

Interim Complaints Adjudicator

Rocky View County's Legislative Services is inviting all interested parties to outline their experience and qualifications in mediating conflicts between third parties; conducting fair and comprehensive complaints investigations; and preparing and delivering balanced, impartial complaints reports with diplomacy and fairness. The County is intending to select a permanent complaints adjudicator with an expanded scope and may consider the successful performance of the interim complaints adjudicator in its evaluation of a forthcoming Request for Proposals (RFPs) should the interim complaints adjudicator wish to make an RFP submission.

As per Section 52 of Rocky View County By-law C-8338-2022 Council Code of Conduct,

Council will appoint by resolution a Complaints Adjudicator to fulfill the duties of the position pursuant to this bylaw and will ensure the position is filled at all times.

SCOPE OF SERVICE

The Complaints Adjudicator is an independent party who receives and reviews code of conduct complaints about Council members' conduct for Rocky View County in accordance with the Council Code of Conduct By-law (C-8338-2022). Upon receiving a complaint, the Complaints Adjudicator determines whether to proceed with an investigation. They have the authority to dismiss complaints, with or without an investigation. Where concerns are substantiated, the Complaints Adjudicator makes recommendations to the Council on appropriate consequences or sanctions that are within the Council's authority to impose.

The role of the interim Complaints Adjudicator will make a significant impact on Rocky View County by supporting the ethical behavior of Council members. It is crucial for the interim Complaints Adjudicator to maintain independence from any interests related to Rocky View County and be readily available to address concerns whenever necessary.

THE DELIVERABLES/CORE ACCOUNTABILITIES

1. Investigations

- Receive and review written formal complaints concerning the conduct of a member of Rocky View County Council.
- Follow the Council Code of Conduct By-law to ensure that complaints are fully and fairly investigated.
- Determine and take the most effective and appropriate steps to investigate a formal complaint.
- Protect the confidentiality of the identity of the complainant except when the member of the Council under investigation cannot fully answer allegations without knowing the complainant's identity.
- Refer the complaint, with the consent of the complainant, to other appropriate authorities when appropriate to do so.



ROCKY VIEW COUNTY

- Refer criminal allegations to the Royal Canadian Mounted Police (RCMP).
Revealing the complainant's identity only with the complainant's consent.

2. Adjudication and Reporting

- Prepare and deliver reports and recommendations to County Council on sanctions after conducting balanced, comprehensive investigations on specific code of conduct complaints.

MANDATORY TECHNICAL REQUIREMENTS

- Significant experience considering ethical or legal matters and conducting investigations or adjudications is required.
- No perceived or actual conflict of interest with Rocky View County, including, but not limited to, official dealings, employment, financial interest, or any involvement in County political campaigns and/or endorsements.
- The successful applicant will be required to provide proof of any/all qualifications.

ADDITIONAL ASSETS

- A Bachelor of Laws (LLB), Juris Doctor degree, or other suitable professional designation
- Served as a lawyer, judge, senior professional, legal educator, ethics educator/professional, workplace investigator, or adjudicator.
- Experience working in a politically sensitive environment.