

Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

May 4, 2023

**SENT BY EMAIL TO: [jharfield@mississippimills.ca](mailto:jharfield@mississippimills.ca)**

Municipality of Mississippi Mills  
c/o Jeanne Harfield, Clerk  
3131 Old Perth Road  
Almonte, ON K0A 1A0

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2022  
Municipality of Mississippi Mills  
Our File No. 32987-2**

### Background

In 2018, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the Municipality of Mississippi Mills in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

This report summarizes the services provided by the Integrity Commissioner to the Municipality of Mississippi Mills in 2022, in accordance with section 223.6 (1) of the *Act*.

### Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.

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TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the MCIA.<sup>1</sup>

#### Integrity Commissioner Activity re: the Municipality of Mississippi Mills

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act about their personal obligations.

#### Requests for Advice

We received no requests for advice in 2022 under the Code of Conduct or the *Municipal Conflict of Interest Act*.

We encourage members of Council and Local Boards for the Municipality of Mississippi Mills to contact us in writing should they find themselves unsure of their obligations under the Code or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

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<sup>1</sup> *Municipal Act*, section 223.3(1).

### Complaints/Applications for Inquiry

There were two complaints submitted to the Integrity Commissioner for the Municipality of Mississippi Mills in 2022.

We cannot discuss the details of the complaints received due to the obligation to preserve confidentiality imposed by the *Municipal Act*. In summary:

- We provided Council with a written report of our investigation for the first complaint which set out our findings and recommendations.
- We dismissed the second complaint after a preliminary inquiry, as the complaint did not disclose any evidence of breaches in the Code of Conduct; no report was submitted to Council.

In accordance with section 56. a) of your Code of Conduct, we wish to advise of the following:

1. Costs associated with Advice provided was \$0.00; and
2. Costs associated with Complaints was \$8,390.25.

### Closing Remarks

We thank the Municipality of Mississippi Mills for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct and the MCIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
 LSO Certified Specialist in Municipal Law  
 (Local Government / Land Use Planning)  
 Anthony Fleming Professional Corporation  
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