to anyone, access and examine any documents or electronic materials and enter any work location of the City.

(vi) The Integrity Commissioner may extend deadlines at the Integrity Commissioner's discretion.

3. Reporting

Code of Conduct Complaint Reporting

(i) After completing an inquiry concerning an alleged violation of the Code of Conduct the Integrity Commissioner shall prepare a report which shall contain findings of fact and conclusions as to whether a contravention of the Code of Conduct has occurred. If the Integrity Commissioner determines that there has been a contravention of the Code of Conduct, the Integrity Commissioner shall recommend what action, if any, Council should take as a result.

(ii) Subject to the provisions below concerning municipal election periods, the Integrity Commissioner shall generally issue the report on an inquiry concerning a Code of Conduct complaint no later than 90 days after receipt by the Integrity Commissioner of the complaint.

(iii) Before the Integrity Commissioner issues the report on an inquiry, the Integrity Commissioner shall give both the complainant and the Member an opportunity to comment on a draft version of the report. The Integrity Commissioner shall provide the final version of the report to both the complainant and the Member.

(iv) The Integrity Commissioner may issue interim reports where appropriate in the context of an inquiry, including in situations where it does not appear that the Integrity Commissioner will be able to meet the 90 day timeframe.

(v) The Integrity Commissioner may recommend one or more of the penalties set out in section 15 of the Code of Conduct.

(vi) If the Integrity Commissioner determines that a contravention of the Code of Conduct has occurred but:

a) The Member took all reasonable measures to prevent it;
b) It was trivial;
c) It was committed through inadvertence; or
d) It resulted from an error of judgment made in good faith

the Integrity Commissioner may so state in the inquiry report and, if appropriate, make a recommendation that Council take no action as a result of the contravention.

Municipal Conflict of Interest Act Reporting

(i) As provided in the *Municipal Act, 2001*, subject to the provisions below concerning municipal election periods, the Integrity Commissioner shall complete inquiries concerning *Municipal Conflict of Interest* complaints within 180 days of receiving completed requests for inquiry.

(ii) After completing an inquiry concerning an alleged contravention of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall prepare a report containing the Integrity Commissioner's view on whether the Integrity Commissioner should apply to a judge for a determination of whether a contravention of the *Municipal Conflict of Interest Act* has occurred.

(iii) If the Integrity Commissioner is of the view that it is not appropriate to apply to a judge, the Integrity Commissioner shall explain the reasons for this view in the report.

(iv) If the Integrity Commissioner is of the view that it is appropriate to apply to a judge, the Integrity Commissioner will allow Council an opportunity to provide recommendations to the Integrity Commissioner as to whether the Integrity Commissioner should make such an application. The Integrity Commissioner will consider Council's recommendation, but the decision on whether to apply to a judge will be in the Integrity Commissioner's sole discretion.

Reporting to Council

(i) Where a complaint concerning a Code of Conduct complaint is sustained in whole or in part, the Integrity Commissioner shall submit the report on the inquiry to Council. At its next regular meeting (or any appropriate special meeting prior to its next regular meeting) Council shall consider the report and determine whether to accept its recommendations.

(ii) Where no part of the complaint is sustained, the Integrity Commissioner will not submit to Council the report on the inquiry, or any specifics concerning the inquiry. The Integrity Commissioner will report to Council on the inquiry only as part of the general information and statistics on Integrity Commissioner activity that are included in the Integrity Commissioner's annual report.

4. Timing of Complaints in Relation to Municipal Elections

(i) In the year of a municipal election, no inquiry shall be commenced or continued, nor shall the Integrity Commissioner report to Council respecting an inquiry, within the period between nomination day and six weeks following voting day, except as provided in Section 223.4 and 223.4.1 of the *Municipal Act, 2001.*

(ii) Reports for completed inquiries must be issued by the Integrity Commissioner on or before nomination day.

(iii) Inquiries for complaints that are not completed as of nomination day shall be terminated on nomination day.

(iv) The Integrity Commissioner may re-commence an inquiry that is terminated on nomination day if the complainant submits a written request to the Integrity Commissioner within six weeks after voting day.

(v) In addition, between nomination day and voting day:

a) No complaint shall be filed;
b) The Integrity Commissioner shall not report to Council concerning an ongoing inquiry; and
c) Council shall not consider whether to impose any penalty on

a Member subsequent to an inquiry.

(vi) In the event that a complainant became aware of an alleged contravention within the six weeks prior to nomination day, the complainant may apply to the Integrity Commissioner within six weeks after voting day, to request that the Integrity Commissioner commence an inquiry. In this request, the complainant must include a statutory declaration attesting to the fact that the complainant became aware of the contravention within the six weeks prior to nomination day.

5. Confidentiality

(i) The Integrity Commissioner shall preserve confidentiality of the complainant and complaint inquiry where reasonably possible, except where appropriate to pursue the inquiry as contemplated by these Integrity Commissioner Procedures and as required by law.

(ii) When the Integrity Commissioner submits a report to Council, the identities of the complainant and the Member who is the subject of the complaint shall not be treated as confidential if the Integrity Commissioner considers that it is appropriate to disclose the identity of one or both of them.

ADR CHAMBERS Integrity Commissioner Office for the City of Brockville

Code of Conduct and Municipal Conflict of Interest Act – Complaint Form

This form will be used by the Integrity Commissioner to conduct inquiries under s. 223.4 and 223.4.1 of the *Municipal Act, 2001*, as amended (the "Act").

Complainant Contact Information Box

Complainant's Full Legal Name:
_____

Complainant's Full Address:
_____

_____

_____

Tel (daytime) _____ Other Number:
_____

Complainant's Email address:
_____

Filing a Complaint

1. A complaint about whether a Member of Council or of a Local Board has contravened the Code of Conduct (the "Code") may be made by a member of the public, Brockville staff, or a Member of Council or a Local Board. A complaint about whether a Member of Council or a Local Board has contravened the *Municipal Conflict of Interest Act* (the "MCIA") may be made by an elector or a person demonstrably acting in the public interest.

2. In accordance with section 223.4(9) of the Act, no complaint may be submitted during a municipal election year in the time period between nomination day and voting day.

3. A complainant is required to provide the following information:

a) The name of the Member alleged to have contravened the Code and/or the MCIA;
b) The sections of the Code and/or MCIA allegedly contravened by the Member;
c) The date, time, and location of the alleged contravention(s);
d) An explanation as to why the complainant believes that the issue raised may be a contravention of the Code and/or MCIA;
e) Any other evidence in support of the allegation; and
f) The full contact information for the complainant, including mailing address, telephone number, and email address.

4. For Code complaints, a complainant is also required to complete an affidavit containing the information in the attached form. For MCIA complaints, a complainant is also required to complete a statutory declaration containing the information in the attached form. An affidavit and/or statutory declaration must be signed and sworn or affirmed before the City Clerk, the Deputy City Clerk, a Notary Public, or a Commissioner for Taking Affidavits, on payment of any associated fee.

5. Return the original completed form and affidavit and/or statutory declaration to the City Clerk at the following address during regular business hours: Brockville City Hall, 1 King St. W, Brockville, ON K6V 7A5. The City Clerk will then forward it to the Integrity Commissioner.

Personal Information Collection Notice

Personal information collected on this form is collected under the authority of section 10(1), 223.1 and 223.8 of the *Municipal Act, 2001,* as amended, and will be used by the Integrity Commissioner to carry out an inquiry under the Act. This form will be shared with the Integrity Commissioner and may be shared by the Integrity Commissioner with any persons the Integrity Commissioner deems necessary as part of any inquiry. Questions regarding the collection of personal information on this form can be directed to the Clerk, City of Brockville at (613) 342-8772, 1 King Street West, Brockville, ON, K6V 7A5.

Affidavit of Complainant

I _____ of the of _____ of _____,
[Full legal name] [City, Town etc.] [Name of Municipality]

in the Province of Ontario, make oath and say (or affirm):

1. I have reasonable grounds to believe that _____, a Member of Council/a Local Board,
[Name of Member]

   has contravened the following provisions of the Code of Conduct _____
   _____
   _____.
   [List specific section(s) of the Code of Conduct]

2. The particulars of this belief are outlined in the attached Schedule A.

   [On Schedule A, the Complainant should clearly outline all the reasons why they believe the Member of Council/a Local Board has contravened the Code, including applicable date(s), time(s) and location(s). Any supporting documents and evidence should be listed in Schedule A. Additional Schedule A pages can be added as required.]

3. That I make this affidavit in support of my formal complaint that the named Member of Council/a Local Board has contravened the Code and for no improper purpose.

Sworn (or Affirmed) before me at the

_____
[Name of Municipality]

In the Province of Ontario on this _____ day

of _____ [month], _____[year]

_____
Complainant's Signature

_____
A Commissioner for Taking Affidavits, etc.

Statutory Declaration of Complainant

I, _____ *[name of Applicant]*, solemnly declare that I became aware not more than six weeks ago of the alleged contravention of the *Municipal Conflict of Interest Act* by the Council or Local Board Member as described in Schedule A. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at _____ *[City/Town],*

In the Province of_____,

This _____ day of _____ *[month]*, _____ *[year]*.

_____

Complainant's Signature

_____

A Commissioner for Taking Affidavits, etc.

Schedule A to the Affidavit and/or Statutory Declaration of

_____ [Complainant's Full Legal Name]

Clearly outline all the reasons why you believe the Member of Council/a Local Board has contravened the sections of the Code and/or MCIA identified in the complaint form, and include applicable dates, times, and locations. Any supporting documents or evidence should be listed in this Schedule and attached. You may attach additional Schedule A pages as required.

Integrity Commissioner ("IC") and Office of the Integrity Commissioner ("OIC") for the City of Brockville

CONSENT AND CONFIDENTIALITY AGREEMENT ("Agreement")
IC-XXXXX-XXXX

The Integrity Commissioner (IC) for the City of Brockville acknowledges receipt of your complaint against one or more Member(s) of Council/a Local Board.

By signing this Agreement, you are acknowledging, accepting, and agreeing with the terms, as set out herein.

You agree that your complaint relates to the application of the Code of Conduct for Members of Council/Local Boards and/or the application of any procedures, rules and policies of the City governing behavior of Members of Council/Local Boards and/or the provisions of the *Municipal Conflict of Interest Act* ("MCIA").

You agree to keep confidential all communications and information from the IC and the OIC, including correspondence and draft and final inquiry reports. A final inquiry report will cease to be confidential once it is included on a Municipal Council open session agenda. The final inquiry report may include your identity as the complainant as well as the identity of the Member the complaint was made against.

Any information arising out of the inquiry process that is not included in a final inquiry report will continue to be held in confidence by you.

The IC and/or the OIC may disclose information received from you to the Member(s) of Council/Local Boards whose conduct is complained of and other parties relevant to the inquiry.

The IC and/or the OIC may disclose to you the information it receives from the Member(s) of Council/Local Boards whose conduct is complained of and other parties relevant to the inquiry.

No employee, contractor, or subcontractor of the IC and/or the OIC is liable for anything done or omitted to be done during the complaint and inquiry and report process.

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

For the purposes of this Agreement, "OIC" also includes ADR Chambers Inc.

Please indicate your understanding of and agreement to the content of this Agreement by signing it and returning a signed copy by:

- Email to integrity@adr.ca;
- Fax to 1-877-862-8825 or 416-362-8825; or
- Mail to
  Office of the Integrity Commissioner
  ADR Chambers Inc.
  2001 Sheppard Avenue East, Suite 200
  North York, ON
  M2J 4Z8

If you do not understand any part of this Agreement, or you have any concerns about the content of this Agreement, you should obtain independent legal advice before signing it.

I, _____ [Print Name], understand and agree to the contents of this Agreement:

_____
Complainant – Signature

_____
Date