

Integrity Commissioner

Description of Duties and Services

The duties of the Integrity Commissioner and the services that will be required will include the following:

Advisory:

- To provide written and oral advice to individual Council members on questions of compliance with each City's respective code of ethics bylaws;

The advisory function above may also be extended in the future to providing:

- written and oral advice to individual Council members on questions of compliance with the conflict-of-interest provisions of *The Cities Act* and any other bylaws, policies or Acts governing the behaviour of Council members;
- providing the whole of Council with specific and general opinions and advice on bylaws, policies, protocols or Acts regulating the conduct of Council members and issues of compliance;
- providing input to the City Administration on additional rules and restrictions that may be added to each City's code of ethics bylaws from time to time.

Investigative:

- To receive and assess all written complaints to determine if there is jurisdiction to investigate and sufficient grounds for an investigation of a violation of each City's code of ethics bylaw by a Council member;
- To investigate complaints received and conduct inquiries as to violations of each City's code of ethics bylaw;
- To determine and report to the Executive Committee and Council as to whether a member has violated the respective City's code of ethics bylaw;
- To make recommendations on whether to censure a Council member, impose sanctions or corrective actions where there is a violation of the respective code of ethics bylaw.

Educational:

- To publish an annual report on the office of the Integrity Commissioner including examples in general terms of advice rendered and complaints received and disposed of;
- To provide general educational sessions to Council members on the substance and application of each City's code of ethics bylaw where requested by Council or the City Administration;
- To assist each respective City Solicitor and City Clerk in the development of policies and processes for the work of the Integrity Commissioner including recommended amendments to each code of ethics bylaw.

For more information on the services required and the role of the Integrity Commissioner, please refer to the City of Regina website at Regina.ca and the City of Saskatoon website at Saskatoon.ca/integritycommissioner. For a review of each City's code of ethics bylaw please see the

following link for Regina [*Code of Ethics Bylaw*](#) and the following link for Saskatoon [*The Code of Ethical Conduct for Members of City Council Bylaw, 2019*](#).

Qualifications and Experience

Qualifications include membership or qualification for membership in the Law Society of Saskatchewan. The ideal candidate will also include the following qualifications, capabilities and experience:

- proven impartiality and neutrality, such as that of a judge or arbitrator;
- experience managing sensitive inquiries, conducting investigations and making appropriate recommendations;
- excellent communication skills;
- experience and familiarity with investigator procedures and the applicable legal principles;
- previous experience in the areas of governance, procedure and ethics;
- ability to interpret and apply the provisions of various statutes, regulations, policies, bylaws and other enabling frameworks;
- understanding of municipal government and municipal governance structures;
- ability to provide services on a part-time, flexible and as needed basis, without competing employment demands;
- ability to develop professional credibility with the respective City Council, staff and media;
- freedom from conflict of interest; and
- at least 10 years of senior-level management, legal or quasi-judicial experience.

Proposal Requirements

Candidates are asked to respond with the following information:

- **Cover Letter**

Provide a cover letter identifying their interest in the position of integrity commissioner as well as their relevant qualifications.

- **Candidate Profile**

Candidates should provide the following information:

- name, address, telephone and e-mail for all communications;
- a general description of the individual's practice/business, including any specific, relevant experience;
- the resume of the candidate;
- a brief description of:
 - the candidate's knowledge and experience of municipal legislation and bylaws governing Council members and the candidate's ability to interpret that legislation and bylaws;
 - the candidate's knowledge and experience with governance structures and advising on ethical issues;
 - the candidate's experience in relation to drafting and preparing officials' reports and documentation;
 - the candidate's extensive communication skills;
 - the candidate's knowledge on the practices and techniques in launching formal and informal investigations;
- a demonstration of the candidate's ability and commitment to be neutral and impartial;
- any error or omissions insurance coverage or professional liability coverage maintained by the candidate to provide the services outlined herein;

- a description of available support staff, other staff that would be assisting in the services and resources, if any.

- **Financial Capability and Stability**

- The candidate must have sufficient financial capacity and resources to carry out the services;
- The candidate must provide information indicating that they are either an active member of the Law Society of Saskatchewan and carry professional liability insurance through the Saskatchewan Lawyers' Insurance Association or that they can be qualified to become an active member of the Law Society and therefore that when qualified they would carry the required insurance coverage.

- **References**

Responses must include a list of references providing insight into a candidate's general reputation along with the skills and qualifications necessary to diligently and properly perform the work as described above. References are to be from people for whom the candidate has provided similar services. Include at least three (3) references, complete with the names, titles, phone number and addresses.

- **Fees**

Responses should include the proposed fee structure and billing methods, including the proposed billing rate, any alternative fee structures and proposed disbursement rates as well as proposed caps on the cost of services, if any.

Candidates are required to submit their application providing the above information to the address below. Advertisement will be posted until the position is filled.