

TITLE: INTEGRITY COMMISSIONER

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1.0 OBJECTIVE

To establish the office of the Integrity Commissioner to provide advisory support to the Board and its members in matters of ethics and in the investigation of code of conduct complaints.

2.0 DEFINITIONS

In this policy,

- 2.1 **Board** means the Board of Trustees of the Ottawa-Carleton District School Board.
- 2.2 **Board Member** means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*.
- 2.3 **Complaint** means a written allegation filed with the Integrity Commissioner that a Board member has breached Board Policy P.073.GOV Board Member Code of Conduct.
- 2.4 **Staff Members** means employees of the Ottawa-Carleton District School Board.
- 2.5 **Trustee** means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*, and includes student trustees.

3.0 POLICY

Role of the Integrity Commissioner

- 3.1 The Integrity Commissioner shall receive, review and mediate and/or investigate complaints under Board Policy P.073.GOV Board Member Code of Conduct.
- 3.2 The Integrity Commissioner, upon request by the Chair of the Board, shall provide guidance and recommendations to the Board on issues of ethics and integrity related to the application of Board Policy P.073.GOV Board Member Code of Conduct.
- 3.3 The Integrity Commissioner may, upon request, provide confidential written and oral guidance or advice to individual trustees in respect to situations they face in the

exercise of their official duties. Should the matter apply to other members, the advice shall be provided to the whole Board with no reference to the requesting trustee.

- 3.4 The Integrity Commissioner may, upon request, provide advice or recommendations to the Board on matters relating to policies and procedures, professional development and/or legislative changes affecting the Board governance and standards of ethical behaviour of trustees.
- 3.5 The Integrity Commissioner may provide general information, briefings or training to trustees about their duties and obligations under provincial and/or federal legislation, regulations or guidelines, including but not limited to the following:
 - a) *Education Act*,
 - b) *Municipal Elections Act*,
 - c) *Municipal Conflict of Interest Act*,
 - d) *Ontario Human Right Code*;
 - e) *Criminal Code of Canada*;
 - f) *Municipal Freedom of Information and Protection of Privacy Act*,
 - g) *Occupational Health and Safety Act*,
 - h) *Ombudsman Act*, and
 - i) Student Trustees Attendance and Conflict of Interest Guidelines, Education Act, 2007.
- 3.6 The Integrity Commissioner shall be appointed by the Board and carry out their duties independently.

Selection and Appointment of the Integrity Commissioner

- 3.7 The selection process for the Integrity Commissioner shall be conducted in accordance with the procurement policies of the District and overseen by a selection committee of Board members appointed by the Board and chaired by the Chair of the Board or designate.
- 3.8 The selection committee shall recommend a candidate for the Integrity Commissioner position for approval by the Board.
- 3.9 The Board shall appoint an Integrity Commissioner for a two-year term renewable for up to six years in total.
- 3.10 The appointment of the Integrity Commissioner shall be made by approval of the majority of Board members present and voting, at a regular or special meeting of the Board.

3.11 The removal of the Integrity Commissioner, for any reason, shall be made only by approval of two-thirds of all members of the Board at a regular or special meeting of the Board.

Accountability

3.12 The Integrity Commissioner is accountable to and reports to the Board.

3.13 The Integrity Commissioner shall annually report to the Board on:

- a) the number and nature of complaints handled by their office;
- b) the number and nature of complaints received that were outside the jurisdiction of their office; and
- c) other activities undertaken in the preceding year.

3.14 All annual reports from the Integrity Commissioner to the Board will be made available to the public.

3.15 The Integrity Commissioner shall redact any confidential information from their public reports in accordance with *the Municipal Freedom of Information and Protection of Privacy Act*.

3.16 The Integrity Commissioner may make interim reports to the Board where necessary and as required.

4.0 REFERENCE DOCUMENTS

Education Act, 1990

Municipal Election Act, 2017

Municipal Conflict of Interest Act, 2017

Criminal Code, 1985

Municipal Freedom of Information and Protection of Privacy Act, 1990

Occupational Health and Safety Act, 1990

Ombudsman Act, 1990

Board Policy P.025.GOV Board Member Conflict of Interest

Board Policy P.073.GOV Board Members Code of Conduct

Board Procedure PR.625.HR: Corporate Code of Conduct for Business Relationships