

MUNICIPAL INTEGRITY COMMISSIONER

The Corporation of the County of Prince Edward (County) is seeking applications for the appointment of an Integrity Commissioner. The Ontario Municipal Act, 2001 requires every municipality to appoint an Integrity Commissioner, who is responsible for administering the County [Code of Conduct](#) (Code) and who assists in maintaining ethical standards at the County. The Code provides guidance on issues related to the acceptance of gifts and benefits, confidential information, Council-staff relations and the use of municipal property and resources.

The Integrity Commissioner is an independent accountability officer given authority under the Municipal Act, 2001 ("Act") and the [Municipal Conflict of Interest Act](#) (MCIA). The Integrity Commissioner will be responsible for performing the functions described in paragraphs 1 to 7 of Section 223.3(1) of the Act, in accordance with Section 223.3 to 223.8 of the Act. In addition to receiving and potentially investigating complaints under the Code of Conduct and the MCIA, the Integrity Commissioner also provides advice, education and information to members of Council and local boards regarding their obligations under the Code of Conduct and the MCIA.

The appointed Integrity Commissioner will not be an employee of the Corporation of the County of Prince Edward and will be required to enter into a service contract with the Municipality.

How to apply:

Applications must be submitted in writing and clearly marked "Confidential". Applications should include, but not be limited to the following:

- A proposal/letter of intent which will include an understanding of the role of a municipal Integrity Commissioner and experience in conducting investigations, and providing advice, knowledge of local government law, an understanding of investigative techniques, procedural fairness and natural justice and demonstrated impartiality;
- A summary of professional experience, which may be included by means of attaching a resume;
- A service fee proposal for consideration, including fees, charges and disbursements, including any retainer fee(s),
- References from three (3) public sector entities where similar accountability services have been provided within the last three (3) years.

Applications that do not meet the criteria above will not be submitted for Council's consideration. Applicants are encouraged to provide sufficient detail of their qualifications and experience to allow Council to make an informed decision. It is Council's sole right to choose any applicant for appointment

as the Integrity Commissioner.

Applications must be received no later than Friday, December 9, 2024 at 4:00 pm. All applications must clearly be marked as "Confidential". Applications can be submitted by email as follows:

"Confidential"

Integrity Commissioner Appointment
Office of the County Clerk
Corporation of the County of Prince Edward
332 Picton Main Street
Picton, Ontario. K0K 2T0
Email: cblumenberg@pecounty.on.ca.

Applicants are advised that this process is for information-gathering purposes and is not intended to be a formal legally binding bidding process - Without limiting the generality of the foregoing, this process will not necessarily result in any subsequent negotiations or direct contract award and does not constitute a commitment by the Municipality to procure any services. Select proponents may undergo an interview process.

Questions regarding the application process for the Integrity Commissioner can be emailed to Catalina Blumenberg, County Clerk: cblumenberg@pecounty.on.ca.