



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** April 2, 2019  
**Report Number:** SRCFS.19.010

**Department:** Corporate and Financial Services  
**Division:** Office of the Clerk

**Subject:** **SRCFS.19.010 – Extension of contract for the provision of integrity commissioner services**

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### **Purpose:**

To recommend that the contract for the provision of integrity commissioner services with ADR Chambers Inc. be extended for at least one additional one-year term.

### **Recommendation(s):**

- a) That staff report SRCFS.19.010 be received;
- b) That staff be authorized to extend the contract for the provision of integrity commissioner services, awarded to ADR Chambers Inc. in June 2018, for up to four additional one-year year terms, subject to satisfactory provisions of the services as determined by the Town Clerk.

### **Contact Person:**

Stephen M.A. Huycke, Director, Legislative Services/Town Clerk, extension 2529

### **Report Approval:**

**Submitted by:** Mary-Anne Dempster, Commissioner of Corporate and Financial Services

**Approved by:** Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

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### Background:

The Town has retained the service of an Integrity Commissioner since 2010. The Integrity Commissioner is responsible for providing the following services to the Town:

1. Provide advice to Members of Council on ethical issues, including compliance with the Council Code of Conduct and *Municipal Conflict of Interest Act* (“MCIA”); and
2. To conduct investigations of alleged breach of the Council Code of Conduct and the MCIA by Members of Council.

The *Municipal Act, 2001* was amended effective March 1, 2019 to make the appointment of an integrity commissioner mandatory for all municipalities.

On February 12, 2018, Council directed staff to retain the services of an Integrity Commissioner using a Request for Proposal (“RFP”) process. Following a successful RFP process, ADR Chambers Inc. was chosen to provide integrity commissioner services for the Town. Council formalized the appointment of ADR Chambers as Integrity Commissioner when it enacted By-law 76-18 on June 26, 2018.

The Town’s contract with ADR Chambers was for an initial one-year term. The contract includes a provision that Council can extend the contract for up to four additional one-year terms. ADR Chambers has fulfilled all of its legislative and contractual responsibilities. These include, among other things, recommending improvements to the Council Code of Conduct, providing advice to members of Council, and conducting investigations. Staff recommend that Council authorize staff to extend the contract for up to four additional one-year terms, subject to ADR Chambers successfully fulfilling all its contractual and legislative obligations as determined by the Town Clerk.

Alternatively, Council can choose to approve only a one-year extension at this time by adopting the following revised recommendation:

- “b) That the contract for the provision of integrity commissioner services, awarded to ADR Chambers Inc. in June 2018, be extended for an additional one (1) year term.”

If Council chooses not to permit that extension of the contract with ADR Chambers, staff will require Council’s direction on the process to retain a replacement Integrity Commissioner.

### Financial/Staffing/Other Implications:

The approved annual budget for integrity commissioner services is \$33,000. The contract with ADR Chambers includes an annual retainer fee of \$12,000, and an hourly rate of \$300.00 for services provided.

### Relationship to the Strategic Plan:

The appointment of an Integrity Commissioner aligns with Goal One of the Strategic Plan: Stronger Connections in Richmond Hill, and the strategy of fostering stronger

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social networks by keeping lines of communication open and assisting in building stronger links and relationships with Council and members of the public in order to maintain accountability and transparency.

### **Conclusion:**

ADR Chambers Inc. was appointed the Town's Integrity Commissioner on June 26, 2018. The contract with ADR Chambers was for an initial one-year term, with up to four additional one-year terms at Council's discretion. Staff recommend that the contract with ADR Chambers be extended for at least one additional one-year term.

### **Attachments:**

None

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### Report Approval Details

Document Title:	SRCFS.19.010 - Integrity Commissioner's Contract Extension.docx
Attachments:	
Final Approval Date:	Mar 21, 2019

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

**MaryAnne Dempster - Mar 18, 2019 - 12:18 PM**

**Neil Garbe - Mar 21, 2019 - 9:08 AM**