

“Appendix “B”

Annual Report

The Integrity and Ethics Office annual report must include the following information:

1. Statistics about Investigations

- The number of complaints received, dismissed, withdrawn, ongoing and reported to Council.
- The number of investigations referred for informal resolution and the number successfully resolved.

2. Investigation Trends

- Description of trends in the number and/or nature of complaints.

3. Policy

- Description of policy development support provided to Council.
- Description of interpretation bulletins provided to Council.
- The number of memorandums and other guidelines prepared for Council.

4. Education and Reporting

- Description of education support provided to Council.
- The number of attendances by the Integrity Commissioner and/or Ethics Advisor at Council or Council Committee meetings.

5. Office Administration

- Information about key administrative tasks undertaken by the office.

The Ethics Advisor will not report statistics on advice to individual Members of Council as it is protected by solicitor-client privilege.

The Integrity and Ethics Office will not report on attendance at closed meetings where their attendance is not reported in the minutes of the meeting.

(7M2023, 2023 February 14)