

Frequently Asked Questions

How does the Integrity Commissioner get involved?

The Council, or any member of Council or an appointed member of a board or committee or members of the public may request the Integrity Commissioner to launch an inquiry by submitting the Formal Complaint form if necessary in the Commissioner's opinion, an investigation will be launched into an alleged contravention of the Code.

What is the extent of the Integrity Commissioner's Authority?

The Code sets out the scope of the Integrity Commissioner's authority and describes several types of complaints that would be covered by existing legislation, and therefore not subject to the Integrity Commissioner's mandate. The first step in the process will involve the Integrity Commissioner determining whether the complaint falls within her mandate.

For example, an allegation that may involve a contravention of the Criminal Code of Canada is a police matter, and would not be investigated by the Integrity Commissioner. Likewise, the Integrity Commissioner would not consider a complaint of alleged conflict of interest involving a Member of Council because a process is provided under the Municipal Conflict of Interest Act.

The Integrity Commissioner, in conducting her inquiry and investigation, has the power to review all pertinent municipal files and records that have a bearing on the allegation, and access to anyone who is relevant to the complaint.

On completion of her inquiry and investigation, the Commissioner will submit a final report to the Council, outlining the findings, the terms of any settlement of the complaint, recommended corrective action, and/or penalty imposed.

Who can file a complaint?

Members of the public, as well as Members of Council, and appointed members of Boards and/or committees can file a complaint under the Code.

What is the process for filing a complaint?

Members of the public and/or Council can contact the Integrity Commissioner directly to lodge an informal complaint or, if the IC feels it warrants a full investigation a complainant would be encouraged to file a complaint by following the Code and completing a Formal Complaint Form attached to it. The complaint is filed with the Clerk, or designate, the Deputy Clerk. There is no fee to file a formal complaint.

How is the complaint investigated?

The official is given a copy of the complaint and asked to respond in writing to the complaint, with a copy of this response being provided to the complainant. The process may include an interview with anyone considered relevant to the complaint by the Integrity Commissioner. Within 90 days of filing the complaint, the Integrity Commissioner submits a report to Council, detailing any contravention of the Code and any recommendations, corrective action and/or penalty.

Does the Integrity Commissioner investigate complaints about Municipal employees?

The Integrity Commissioner does not have any authority over municipal employees. The activities of the Integrity Commissioner relate to the Code of Conduct for members of Council, Boards and Committees.

Can an anonymous complaint be filed?

The Code of Conduct makes no provision for anonymous complaints

How is the public informed of the Commissioner's activity?

The Integrity Commissioner is required to submit a final report regarding a complaint to Council and shall submit an annual report on complaints filed. These reports may be obtained through the municipality's website or by contacting the Clerk at clerk@armourtownship.ca or by calling 705-382-3332 Ext. 22.