

IC Mandate & Qualifications

Mandate

Advisory

- Provide written and oral advice on request of Council respecting the Code of Conduct governing the ethical behaviour of Members.

Complaint Investigation

- Assess and investigate complaints about a Council Member from another Member of Council, the public or staff.

Complaint Adjudication

- Determine whether a member of Council has in the Integrity Commissioner's opinion violated the Code of Conduct.
- Make recommendations on appropriate penalties if applicable.

Educational

- Provide to the City Clerk an annual report on findings of advice and complaint cases for the preceding year; providing outreach programs for Council and staff on legislation, protocols and office procedures emphasizing the importance of ethics for public confidence in municipal government and disseminating information to the public on the City's website.

Details: Seeking applicants who are interested in serving the City of Markham as its Integrity Commissioner. The appointment will be on a part-time, as required basis, for a term of 1 year, renewable contract. The role of the appointed Integrity Commissioner will be to provide education and training to City Council on matters as requested; provide advice to Members of Council, in respect of the Code of Conduct, either collectively or individually as required and investigate complaints and alleged breaches of the Council Code of Conduct.

Qualifications

- A degree from a recognized university in a relevant field of study such as law, ethics, or public administration, or a combination of equivalent education, training and/or experience;
- Experience managing sensitive inquiries, maintaining confidential information, conducting investigations and making appropriate recommendations, including the application of alternative dispute resolution methods;
- Excellent communication skills, both oral and written;
- Familiarity with investigative procedures and applicable legal principles, particularly as they relate to evidence, legal interpretation and natural justice;
- Extensive knowledge of relevant legislation, including the *Municipal Act* and the *Municipal Conflict of Interest Act*;
- Extensive knowledge of municipal government;
- Ability to interpret and apply the provisions of various statutes, regulations, policies and other enabling documents;
- At least 10 years of senior-level management, legal, tribunal or judicial experience with preference given to those with judicial experience;
- Able to provide services on a part-time, flexible, as needed basis, without competing employment demands;
- Having no involvement in political campaigning/endorsements, or related conflict of interests; and
- Having no financial interest in the business of or work undertaken by the municipality.