



## City of Richmond Hill Municipal Integrity Commissioner

Richmond Hill Council 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 City's [Council Code of Conduct](#) ("Code") and assists in maintaining ethical standards at the City of Richmond Hill. 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.

The Integrity Commissioner is an independent accountability officer given authority under the Municipal Act, 2001 ("Act") and the Municipal Conflict of Interest Act. The City'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 the Act. The Integrity Commissioner is required to follow the City's [Integrity Commissioner Procedures](#).

The appointed Integrity Commissioner will not be an employee of Richmond Hill and will be required to enter into a service contract with the City.

### 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.

Applicants 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 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, March 10, 2023 at 4:00 p.m.** All applications must clearly be marked "Confidential". Applications can be submitted by mail, facsimile or email as follows:

"CONFIDENTIAL"  
Integrity Commissioner Appointment  
Office of the City Clerk  
City of Richmond Hill  
225 East Beaver Creek Road  
Richmond Hill, Ontario L4B 3P4  
Facsimile: 905-771-2502  
Email: [stephen.huycke@richmondhill.ca](mailto:stephen.huycke@richmondhill.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 City to procure any services.

Questions regarding the application process for the Integrity Commissioner can be emailed to [Stephen M.A. Huycke](mailto:Stephen.M.A.Huycke), City Clerk.