

Appointment of Integrity Commissioners

The City of Regina (the City) invites applications from individuals to act as an Integrity Commissioner for Regina City Council on an as needed basis for a two year term with an option to extend the contract for two additional one year terms. Ideally, the City is seeking to appoint more than one Integrity Commissioner to fulfill the duties required. The City will appoint one Integrity Commissioner to provide an advisory function to Council Members and a second Integrity Commissioner to investigate complaints against Council Members, report on investigations and make recommendations on sanctions.

The intent of this posting is to seek submissions from interested individuals with past experience in providing legal advice on ethical matters and conducting investigations. Only those candidates who are deemed to be qualified by the City will be contacted. The successful candidates will be considered to be independent contractors and will be asked to enter into contracts with the City for the services required.

For detailed application requirements, applicants should review the City's detailed advertisement at the following link Regina.ca. Advertisement will be posted until position has been filled.

You may submit your application to:

Office of the City Clerk
2476 Victoria Avenue
PO Box 1790
City Hall, 15th Floor
Regina, SK S4P 3C8
E: clerks@regina.ca

City of Regina



REGINA
Infinite Horizons

Integrity Commissioner

Description of Duties and Services

The duties of the Integrity Commissioner or Commissioners 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 *The Code of Ethics Bylaw*;

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 *The Code of Ethics Bylaw* 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 *The Code of Ethics Bylaw* by a Council Member;
- To investigate complaints received and conduct inquiries as to violations of *The Code of Ethics Bylaw*;
- To determine and report to the Executive Committee and Council as to whether a member has violated *The 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 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 *The Code of Ethics Bylaw* where requested by Council or the City Administration;
- To assist the City Solicitor and the City Clerk in the development of policies and processes for the work of the Integrity Commissioner or Commissioners including recommended amendments to *The Code of Ethics Bylaw*.

For more information on the services required and the role of the integrity commissioners, please refer to the City's website at Regina.ca and review [Council Report CR17-6](#) from the January 18, 2017 meeting of City Council as well as [The Code of Ethics Bylaw No. 2017-4](#).

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 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 his or her interest in the position of integrity commissioner including if the candidate has a preference as to providing the advisory functions or the investigative functions as outlined above or if the candidate would be willing to provide either functions. If candidates would only accept the position on the condition that they perform one of the functions, they should indicate this.

- **Candidate Profile**

Candidates should provide the following information:

- name, address, telephone, e-mail and fax number for all communications;
- a general description of the individual's or company's 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.

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