



Staff Report

Administration – Chief Administrative Officer

Report To: COW-Finance, Admin, Fire, Community Services
Meeting Date: October 16, 2023
Report Number: FAF.23.148
Title: Integrity Commissioner Request for Proposal
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.23.148, entitled “Integrity Commissioner Request for Proposal”;

AND THAT Council provide staff direction to proceed with a formal Request for Proposal (RFP) process to retain the services of an Integrity Commissioner;

AND THAT Council authorize staff to negotiate a three (3) month extension to the current Integrity Commissioner Agreement with Ms. Suzanne Craig that expires on December 31, 2023 while the Town completes the RFP process.

OR

AND THAT Council authorize staff to negotiate with the Grey County and the Integrity Commissioner currently providing Integrity Commissioner services for Grey County to extend these services to the Town of The Blue Mountains.

B. Overview

This report provides Council with options to secure the services of an Integrity Commissioner beyond December 31, 2023.

C. Background

In June, 2023 Council considered [Staff Report FAF.23.099](#) entitled “Extension of Integrity Commissioner Services for the Town of The Blue Mountains” which presented the option of negotiating with the Town’s current Integrity Commissioner to extend the service being provided to the Town. Ms. Suzanne Craig is currently appointed as the Town’s Integrity Commissioner.

It should be noted that Ms. Craig has provided, what staff believe to be, excellent Integrity Commissioner services for the Town. However, Council had identified during the consideration

of [Staff Report FAF.23.099](#) a desire to complete a formal procurement process to consider the appointment of an Integrity Commissioner beyond December 3, 2023.

Council provided staff with direction to complete a formal Request for Proposal (RFP) process to consider options for securing the services of an Integrity Commissioner. Staff began developing a Request for Proposal (RFP) document and provided the scope of work in a draft document to the Accountability and Transparency Working Group for their consideration. The Accountability and Transparency Working Group is comprised of the following members of Council, Councillor Paula Hope (Chair), Councillor Gail Ardiel, and Councillor June Porter.

The Accountability and Transparency Working Group performed a detailed review of the draft scope of work provided by staff and offered suggestions that are reflected in Attachment 1 to this report.

D. Analysis

The members of the Accountability Committee Working Group will be available during the presentation of the report to provide additional commentary and explanation of the scope of work for the draft RFP if required.

During the review discussion, the concept of having members of Council either participate in the formal RFP process, or act as observers during the RFP evaluation process is to be considered by Council through the presentation of this report. Typically, the Town's procurement process does not include Council participation, however, Council may wish to consider the merits of members of Council being involved in the Integrity Commissioner selection process. The Integrity Commissioner will have a relationship with Council in the future either through formal training or through potential engagement with the Town Integrity Commissioner directly.

Recently, Town staff were made aware of an opportunity through Grey County negotiating an extension of their own Integrity Commissioner service. As Grey County previously completed a formal procurement process that resulted in the selection of Principles Integrity as the appointed Integrity Commissioner for the County, the Town has the option of signing on with Grey County to use their Integrity Commissioner's services.

Grey County has utilized "Principles Integrity" as their appointed Integrity Commissioner and many of the municipalities within Grey County also utilize Principles Integrity. Grey County has been satisfied with the services provided by Principles Integrity as are the other municipalities within Grey County who utilize their services. Through the Grey County orientation for Council, Town of The Blue Mountains Council received training provided by Principles Integrity which staff believed was well received by members of Council.

Staff believe this option provides significant efficiency to the overall procurement process. Essentially this option provides a turnkey solution while benefitting from the formal and competitive process completed previously by Grey County in 2018. Staff suggest that this formal and competitive procurement process may meet the desired process Council had

identified in the previous staff report discussion. The Town had not previously completed a formal process when appointing the Towns original Integrity Commissioners due to the specific appointments being recommended prior to the requirements of having a formally appointed Integrity Commissioner and were in response to a process that was being brought forward at the time that required the services of an Integrity Commissioner.

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.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None.

G. Financial Impacts

Significant efficiencies would be realized if Council were to consider the option to negotiate with Grey County's Integrity Commissioner as the completion of a formal Request for Proposal (RFP) process will take an estimated twelve (12) weeks to complete. This process will also include the time of six (6) members of staff to complete the RFP evaluation.

H. In Consultation With

Senior Management Team

I. Public Engagement

The topic of this Staff Report has not been the subject of 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, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

1. Draft Request for Proposal (RFP)

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Report Approval Details

Document Title:	FAF.23.148 Integrity Commissioner Request for Proposal.docx
Attachments:	- Attachment-1-Draft-Request-for-Proposal-RFP.pdf
Final Approval Date:	Oct 5, 2023

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

Shawn Everitt - Oct 5, 2023 - 7:51 AM