



**Subject:** Request for Proposal Award – Integrity Commissioner Services (CLK 2024-01)

**Report to:** Thorold City Council

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## Recommendations

1. That Request for Proposal CLK 2024-01, respecting Integrity Commissioner Services, **BE AWARDED** to ADR Chambers;
2. That a by-law be adopted at a Council meeting this evening appointing ADR Chambers as the Integrity Commissioner for the City of Thorold Council and Local Boards for a term of three (3) years, with the opportunity to renew for a two (2) year period; and
3. That the Mayor and City Clerk **BE AUTHORIZED** to execute the necessary agreements/contracts.

## Key Facts

- Ontario municipalities are required 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 and stipulated under the applicable legislation
- In accordance with the City's Procurement Policy, Request for Proposal CLK 2024-01 was issued on October 21, 2024, and closed on November 20, 2024
- Three (3) proposals were received
- The selection of the successful proponent was conducted in accordance with the City's Procurement Policy and the terms of the Request for Proposal

## Budgetary Status

If Integrity Commissioner Services are required, an hourly rate would apply, and disbursements would be payable. The cost for services was considered when evaluating the proposals.

## Analysis

The Request for Proposal sought proposals to perform the following functions, in accordance with the *Municipal Act* and the *Municipal Conflict of Interest Act*:

1. Requests from Members for advice respecting their obligations under the Code of Conduct, procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members, and obligations under the *Municipal Conflict of Interest Act*.
2. The application of the Code of Conduct for members of Council and local boards including complaint investigation and/or complaint adjudication.
3. The presentation of investigative results, where applicable.
4. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of Members.
5. The application of sections 5, 5.1, 5.2, and other pertinent sections of the *Municipal Conflict of Interest Act* to Members.
6. The provision of educational information to Members, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.
7. The performance of such other roles duties or responsibilities as may be outlined in the *Municipal Act* or as further assigned by the municipality.

An evaluation committee evaluated the three (3) proposals in accordance with the RFP. The results of the review are summarized as follows:

Submission	Rank	Score out of 100
ADR Chambers	1	85
Boghosian & Allen LLP	2	79
Lerners LLP	3	60

Staff are recommending the RFP be awarded to ADR Chambers.

### **Impact on the Environment, Climate Change**

There are no known environmental or climate change related impacts to this Report.

### **Alternatives Reviewed**

Appointment of an Integrity Commissioner is legislated. The proposals were reviewed in accordance with the City's Procurement Policy and the terms of the Request for Proposal.

### **Relationship to Strategic Plan**

- Vibrant and Prosperous Community
  - Community Wellbeing
- Service Delivery Excellence
  - Community Engagement
- Sustainability
  - Financial Sustainability

### **Other Pertinent Reports**

Not applicable.

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#### **Prepared and Recommended by:**

Nicholas Debono  
City Clerk  
Clerk's Department

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**Approved and Submitted by:**

Manoj Dilwaria  
Chief Administrative Officer

*This report was prepared in consultation with Laura Bubanko, Deputy City Clerk.*

**Appendices**

N/A