

December 8, 2020

Chair and Members  
Audit, Finance & Administration Committee

Re: Recommendations of Governance Review Sub-Committee re Ethical Framework Work Plan

At its meeting on December 2, 2020, the Governance Review Sub-Committee had before it for consideration the Integrity Commissioner's work plan for review of the City's Ethical Framework. The recommendations of the Committee are before AF&A for its meeting of December 10, 2020.

At the Sub-Committee meeting we had the opportunity to correct the impression that the presentation of a work plan by us was self-interested. All of the work proposed is either part of the scope of work which was contemplated on our appointment, or assigned specifically by Council, or recommended for consideration by senior administrative staff.

However, despite having provided a clear estimate for what we anticipated would be the work involved, the Sub-Committee has recommended **an upset limit** for each element of the work plan.

To provide an upset limit we would have to include every possible contingency, resulting in a meaningless dollar limit, so high as to provide the Committee with little guidance. We respectfully request that the recommendation of the Governance Sub-Committee be revised to request an estimate, not an upset limit, for the work proposed be provided to the January 25, 2021 Governance Sub-Committee meeting.

We have already provided the Sub-Committee with an estimate of less than \$10,000 for the entire work plan, based on our work with other municipal clients similar to Hamilton. Breaking down that estimate, we anticipate the following time commitments:

- Review of Code of Conduct, *including* review of investigation and reporting protocols – 10 hours
- Provision of draft Council/Staff Relations Policy (2-5 hours)
- Guidance regarding Members' roles on external bodies (5-10 hours)
- Local Board governance issues, including revised code of conduct (10 hours)
- Such other matters as may be assigned (unknown).

All of which is respectfully submitted,

Principles *Integrity*,  
Integrity Commissioner for the City of Hamilton