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July 28, 2015

SENT BY E-MAIL AND COURIER TO:

Mr. W.A. Taylor  
Chief Administrative Officer  
City of Markham  
101 Town Centre Blvd.  
Markham, ON L3R 9W3  
ataylor@markham.ca

Dear Mr. Taylor:

**Re: ADR Chambers as Office of the Integrity Commissioner—year-end report**

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Thank you for the opportunity to act as the Office of the Integrity Commissioner (“OIC”) for the City of Markham over the past year. As you know, the OIC’s role is to help Members of Council (“Members”) ensure that they are performing their functions in accordance with their *Code of Conduct* (the “Code”). The OIC is available to educate and provide advice to Members on matters governing their ethical behaviour. It is also responsible for receiving, assessing, and investigating appropriate complaints made by Council, Members, and members of the public respecting alleged breaches of the *Code* by Members.

We are hereby providing our Annual Report for the second operating period of the OIC, covering the period July 1, 2014 to June 30, 2015.

## **Infrastructure**

As you know, a Complaint Protocol was established and an administrative intake team is in place to determine whether a particular complaint, once received from the City Clerk, is within the OIC's mandate. Every complaint received by the OIC is assigned a file number. An intake officer ("IO") records the pertinent information, and determines whether the complaint relates to a Member's alleged ethical violation or alleged breach of the *Code*. The IO then forwards the complaint to an investigator for analysis and, possibly, investigation, unless the complaint is not within our jurisdiction to process, in which case the City Clerk will be so advised. The IO deals with general file management and administrative support for complaint investigations.

## **Data**

The OIC received two complaints during the year. A file was opened for each complaint. As of June 30, 2015, one file is closed and there is one investigation underway.

## **Investigations**

One file was open for which a full investigation and Report to Council was completed. In this file, the Honourable Donald R. Cameron, Q.C. concluded that the actions of a former Councillor contravened the *Code*, and he recommended a reprimand. The complaint included twelve sub-complaints from private citizens, and four of those sub-complaints were sustained.

## Other Services

A request was received in December 2014 for educational services. An orientation session for newly elected Members of Council took place on February 20, 2015. This session covered the Council *Code of Conduct* Complaint Protocol and the procedure to be followed by the OIC.

## Billing

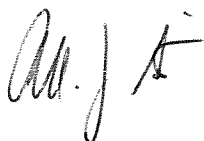
A summary of billing for the year is included in this report as Appendix 1.

## Summary

It has been our honour and pleasure to assist the City of Markham with our work in the OIC. We have learned about the City and the role of the OIC in assisting Members in discharging their ethical responsibilities. We look forward to continuing to provide the highest quality of Integrity Commissioner services to the City of Markham.

Yours truly,

ADR CHAMBERS INC.



Office of the Integrity Commissioner  
for the City of Markham

cc Kimberley Kitteringham, City Clerk (kkitteringham@markham.ca)

## APPENDIX 1: Summary of Billing

Billing for the year to date has totalled \$50,963.08.

<u>Invoice#</u>	<u>Fixed Fees</u>	<u>The Hon. Donald R. Cameron</u>	<u>HST</u>	<u>Totals</u>
5472—Administrative fee July 2014	\$1,666.67		\$216.67	\$1,883.34
5481—Administrative fee August 2014	\$1,666.67		\$216.67	\$1,883.34
5491—Administrative fee September 2014	\$1,666.67		\$216.67	\$1,883.34
5493—Reviewing Annual Report September 2014		0.3 hours @ \$500/hr \$150.00	\$19.50	\$169.50
5497—Administrative fee October 2014	\$1,666.67		\$216.67	\$1,883.34
5517—Administrative fee November 2014	\$1,666.67		\$216.67	\$1,883.34
5524—Administrative fee December 2014	\$1,666.67		\$216.67	\$1,883.34
5535—Administrative fee January 2015	\$1,666.67		\$216.67	\$1,883.34
5538—Reviewing a Complaint January 2015		2.5 hours @ \$500/hr \$1,250.00	\$162.50	\$1,412.50
5547—Administrative fee February 2015	\$1,666.67		\$216.67	\$1,883.34
5549—Reviewing a Complaint February 2015		13.5 hours @ \$500/hr \$6,750.00	\$877.50	\$7,627.50
5555—Administrative fee March 2015	\$1,666.67		\$216.67	\$1,883.34
5564—Administrative fee April 2015	\$1,666.67		\$216.67	\$1,883.34
5573—Administrative fee May 2015	\$1,666.67		\$216.67	\$1,883.34
5581—Administrative fee June 2015	\$1,666.67		\$216.67	\$1,883.34
5582—Reviewing a Complaint June 2015		33.9 hours @ \$500/hr \$16,950.00	\$2,203.50	\$19,153.50
<b>Totals</b>	<b>\$20,000.04</b>	<b>50.2 hrs @ \$500/hr \$25,100.00</b>	<b>\$5,863.04</b>	<b>\$50,963.08</b>