



REPORT TO

REGULAR BOARD

APPOINTMENT OF TRUSTEES TO THE INTEGRITY COMMISSIONER REQUEST FOR PROPOSAL PROCESS

“This is what the Lord says—your Redeemer, the Holy One of Israel: ‘I am the Lord your God, who teaches you what is best for you, who directs you in the way you should go.’”

Isaiah 48:17

Created, Draft	First Tabling	Review
June 4, 2020	June 11, 2020	Click here to enter a date.

Lloyd Noronha, Associate Director and Chief Financial Officer
Paul Matthews, General Legal Counsel

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

The Board provided direction to staff in December 2019 to retain Integrity Commissioner services for a 6 month period on an interim basis until funding was secured in the following year's budget for a permanent Integrity Commissioner.

Integrity Commissioner services were retained from an external legal firm over the last 6 month period. An Interim Integrity Commissioner services from a separate firm is being pursued for the next 2 to 3 months.

Notwithstanding that budget approval is not in place for a permanent Integrity Commissioner Office, staff believe it is appropriate to continue a Request for Proposal (RFP) process given that the Board has indicated a strong desire to include this item in the 2020-21 budget.

Given that the Integrity Commissioner Office will report directly to the Board of Trustees, it is appropriate for the RFP evaluation committee to be comprised of Trustees. This report recommends that in addition to the Chair and Vice-Chair, three Trustees be appointed to this committee.

The cumulative staff time required to prepare this report was 1 hour

B. PURPOSE

1. To request that three Trustees be appointed to an Integrity Commissioner RFP Evaluation Committee, in addition to the Chair and Vice-Chair.

C. BACKGROUND

1. *In December 2019, the Board approved using one-time funding for Integrity Commissioner Services until such time as funding had been allocated in the upcoming budget process.* At a Special Board meeting on December 9, 2019 the Board resolved to retain Integrity Commissioner services for a 6-month period until permanent funding could be secured.
2. *From January 2020 through to May 2020, Integrity Commissioner services were coordinated through an external legal firm.* Interim

Integrity Commissioner Officer services were provided by a single external legal firm who oversaw the work of all relevant files.

3. ***The March Corporate Services Committee report on the 2020-21 budget confirmed that a permanent Integrity Commissioner Office was a presumed pressure for the following year.*** The budget framework report in March indicated that an Integrity Commissioner Office was a presumed pressure as the Board approached discussions on the 2020-21 budget. The budget allocated to this Office was estimated at \$150,000 annually.
4. ***Staff have prepared a draft RFP document for the retention of Integrity Commissioner services.*** Shortly after the March Corporate Services Committee, where this funding intention was confirmed, staff began working on a RFP document. This co-incided with the onset of COVID-19 issues and was therefore deprioritized at the time. Notwithstanding this, staff continued work on the document and it was vetted by legal counsel in preparation for the RFP process.
5. ***The Board is currently pursuing the services of an Interim Integrity Commissioner from a single source for the next 2-3 months.*** The Board is looking to secure the interim services of an Integrity Commissioner's Office from a different single firm/individual for the next few months while the budget is approved for a permanent Integrity Commissioner and the RFP process can be completed. This is being completed as a limited tendering process in accordance with Broader Public Sector procurement guidelines.

D. EVIDENCE/RESEARCH/ANALYSIS

1. ***Staff are recommending that the RFP process for an Integrity Commissioner Office be pursued in advance of 2020-21 budget approval.*** Due to the COVID-19 pandemic all budget setting processes have been significantly delayed. This is predominantly due to the Ministry's late release of the Grants for Student Needs (GSN) funding materials, which has yet to be announced. The RFP process will take approximately 2 months to complete so staff are recommending that an assumption be made that a permanent Integrity Commissioner Office will be approved in order to move ahead. The RFP can contain a cancellation provision should the budget not be approved.

2. *It is recommended that the Chair, Vice-Chair and three Trustees be appointed to the RFP evaluation committee.* Given that the Integrity Commissioner's Office will report directly to the Board of Trustees, it is appropriate that the Trustees comprise the evaluation committee. The committee would be supported by the Board's General Legal Counsel and procurement staff during the evaluation process.

E. STAFF RECOMMENDATION

That in addition to the Chair and Vice-Chair, the Board appoint three Trustees to the Integrity Commissioner RFP evaluation committee.