

Calvin Township

Municipal Integrity Commissioner

Calvin Township is seeking applications for the appointment of an Integrity Commissioner. The Ontario Municipal Act, 2001 requires every municipality to appoint an Integrity Commissioner. The Integrity Commissioner is responsible for administering the township's code of Conduct ([Code](#)) and assists in maintaining ethical standards at the township of Calvin. The Code supplies guidance on issues related to the acceptance of gifts and benefits, confidential information, Council-Staff relations and the use of municipal property.

The Integrity Commissioner is an independent accountability officer given authority under the Municipal Act, 2001 ([Act](#)) and the Municipal Conflict of Interest Act. The township's 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 Sections 223.3 to 223.8 of the Act.

The Appointed Integrity Commissioner will not be an employee of Calvin Township and will be required to enter into a service contract with the Township.

How to Apply

Applications must be submitted in writing and clearly marked "Confidential". Not including any resume, applications shall not exceed a maximum of six (6) typed pages.

Applications are required to:

*Demonstrate an understanding of the role of a municipal integrity Commissioner and experience in conducting investigations.

*Include a summary of their professional experience, which may be included by means of attaching a resume.

*Provide a service fee proposal for consideration.

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

Applications must be received by Tuesday 31 January 2023, at 4:00 pm.

All applications must be clearly marked "Confidential". Applications can be submitted by mail, facsimile, or email as follows:

"CONFIDENTIAL"

Integrity Commissioner Appointment

Office of the Clerk

Municipality of Calvin Township

1355 Peddlers Dr.

RR# 2 Mattawa, Ontario POH-1V0

Facsimile 705-744-0309

Email: clerk@calvintownship.ca

Applicants are advised that this process is for information gathering purposes and is not intended to be a formal legally binding "Contract A" 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 Council to procure any services.

Questions regarding this application process for the Integrity Commissioner can be emailed to Mrs. Teresa SCROOPE, Clerk@calvintownship.ca