



The Regional Municipality of Halton

Report To:	Regional Chair and Members of Regional Council
From:	Bob Gray, Commissioner, Legislative and Planning Services and Corporate Counsel
Date:	May 24, 2023
Report No:	LPS32-23
Re:	Appointment of Integrity Commissioner

RECOMMENDATION

1. THAT Regional Council authorize the award for the provision of Integrity Commissioner services to Suzanne Craig for a term to commence July 1, 2023 and conclude December 31, 2027, as set out in Report No. LPS32-23 re: "Appointment of Integrity Commissioner".
2. THAT the Director of Legal Services prepare the necessary by-law to appoint Suzanne Craig as Integrity Commissioner for Halton Region as set out in Report No. LPS32-23.
3. THAT the Regional Clerk forward a copy of Report No. LPS32-23 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

REPORT

Executive Summary

- Sections 223.3-223.8 of the *Municipal Act, 2001* authorize 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 behaviour of its Members.
- Report No. LPS73-22, adopted by Council November 9, 2022, extended the incumbent Regional Integrity Commissioner's appointment to June 30, 2023 to allow for a procurement process leading to the choice of an Integrity Commissioner to serve for the current term of Council.

- Following the issuance of a Request for Proposal (RFP) for the services of an Integrity Commissioner and the completion of the RFP process, this report recommends the appointment of Suzanne Craig as Integrity Commissioner for the Regional Municipality of Halton for a term to commence July 1, 2023 and conclude December 31, 2027.

Background

Under the *Municipal Act, 2001*, a municipality is authorized 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 behaviour of its councillors. Since 2018, that role has been filled for Halton Region by the firm of Principles Integrity. The initial appointment was to December 31, 2022. Through Council approval of Report No. LPS73-22, their term was extended to June 30, 2023, to allow time for the Inaugural meeting, adoption of the 2023 budget, Council orientation and other early term matters to be considered before Council was requested to make the appointment for the new term.

During the first procurement process in 2018, Halton, on behalf of the Halton Cooperative Purchasing Group (HCPG), led the process on behalf of the Local Municipalities. The City of Burlington elected to run its procurement separately in 2022 and reappointed Principles Integrity as its Integrity Commissioner for the term. For this procurement, Halton Region was joined by the Towns of Halton Hills, Milton and Oakville.

Halton Region, on behalf of the HCPG, issued the Request for Proposal for Integrity Commissioner services on March 20, 2023, which closed on April 6, 2023. One submission was received. A staff committee consisting of the Regional Clerk, Deputy Regional Clerk and the Clerks from the three Local Municipalities evaluated the submission. A two envelope method was used to evaluate the proposal submissions. 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.

Discussion

The Purchasing By-law provides authority for the Regional Chair and Clerk to enter into an agreement, in a form satisfactory to the Director of Legal Services, with Suzanne Craig for the provision of Integrity Commissioner services for a term to commence July 1, 2023 and conclude December 31, 2027. This agreement will cover the provision of Integrity Commissioner services for the Region. The Local Municipalities that also intend to

appoint Suzanne Craig will be expected to enter into separate agreements. It should be noted that the Region's appointment is proposed to end one year into the term of the Council elected in 2026 so the new Council may have the opportunity to appoint its own Integrity Commissioner (or approve a renewal of the incumbent's term) clear of initial Inaugural and other considerations.

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 behaviour, 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.

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.

FINANCIAL/PROGRAM IMPLICATIONS

The annual cost of Integrity Commissioner services varies as it depends on the services that they are called upon to perform, which is driven by requests for advice, educational information and other supports as well as inquiries into complaints received. The cost for this service has been estimated based on previous experience, with an upset limit of \$22,400 (excluding taxes) for the term of July 1, 2023 to December 31, 2027. There is sufficient funding in the annual operating budget of the Regional Clerk to support this award.

Respectfully submitted,



Jody Johnson
Director, Legal Services



Bob Gray
Commissioner, Legislative and Planning
Services and Corporate Counsel

Approved by



Jane MacCaskill
Chief Administrative Officer

If you have any questions on the content of this report,
please contact:

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Attachments: None