



LEGISLATIVE SERVICES

Town of Newmarket

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March 30, 2015

**JOINT CAO & CORPORATE SERVICES INFORMATION REPORT-
2015-04**

TO: Mayor Van Bynen and Members of Council

SUBJECT: Draft Council Code of Conduct Review & Integrity Commissioner Request for Proposals (RFP)

ORIGIN: CAO & Corporate Services

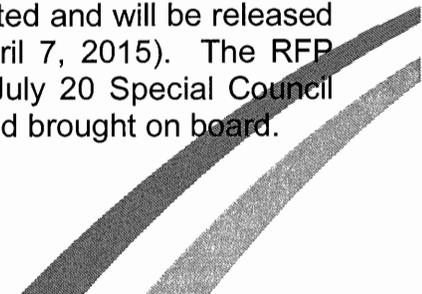
COMMENTS

This Information Report outlines staff's approach for recruiting a consultant to review the Draft Council Code of Conduct and for recruitment of an Integrity Commissioner on an as-needed basis. Pursuant to the Procedure By-law, any Member of Council may request that an Information Report be included on an upcoming Committee of the Whole agenda for discussion. Members of Council are asked to indicate this by Tuesday, April 7. In the absence of any direction from Council, staff will proceed as outlined in this Information Report.

Draft Council Code of Conduct Review

Corporate Services Information Report 2015-03 included a draft timeframe and approach for the review of the draft Council Code of Conduct, which proposed a staff-led review culminating in recommendations at, or after the June 1, 2015 Council meeting. Staff have taken the opportunity to review this approach relative to existing work load and Council's desire to move forward in a timely fashion and feel that issuing an Request for Proposals (RFP) for a consultant to review the draft Council Code of Conduct will allow for more focused project management; the benefit of recent and best practice experience from other jurisdictions; and experience managing Council Member and public input in an arms-length manner. In addition to reviewing and recommending a draft Council Code of Conduct, the consultant will also recommend policy statements and key amendments to corporate policies related to the Council Code of Conduct, where required. Staff will then refer to the consultant's recommendations to draft amendments for Council's review and approval. The consultant hired to undertake the review of the draft Council Code of Conduct will be restricted from submitting a proposal for Integrity Commissioner services outlined below.

An RFP for the review of the draft Council Code of Conduct has been drafted and will be released on April 9, 2015, subject to Council direction (required by Tuesday, April 7, 2015). The RFP proposes that the draft Council Code of Conduct come forward at the July 20 Special Council meeting due to additional time required for the consultant to be retained and brought on board.



Recruitment of Integrity Commissioner

An Integrity Commissioner is retained by the Town on an as-needed basis to review complaints related to Council's Code of Conduct. To date, the Town has procured the Integrity Commissioner services of Suzanne Craig in accordance with the Purchasing By-law. Like other services the Town procures, from time to time, there is value in determining available Integrity Commissioner services, of which there are a growing number of professionals and firms who are available to support this function. Releasing the A roster of qualified professionals and firms will be developed and provided with the RFP for Integrity Commissioner services for their consideration, including Suzanne Craig.

The individual or firm awarded the contract for Integrity Commissioner services cannot be the same as the individual or firm awarded the contract for the review of the draft Council Code of Conduct. It is anticipated that the award for Integrity Commissioner services will occur on June 15, 2015. Should the Town require Integrity Commissioner services in the interim, Suzanne Craig will undertake these services.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The initiative relates to the Well-equipped and managed link of the Town's Community Vision-implementing policy and processes that reflect sound and accountable governance.

BUDGET IMPACT (CURRENT AND FUTURE)

The cost for a consultant to review the draft Council Code of Conduct will be determined through the RFP process and its anticipated to be within the staff's delegated spending authority and accommodated within the contingency account (10911.4404.19). The 2015 Draft Budget includes \$10,000 for integrity commissioner services (10911.4662).

CONTACT

For more information on this report, please contact Andrew Brouwer, Director of Legislative Services/Town Clerk at abrouwer@newmarket.ca or at 905 953-5300, ext. 2211.



Bob Shelton, Chief Administrative Officer



Anita Moore, Commissioner of Corporate Services

for


Andrew Brouwer, Director, Legislative Services/Town Clerk