



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Valerie Petryniak, Town Clerk & Director of Legislative Services

DATE: May 15, 2023

REPORT NO.: ADMIN-2023-017

SUBJECT: Appointment of Integrity Commissioner

RECOMMENDATION:

THAT Report No. ADMIN-2023-017 dated May 15, 2023 regarding the appointment of an Integrity Commissioner be received;

AND FURTHER THAT Council award for the provision of Integrity Commissioner services to Suzanne Craig, SC Consulting for a term to commence July 1, 2023 and conclude December 31, 2027;

AND FURTHER THAT the CAO and Clerk be authorized to execute an agreement and all associated documents with Suzanne Craig, SC Consulting;

AND FURTHER THAT the CAO approve the issuance of a Purchase Order for an upset limit of \$30,000 (excluding taxes) to Suzanne Craig, SC Consulting;

AND FURTHER THAT the Clerk prepare the necessary by-law to appoint Suzanne Craig, SC Consulting as Integrity Commissioner for the Town of Halton Hills;

AND FURTHER THAT a copy of this report be forwarded to the Region of Halton, Town of Milton and Town of Oakville.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The *Municipal Act, 2001* authorizes a municipality to appoint an Integrity Commissioner who reports to Council in an independent manner on the application of codes of conduct and other rules and procedures governing the ethical behavior of its members.
- Report ADMIN-2022-0049 extended the Town's incumbent Integrity Commissioner's appointment from December 31, 2022 for a period up to one year.
- Following the issuance of a Request for Proposal (RFP) led by Halton Region, this report recommends the appointment of Suzanne Craig with SC Consulting as Integrity Commissioner for the Town of Halton Hills for a term to commence July 1, 2023 and concluding on December 31, 2027.

BACKGROUND AND DISCUSSION:

In 2018 Halton Region on behalf of the Halton Cooperative Purchasing Group (HCPG) issued an RFP for Integrity Commissioner Services. Principles Integrity was awarded the RFP by all participating municipal representatives, Towns of Milton, Oakville and Halton Region.

Principles Integrity was appointed by Council to serve the previous term of Council with an expiry date of December 31, 2022. On December 12, 2022 Council approved Report No. ADMIN-2022-0049 which extended the contract with Principles Integrity for a period up to a year to allow time for the Inaugural meeting, Council orientation and other early term matters to be considered before Council was requested to make the appointment for the new term.

Halton Region, on behalf of HCPG, issued a Request for Proposal for Integrity Commissioner services on March 20, 2023, which closed on April 6th, 2023. One submission was received. A staff committee consisting of the Regional Clerk, Deputy Regional Clerk, and Town Clerks of Halton Hills, Milton and Oakville evaluated the submission.

The technical proposal submission was analyzed and evaluated by the committee, based on the following technical proposal evaluation criteria: Investigative Experience, Knowledge of Ontario Municipal Law and General Municipal Experience, Community/Media Relations and Education, Interview, and References.

The technical proposal from the sole proponent, Suzanne Craig, passed the minimum technical score of 70% and had the related cost proposal opened and evaluated. The score for the cost proposal was then added to the technical proposal score in order to obtain the total score.

Suzanne Craig has served as an Integrity Commissioner since 2009 and is at present the Integrity Commissioner for the following municipalities in Ontario: City of Barrie, City of Vaughan, District of Muskoka, Town of Muskoka Lakes, Town of Bracebridge, Town of Huntsville, Town of Lake of Bays, Town of Gravenhurst, Town of Georgian Bay and Town of Seguin, along with the Ottawa-Carleton District School Board, York Region District School Board and Waterfront Toronto.

Services that may be provided by the Integrity Commissioner over the course of the contract may include, but not be limited to: acting as an advisor to Council, providing assistance on potential amendments to the Council Code of Conduct, guidance on the application of and obligations of Members under the Council Code of Conduct, conducting investigations of alleged breaches of the Council Code of Conduct, providing advice to individual Members on the Council Code of Conduct and policies and legislation governing ethical behavior, and providing education and training regarding these policies. The Integrity Commissioner will also be required under provincial legislation to provide guidance on the applicability of the Municipal Conflict of Interest Act. The extent of services to be provided will be formalized as part of the agreement with Suzanne Craig. While staff are seeking a Purchase Order in the amount of \$30,000, there is no yearly retainer fee. The money will only be used should the services of the Integrity Commissioner be needed. An invoice with costing details will be sent to the Clerk and payment will be made from the approved purchase order.

Upon successful completion of an agreement with Suzanne Craig, a by-law formally appointing her as the Integrity Commissioner for Halton will be brought forward as part of a subsequent agenda for Council approval.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

The Town Treasurer & Director of Finance and the Senior Manager of Purchasing were consulted in the writing of this report. The Clerks from Halton Region and the Towns of Milton and Oakville participated on a committee to review and recommend appointment of Suzanne Craig. Principles Integrity will be advised that the extension to their contract will cease as of July 1, 2023.

FINANCIAL IMPLICATIONS:

This report has an immediate financial impact and requires a funding source. The requested \$30,000 purchase order for the five-year term will be used on an as needed basis. Any requirement to engage the Integrity Commissioner services during 2023 will be funded from the Tax Rate Stabilization reserve and an operating budget request will be included in the 2024 budget process for consideration by Budget Committee.

Reviewed and approved by,

Moya Jane Leighton, Director of Finance & Town Treasurer

Damian Szybalski, Commissioner of Business, Environment & Culture and Acting Chief Administrative Officer