

Memorandum

June 20, 2018

Memo to: Mayor Barrow and Members of Council

Copy to: Executive Leadership Team

From: Stephen M.A. Huycke, Director of Legislative Services/Town Clerk

Subject: **By-law 76-18 – Appointment of an Integrity Commissioner**

Recommendation:

- a) That the memorandum of the Town Clerk in respect to By-law 76-18 – Appointment of an Integrity Commissioner, dated June 26, 2018, be received for information.

Comments:

At its meeting on February 12, 2018, Council adopted the following resolution:

- “a) That staff report SRCFS.18.005 be received.
- b) That staff be directed to recruit an Integrity Commissioner using a Request for Proposal (RFP) process as generally described in staff report SRCFS.18.005.
- c) That staff be authorized to negotiate and execute a contract for the provision of Integrity Commissioner Services with the proponent selected through the RFP process.
- d) That staff be directed to present any by-laws required to appoint the successful proponent as Integrity Commissioner at a future Council meeting.”

Staff issued an RFP for Integrity Commissioner Services in March 2018. Following the process set out in the Town’s Procurement By-law, ADR Chambers Inc., has been selected to provide Integrity Commissioner services for the Town. The agreement with ADR Chambers is for a one year term with up to 4 additional one-year terms.

ADR Chambers currently provides Integrity Commissioner Services for several municipalities including:

- City of Markham
- City of Kitchener
- City of Waterloo

- Regional Municipality of Niagara

In addition to providing Integrity Commissioner Services, ADR Chambers is the municipal ombudsman for: York Region (including the lower tier municipalities of East Gwillimbury and King); Halton Region (including the lower tier municipalities of Burlington, Milton and Oakville); and, Durham Region (including the lower tier municipalities of Clarington, Brock, Uxbridge and Whitby).

ADR Chambers has selected Deborah Anshell as Richmond Hill's named Integrity Commissioner. Ms. Anshell is the named Integrity Commissioner for City of Waterloo, and an investigator with the office of the Integrity Commissioner's in Kitchener, Markham and Niagara. Ms. Anshell holds an LL.B. degree from the University of Toronto and an LL.M. degree in alternative dispute resolution (ADR) from Osgoode Hall Law School.

The enactment of By-law 76-18 will finalize the appointment of ADR Chamber Inc., as represented by Deborah Anshell, as the Town's new Integrity Commissioner. Following appointment, Ms. Anshell's initial responsibility will be to recommend the adoption of a new Council Code of Conduct in the fall of 2018. Additionally, Ms. Anshell's will be tasked with recommending to Council the adoption of a Code of Conduct for Local Boards (currently the Village of Richmond Hill BIA Board of Management). Council is required by the Municipal Act, to adopt a code for the BIA Board of Management by March 1, 2019.

"Signed version on file in the Office of the Clerk"

Stephen M. A. Huycke
Director of Legislative Services/Town Clerk