Town of Blind River

REQUEST FOR PROPOSAL

Integrity Commissioner Services

RFP Closing: December 7, 2026 at 2:00 p.m. local time

1. Invitation and Background

The Corporation of the Town of Blind River invites qualified individuals and firms to submit a concise proposal outlining their credentials, relevant municipal experience and rates to provide independent Integrity Commissioner services on an as-required basis.

Blind River is an Ontario municipality in the District of Algoma with approximately 3,600 residents, a seven-member Council and various local boards and committees. The Integrity Commissioner will report directly to Council and perform statutory functions under the Municipal Act, 2001 and the Municipal Conflict of Interest Act, as applicable.

2. Term of Appointment

The anticipated appointment is for five (5) years from the date of appointment by Council. No minimum volume of work is guaranteed. Appointment is subject to Council approval and execution of an agreement.

3. Scope of Services

- Provide confidential written advice, as applicable, to members of Council and local boards about the Code of Conduct, ethical obligations and conflicts of interest.
- Receive, assess and investigate complaints within the Integrity Commissioner’s statutory jurisdiction; prepare findings and recommendations and report as required by law.
- Carry out applicable duties under the Municipal Conflict of Interest Act, including consideration of applications to a judge where authorized.
- Provide orientation or educational sessions to Council and local boards when requested.
- Provide an annual summary of activities, consistent with applicable confidentiality obligations.
- Deliver services independently, impartially and in a timely manner; remote attendance is acceptable where appropriate.

4. Proposal Requirements

Proposals should be brief (suggested maximum: five pages, excluding résumés and references) and include:

- Individual or firm name, address, contact information and brief practice overview.
- Name and résumé of the proposed Integrity Commissioner and any alternate or supporting personnel.
- Relevant qualifications and experience, particularly with Ontario municipalities, Code of Conduct matters and investigations.
- Two municipal or comparable references, with contact details.
- A brief description of availability, typical response times, investigation approach and management of actual or perceived conflicts of interest.
- A clear fee schedule using the table below; identify exclusions and additional expenses.

5. Fee Schedule

Fee item	Proposed rate / details
Annual retainer (if any), and services included	
Hourly rate for advice / consultation	
Hourly rate for complaint review / investigations	
Hourly rate for education / presentations	
Hourly rate for other personnel (if applicable)	
Travel, disbursements and other charges	
Annual rate increases (if any)	

All prices are to be in Canadian dollars, excluding HST. State whether fees are fixed for the initial term and whether remote services are available without travel costs.

6. Submission Instructions and Schedule

Submit one PDF by email to info@blindriver.ca with the subject line “RFP 2026 Integrity Commissioner Services”, addressed to Kathryn Scott, CAO/Clerk. Proposals must be received by 2:00 p.m. local time on December 7, 2026. Late submissions may not be considered.

Deadline for questions	December 1, 2026, 4:00 p.m.
Responses to questions	December 3, 2026, 2:00 p.m.
Proposal closing	December 7, 2026, 2:00 p.m.
Anticipated Council consideration	December 14, 2026

Questions: Kathryn Scott, CAO/Clerk, katie.scott@blindriver.ca, 705-356-2251 ext. 213. The Town may issue clarifications or revise the schedule.

7. Evaluation and Selection

The Town will consider the following criteria and may contact references or seek clarification. The lowest rate will not necessarily be selected.

Relevant municipal Integrity Commissioner experience	35%
Qualifications and expertise of assigned personnel	25%
Fees and overall value	30%
References	10%
Total	100%

8. General Conditions

- The Town may accept or reject any or all submissions, request clarification, negotiate terms or cancel this process, subject to its applicable procurement requirements.
- Proponents must disclose any actual, potential or perceived conflict of interest involving the Town, Council, local boards or staff.
- The successful proponent will be required to enter into a written agreement addressing confidentiality, independence, insurance, applicable accessibility requirements, termination and other appropriate conditions.
- Submissions will be handled in accordance with applicable access-to-information and privacy legislation. Proposal preparation costs are the responsibility of the proponent.
- Any appointment must be made by Council in accordance with applicable legislation.