

Principles Integrity

January 19, 2021

Chair and Members
Governance Review Sub-Committee

Re: Integrity Commissioner Work Plan Costing

As requested by the Governance Review Sub-Committee the chart below represents the cost limits for itemized portions of the Integrity Commissioner's work plan. All work undertaken by the Integrity Commissioner will be at the rate of \$230/hr (per our standard practice, only one hourly rate is applied regardless of whether one or both of the integrity commissioners is in attendance).

Our assumptions include the preparation of materials for up to two meetings of the General Issues Committee, and attendance at Council when the documents are presented for approval.

Item	Proposed Activity	Assumptions	Projected Cost: Not to exceed
Code of Conduct	Propose Revisions to Code of Conduct	Includes 3-10 hours of drafting and 2 meetings	\$2,300
Protocols for review and investigation of complaints	Propose Revisions to process for intake, review, investigation, resolution and reporting of complaints	Included in Code of Conduct (above)	n/a
Guidance regarding members roles on external bodies	Identification of issues; development of guidance or policy documentation	Includes 5-10 hours of research and drafting	\$2,300
Local Board Governance Issues (includes advisory committee) and Code of Conduct	Preparation of Code documentation	Includes 5-10 hours of drafting and 2 meetings	\$2,300
Other Issues of Integrity or Governance Council Wishes to Assign	To be determined	n/a	

All of which is respectfully submitted,

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