



Staff Report

Administration – Chief Administrative Officer

Report To: COW-Finance, Admin, Fire, Legal, Community Services
Meeting Date: June 5, 2023
Report Number: FAF.23.099
Title: Extension of Integrity Commissioner Services for the Town of The Blue Mountains
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.23.099, entitled “Extension of Integrity Commissioner Services for the Town of The Blue Mountains”;

AND THAT Council direct that the appointment of Suzanne Craig as the Town’s Integrity Commissioner be extended to December 31, 2027;

AND THAT Council direct staff to negotiate an amendment to the existing Agreement for Integrity Commissioner Services;

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

B. Overview

This report provides Council an opportunity to proactively consider extending the Agreement with Suzanne Craig for the provision of Integrity Commissioner Services for the Town of The Blue Mountains.

C. Background

The Town currently has an Agreement with Suzanne Craig to provide Integrity Commissioner Services for the Town. This Agreement expires on December 31, 2023. The original Agreement with Suzanne Craig was entered into on March 1, 2019.

In 2020, an Addendum to the original agreement was executed by the Town and Suzanne Craig that extended the March 1, 2019 Agreement to December 31, 2023. In addition, a new paragraph 2 f) was formally added to the Agreement that requires Suzanne Craig, as the Town’s Integrity Commissioner, to “provide written or verbal acknowledgment of receipt of an initial

request within three (3) business days to the person making the request for Integrity Commissioner Services”.

Table 1: Integrity Commissioner Agreements (2019 to Present)

Agreements	Start Date	Expiration Date
Original Agreement	March 1, 2019	December 31, 2019
Amending Agreement	January 10, 2020	December 31, 2023
Recommended Amending Agreement	January 1, 2024	December 31, 2027

Staff are proactively recommending that Council amend the existing Agreement with Suzanne Craig for the continued provision of Integrity Commissioner Services for the Town of The Blue Mountains. This recommendation reflects a second extension to the Agreement between Suzanne Craig and the Town for the provision of Integrity Commissioner Services.

D. Analysis

Council has the following options with regard to obtaining Integrity Commissioner Services:

Option A

Retain the services of the Town’s existing Integrity Commissioner by amending the existing Agreement as suggested in the recommendations section of this report.

Staff have confidence in the recommendation to extend the existing Agreement with Suzanne Craig for Integrity Commissioner Services based on the excellent service she has provided the Town. Section 2 of the Agreement outlines the specific list of duties carried out by the Town’s Integrity Commission and staff believe that Suzanne Craig has done an exceptional job at performing these duties.

Section 16 of the Town’s [Purchasing of Goods and Services Policy POL.COR.07.05](#) lists the specific goods and services that are exempt from the Policy. This section identifies that “all legal services and fees” are exempt from the Policy. The provision of Integrity Commissioner Services is considered Legal Services and therefore exempt from the provisions of the Policy. As such, the Town could retain Suzanne Craig’s services without issuing a formal Request for Proposal (RFP).

Option B

Issue a formal RFP for Integrity Commissioner Services by approving the following recommendation.

AND THAT Council direct staff to develop a formal Request for Proposal and initiate the competitive purchasing process to retain an Integrity Commissioner for the Town of The Blue Mountains with services beginning January 1, 2024.

Because staff have proactively prepared this report for Council, there is ample time to pursue either option.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

None.

G. Financial Impacts

Town staff ensure that funding is allocated within the Town's Annual Base Budget to account for Integrity Commissioner Services. The annual budget expense for Integrity Commissioner Services is dependent upon the number and complexity of the activities the Integrity Commissioner is requested to consider and report on.

If Council directs staff to extend the existing Agreement with Suzanne Craig, it is anticipated that a reasonable increase could be considered.

If Council direct staff to proceed with a formal Request for Proposal process, additional staff time and resources would be required to draft, advertise, evaluate, and award the contract.

H. In Consultation With

Corrina Giles, Town Clerk

I. Public Engagement

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 CAO, cao@thebluemountains.ca.

J. Attached

None.

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
cao@thebluemountains.ca
519-599-3131 extension 234

Report Approval Details

Document Title:	FAF.23.099 Extension of Integrity Commissioner Services for the Town of The Blue Mountains.docx
Attachments:	
Final Approval Date:	May 26, 2023

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - May 26, 2023 - 2:12 PM