

**BOARD**

**28 January 2020**

**Report 20-017, Establishment of an Integrity Commissioner Selection Committee**

**Key Contact: Michèle Giroux, Executive Officer, 613-596-8211 ext. 8310**

**PURPOSE:**

1. To establish a selection committee to participate in the Request for Proposal (RFP) Process for an Integrity Commissioner.

**CONTEXT:**

2. At its meeting of 17 December 2019, the Board approved P.141.GOV Integrity Commissioner (attached as Appendix A). The policy indicates that the appointment process will be overseen by a selection committee of trustees appointed by the Board and chaired by the Chair of the Board or designate and that the recruitment would be completed through a RFP process in accordance with the procurement policies of the District.

**KEY CONSIDERATIONS:**

3. Proposed Mandate of the Integrity Commissioner Selection Committee  
The Integrity Commissioner Selection Committee shall be comprised of the Chair of the Board, Vice-Chair of the Board, two members of the Board appointed by the Board of Trustees, the Director or Director's designate, the Executive Officer and the Manager of Risk and Supply Chain Management and is established for the purpose of supporting the management of the search and selection process for an Integrity Commissioner.

The Committee plays a key liaison role with the Board and staff to make recommendations as required on the following steps in the process:

- i. **Request for Proposal Development** – review and provide input on the draft RFP prepared by Risk Management staff. Provide guidance on search strategy details, including posting/advertising, communication and/or targeted recruiting.
- ii. **Candidate Identification, Assessment and Selection** – receive and review potential candidates, determine a shortlist of

candidates, interview candidates (if required) and recommend a preferred candidate to the Board.

The committee shall meet as required for the purpose of completing its mandate. The committee shall be stood down on the completion of its mandate which is the recommendation of a candidate for appointment to the role of Integrity Commissioner.

4. Timelines and Meetings

The Integrity Commissioner Selection Committee will meet one (1) to two (2) times between now and mid-February 2020 to review the RFP. The RFP will be posted for three (3) weeks and the committee will meet one (1) to two (2) times after the close of the RFP. It is anticipated that the Integrity Commissioner Selection Committee will make a recommendation to the Board in late April.

**RESOURCE IMPLICATIONS:**

5. There is no cost associated with posting the RFP to the Bids and Tenders digital platform under the District's annual subscription. The Integrity Commissioner Selection Committee may advise the use of advertisements in the County of Carleton Law Association newsletter as well as Ontario Reports, a weekly publication sent to every lawyer in the province. The cost for advertising in these two publications is approximately \$2,400.00.

**COMMUNICATION/CONSULTATION ISSUES:**

6. The focus of the communication will be to notify potential bidders of the opportunity to bid on the project. This will be accomplished through a fifteen-day posting on Bids and Tenders, as well as on the District website and social media channels. The Committee may also wish to consider utilizing the publications listed above to attract experienced candidates.

**STRATEGIC LINKS:**

7. Conducting an open and transparent process for engaging an Integrity Commissioner is consistent with the Culture of Social Responsibility objective of the 2019-2023 Strategic Plan and will help the Board in achieving its goal of ethical leadership and accountability.

**RECOMMENDATION:**

- A. THAT the Board form an Integrity Commissioner Selection Committee to review the Request for Proposal and selection criteria for the Integrity Commissioner and recommend a candidate for the position; and

B. THAT the following two (2) Board Members be appointed to the Integrity Commissioner Selection Committee:

---

---

Michèle Giroux  
Executive Officer, Corporate Services

---

Camille Williams-Taylor  
Director of Education and Secretary of  
the Board

**APPENDICES**

Appendix A Policy P.141.GOV Integrity Commissioner  
Appendix B Role Description of the Integrity Commissioner