Appendix B to
Report 19-115

Role Description of the Integrity Commissioner of the Ottawa-Carleton District School Board

As an Integrity Commissioner, you will independently carry out the assignments below having regard for the ethical responsibilities of the elected members of the Board. You will report directly to the Board of Trustees.

Eligibility:

Employees of the Ottawa-Carleton District School Boards are not eligible to apply for this position.

Qualifications:

- Undergraduate degree
- A minimum of ten (10) years of senior level management, legal and/or quasi-judicial experience
- Experience in mediation and dispute resolution techniques

Roles and Responsibilities

As the Integrity Commissioner of the Ottawa-Carleton District School Board you will:

1. Review and make inquiries related to complaints made in accordance with P.073.GOV Board Member Code of Conduct.
2. Review and request access to information you believe is necessary for an investigation of a complaint made in accordance with P.073.GOV Board Members Code of Conduct.
3. Conduct interviews with anyone who may have information relevant to the investigation pertaining to an alleged breach of the member Conduct.
4. Upon request, provide advice to Board members about the application of P.073.GOV Board Members Code of Conduct, P.025.GOV Board Member Conflict of Interest and the interpretation of related legislation.
5. Upon request, provide general information to Board members about their duties and obligations under the following:
    - *Education Act*
    - *Municipal Elections Act*
    - *Municipal Conflict of Interest Act*
    - *Ontario Human Rights Code*

    - *Criminal Code of Canada.*
    - *Municipal Freedom of Information and Protection of Privacy Act*
    - *Occupational Health and Safety Act*
    - *Ombudsman Act*
6. Provide professional development to Board members on issues of ethics and integrity.
7. Maintain custody and control of complaint and inquiry files, and on completion of your term, transfer all files, including correspondence, to the incoming Integrity Commissioner.
8. Provide such other duties respecting ethical and conduct matters as assigned by the Board.

As a successful Integrity Commissioner, you have:

1. High ethical standards;
2. Demonstrated impartiality, wisdom, and sound judgement, combined with the ability to inspire trust and confidence;
3. The ability to provide services on a part-time, flexible and as needed basis;
4. No other involvement in political campaigning/endorsements related to the Board, or other related conflict of interest;
5. No other involvement or financial interest in the work undertaken by the Board;
6. The ability to provide alternative dispute resolution strategies;
7. Experience with managing sensitive inquiries, conducting investigations, and making timely and appropriate recommendations;
8. Excellent oral and written communication skills;
9. Familiarity with investigatory procedures, duty of fairness, and the application of administrative legal principles;
10. The ability to interpret and apply the provisions of various statutes, regulations, policies, and any other enabling framework; and
11. Practical knowledge of the education and school board systems as well as the *Education Act* and applicable regulations.

Selection Process:

The selection process for the Integrity Commissioner will be conducted in accordance with the procurement policies of the District and overseen by a selection committee of trustees appointed by the Board and chaired by the Chair of the Board or designate. The selection committee will interview candidates and recommend an Integrity

Commissioner to the Board. The Board will approve the appointment by a vote of the majority of members present and voting.

Remuneration:

The successful Integrity Commissioner will receive an annual retainer estimated to be in the range of $25,000 payable in twelve monthly increments for up to 20 hours of work per month. Hours exceeding the 20 hours per month will be remunerated at an hourly rate.