



**ADR**  
C H A M B E R S

Integrity Commissioner Office  
for the Town of Niagara-on-the-Lake

April 27, 2026

**SENT BY E-MAIL TO:**

Grant Bivol  
Manager of Legislative Services/Town Clerk  
[grant.bivol@notl.com](mailto:grant.bivol@notl.com)

**Re: IC-30769-0424: Town of Niagara-on-the-Lake - Integrity Commissioner Annual Report  
- Operating Period March 19, 2023 to September 30, 2024**

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Dear Mr. Bivol,

In accordance with the terms of the agreement with the Town, and pursuant to section 223.6(1) of the *Municipal Act, 2001* (the "Act"), we are providing our annual report for the operating period of March 19, 2023 to September 30, 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 Town's Code of Conduct (the "Code"), and the *Municipal Conflict of Interest Act* ("MCIA"). The Integrity Commissioner is available to educate and provide advice to Members on matters governing their ethical behaviour and compliance with the 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.

**Requests for Advice**

During this operating period, our office received and responded to six requests for advice.

**Code of Conduct and MCIA Complaints**

During this operating period, our office received six complaints.

Two complaints were dismissed at the preliminary stage without investigation as the Integrity Commissioner determined that there were insufficient grounds to proceed with an investigation. One complaint proceeded to investigation, following which it was determined

that the Respondent did not contravene the Code or the MCIA and the complaint was dismissed. One complaint was withdrawn by the complainant.

Two complaints were not properly filed with the Office. In one instance, the complainant was provided with information regarding the proper filing requirements; however, no further response was received, and the matter was deemed abandoned and closed. In the other instance, the complaint was dismissed at the preliminary stage on the basis that the Integrity Commissioner did not have jurisdiction over the issues raised.

### **General Inquiries Received**

Five inquiries were received and responded to during this operating period. The inquiries varied in nature, but none resulted in the filing of a formal or informal complaint.

### **Billings**

In accordance with our contract with the Town, the billings for the operating period, commencing on March 19, 2023 and ending September 30, 2024, totaled \$96,482.25.

Yours truly,

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

Naomi Bussin  
Managing Director, Dispute Resolution Partnerships  
Office of the Integrity Commissioner