



Integrity Commissioner Selection Committee

Report No. 01

ICSC:001A

Thursday, September 9, 2021

12 p.m.

Electronic Meeting

Members Present Trustees Stephanie Donaldson, Chris Moise, Zakir Patel, David Smith and Anu Sriskandarajah

All trustees participated by electronic means in accordance with [amendments to Section 7 of Ontario Regulations 463/97, Electronic Meetings.](#)

Part A: Committee Recommendations

No matters to report

Part B: Information Only

1. Call to Order and Acknowledgement of Traditional Lands

An electronic meeting of the Integrity Commissioner Selection Committee was called to order at 12:08 p.m. Denise Joseph-Dowers, Senior Manager, Board Services presided for part of the meeting, until the election of the chair of the committee.

2. Declarations of Possible Conflict of Interest

No matters to report

3. Election of Committee Chair

The Senior Manager, Board Services called for nominations for the position of committee chair.

Trustee Donaldson nominated herself for the position of chair of the committee.

Trustee Moise, seconded by Trustee Sriskandarajah, moved: **That nominations be closed.**

The motion was carried.

There being no further nominations, Trustee Donaldson was declared elected to the position of chair of the Integrity Commissioner Selection Committee for a term ending November 14, 2021.

Trustee Donaldson assumed the chair for the remainder of the meeting.

4. Approval of the Agenda

On motion of Trustee Patel, seconded by Trustee Moise, the agenda was approved.

5. Delegations

No matters to report

6. Review of Committee Mandate and Workplan Discussion

The Committee heard a presentation from staff on a proposed request for proposals process.

The Committee heard a presentation from Integrity Commissioner Suzanne Craig on the selection of an Integrity Commissioner for the TDSB (see attached).

Following discussion, the Committee decided on the following next steps for development:

- Terms of Reference
- Workplan for the Committee
- Selection Criteria for inclusion on the Request for Proposals
- Duties of the Integrity Commissioner
- Code of Conduct to be appended to the RFP

7. Adjournment

On motion of Trustee Moise, seconded by Trustee Sriskandarajah, the meeting adjourned at 1:11 p.m.

Part C: Ongoing Matters

No matters to report

Submitted by: Stephanie Donaldson, Committee Chair

Blank Page

TDSB Integrity Commissioner Selection



September 9, 2021

TDSB Integrity Commissioner Selection Committee

Suzanne Craig, Integrity Commissioner, Toronto District School Board

Competencies of an Integrity Commissioner

- ▶ The Integrity Commissioner role must be independent, impartial and supported by adequate policies and procedures around investigations and term of appointment.
- ▶ The successful candidate should possess the following competencies:
 - ▶ Demonstrated skills of neutrality and independence;
 - ▶ Experience in conducting complex, sensitive investigations;
 - ▶ Experience working with a regulatory framework within the public sector;
 - ▶ Experience providing advice to elected officials;
 - ▶ Experience with public sector policy development;
 - ▶ Demonstrated superior communications skills, verbal and in writing;
 - ▶ Personal attributes of discretion, integrity and political neutrality

Office of the Integrity Commissioner: TDSB

- ▶ The work of the TDSB is complex and Trustees are required to address multiple competing legal, ethical and political interests. The Integrity Commissioner provides confidential advice to Trustees to help them understand their roles with the goal of ensuring they maintain high standards of conduct.
- ▶ Duties of the Integrity Commissioner include:
 - ▶ Receipt and investigation of Code complaints
 - ▶ Submission of an Annual Report of the activities of office
 - ▶ Provision of advice and recommendations to Trustees respecting the Code
 - ▶ Provision of educational information to Trustees, the Board, staff and the public about the Board Member Code rules
 - ▶ Political acuity and ability to maintain relationships with a broad spectrum of stakeholders, including Trustees, Board officials, and the public.

Integrity Commissioner Key Responsibilities

- ▶ Provide strategic ethics advice and guidance to Trustees;
- ▶ Works closely with TDSB executive professionals;
- ▶ Consults with the Board and TDSB staff to explain the rational and reasons for the need to modify and/or update policies and standards that will facilitate Code compliance;
- ▶ Manage media relations and represent the Board in public for matters in relation to the Office of the Integrity Commissioner;
- ▶ Provide policy advice and educational programs to the Board and Committees on issues of ethics and integrity.
- ▶ Resolve or adjudicate disputes from the public, Trustees and staff about allegations that Code standards have been breached.

Steps in the selection process

- ▶ Develop terms of reference of the selection committee, including reporting timeframes, confidentiality;
- ▶ Determine which executive staff will be part of the selection committee;
- ▶ Consult with current Integrity Commissioner to assist executive search firm in the determination of information that may be included in interview questions;
- ▶ Consider role of current Integrity Commissioner in interview process.

5

Planning for an Integrity Commissioner

- ▶ Tenure of office and indemnification:
 - ▶ The absence of provisions to address these issues risk seriously eroding the independence of integrity commissioners and therefore the very accountability and ethics regime
 - ▶ In the absence of a term of appointment, the integrity commissioner's independence is often compromised when he/she/they, in fulfillment of their role as accountability officer, submits a report with recommendations unfavourable to one or more Trustees
 - ▶ There exists the real risk that the ability of the integrity commissioner to faithfully and thoroughly investigate a code complaint may be compromised by the ability of the Board to deny budgetary funds required to carry out the integrity commissioner's mandate and to end the integrity commissioner's appointment arbitrarily.

6

Options for Appointment

- ▶ Creation of the same appointment as currently in force;
- ▶ Creation of a full time multi-year appointment, with option for renewal of appointment
- ▶ Hiring on an “*as needed basis*”



OFFICE OF THE INTEGRITY COMMISSIONER

Suzanne Craig, Integrity Commissioner
5050 Yonge Street, 5th Floor, M2N 5N8