



CITY POLICY

SECTION: MUNICIPAL GOVERNMENT
REFERENCE: COUNCIL

NO: MU - CO - 11
Date: October 14, 2025
Next Review: October 2026

TITLE: COUNCIL CODE OF CONDUCT

1.0 POLICY STATEMENT

- 1.1 Attaining an elected position within one's community is a privilege which carries significant responsibilities and obligations. Council Members are held to a high standard as leaders of the community and are expected to carry out their duties in a fair, impartial, accountable, transparent, open and professional manner.
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2.0 PURPOSE

- 2.1 To protect the public interest.
- 2.2 To encourage high ethical standards among Council Members.
- 2.3 To provide a universal understanding of the fundamental rights, privileges, and obligations of Council Members.
- 2.4 To provide guidance and education to Council Members to prepare them to carry out their duties in a fair, impartial, accountable, transparent, open and professional manner.
- 2.5 To set out the means of correcting unethical conduct.

3.0 DEFINITIONS

- 3.1 **City** means The Corporation of The City of Dryden.
- 3.2 **Code of Conduct** means this Policy.
- 3.3 **Complainant** refers to a person(s) who filed a complaint under the Code of Conduct.
- 3.4 **Complaint** means an alleged contravention of the Code of Conduct.
- 3.5 **Confidential Information** is information that is classified as being confidential, whether labeled as confidential or not. Disclosure of information will not constitute a breach of the Code of Conduct unless that information is of an inherently confidential nature such as, but not limited to:
 - 3.5.1 Personal data of employees or others.
 - 3.5.2 Records related to internal policies and practices, which if disclosed, may prejudice the effective performance of a municipal operation.
 - 3.5.3 Records of a financial nature reflecting information given or accumulated in confidence.
 - 3.5.4 Files prepared in connection with litigation and adjudicative proceedings.
 - 3.5.5 Reports of consultants, policy drafts and internal communications, which if disclosed, may prejudice the effective operation of the City.
- 3.6 **Council Members** are the individuals elected to the offices of Mayor and Councillor for the City of Dryden
- 3.7 **Integrity Commissioner** means the Integrity Commissioner appointed by Council under section 223.3 of the *Municipal Act* to perform the functions and discharge the duties described in sections 223.3 to 223.8 of the *Municipal Act*, including to provide independent and consistent complaint investigation and resolution respecting the application of the Code of Conduct and *Municipal Conflict of Interest Act*.
- 3.8 **Investigation** by the Integrity Commissioner has the same meaning as an inquiry.
- 3.9 **Private Advantage** means a benefit or gain, either pecuniary or non-pecuniary, that goes directly to an individual member of Council, rather than to the broader community or society as a whole. It's the advantage someone receives personally from an action, decision, or transaction.
- 3.10 **Staff** means the officers and employees of the City.

4.0 RESPONSIBILITIES

4.1 Council shall:

- 4.1.1 Make revisions, additions, or deletions to the Code of Conduct as may be justified; and,
- 4.1.2 Following its review of the information decide on the appropriate action in matters concerning a Councillor's ethical conduct.

4.2 Chief Administrative Officer shall:

- 4.2.1 Provide recommendations to Council on desirable revisions, additions or deletions to the Code of Conduct; and,
- 4.2.2 Keep Council Members informed, on an ongoing basis, regarding the City's policy on ethical behaviour.

5.0 PRINCIPLES UPON WHICH THIS CODE OF CONDUCT IS BASED

5.1 This Code shall be interpreted according to the following principles:

- 5.1.1 Council Members shall serve and be seen to serve their constituents in a conscientious and diligent manner; and shall act in accordance with their Declarations of Office.
- 5.1.2 Council Members shall be committed to performing their functions with integrity, avoiding the improper use of the influence of their office and any conflict of interest.
- 5.1.3 Council Members shall perform their duties in office and conduct their activities in a manner that promotes public confidence and will bear close public scrutiny.
- 5.1.4 Council Members shall act upon the principle that democracy is best achieved when the operation of government is made as transparent and accountable as possible to the public.

Council Members shall serve with integrity. Ethical behavior relies on the diligence of the individual. However, since a breach of ethics impacts not only that Council Member but also the City, a code of ethics is the means by which the City acknowledges their responsibility in this area. Without restricting the scope of this rule, the following shall be considered breaches of the Code of Conduct:

- (a) Conduct of one's private life or Council activities, which render the Council Member unable to perform their duties satisfactorily.

- (b) To intentionally falsify any of the City's records.
- 5.1.5 Council Members shall serve the public interest by upholding both the letter and spirit of:
 - (a) The laws of Parliament, including the *Criminal Code*;
 - (b) The laws of the Ontario Legislature including the *Municipal Act, 2001*, as amended, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act, 1996* and the *Municipal Freedom of Information and Protection of Privacy Act*; *Occupational Health & Safety Act (OHSA)*; *Human Rights Code*; and,
 - (c) The By-Laws and Policies of the City.
- 5.2 A Council Member may become disqualified and lose their seat by operation of law, including being convicted of an offence under the Criminal Code of Canada or being found to have failed to comply with the *Municipal Conflict of Interest Act*, whether or not the conduct in question involves contravention of this Code of Conduct.
- 5.3 In the case of any inconsistency between this Code of Conduct and a Federal or Provincial statute or regulation, the statute or regulation shall prevail.

6.0 APPLICATION OF THIS CODE OF CONDUCT

- 6.1 This Code of Conduct applies to Council Members.
- 6.2 The Code of Conduct shall be interpreted in a manner consistent with section 1.0 (Policy Statement), section 2.0 (Purpose), section 3.0 (Definitions), section 4.0 (Responsibilities), and section 5.0 (Principles Upon Which This Code of Conduct is Based), but these are not sections that can be contravened or can be the basis of a Code of Conduct complaint or an Integrity Commissioner inquiry.
- 6.3 Sections 7.0 through 12.0 and section 15.0 contain the substantive rules with which Council Members must comply. An alleged breach of any of these rules may be the subject of a Code of Conduct complaint and an Integrity Commissioner inquiry.

7.0 CONDUCT

- 7.1 Conduct at Meetings:
 - 7.1.1 Council Members shall act in accordance with the City of Dryden Procedural By-Law.
 - 7.1.2 Responsibility for upholding rules of decorum and enforcing the

Procedural By-Law rests with the presiding officer of a meeting, not the Integrity Commissioner.

7.1.3 Upon a referral from Council, the Integrity Commissioner may conduct an inquiry into decorum or a procedural issue.

7.2 Conduct Respecting Others:

7.2.1 Council Members shall treat each other, the public and staff appropriately to ensure the work and volunteer environment is free of abuse, bullying, intimidation, discrimination, harassment, sexual harassment, and violence; and shall act in accordance with the City of Dryden Policies HR-RESP-01 Workplace Harassment Policy and Procedure and HR-RESP-02 Workplace Violence Policy and Program.

7.2.2 Council Members shall not use indecent, abusive, or insulting words or expressions towards each other, the public or staff; and shall act in accordance with the City of Dryden Policies HR-RESP-01 Workplace Harassment Policy and Procedure and HR-RESP-02 Workplace Violence Policy and Program.

7.2.3 When communicating with the public and/or media, Council Members shall accurately report the decisions of Council, even if a Council Member did not support the decision. Council Members have the right to express their opinions; however, any discussion must show respect for the integrity of the decision-making process of Council.

7.2.4 A Council Member shall not speak or otherwise communicate in a manner that is discriminatory to any individuals, including on the basis of any ground protected under the Ontario Human Rights Code.

7.3 Conduct Respecting Staff:

7.3.1 Council Members shall act in accordance with the City of Dryden policy MU-CO-15 Council-Staff Relations and be respectful of the role of staff to serve the City as a whole under the overall direction of the Chief Administrative Officer and to provide advice based on political neutrality and objectivity, free from undue influence.

7.3.2 A Council Member's conduct must be in compliance with the *Ontario Human Rights Code* and the *Occupational Health and Safety Act (OHSA)*.

7.3.3 Council Members shall be respectful of staff's professional capacities and responsibilities.

7.3.4 A Council Member shall not publicly criticize, or maliciously or falsely injure or impugn the professional or ethical reputation of staff members.

- 7.3.5 A Council Member shall not compel staff members to participate in partisan political activities.
- 7.3.6 A Council Member shall not use authority, intimidation, threats or coercion to influence any staff members.
- 7.3.7 A Council Member shall not interfere with any staff members in the performance of the staff member's duties, including the duty to disclose improper activity.
- 7.3.8 A Council Member shall respect the independence of anyone discharging a law enforcement (including by-law enforcement) function, and shall not attempt to influence the investigation, exercise of discretion, or charging decision, in any individual case.

8.0 GIFTS

- 8.1 In this Code of Conduct, if a gift or benefit is connected directly to the Council Member's performance and is provided to their immediate relative with the Member's knowledge, it is deemed to be a gift or benefit to that Member. An immediate relative is a parent, spouse, child, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law as well as step-relationships and half-relationships. Spouse means the person to whom a person is married or with whom the person is living in a conjugal relationship outside of marriage. This definition shall also apply to any person(s) living with the Councillor (appropriate to this policy) on a full-time basis with whom they have demonstrated a settled intention to treat as an immediate relative.
- 8.2 Council Members shall not seek, or obtain by reason of their office, any private advantage with respect to City services not otherwise available to the general public and not consequent to their official duties.
- 8.3 Council Members shall only accept a gift, hospitality, or entertainment valued at **\$50.00 or less** that could not reasonably be construed as being given in anticipation of or as recognition for special consideration or recognition by an individual, business or organization.
- 8.4 Council Members shall not place themselves in positions where they are under an obligation to an individual, business or organization.
- 8.5 Council Members shall disclose any single benefit, fee, gift, hospitality or entertainment valued at **\$200.00 or more**; or those received from one source for which the total **value over a calendar year exceeds \$300.00**.
 - 8.5.1 Disclosure shall be made on the prescribed form **Appendix A – Disclosure Statement** and submitted to the Clerk for review by the Integrity Commissioner within thirty (30) days of receipt of gift, or of reaching the annual limit.

- 8.5.2 The Integrity Commissioner may determine that the receipt of the benefit, fee, gift, hospitality or entertainment was inappropriate and may call upon the Council Member to justify the receipt, direct the Member to return it or direct the Member to reimburse the source, if the benefit has already been consumed.
- 8.6 A Council Member shall surrender to the City any memento, souvenir, or gift with a value exceeding \$300.00 received as an incident of protocol, social obligation, or responsibilities of office.

9.0 CONFIDENTIAL INFORMATION

- 9.1 Council Members shall not disclose, release or publish by any means to any person or the public, confidential information acquired by virtue of their office, in any form, except when required by law, or specifically authorized by Council to do so.
- 9.2 Closed Meetings: Council Members shall not disclose to any person or to the public:
- (a) The subject matter of the discussion or debate;
 - (b) Details or information regarding the matter;
 - (c) Details of the discussion or debate; or,
 - (d) The manner in which the matter was dealt unless required by law to do so, or until those details are discussed in an Open Meeting.
- 9.3 Council Members shall not use confidential information for private advantage or benefit of any other person or body.
- 9.4 Council Members shall not obtain access, or attempt to gain access, to confidential information in the custody of the City except to the extent that such access is necessary for the performance of their duties and such access is not prohibited by Council or otherwise by law.
- 9.5 Council Members shall not disclose to any person or to the public, internally circulated memos, reports or other information, intended for Council Members and not intended for the general public.

10.0 USE OF MUNICIPAL PROPERTY, SERVICES AND OTHER RESOURCES

- 10.1 No Council Member shall use, or permit the use of City property, facilities, equipment, supplies, services, or other resources, including any City owned information, website or funds allocated for Council Member expenses, for any purpose, including election-related activities, other than the lawful business of the City.

- 10.2 No Council Member shall seek or acquire any personal financial gain from the use or sale of confidential information, or of any City-owned intellectual property including any invention, creative writing or drawing, computer program, technical innovation, or any other information or item capable of being patented or copyrighted, of which property remains exclusively that of the City.
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11.0 CONDUCT OF ELECTION CAMPAIGN

- 11.1 No Council Member shall use the services of any City employee for election-related activities during hours in which that employee receives any compensation from the City. Election-related activities apply to any election campaign for municipal, provincial or federal office.
- 11.2 Notwithstanding anything in this Code of Conduct:
- (a) Any complaint received by the Integrity Commissioner 90 days or less prior to the date of a regular election pursuant to the *Municipal Elections Act, 1996* shall not be the subject of an inquiry until after the election has taken place.
 - (b) If the Integrity Commissioner has not completed an inquiry before Nomination Day for a regular election, the Integrity Commissioner must terminate the inquiry on that day. If an inquiry is terminated, the Integrity Commissioner must not commence another inquiry in respect of the matter unless, within six (6) weeks after Voting Day in a regular election, the complainant or the Member or former Member whose conduct is the subject matter of the complaint makes a written request to the Integrity Commissioner that the inquiry be commenced.
 - (c) Between nomination day and voting day in a regular municipal election, no person may submit a complaint respecting an alleged contravention of the Code of Conduct, the Integrity Commissioner must not report to the Council about whether a member has contravened the Code of Conduct, and the Council may not consider whether to impose penalties.
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12.0 IMPROPER USE OF INFLUENCE

- 12.1 For the purpose of this Code of Conduct, “private advantage” does not include a matter that is of a general application that effects a Council Member, their parents, children or spouse, staff members, friends or associates, business or otherwise, as one of a broad class of persons or a matter that concerns the remuneration or benefits of a Council Member.

- 12.2 No Council Member shall use the influence of their office for any purpose other than for the lawful exercise of their official duties and for City purposes.
- 12.3 No Council Member shall use their office or position to influence or attempt to influence the decision of any other person, for the Member's private advantage or for the private advantage of the Member's parent, child, spouse, staff member, friend or associate, business or otherwise.
- 12.4 No Council Member shall attempt to secure preferential treatment beyond activities in which a Member normally engages on behalf of their constituents as part of their official duties.
- 12.5 No Council Member shall hold out the prospect or promise of future advantage through the Member's supposed influence within Council, in return for any action or inaction.
- 12.6 Every Council Member must perform their duties in an impartial manner. If a private advantage compromises a Council Member's impartiality on a matter, then the Council Member shall have no involvement in discussion or decision-making on it. This rule is in addition to obligations under the *Municipal Conflict of Interest Act*.

13.0 INTEGRITY COMMISSIONER

- 13.1 City Council shall appoint an Integrity Commissioner, who is an independent third party, to administer this Code of Conduct and to carry out the duties of the Integrity Commissioner as set out in Section 223 of the *Municipal Act, 2001*, as amended. The Integrity Commissioner will only enforce the Code of Conduct with respect to Members of Council. Responsibilities of the Integrity Commissioner include:
 - (a) Advisement of allegations and conduct inquiries relating to unethical conduct by Members of Council;
 - (b) To ensure the administrative controls referred to in the Code of Conduct are in place;
 - (c) To fully inform newly appointed Council Members of the ethical standards they are expected to observe. If requested, provide clarification of the specific ethical standards the Council Member will be required to observe in a particular position.
- 13.2 Council Members are encouraged to seek clarification from the Integrity Commissioner if they are uncertain as to the appropriateness of their existing or contemplated conduct.

- 13.3 Any Council Member, staff member, resident, elector or user of City services who has reasonable grounds to file a complaint should keep a written record of the incidents including dates, times, locations, other person(s) present, and any other relevant information, including steps taken to resolve the matter.
- 13.4 Everyone is encouraged to initially pursue the informal complaint procedure to remedy the behaviour or activity that is prohibited by the Code. However, it is not a precondition or a prerequisite that those wanting to submit a complaint must pursue the informal complaint procedure before pursuing the formal complaint procedure.
- 13.5 Informal Complaints – Any individual who has identified or witnessed behaviour or activity by a Council Member that appears to be in contravention of the Code of Conduct is encouraged to address their concerns in the following manner:
- (a) Advise the Council Member that their behaviour or activity contravenes the Code of Conduct;
 - (b) Encourage the Council Member to stop the prohibited behaviour or activity;
 - (c) If applicable, confirm to the Council Member their satisfaction or dissatisfaction with the Council Member's response to the concern identified;
 - (d) If not satisfied with the response received, through the informal process, an individual may consider the need to proceed with a formal complaint through the Integrity Commissioner as outlined below.
- 13.6 Formal Complaint Procedures
- 13.6.1 Procedure for an alleged violation of the Code of Conduct:
- (a) A complaint of an alleged violation of the Code of Conduct by any Council Member shall be submitted in writing using the prescribed form to the Integrity Commissioner. There is no time limit on when a complaint must be submitted. See **Appendix B Formal Complaint Form/Statement.**
 - (b) If a staff member has filed a complaint with the Director of Human Resources against a Member of Council for conduct that violates the Ontario Human Rights Code, the Occupational Health and Safety Act (OHSA), or the City's HR-RESP-01 Workplace Harassment Policy & Procedure and HR-RESP-02 Workplace Violence Policy and Program, the complaint shall also be made in writing using the prescribed form, to the Integrity Commissioner. There is no time limit on when a complaint must be submitted. See **Appendix B Formal Complaint Form/Statement.**

The City will proceed with an investigation in accordance with the City's Workplace Harassment Policy & Procedure HR-RESP-01 and Workplace Violence Policy and Program HR-RESP-02 and the Integrity Commissioner may conduct an independent investigation in accordance with the Council Code of Conduct (MU-CO-11) policy or they may choose to consider the findings of the workplace harassment investigation conducted by the City.

- (c) For steps and timelines after submitting a complaint, see **Appendix D Work Schedule for processing complaints under the Code of Conduct.**

13.6.2 Procedure for an alleged violation of the *Municipal Conflict of Interest Act*:

- (a) An application for an inquiry concerning an alleged violation of the *Municipal Conflict of Interest Act* by a Council Member shall be submitted in writing using the prescribed form to the Integrity Commissioner. See **Appendix C Formal Complaint Form/Statement.**
- (b) The application must be accompanied by a statutory declaration that the applicant only became aware of the alleged contravention within six weeks of submitting the application and an application cannot be filed more than six months after the alleged violation occurred. The *Municipal Act* does not permit the Integrity Commissioner to inquire into an application that is received outside these deadlines.

13.7 Upon receiving the complaint, the Integrity Commissioner shall conduct an initial classification to determine whether the complaint is within the Commissioner's jurisdiction and whether the Commissioner should commence an investigation. The Integrity Commissioner may request additional information from the complainant prior to making an assessment.

13.8 The Integrity Commissioner may not assist in drafting the content of a complaint, but the Commissioner may a) invite a Complainant to clarify, or b) permit a Complainant to amend or resubmit any complaint, including a complaint that does not meet the requirements of this Code. The complaint is deemed to be received by the Commissioner when it is clarified, amended or resubmitted, as the case may be.

13.9 Under the *Municipal Act*, the decision to commence an inquiry lies in the Integrity Commissioner's discretion.

13.10 A complaint, or part of it, lies outside the Commissioner's jurisdiction if the subject matter of the complaint, or part, relates more properly to another law or to other complaint process or dispute resolution procedure.

- 13.11 The Integrity Commissioner shall only commence an inquiry into a complaint, or part of it, that on its face contains allegations that if substantiated would constitute a breach of one or more provisions of the Code, and then only in relation to such provision(s).
- 13.12 For greater certainty, the Integrity Commissioner has the discretion to decline to commence an investigation if, on its face, the complaint appears to be frivolous, vexatious or otherwise an abuse of process or appears not to have been made in good faith, or, subsequently, the Integrity Commissioner may terminate an investigation if, at any time, the Integrity Commissioner forms the opinion that the complaint is frivolous, vexatious, or otherwise an abuse of process or if the Complainant is not acting in good faith.
- 13.13 If the Integrity Commissioner conducts an inquiry under the Code Conduct, then:
- (a) The Integrity Commissioner shall report immediately to Council, the complainant and the Council Member that is the subject of complaint when, following an inquiry, the Integrity Commissioner is of the opinion that no breach of the Code of Conduct has occurred.
 - (b) The Integrity Commissioner shall report immediately to Council, the complainant and the Council Member when, following an inquiry, the Integrity Commissioner is of the opinion that a breach of the Code of Conduct has occurred.
- 13.14 The *Municipal Act* provides as follows: The Integrity Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters of the confidentiality of documents, material or other information, whether belonging to the City or not, that come to his or her knowledge in the course of his or her duties under Part V.1 of the *Municipal Act, 2001*. Despite this requirement, information may be disclosed in a criminal proceeding as required by law or otherwise in accordance with Part V.1 of the *Municipal Act*.

Section 223.5 of the *Municipal Act* prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.

When the Integrity Commissioner reports to Council his or her opinion about whether a Council Member has contravened the Code, the Commissioner may disclose in the report such matters as in the Integrity Commissioner's opinion are necessary for the purpose of the report. If the Integrity Commissioner provides a periodic report to Council on his or her activities, the Commissioner may summarize advice he or she has given but shall not disclose confidential information that could identify a person concerned.

14.0 NON-COMPLIANCE WITH THIS CODE OF CONDUCT - SANCTIONS

- 14.1 If a Council Member is found by the Integrity Commissioner to have contravened any provision of this Code of Conduct, Council may choose one of three options:
- (a) No penalty;
 - (b) A reprimand;
 - (c) Suspension of the remuneration paid to the Member in respect of their services as a Council Member for a period of up to 90 days.
- 14.2 Council may consider one or more of the following remedial measures, so long as the purpose is not to punish but to remedy harm that has occurred:
- (a) Councillor removal as deputy mayor on Council;
 - (b) Councillor removal from membership on a committee or local board;
 - (c) Councillor removal as chair/vice chair of a committee or local board;
 - (d) Repayment or reimbursement of monies received;
 - (e) Repayment or reimbursement of municipal monies spent caused by the contravention;
 - (f) Return of property or reimbursement of its value;
 - (g) Request a private or public apology to Council, or to the complainant, or both; and,
 - (h) Any other or additional remedial action deemed by Council to be appropriate, and which is within its power to take.
- 14.3 Council may take a remedial measure whether or not the Integrity Commissioner has recommended it and whether or not the Integrity Commissioner has reported that the Code was contravened.

15.0 ENFORCEMENT OF THIS CODE OF CONDUCT

- 15.1 Every Council Member shall respect the integrity of the Code of Conduct and inquiries and investigations conducted under it and shall cooperate in every way possible in securing compliance with its application and enforcement.
- 15.2 No Council Member shall make any reprisal, or threat of reprisal, against a complainant or any other person for providing relevant information to the Integrity Commissioner or any other person.

- 15.3 No Council Member shall obstruct the Integrity Commissioner, or any City official involved, in applying or furthering the objectives or requirements of this Code of Conduct, in the carrying out of such responsibilities, or pursuing any such objective.
- 15.4 At the beginning of each term, Members of Council shall sign the Code of Conduct to convey to each other and all stakeholders that they have read, understand and accept it. A Code of Conduct component will be included as part of the orientation workshop for each new Council. Council Members are expected to formally and informally review their adherence to the provisions of the Code on a regular basis or when requested by Council.

History			
Approval Date:	March 21, 2016	Approved by:	By-law 4375-2016
Amendment Date:	November 26, 2018	Approved by:	By-law 4587-2018
Amendment Date:	September 23, 2019	Approved by:	By-law 4669-2019
Amendment Date:	September 7, 2021	Approved by:	CAO
Amendment Date:	September 25, 2023	Approved by:	CAO
Amendment Date:	September 23, 2024	Approved by:	CAO
Amendment Date:	October 14, 2025	Approved by:	By-law 2025-47

City of Dryden
Appendix A – Disclosure Statement

Section 8 of the Code of Conduct regarding the acceptance of gifts and benefits, requires Members to disclose the receipt of certain gifts and benefits if the dollar value of a single gift or benefit exceeds \$200; or if the total value of the gifts received from one source in a calendar year exceeds \$300.

This Disclosure Statement is to be used to report on such gifts and benefits and shall be filed with the Clerk within 30 days of receipt of such gift or benefit, or upon reaching the annual limit.

Disclosure Statements are a matter of public record.

Nature of Gift or Benefit received:

Source of Gift or Benefit:

Circumstances under which Gift or Benefit received:

Intended use of Gift or Benefit (i.e. will it be donated/provided to the City):

Estimated Value of Gift or Benefit:

Date Gift or Benefit was received:

Signature of Council Member

Date

Signature of Clerk

Date received

**City of Dryden
Code of Conduct for Council**

Appendix B – Formal Complaint Form/Statement

I, _____ (full name) of
the City of Dryden, request an inquiry into an alleged contravention of the Code of Conduct:

Complainant's Permanent Place of
Residence: _____

Mailing Address (if different from above): _____

I have personal knowledge of the facts set out in this statement because:
(Insert reasons e.g. I work for... I attended a meeting which... etc.)

I have reasonable and probable grounds to believe that _____
(specify name of Member in question) has contravened Section(s) _____
of the Council Code of Conduct of the City of Dryden. The particulars of which are as follows:
(Set out the statement of fact in numbered paragraphs in the space below, with each
paragraph being confined as far as possible to a particular statement of fact.)

If more space is required for the statement, please include numbered pages with your submission.

Additional pages attached ☐ Yes ☐ No

Signature

Date

Return the signed form the Clerk at City Hall.

To apply electronically, visit: <https://www.dryden.ca/en/city-services/integrity-commissioner.aspx>

City of Dryden

Appendix C - Application for Inquiry into Alleged Contravention of *Municipal Conflict of Interest Act*

About the Applicant

Full Name

Phone

Address

Email

Applicant is (check one):

- ☐ an elector in the Municipality
- ☐ an individual demonstrably acting in the public's interest
- ☐ a corporation (including a municipality) demonstrably acting in the public's interest

Where the Applicant is a corporation please identify its authorized representative for purposes of this application:

About the Allegation

Name of the Member of Council who is the subject of the allegation (complete a separate form for each Member who is the subject of an allegation):

The Applicant alleges that the Member contravened the following sections of the *Municipal Conflict of Interest Act* (check all that apply):

☐ section 5 ☐ section 5.1 ☐ section 5.2

The following are the Applicant's reasons for believing that the Member has contravened the above section(s) of the *Municipal Conflict of Interest Act*:

(If more room is required then please attach additional sheets that set out the reasons in consecutively numbered paragraphs, with each paragraph being confined as far as possible to a particular statement of fact. If you wish to include exhibits to support this application then please refer to the exhibits as Exhibit A, B, etc., and attach them to this form.)

Return the signed form the Clerk at City Hall.

To apply electronically, visit: <https://www.dryden.ca/en/city-services/integrity-commissioner.aspx>

PLEASE READ BEFORE SIGNING: If the Integrity Commissioner launches an inquiry into an allegation then the content of this form, including the Applicant's identity, will typically be shared with the Member who is the subject of the allegation. Also, information on this form and information obtained during the inquiry, including possibly the identities of the parties involved, might be disclosed in the Integrity Commissioner's published reasons at the end of the inquiry and might be disclosed in an application to the Superior Court. Only sign this application form if you understand and accept the potential for disclosure of your identity and the information you provide.

The Applicant applies to the Integrity Commissioner for an inquiry to be carried out concerning the alleged contravention:

Signature of Applicant
(or of representative if Applicant is a corporation)

Date

Personal Information on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and Part V.1 of the *Municipal Act* and will be used by the Integrity Commissioner to consider this application and to conduct an inquiry into it. Questions about the collection of this information should be directed to the Clerk of the Municipality.

Note: The statutory declaration on the next page is a mandatory part of the application (required by the *Municipal Act*). It must be declared before a person authorized to take declarations in Ontario (including any Ontario lawyer).

Return the signed form to the Clerk at City Hall.

To apply electronically, visit: <https://www.dryden.ca/en/city-services/integrity-commissioner.aspx>

DECLARATION

Required by subsection 223.4.1 (6) of the *Municipal Act*

I, _____ (insert full name), of the _____ (city, town, etc.) of _____ (specify municipality), _____ (add province/country if outside Ontario/Canada) solemnly declare that:

1. I am the Applicant.
1. The Applicant is a corporation, and I am its authorized representative.
(strike out the line above that does not apply and initial the striking out)
2. I attest to the fact that the Applicant became aware of the Member's alleged contravention of the *Municipal Conflict of Interest Act* not more than six weeks before today.
2. [In a municipal election year:] I attest to the fact that the Applicant became aware of the Member's alleged contravention of the *Municipal Conflict of Interest Act* within the period of time starting six weeks before the third Friday of August and ending on voting day.
(strike out the paragraph above that does not apply and initial the striking out)
3. 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 _____ this _____ day of _____, 20____

A Commissioner, etc.

Applicant or Representative

Return the signed form to the Clerk at City Hall.

To apply electronically, visit: <https://www.dryden.ca/en/city-services/integrity-commissioner.aspx>

City of Dryden
Appendix D
Work Schedule for Processing Complaints under Code of Conduct

Note that the Integrity Commissioner has the discretion to extend any of these time limits. The maximum time limits are total business days elapsed from the submission of a complaint.

<u>Step</u>	<u>Maximum Time</u>
Commissioner receives Complaint (deemed to be received once complainant has provided all clarification and information requested by Commissioner, and/or amended the Complaint)	one business day (+1) or several days depending on time taken by complainant to clarify and/or amend Complaint
Commissioner initially classifies complaint	within three business days after deemed receipt (+4)
Commissioner decides whether to proceed to the Inquiry stage	within three business days after deemed receipt (+4)
Commissioner gives notice to Member and to Complainant	within three business days after deemed receipt (+4)
Member has seven business days to respond	seven business days (+11)
Commissioner shares Member's reply with Complainant	within three business days (+14)
Complainant has seven business days to reply	seven business days (+20)
Commissioner determines whether interviews and further inquiry and/or settlement attempts are required	within week of receiving reply (+25)
Interviews and further inquiry and/or settlement	three weeks (+40) (or longer)
Commissioner drafts proposed findings and proposed recommendations	within week (+45)
Commissioner delivers proposed findings and proposed recommendations to Member (in event of finding of contravention)	same day (+45)
Member has seven business days to respond	seven business days (+52)
Commissioner delivers report and recommendations to Member and Complainant, and delivers report and recommendations to Council (via Clerk)	five business days (+57)

Return the signed form to the Clerk at City Hall.

To apply electronically, visit: <https://www.dryden.ca/en/city-services/integrity-commissioner.aspx>