



**SUBJECT:** Annual report of the Integrity Commissioner  
**TO:** Corporate Services, Strategy, Risk & Accountability Cttee.  
**FROM:** Office of the City Clerk

Report Number: CL-17-21

Wards Affected: All

File Numbers: 110-03

Date to Committee: September 9, 2021

Date to Council: September 21, 2021

---

### **Recommendation:**

Receive and file office of the city clerk report CL-17-21 providing the annual report from Principles Integrity, Integrity Commissioner for the City of Burlington.

### **PURPOSE:**

#### **Vision to Focus Alignment:**

- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

---

### **Background and Discussion:**

Bill 68, the *Modernizing Ontario's Municipal Legislation Act, 2017*, which received Royal Assent on May 30, 2017, expanded the responsibilities of the Integrity Commissioners. It required that all municipal governments provide access to an Integrity Commissioner by either appointing its own Integrity Commissioner or making provisions that the services of an Integrity Commissioner be provided by another municipality.

On April 23, 2018 Council approved its Code of Good Governance. Following this approval, the City Clerk along with the Regional Clerk and other area municipal clerks participated in a joint RFP to select and retain an Integrity Commissioner. Multiple bids were received, evaluated and references were checked, with Principles *Integrity* scoring the highest.

On June 18, 2018 Burlington City Council approved a motion to enter into a four-year agreement with Principles *Integrity*.

The Integrity Commissioner is appointed to act in an independent manner on the application of the Code of Good Governance and other rules and procedures governing the ethical behaviour of members of Council.

The Integrity Commissioner is responsible for providing Integrity Commissioner services on an as required basis in accordance with sections 223.3 to 223.8 of the Municipal Act, 2001, as amended.

The services include, but are not limited to, the following duties and responsibilities:

- act as an advisor to Council
- provide advice on and assist with any drafting related to the code of conduct governing members of Council
- conduct investigations regarding alleged breaches of the code of good governance governing members of Council
- provide information to Council as to obligations under the code of good governance, policies and procedures, rules and legislation governing members on ethical behaviour
- provide advice to individual members regarding specific situations as they relate to the application of the code of good governance, policies and procedures, rules and legislation governing members on ethical behaviour
- provide information to the public regarding the code of good governance and the obligations of members of Council under the code of good governance, policies and procedures, rules and legislation governing their members on ethical behaviour
- provide annual reports to Council summarizing the activities of the Integrity Commissioner

The Integrity Commissioner is required to preserve secrecy in all matters that come to their knowledge in the course of their duties. At the same time, the municipality is required to ensure that reports received from the Integrity Commissioner are made available to the public.

Earlier this year the Ministry of Municipal Affairs and Housing, Province of Ontario has done extensive consultation on municipal codes of conduct. Staff are awaiting a report from the Ministry to review engagement findings and analysis. This report will yield themes or areas of interest for Council to investigate or explore for future iterations of a Code.

---

## Financial Matters:

The annual retainer for the Integrity Commissioner is \$1000 with an hourly rate of \$230 for advice or investigations, with funding provided from a corporate account. Funds spent to date include:

2018	\$1,368.68
2019	\$1,345.78
2020	\$3,159.64
2021 (to July 31)	\$1,579.83
<b>Total</b>	<b>\$7,453.93</b>

---

## Climate Implications

Not applicable.

---

## Engagement Matters:

The city's website includes a dedicated page for the Integrity Commissioner with instructions on making an informal inquiry and a formal complaint. A copy of Council's Code of Good Governance is also included.

---

## Conclusion:

This report transmits the annual report from Principles *Integrity*, the Integrity Commissioner for the City of Burlington.

---

Respectfully submitted,

Kevin Arjoon, City Clerk  
905-335-7600, ext. 7702

## Appendices:

- A. Annual report from Principles Integrity

## Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.