



# Staff Report

## Administration

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**Report To:** Committee of The Whole  
**Meeting Date:** November 18, 2019  
**Report Number:** FAF.19.248  
**Subject:** Appointment of Town Integrity Commissioner  
**Prepared by:** Shawn Everitt, Chief Administrative Officer

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### A. Recommendations

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THAT Council receive Staff Report FAF.19.248, entitled "Appointment of Town Integrity Commissioner";

AND THAT Council direct that the appointment of Suzanne Craig as the Town's Integrity Commissioner, shall continue to December 31, 2023;

AND THAT Council authorize the Mayor and Clerk to execute an Amendment to the Agreement for Integrity Commissioner Services between the Town of The Blue Mountains and Suzanne Craig to reflect the extended term.

### B. Overview

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The purpose of this report is to receive direction from Council as to how to proceed with the retaining the services of an Integrity Commissioner for the Town.

### C. Background

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At the April 24<sup>th</sup>, 2019 meeting of Council the following Motion was approved by Council:

Moved by: Odette Bartnicki

Seconded by: Rob Sampson

THAT Council receive Staff Report FAF.19.053, entitled "Update on Integrity Commissioner Appointments";

AND THAT Council acknowledge receipt of the resignation of Janet Leiper as Integrity Commissioner for the Town effective March 8, 2019;

AND THAT Council direct staff to investigate options regarding the appointment of integrity services for The Blue Mountains and to provide a report to Council for consideration;

AND THAT Council direct that the current Integrity Commissioner term of appointment shall end December 31, 2019, CARRIED.

## **D. Analysis**

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Staff have reviewed and considered options on how best to have Integrity Commissioner Services provided to the Town after the current term of the Integrity Commissioner Appointment ends December 31, 2019.

Staff is recommending that the Town continue to retain the services of Suzanne Craig and have the term extend through to December 31, 2023. In addition, it is recommended that the current agreement that is in place between Ms. Craig and the Town be considered as the basis of a future agreement between Ms. Craig and the Town.

Staff believe that Ms. Craig has provided excellent services to the Town and has been very accommodating and accessible. There is a significant benefit to council, staff and the public of having the consistency and continuity of Ms. Craig continuing as the Town's Integrity Commissioner including effectiveness and efficiency in the provision of information and completion of investigations when required.

The initial appointment of Integrity Commissioners for the Town in 2016 was to include a roster of two (2) Integrity Commissioners that would be utilized on a rotational basis based on availability. As noted in staff report FAF.19.053 (Attachment 1) in March of 2019, Ms. Janet Leiper, one of the two (2) rostered Integrity Commissioners provided her resignation. This resignation resulted in Ms. Craig being the single Integrity Commissioner appointed by the Town. Staff are recommending that having one (1) Integrity Commissioner Works very well and having a second appointment is not necessary.

Preliminary discussions have taken place with Ms. Craig and staff and it has been confirmed that Ms. Craig has an interest to extending her services as the Town's Integrity Commissioner.

## **E. The Blue Mountains Strategic Plan**

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- Goal #2: Engage Our Communities & Partners
- Objective #1 Improve External Communication with our Constituents
- Objective #3 Strengthen Partnerships
  
- Goal #4: Promote a Culture of Organizational & Operational Excellence
- Objective #1 To Be an Employer of Choice
- Objective #2 Improve Internal Communications Across our Organization
- Objective #3 To Consistently Deliver Excellent Customer Service
- Objective #4 To Be a Financially Responsible Organization
- Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

## **F. Environmental Impacts**

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None at this time

## **G. Financial Impact**

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The services of the Integrity Commissioner are billed to the Town on an hourly rate when utilized.

The Town's Purchasing Policy permits staff to negotiate directly with Ms. Craig with the intent of renewing the existing Contract.

## **H. In consultation with**

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Corrina Giles, Town Clerk

Ruth Prince, Director of Finance & IT Services

Serena Wilgress, Manager of Purchasing and Risk Management

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, [cao@thebluemountains.ca](mailto:cao@thebluemountains.ca).

## **J. Attached**

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1. Staff Report FAF.19.053 "Update on Integrity Commissioner Appointments"

Respectfully Submitted,

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Shawn Everitt  
Chief Administrative Officer

For more information, please contact:  
[cao@thebluemountains.ca](mailto:cao@thebluemountains.ca)  
519-599-3131 extension 234



# Staff Report

## Administration

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**Report To:** Committee of The Whole  
**Meeting Date:** April 8, 2019  
**Report Number:** FAF.19.053  
**Subject:** Update on Integrity Commissioner Appointments  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report FAF.19.053, entitled "Update on Integrity Commissioner Appointments";

AND THAT Council acknowledge receipt of the resignation of Janet Leiper as Integrity Commissioner for the Town effective March 8, 2019;

AND THAT Council provide direction to staff as to whether a second Integrity Commissioner should be appointed to continue with a roster of two Integrity Commissioners for the Town;

AND THAT Council provide direction to staff as to the term of the Integrity Commissioner appointment.

### B. Overview

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This staff report provides an update to Council and seeks direction on the Integrity Commissioner appointments.

### C. Background

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At the September 26, 2016 Council Meeting, Council appointed two Integrity Commissioners, Suzanne Craig and Janet Leiper, to act on a roster of Integrity Commissioners for the Town. The term of the appointments was not specified. As directed by Council, the Town Clerk entered into a retainer agreement with the Integrity Commissioner for each complaint received.

September 26, 2016

Moved by: Joe Halos

Seconded by:

R. J. Gamble

THAT Council of the Town of The Blue Mountains appoints Suzanne Craig and Janet Leiper to act on a roster of Integrity Commissioners for the Town of The Blue Mountains, on a rotational basis based on availability, and on a case-by-case basis. The Integrity Commissioner will process any complaints received in accordance with the

Code of Conduct for Members of Council Policy, POL.COR.07.07, as revised August 22, 2016, and in accordance with Section 223.3 of the *Municipal Act, 2001*;

AND THAT upon receipt of a complaint against a member of Council, that the Town Clerk be authorized to execute a retainer agreement with the Integrity Commissioner, Carried.

On March 8, 2019 the Town Clerk received notice from Janet Leiper that she is no longer able to act as an Integrity Commissioner for the Town. Staff confirm that Suzanne Craig continues to act as Integrity Commissioner for the Town.

On March 1, 2019 the *Municipal Act* was revised to expand the role of the Integrity Commissioner to include providing advice to members of council and local boards regarding their obligations under the code of conduct, under a procedure, rule or policy, and to provide educational information to council, local boards, the municipality and the public. Section 223.3(1) is provided below for reference:

**Integrity Commissioner**

**223.3** (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act, 2017, c. 10, Sched. 1, s. 19 (1)*.

Staff, in coordination with legal counsel, are now developing an agreement for services with the Integrity Commissioner to include investigations under the code of conduct, and the expanded role of providing advice and educational information as noted above.

**D. Analysis**

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Staff are seeking Council direction regarding the appointment of the Integrity Commissioner, including:

- i) Should a second Integrity Commissioner be appointed to continue with a roster of Integrity Commissioners for the Town?
- ii) What is the term of the Integrity Commissioner appointment?

## **E. Environmental Impacts**

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None

## **F. Financial Impact**

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The services of the Integrity Commissioner are billed to the Town on an hourly rate.

## **G. In consultation with**

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1. Shawn Everitt, Interim CAO
2. Ruth Prince, Director of Finance & IT Services
3. Serena Wilgress, Manager of Purchasing and Risk Management

## **H. Public Engagement**

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The topic of this Staff Report will not be subject to a Public Meeting.

## **I. Attached**

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No attachments.

Respectfully Submitted,

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Corrina Giles  
Town Clerk

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Shawn Everitt  
Interim Chief Administrative Officer

For more information, please contact:  
Corrina Giles, Town Clerk  
[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)  
519-599-3131 extension 232



# Staff Report

## Administration

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**Report To:** Committee of The Whole  
**Meeting Date:** April 8, 2019  
**Report Number:** FAF.19.053  
**Subject:** Update on Integrity Commissioner Appointments  
**Prepared by:** Corrina Giles, Town Clerk

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## **E. Environmental Impacts**

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## **F. Financial Impact**

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## **G. In consultation with**

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1. Shawn Everitt, Interim CAO
2. Ruth Prince, Director of Finance & IT Services
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## **I. Attached**

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Corrina Giles  
Town Clerk

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Shawn Everitt  
Interim Chief Administrative Officer

For more information, please contact:  
Corrina Giles, Town Clerk  
[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)  
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