



Information Memo

To: Mayor and Council

From: Teresa Olsen, County Clerk

Date: December 10, 2021

Regarding: Integrity Commissioner Services

Recommendation(s):

THAT the Information Memo regarding Integrity Commissioner Services be received as information;

AND THAT Council accept the resignation from Mr. John Mascarin and Aird & Berlis, as Norfolk County's Integrity Commissioner effective December 31, 2021;

AND THAT Council authorize staff to proceed with entering into an agreement with a neighbouring municipality's Integrity Commissioner for services on an interim basis for a period not to exceed six (6) months;

AND THAT the Clerk proceed with securing Integrity Commissioner services for Norfolk County in Q1 of 2022 in accordance with Norfolk County Purchasing Policy CS-02.

Background

Norfolk County's current Integrity Commissioner Aird and Berlis has submitted a resignation letter effective December 31, 2021 (Attachment 1).

Discussion:

The *Municipal Act, 2001* states that a municipality shall appoint an Integrity Commissioner.

Section 223(1)1.1 states:

Provision for functions if no Commissioner appointed

(1.1) If a municipality has not appointed a Commissioner under subsection (1), the municipality shall make arrangements for all of the responsibilities set out in that subsection to be provided by a Commissioner of another municipality. 2017, c. 10, Sched. 1, s. 19 (2).

As the County will be without an Integrity Commissioner at the end of December 2021, and in an effort of expediency, staff would recommend utilizing an Integrity Commissioner from a neighbouring municipality for an interim period while staff work through the necessary procurement steps for a long-term Integrity Commissioner. The County Clerk has been in discussions with Haldimand County for this purpose.

At the time of writing this report, the Clerk is investigating the options and is seeking Council's approval to proceed with contracting a neighbouring municipality's Integrity Commissioner for an interim period, not to exceed six (6) months. Staff recognize the cost for this will be subject to the contracted Integrity Commissioner's hourly rates should a complaint be received during this interim period.

Staff are confident that the necessary procurement steps can be successfully completed within the six (6) month timeframe.

Attachment(s):

- Attachment A – Aird & Berlis resignation letter

Conclusion:

Staff are seeking approval from Council to proceed with hiring a neighbouring municipality's Integrity Commissioner for an interim period to provide time to procure a long-term contract for Integrity Commissioner services.