

**OFFICE OF THE INTEGRITY
COMMISSIONER**

TO: Mayor and Members of Council
FROM: Suzanne Craig, Integrity Commissioner
RE: Office of the Integrity Commissioner Periodic Report

Integrity Commissioner Remarks:

In fulfilment of my role as the Town's appointed Integrity Commissioner pursuant to the rules of Part V.1 of the *Municipal Act*, I respectfully submit the 2023-2024 Report of the Office of the Integrity Commissioner for the Town of Oakville for Council's consideration and receipt. Subsection 223.6(1) of the *Municipal Act* states that the Integrity Commissioner shall provide a periodic report to the municipality on his or her activities. This Report covers the period from the beginning of my mandate of August 1, 2023 to September 16, 2024.

In addition to the receipt of formal and informal complaints under the Council Code of Conduct for Members of Council and Local Boards (the "Code"), this Office received informal inquires that related to areas that went beyond the mandate of the Office. In such situations, I advised individuals that my jurisdiction does not extend to matters relating to Council decisions regarding City-wide issues or enforcement matters, given the statutory limitations imposed on the Integrity Commissioner by the *Municipal Act*.

In the reporting period covered by this Periodic Report, there were 7 formal complaints brought forward my Office under the formal complaint process. I also received 2 informal Code of Conduct complaints. Following my preliminary review of 2 formal complaints, I determined that the allegations did not constitute an alleged violation of any provision of the Code of Conduct. The complaints were about the substance, interpretation and application of rules of the Procedure debated and approved and the effect of this Council decision. As Integrity Commissioner, I do not have jurisdiction to make findings on actions, decisions or omissions of Council as a decision-making body. The matter subject of this Complaint is about procedural rules of the Town and what is within the jurisdiction of Town Council to debate and receive. In another formal complaint, I determined that the matter related to a Member of Council's in their personal capacity and the matters subject of this complaint were not matters pertaining

to their role as Council Member. I determined that the matter was not an accountability and transparency matter related to actions of a Member in their role as Councillor. The complaint related to civil matters for which the Integrity Commissioner does not have jurisdiction to pursue enforcement.

One formal complaint was dismissed due to the alleged incident having occurred beyond the limitation period, another because I determined there were no grounds to commence an investigation. Finally, with 2 formal complaints which I decided to consolidate given that the substance of the complaints were the same, I dismissed the complaints and exercised my discretion to report my reasons for the dismissal to Council.

Code of Conduct Related Inquiries

From Members of Council	From the Public	From staff	Total Inquiries
4	22*	3	29

*multiple inquiries from individual regarding the same matter that was subject of a formal complaint and dismissed

Code of Conduct Complaints

	2023-24
Formal complaints	
- Disposition	<p>1 – Dismissed on the grounds that alleged conduct was in the Member’s personal capacity</p> <p>2 – Dismissed on the grounds that the matters raised were governed by the Procedural Bylaw</p> <p>1 – Dismissed – no grounds to investigate</p> <p>1 – Dismissed – limitation period expired</p> <p>2 – Dismissed – complaints consolidated with report reasons to Council</p>

Total Code of Conduct Complaints	7

Code of Conduct Inquires – Not Within the Jurisdiction of the Integrity Commissioner

Relating to staff from staff	0
Relating to process from staff	0
Relating to staff from public	0
Relating to process from public	2
Total non-Code related	2

Total Inquiries Received – 38¹

Education and Outreach:

Code of Conduct and Protocol Document Review

I was appointed in June 2023 and assumed the role of Integrity Commissioner on August 1, 2023. As part of my mandate, I have worked with the Town Clerk’s Office to review the Council Code of Conduct and Complaint Protocol and make recommendations on revisions. I have also been appointed as the Integrity Commissioner for Halton Region, the Town of Milton and the Town of Halton Hills. I have worked with Halton Region staff on the updates to the Regional Council Code of Conduct and Complaint Protocol. I have aligned the recommended revisions to the Town of Oakville Code of Conduct and Complaint Protocol to those being considered at the Region.

Based on my years of experience in drafting Council Codes of Conduct, I have conducted an environmental scan of the best practices of municipal codes of conduct in Ontario and a review of the Town of Oakville’s accountability documents.

I have attached my revisions to the Code and Inquiries Procedure and submit the same for Council’s consideration and receipt.

Statement of Expenditures

\$24,394.40 – Integrity Commissioner Services (including remuneration for advice to Members of Council, Investigation of Formal Code Complaints, Review of Informal

¹ Includes queries to the Office of the Integrity Commissioner Code and non-Code related.

Complaints and comprehensive review of Code of Conduct documents).

In conclusion, I would like to extend my appreciation to the Town Clerk, Vicki Tytaneck , who has assisted me in this reporting period in navigating the various Town policies and processes in fulfilment of my mandate.

Respectfully submitted,

October 11, 2024



Suzanne Craig
Integrity Commissioner