



CITY OF
ST. CATHARINES

Corporate Report

Report from Economic Development and Customer Service, Office of the City Clerk

Date of Report: September 3, 2013 **Date of Meeting:** September 9, 2013

Report Number: EDCS 282-2013 **File:** 10.28.2

Subject: Appointment of Integrity Commissioner

Recommendation

That Council direct staff to appoint Ms. Suzanne Craig as an Integrity Commissioner for the City of St. Catharines for the purposes as outlined in this report; and

That the City Solicitor be directed to prepare the necessary by-law. FORTHWITH

Background

On April 26, 2010, City Council approved the Code of Conduct for Elected Officials, Local Boards and Advisory Committees (the Code).

Contained within the Code, specifically Part 3, it addresses the handling of complaints. The following is an excerpt from this section “...the City of St. Catharines shall appoint an Integrity Commissioner who reports to Council and is responsible for performing the following duties in an independent and consistent manner:

- (i) *Investigation: having the power to assess and investigate formal written complaints respecting alleged contraventions of the Code of Conduct; ...”*

Section 223.3 of *the Municipal Act, 2001*, as amended, authorizes the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to allegations against its Code of Conduct.

Report

On Wednesday, August 28, 2013, the Office of the City Clerk received a formal complaint citing the Code and requesting a full investigation by an Integrity Commissioner of an alleged contravention.

On Friday, August 30, 2013, staff issued an expression of interest for the provision of this service. The expression of interest closed on Wednesday, September 4, 2013 at 2:00 p.m. Two expressions of interest were received and reviewed by staff. Both

individuals have the necessary education, skills and experience to perform the investigation. Ms. Craig was the lower bid.

Staff is recommending that Ms. Suzanne Craig be appointed to investigate this allegation. Ms. Craig has several years of experience and is presently working as a part time Integrity Commissioner for the Cities of Orillia and Vaughn, and the Towns of Pickering and Parry Sound.

The City Clerk will process the Integrity Commissioner's report upon completion, and the report and its findings will be made public at that time. The formal complaint will be forwarded directly to the Commissioner for investigation and conclusion.

This is a time-sensitive matter that requires the municipality to act immediately.

Financial Implications

As stated above Ms. Craig will bill the Corporation of the City of St. Catharines \$150 per hour plus any expenses incurred during the course of the investigation. The total amount will depend upon the length and complexity of the investigation.

Conclusion

Staff are recommending that Council direct staff to initiate the process and prepare the necessary by-law for the services of Ms. Suzanne Craig to act as an Integrity Commissioner appointed by the City of St. Catharines. Ms. Craig will be called upon as necessary and the charges will be borne by the municipality.

Submitted by:

Dave Oakes, Director Economic Development and Customer Service

Prepared by:

Bonnie Nistico-Dunk, City Clerk