



ADR  
CHAMBERS

## Integrity Commissioner Office for Township of Essa

**MICHAEL MAYNARD**

Integrity Commissioner  
Township of Essa  
integrity@adr.ca

July 3, 2025

Sent via Email:

**Lisa Lehr**  
**Manager of Legislative Services**  
llehr@essatownship.on.ca

Dear Ms. Lehr,

**Re: File No.: IC-35459-0325: Township of Essa - Integrity Commissioner Annual Report  
Operating Period January 1, 2024 – December 31, 2024**

---

Thank you for the opportunity to act as the Integrity Commissioner for the Township of Essa (the "Township") over the past year. In accordance with the terms of the Agreement between the Township and ADR Chambers, and pursuant to section 223.6(1) of the *Municipal Act, 2001*, we are providing our annual report for the operating period of January 1, 2024 to December 31, 2024.

As you know, the Integrity Commissioner's role is to help Members of Council ("Members") ensure that they are performing their functions in accordance with the Township's Council Code of Conduct (the "Code") and the *Municipal Conflict of Interest Act* (the "MCIA"). The Integrity Commissioner is available to educate and provide advice to Members on matters governing their ethical behaviour and compliance with the Township's Code and the MCIA.

The Integrity Commissioner is also responsible for receiving, assessing, and investigating appropriate complaints respecting alleged breaches of the Code or the MCIA.

### **Code of Conducts and MCIA Complaints**

During this operating period, we received one Code of Conduct complaint. The complaint was

dismissed without investigation

### **Requests for Advice**

Three requests for advice were received during this operating period. The details relating to this request for advice are kept confidential in accordance with section 223.5 of the *Municipal Act, 2001*.

### **Billings**

In accordance with our contract with the Township, the billings for the operating period, commencing January 1, 2024 and ending December 31, 2024, totaled \$7,932.60.

### **Final Comments**

We look forward to assisting the Township and its Members in contending with the issues that may arise in connection with the administration of its Code in the coming year.

Yours very truly,

A handwritten signature in black ink, appearing to read 'M. Maynard', with a stylized flourish at the end.

Michael Maynard  
Office of the Integrity Commissioner for the Township of Essa