



Report to Council

Department: Office of the CAO
Division: Legal and Legislative Services
Date: November 3, 2025
Prepared by: Joe Malandruccolo, Director, Legal and Legislative Services/Clerk
Report Number: Legal and Legislative Services-2025-21
Subject: Results of Request for Proposal - Integrity Commissioner Services
Number of Pages: 5

Recommendation(s)

That Legal and Legislative Services Report-2025-01 entitled Results of Request for Proposal – Integrity Commissioner Services prepared by Joe Malandruccolo, Director, Legal and Legislative Services/Clerk dated November 3, 2025, be received;

That Council accept the resignation of Bruce Elman as Integrity Commissioner for the Town of Essex, effective November 30, 2025;

That Council approve the appointment of Suzanne Craig, operating as SC Consulting, as Integrity Commissioner for the Town of Essex, effective December 1, 2025, through to November 30, 2027, with two options to extend for an additional two years each; and

That Council direct the Clerk to do such things and execute such documents required to give effect to the foregoing.

Purpose

In accordance with the *Municipal Act, 2001*, (the “Act”) **each municipal council** is required to appoint an Integrity Commissioner who reports to council and is responsible for performing in an independent manner the functions assigned by the Act and the municipality with respect to the application of the Code of Conduct for members of Council and of any procedures, rules and policies of the municipality governing the ethical behavior of members of council and local boards. This report is to **seek Council’s approval to appoint a qualified** supplier to provide Integrity Commissioner Services to the Town of Essex. In accordance with **Section 26 of the Town’s** Procurement By-Law 2437, because this agreement is multi-year and therefore the funds required by the service agreement after 2025 have not yet been approved, such appointment requires Council approval by resolution.

Background and Discussion

A Request for Proposal (RFP-CL-25-001) **following the guidelines as set out in the Town’s** Procurement By-Law Number 2437 **for Integrity Commissioner Services (“RFP”)** was posted **both on the Town’s website and Merx** for six (6) weeks with such RFP being closed on July 23, 2025.

Upon closing, only one proponent was received which could not address all **of the Town’s** requirements and this RFP has been cancelled.

An Informal RFP with change of scope of work was carried out according to Procurement By-Law 2437. Three proposals were received by invitation.

Upon review of the three proposals, Administration is prepared to put forward Suzanne Craig, operating as SC Consulting, as the most suitable candidate to provide Integrity Commissioner Services to the Town of Essex. From the Pricing Summary Sheet provided to

the Town by SC Consulting, the Town has determined that the cost of the consultant to perform the Integrity Commissioner Services would be similar to those currently being incurred by the Town.

Some important terms of the engagement of Suzanne Craig, operating as SC Consulting, as Integrity Commissioner for the Town of Essex follow:

- The Agreement is effective for a period of two (2) years, with the Town being entitled to extend the Agreement for an additional two (2) years, on its terms.
- If the Agreement continues for four (4) years, it may again be extended or renewed for an additional two (2) years (six (6) years in total) upon terms mutually agreed upon by the parties.
- At any time during the term of the Agreement, the Town or the Integrity Commissioner may terminate the Agreement upon sixty (60) days advance notice in writing.
- Based on the service fees charged by the proponent, Administration believes that the costs incurred to employ Suzanne Craig, operating as SC Consulting, as Integrity Commissioner for the Town of Essex, will be similar to those currently being incurred by the Town.
- Although the Service Agreement allows for the Integrity Commissioner to use other legal professionals, as necessary, to provide the Services, Suzanne Craig will remain the primary contact for the Town, its Council and residents, being fully accountable for the delivery of the Services.

Financial Impact

Service fees charged by Suzanne Craig, operating as SC Consulting, while acting as Integrity Commissioner for the Town of Essex will be charged on an hourly basis. No annual or monthly retainer will be charged. There is also no charge for work performed by legal assistants or disbursements related to photocopying, faxes, long distance calls and courier charges.

Town of Essex Integrity Commissioner Service Fees Paid by Year:

Average	2024	2023	2022	2021	2020	2019
\$13,597	\$3,114	\$5,419	\$12,005	\$44,071	\$11,188	\$5,784

It is difficult to anticipate with certainty the extent to which Integrity Commissioner Services may be required during 2026 however it is anticipated that the proposed budget amount of \$37,000 will be sufficient.

Consultations

Kate Giurissevich, Chief Administrative Officer

Kate Rowe, Director, Corporate Services

Jackson Tang, Assistant Manager, Business Services

Shelley Brown, Deputy Clerk

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Integrity Commissioner Services 2025 Proposal - LLS-2025-21.docx
Attachments:	
Final Approval Date:	Oct 29, 2025

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink that reads "Kate Giurissevich". The signature is written in a cursive style and is positioned above the printed name.

Kate Giurissevich, Chief Administrative Officer - Oct 29, 2025 - 4:14 PM