



ADR
CHAMBERS

Integrity Commissioner Office
for the Township of Woolwich

November 24, 2023

SENT BY E-MAIL TO: jsmith@woolwich.ca

Jeff Smith

Director of Corporate Services/Clerk
Township of Woolwich
24 Church Street West
Elmira, ON N3B 2Z6

Re: File No.: IC-26236-0823: Woolwich - Integrity Commissioner Annual Report- Operating Period July 1, 2022 to June 30, 2023.

Dear Mr. Smith:

Thank you for the opportunity to act as the Integrity Commissioner ("IC") for the Township of Woolwich (the "Township") over the past year. In accordance with the terms of the agreement with the Township, and pursuant to section 223.6(1) of the *Municipal Act, 2001* ("the Act"), we are providing our annual report for the operating period of July 1, 2022 to June 30, 2023.

As you know, the IC's role is to help Members of Council ("Members") ensure that they are performing their duties and functions in accordance with the Township's Code of Conduct (or the "Code") and the *Municipal Conflict of Interest Act* ("MCIA"). The Integrity Commissioner is available to educate and provide advice to Members on matters governing their ethical behavior and compliance with the Code and the MCIA.

The Integrity Commissioner is also responsible for receiving, assessing, and investigating appropriate complaints respecting alleged breaches of the Code or the MCIA.

Requests for Advice

During this operating period, the Integrity Commissioner received and responded to three Requests for Advice.

Code of Conduct Complaints

During this operating period, the Integrity Commissioner received no Code of Conduct complaints.

Education and Training Session

During this operating period, the Integrity Commissioner presented an education seminar to the Township's Council about the Code of Conduct and the role of the Integrity Commissioner.

Billings

A summary of billing for the year is included in this report as Appendix 1.

Final Comments

I look forward to assisting the Township and its Members in contending with the issues that may arise in connection with the administration of its Code in the coming year.

Yours truly,



Lori Lalonde
ADR Program Associate, ADR Chambers Inc.
Office of the Integrity Commissioner

APPENDIX 1
Summary of Billing

Billing for the year to date has totaled \$ **6,299.75**, as detailed below.

Invoice Number	Date	Fees	HST	Total
8302	07/07/2022	\$500.00	\$65.00	\$565.00
8464	08/12/2022	\$2,500.00	\$325.00	\$2,825.00
8532	08/02/2023	\$1,075.00	\$139.75	\$1,214.75
8564	09/03/2023	\$1,125.00	\$146.25	\$1,271.25
8617	06/04/2023	\$375.00	\$48.75	\$423.75
TOTAL		5,575.00	724.75	\$6,299.75