

TOWNSHIP OF PELEE
Regular Meeting of Council
Monday, February 25, 2019
Royal Canadian Legion at 12:00 p.m.

1. **CALL TO ORDER & INTRODUCTION OF MATTERS TO THE AGENDA AND ADOPTION OF AGENDA, February 25, 2019.**
2. **Adoption of Minutes**
(a) Regular Meeting of Council held on February 4, 2019
3. **Disclosure of Pecuniary Interest**
4. **Petitions and Delegations**
5. **Old Business**
6. **New Business**
7. **Disbursements**
(a) February 20, 2018
8. **Boards and Committees**
(a) **Applications**-Tourism/Hunting & Fishing/Economic Development Committee
(b) **Update**-Policing Committee/Vacancies/Meeting Dates
9. **Councillor and Miscellaneous Reports**
(a) **Council**
 - i. **Councillor DeLellis**
 - **Lighthouse**-letter of support for path and restoration
 - **High Speed Internet**-letter of support sent to various entities
 - **Hunt Dates**-Resolution to MTO
 - **Facility Maintenance/Upgrades**-Marina(main & west buildings)/Campground/Pheasant Farm/Cardboard plant/OPP apartment
 - **Update**-correspondence with MTO
 - ii. **Councillor Smith**
 - **Update**-tree cutting request
(b) **Administration**
 - i. AMO Registration
 - ii. OCWA Report
 - iii. Tax Sale-2004
 - iv. Pheasant Order
 - v. Procedural By-Law
 - vi. Pregnancy and Parental Leave of Members of Council
10. **Correspondence**
(a) **Riggs Engineering**-2017 Warf Report
(b) **Kyle Davis**-Sportsmen's Club Monument
11. **In Camera**
(a) *Personal matters about an identifiable individual, including municipal or local board employees [Sec. 239(b)]*
12. **By-Laws**
(a) **By-Law 2019-08**; Being a By-Law to Appoint an Integrity Commissioner

AGENDA

DATE February 25, 2019

NO. 1

- (b) **By-Law 2019-09; Being a By-Law to Adopt Human Resource Policies**
- (c) **By-Law 2019-10; Being a By-Law to Confirm Proceedings**

13. Adjournment

**TOWNSHIP OF PELEE
Regular Meeting of Council
Monday, February 4, 2019
Royal Canadian Legion at 5:00 p.m.**

Mayor: Ray Durocher
Deputy Mayor: Dave Dawson
Councillors: Dave DeLellis
Dayne Malloch
Sherri Smith Ouellette

Staff: Michelle Feltz, Treasurer/Deputy Clerk
Stephanie Rodgers, Admin Asst.

Delegations: Patricia Fell

1.) Agenda

The agenda was presented and adopted.

Moved by:

Dave DeLellis

Seconded by:

Sherri Smith

Carried.

2.) Minutes

January 21, 2019

Moved by:

Dayne Malloch

Seconded by:

Dave Dawson

Carried.

3.) Disclosure of Pecuniary Interest

Councillor Smith-10(f)

AGENDA

Councillor DeLellis-7(a)

4.) Petitions and Delegations

(a) Patricia Fell-Tiny Houses

The following Resolution was passed:

DATE February 25 2019
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February 4, 2019
Regular Council Meeting

Resolution 2019-14:

Moved By: Dave Dawson

Seconded By: Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby refers Patricia Fell’s Tiny Houses Proposal to administration to research and report back to Council for the March 11th regular meeting of Council”

5.) Old Business

(a) OPP-Painting

(b) Martin LaCroix-Update

Council directed staff to move forward and have Mr. Lacroix sign document from insurance provider and provide public with criteria for cutting wood on municipal property.

6.) New Business

(a) Clayton Walls-Trolley Proposal

The following Resolution was passed:

Resolution 2019-15:

Moved By: Dave DeLellis

Seconded By: Dave Dawson

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby expresses interest in providing public transportation.”

The following Resolution was passed:

Resolution 2019-16:

Moved By: Dave DeLellis

Seconded By: Dave Dawson

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby refers Clayton Wall’s Trolley Proposal to administration to research and report back to Council for March 25th regular meeting of Council, a be given to the Transportation Committee review and comment.”

Carried.

7. Disbursements

(a) February 1, 2018

The following Resolution was passed:

Resolution 2019-17:

Moved By:

Dayne Malloch

Seconded By:

Dave Dawson

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to pay disbursements, as attached and presented in the amount of \$68,652.30.”

Carried.

8. Boards and Committees

(a) Applications

The following Resolution was passed:

Resolution 2019-18:

Moved By:

Dayne Malloch

Seconded By:

Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee extends the membership for the Tourism/Hunting & Fishing/Economic Development Committee.”

Carried.

The following Resolution was passed:

Resolution 2019-18:

Moved By:

Dayne Malloch

Seconded By:

Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee extends the membership for the Tourism/Hunting & Fishing/Economic Development Committee.”

Carried.

The following Resolution was passed:

Resolution 2019-18:

Moved By:

Dayne Malloch

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Regular Council Meeting

Seconded By:

Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee extends the membership for the Tourism/Hunting & Fishing/Economic Development Committee.”

Carried.

The following Resolution was passed:

Resolution 2019-21:

Moved By:

Dayne Malloch

Seconded By:

Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby resolves that Councillor Smith resigns from the Tourism/Hunting & Fishing/Economic Development Committee and will be replaced by Mayor Durocher.”

Carried.

The following Resolution was passed:

Resolution 2019-22:

Moved By:

Dayne Malloch

Seconded By:

Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby resolves appoint committee members as listed on attached appendix.”

Carried.

(b) Training Dates

9. Councillor and Miscellaneous Reports

(a) Council

Councillor Smith-Warf Divestiture Meeting

CAO/Clerk waiting for March 27th.

Mayor Durocher/Deputy Mayor Dawson-ROMA overview

(a) Administration

CAO/Clerk-Request for Town Hall Dates

May 4th 1pm

CAO/Clerk-Upcoming Policies

10. Correspondence

- (a) MPAC-Year End Assessment
- (b) NCC-Trails
- (c) Communities in Bloom-Registration
- (d) Town of Georgina-Resolution C-2019-0021
- (e) OCWA-Standard of Care Training Dates
- (f) Kyle Davis-Sportsmen's Club

Deferred to next meeting for discussion as per request from Councillor DeLellis.

11. In Camera

- (a) *Personal matters about an identifiable individual, including municipal or local board employees [Sec. 239(b)]*

The following Resolution was passed:

Resolution 2019-19:

Moved By:

Dave Dawson

Seconded By:

Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby resolves to move in to a closed meeting session regarding personal matters about an identifiable individual, including municipal or local board employees [sec. 239(b)] at 6:21 pm..”

Carried.

The following Resolution was passed:

Resolution 2019-20:

Moved By:

Dayne Malloch

Seconded By:

Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby resolves to move out to a closed meeting session regarding personal matters about an identifiable individual, including municipal or local board employees [sec. 239(b)] at 7:08pm..”

Carried.

February 4, 2019
Regular Council Meeting

12. By-Laws

(a) By-Law 2019-06; Being a By-Law to Enter into an agreement with NCC

The following Resolution was passed:

Resolution 2019-23:

Moved By:

Seconded By:

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-07; Being a By-Law to Enter into an Agreement with NCC.”

Carried.

(b) By-Law 2019-07; Being a By-Law to Confirm Proceedings

The following Resolution was passed:

Resolution 2019-24:

Moved By:

Seconded By:

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-07; Being a By-Law to Confirm Proceedings.”

Carried.

13. Adjournment

Raymond Durocher, Mayor

John Maddox, CAO/Clerk

AGENDA

Township of Pelee

List of Accounts for Approval

As of 2/15/2019

Batch: 2019-00007 to 2019-00008

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Report Date
2/20/2019 10:36 AM

DATE February 25, 2019

Payment #	Date	Vendor Name	Reference	Payment Amount
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Bank Code: General - General Bank Account

NO. 7(a)

Computer Cheques:

3606	2/04/2019	Voided by the print process		0.00
3607	2/04/2019	Bell Canada	Curry Marsh Phone	1,642.59
3608	2/04/2019	Bell Mobility	WSW Internet	129.40
3609	2/04/2019	Caduceon Enterprises Inc.,	School TC/ED/BG	200.99
3610	2/04/2019	D & T Auto Parts	Oil Filter, GSKT Maker	42.43
3611	2/04/2019	Dave DeLellis	ROMA Expenses	926.48
3612	2/04/2019	Electrical Whoelsale Supply	Lights	311.34
3613	2/04/2019	Essex Region Conservation Auth	Risk Management Services	1,534.08
3614	2/04/2019	Essex, County of	1st Quarter EMS Service	16,697.00
3615	2/04/2019	Grand & Toy	Office Supplies	209.63
3616	2/04/2019	Hamill Building Services	Lock Change	288.25
3617	2/04/2019	Maddox, John	CAO expenses	647.67
3618	2/04/2019	McTague Law Firm	Legal Fees	89.27
3619	2/04/2019	Ministry of Finance	EHT January 2019	809.16
3620	2/04/2019	Receiver General for Canada	Lease Payment	26,169.70
3621	2/04/2019	Rona Cashway	Blade	552.49
3622	2/04/2019	Stonehill B and B	CAO Accommodations	113.00
3623	2/04/2019	Straylight Films Inc	Video and Images	4,068.00
3624	2/04/2019	Yellow Pages	social media	2,271.30
3625	2/15/2019	Bell Canada Public Access	Payphone-Airport	56.50
3626	2/15/2019	Bell Canada,	Watt Line	16.83
3627	2/15/2019	Bell Mobility	Mobility-see list	322.77
3628	2/15/2019	Bondy Riley Koski	Legal Fees	1,829.64
3629	2/15/2019	Delage Landen Financial Serv.	Copier Lease	87.12
3630	2/15/2019	Essex, County of	CERB 911 Services	64.53
3631	2/15/2019	Frank Cowan Company Ltd.	Deductible Third Party	746.93
3632	2/15/2019	Golder Associates	2018 Annual Reporting TS	117.52
3633	2/15/2019	Green Shield Canada	Benefits	5,278.80
3634	2/15/2019	Voided by the print process		0.00
3635	2/15/2019	Hydro One Networks Inc.	Hydro TS	6,781.98
3636	2/15/2019	JBj Trucking	Water Sample Delivery	26.44
3637	2/15/2019	Maddox, John	CAO expenses	549.21
3638	2/15/2019	Midge Kristinovich	CAO Accommodations	500.00
3639	2/15/2019	Minister of Finance	OPP LSR	3,051.00
3640	2/15/2019	Munisoft	Late Fees	209.08
3641	2/15/2019	Ontario Tourism Marketing	Co-Marketing Partnership	2,825.00
3642	2/15/2019	Owen Sound Transportation	Air Fair & Freight	50.57
3643	2/15/2019	Pelee Island Co-Op	Pheasant Farm	17,936.83
3644	2/15/2019	Pitney Bowes	Postage Meter Ink	597.86
3645	2/15/2019	Pitney Works	Reset Meter	1,139.30
3646	2/15/2019	R & R Electrical Services	Service Call-Furnace	56.50
3647	2/15/2019	Ray Durocher	ROMA Conference Expenses	395.34
3648	2/15/2019	Receiver General	Source Deductions	11,159.54
3649	2/15/2019	Roger Foster	By-Law Mileage	242.44
3650	2/15/2019	Royal Canadian Legion	Meetings	1,300.00
3651	2/15/2019	Southpoint Industrial Supply	Pumphouse Services	685.51

Report Date
2/20/2019 10:36 AM

Township of Pelee
List of Accounts for Approval
As of 2/15/2019
Batch: 2019-00007 to 2019-00010

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Payment #	Date	Vendor Name	Reference	Payment Amount
3652	2/15/2019	Stantec Consulting Ltd	Roads Bridge Cond Survey	3,722.22
3653	2/15/2019	Terry Hamill	Mileage and Phone	127.07
3654	2/15/2019	Vollans, E. R.	61" mower blade	410.11
3655	2/15/2019	Windsor Disposal Services Ltd.	Disposal/Rental Fee	977.31
3656	2/15/2019	Xerox Canada Ltd.	Copier 3635	93.16
Total for General:				118,059.89

Certified Correct This February 15, 2019

Mayor, Raymond Durocher

Treasurer



AMO AGM and Annual Conference
AUGUST 18 - 21, 2019 OTTAWA

EARLY BIRD CONFERENCE REGISTRATION

Please note the Early Bird rates are only valid until Friday, March 1, 2019 at 4:00 PM at which time the Regular rate applies.

Contents

- Part A provides the general agenda
- Part B describes the different types of packages available to delegates and their partners.
- Part C is the registration form for your selections.

AGENDA

DATE February 25, 2019

NO. 9(b)(i)

Part A:

Agenda.

This at a glance agenda is for reference only. Programming details will be posted at amo.on.ca
Times are subject to change.

Day 1: Sunday, August 18, 2019

- 8:30 AM Registration Opens
- 9:00 AM Pre-Conference Clinics
(please note these sessions are add-ons to your Conference Registration)
- 2:00 PM Trade Show Opens
- 3:00 PM Conference Educational Programming
- 6:00 PM AMO Kick-Off Reception
- 8:00 PM City of Ottawa Welcome Reception

Day 2: Monday, August 19, 2019

- 7:30 AM Registration Opens
- 8:00 AM Conference Educational Programming
- 12:00 PM AMO Caucus Lunches
- 1:45 PM Conference Educational Programming
- 5:00 PM AMO Power Down Reception

Day 3: Tuesday, August 20, 2019

- 7:30 AM Registration Opens
- 8:00 AM Insight Breakfast hosted by Program Partners
- 9:00 AM Conference Educational Programming
- 12:00 PM Learning Lunches
- 1:30 PM Conference Educational Programming
- 5:00 PM Networking Events hosted by Program Partners
- 6:30 PM AMO Tuesday Evening Social (off-site event)

Day 4: Wednesday, August 21, 2019

- 7:30 AM Registration Opens
- 8:00 AM Insight Breakfast hosted by Program Partners
- 9:00 AM Conference Educational Programming
- 11:30 AM Conference Adjourns

Please note Conference Educational Programming includes:

- Keynote Speakers
- Plenary Sessions
- Concurrent Sessions

Part B: Delegate Packages.

Register Today!
 200 University Ave, Ste 801. Toronto, ON, M5H3C6
 events.amo.on.ca
 fax 416.971.6191

Delegate Package A: Full Conference

This package includes:

- Access to all scheduled conference educational programming on Monday, Tuesday and Wednesday
- Access to all scheduled conference networking events and receptions on Sunday, Monday and Tuesday
- One ticket to the Tuesday evening social event (off-site)
- A Monday Lunch Ticket
- A Tuesday lunch ticket, you will be asked to pre-select the lunch topic you wish to attend, 60 days prior to the Conference
- Access to the Tuesday and Wednesday Insight Breakfasts
- Access to all the presentations post-Conference

Delegate Package B: Education +

(Full Conference, not including the Tuesday Evening Social)

This package includes:

- Access to all scheduled conference educational programming on Monday, Tuesday and Wednesday
- Access to all scheduled conference networking events and receptions on Sunday, Monday and Tuesday
- A Monday Lunch Ticket
- A Tuesday lunch ticket, you will be asked to pre-select the lunch topic you wish to attend, 60 days prior to the Conference
- Access to the Tuesday and Wednesday Insight Breakfasts
- Access to all the presentations post-Conference

Delegates Package C: Day Rate

This package includes:

- Access to all scheduled conference educational programming and networking events on the day of your choosing
- If you choose Monday, a Lunch will be assigned
- If attending Tuesday, you will be asked to pre-select the lunch topic you wish to attend, 60 days prior to the Conference
- Access to the Tuesday or Wednesday Insight Breakfasts

Package A: Full Conference Rates

	Early Bird (before March 1, 2019)	Regular (after March 1, 2019)
Members	\$ 785.00	\$ 855.00
Non Members	\$ 990.00	\$ 1,050.00
Students*	\$ 435.00	\$ 465.00

Package B: Education +

	Early Bird (before March 1, 2019)	Regular (after March 1, 2019)
Members	\$ 735.00	\$ 805.00
Non Members	\$ 925.00	\$ 975.00
Students*	\$ 400.00	\$ 430.00

Package C: Day Rate

This is a per day rate. If you wish to attend one or two days please choose this option on the registration form. To attend Monday, Tuesday and Wednesday, please select either Package A or B for the best rates

	Early Bird (before March 1, 2019)	Regular (after March 1, 2019)
Members	\$ 550.00	\$ 585.00
Non Members	\$ 635.00	\$ 675.00
Students*	\$ 285.00	\$ 300.00

* In order to be eligible for a student rate, please provide a copy of your current student i.d. at time of registration. This rate is open to all full-time secondary and post-secondary students.

Part B: Partner Package & Add-Ons.

Register Today!

200 University Ave, Ste 801. Toronto, ON, M5H3C6

events.amo.on.ca

fax 416.971.6191

Conference Social Pass:

AMO is once again offering a Social Pass for Partners. These passes provide partners access to the social and networking events that are part of the scheduled Conference programming. Social passes do not provide access to plenary hall sessions or speeches, concurrent educational programming, Insight Breakfasts, Learning Lunches, or the Trade Show (except during reception). AMO offers two options:

1. Social Pass A. This pass includes:

- Access to all scheduled conference networking events and receptions on Sunday, Monday and Tuesday
- One ticket to the Tuesday evening social event (off-site)
- Access to the trade show on Sunday

2. Social Pass B. This pass includes:

- Access to all scheduled conference networking events and receptions on Sunday, Monday and Tuesday
- Access to the trade show on Sunday

Pre-Conference Clinics:

These two half-day clinics are available to purchase as part of your Conference experience. These sessions will run concurrently on Sunday, August 18, 2019 from 9:00 am to Noon.

1. Communications 101 for Elected Officials

This half-day session will cover: general theory on why media is important; the different types of media; the changing media landscape; what makes news and why; interview preparation and how to answer questions well; and how to deliver strong photo and video messages.

2. Codes of Conduct Clinic

Code of conducts serve a number of purposes. One is to help establish and clearly communicate the sort of behaviors prioritized in your municipal workplace. This 3-hour clinic looks at what your code of conduct must include and what you should have. Bring your current codes to fully participate in this interactive session.

Conference Social Pass Rates:

Please note partners must attend with a registered delegate.

	Conference Social Pass Rate
Social Pass A	\$ 125.00
Social Pass B	\$ 50.00

If you are purchasing a social pass for a partner please ensure that the pass purchased matches the Delegate Package purchased. For example Social Pass A provides the same social access as Delegate Package A, and Social Pass B provides the same social access as Delegate Package B.

Pre-Conference Clinics Rate	\$360.00
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Part C

Registration.

Register Today!

200 University Ave, Ste 801. Toronto, ON, M5H3C6

events.amo.on.ca

fax 416.971.6191

Delegate Contact Information: All information below needs to be the registered delegate, even if someone else is completing the registration form.

First Name: _____ Last Name: _____

Title: _____ Organization: _____

Full Mailing Address: _____

Office Phone: _____ Cell Number: _____

E-mail: _____

Special Needs (e.g. accessibility, diet): _____

Registration Selections: Please select the delegates package and add-ons. Rates do not include HST.

Early Bird Rates in effect until March 1, 2019

1. Delegate Registration

		Early Bird			Regular		
		Members	Non Members	Student	Members	Non Members	Student
<input type="checkbox"/>	Package A	\$ 785.00	\$ 990.00	\$ 435.00	\$ 855.00	\$ 1,050.00	\$ 465.00
<input type="checkbox"/>	Package B	\$ 735.00	\$ 925.00	\$ 400.00	\$ 805.00	\$ 975.00	\$ 430.00
<input type="checkbox"/>	Monday	\$ 550.00	\$ 635.00	\$ 285.00	\$ 585.00	\$ 675.00	\$ 300.00
<input type="checkbox"/>	Tuesday	\$ 550.00	\$ 635.00	\$ 285.00	\$ 585.00	\$ 675.00	\$ 300.00
<input type="checkbox"/>	Wednesday	\$ 550.00	\$ 635.00	\$ 285.00	\$ 585.00	\$ 675.00	\$ 300.00

2. Conference Social Pass for Partners

		Rate
<input type="checkbox"/>	Social Pass A	\$ 125.00
<input type="checkbox"/>	Social Pass B	\$ 50.00

3. AMO Caucus Selection: Caucus selection can be made by elected officials from AMO member municipalities, all other delegates will be provided a non-caucus lunch. Please select your caucus.

County
 Large Urban
 Northern
 Regional and Single Tier
 Rural
 Small Urban

4. Tuesday Lunch: Please indicate if you wish to attend lunch on Tuesday. If you select yes, you will be asked to pre-select the lunch topic you wish to attend, 60 days prior to the Conference. If you select no, you will not have access to a lunch on Tuesday.

Yes
 No

5. Add-Ons: Please indicate what, if any, pre-conference clicis you wish to purchase for Sunday, August 18 from 9:00 am to Noon.

<input type="checkbox"/>	Communications 101	\$ 360.00
<input type="checkbox"/>	Codes of Conduct	\$ 360.00

Part C Registration

Payment.

Register Today!

200 University Ave, Ste 801, Toronto, ON, M5H3C6

events.amo.on.ca

fax 416.971.6191

Remittance: Please note rates listed on previous page do not include HST.

	\$
1. Delegate Package	0
2. Partner Pass	0
5. Add On	0
HST (13%)	0
TOTAL TO BE REMITTED:	0

Payment Method:

Visa

MasterCard

Cheque payable to Association of Municipalities of Ontario

Card Number

Please provide contact information for the cardholder if different from the delegate registered. This information will only be used if any issues arise in payment.

Expiry Date

Name on Card

Phone Number

Signature

E-mail Address

Please note:

- A confirmation notice will be sent to the delegate e-mail for all registration, modifications or cancellations. Review your confirmation carefully for accuracy.
- Payments by cheque must be postmarked before March 1, 2019 in order to receive early bird pricing. Registrations received after March 1, 2019 at 4:00 pm will be processed at the regular rate.
- All cancellations must be submitted in writing to the Association of Municipalities of Ontario via e-mail at events@amo.on.ca. Cancellations received prior to 4:00 pm ET, July 5, 2019 will be eligible for a refund less \$95.00 (plus HST) for members and \$120.00 (plus HST) for non-members administration fee. Cancellations made after 4:00 pm are non-refundable. An alternate attendee name may be substituted at any time.
- Please note that registrations received after July 5, 2019 are not guaranteed their first choices for lunches due to space constraints. AMO will do its best to accommodate.
- Registration forms that are not complete will not be processed, please ensure the details you have provided are correct and complete.
- Registration inquiries can be directed to events@amo.on.ca or by calling 416.971.9856.

CLICK HERE TO SUBMIT VIA E-MAIL

or email to events@amo.on.ca

or fax to 416.971.6191

or mail to: 200 University Avenue, Suite 801
Toronto, ON., M5V 4B2

For AMO use
HST #106732944

Notes:

February 15, 2019

Mr. Joe Maddox
Township of Pelee Island
1045 West Shore Road
Pelee Island, Ontario
NOR 1M0

Re: Compliance Inspection

Dear Mr. Maddox,

This letter confirms that the Ontario Clean Water Agency (OCWA) provided a consulting service to the Township of Pelee Island and conducted a compliance inspection on the Drinking Water System during our site visit on January 29th 2019.

The Services that OCWA provided to the Township consist of the following:

- Review of material prior to onsite meeting
- Conducting the On-site Compliance inspection
- Submittal of inspection findings

The Township acknowledges that the Services provided by OCWA under this letter are in support of the Township's role as the owner and operating authority. The Township also acknowledges that OCWA has no legal obligation relating to the ongoing operations and maintenance or for the Operation of the Town's Drinking Water System. The Township further acknowledges that in its role as owner and operating authority of the drinking water system, is solely responsible for complying with all requirements of the Municipal Drinking Water Licensing Program as well as the Safe *Drinking Water Act, 2002* and its regulations.

After completing a compliance review of the Pelee Island Water System, there were several areas where operational, compliance and Health & Safety practices could be improved. These findings and recommendations are listed below. OCWA can assist the Township of Pelee Island with these recommendations. We are currently working on a full cost proposal to operate and maintain the facility as well as alternative proposal that would amend the current operational support agreement to include compliance and maintenance support staff and tools. We anticipate submittal of both proposals prior to February 22nd, 2019.

Please let me know if you have any questions.

Yours Truly,

Dave Jubenville
Regional Hub Manager
Ontario Clean Water Agency

AGENDA

DATE February 25, 2019

NO. 9(b)(ii)



Township of Pelee

Human Resources Manual

Subject: Pregnancy and Parental Leave of Members of Council

Policy #: XX

Date Approved: XX

POLICY STATEMENT

The Corporation of the Township of Pelee (Township) recognizes a member of Council's right to take leave for the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member as required by and in accordance with Section 270 of the *Municipal Act, 2001*.

DEFINITIONS

Pregnancy and/or Parental Leave: an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the *Municipal Act, 2001*.

PURPOSE

This policy provides guidance on how the Township addresses a Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected official.

APPLICATION

In accordance with Section 270 of the *Municipal Act, 2001*, this policy applies to Members of Council.

PROCEDURES

The Township Council supports a Member of Council's right to pregnancy and parental leave in keeping with the following principles:

1. A Member is elected to represent the constituents of the Township.

DATE February 25, 2019

NO. 9(b)(vi) ¹

2. A Member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
3. The Member will continue to receive communication from the Township as if the Member were not on leave.
4. A Member reserves the right to participate as an active Member of Council at any time during his or her leave.
5. A Member will continue to receive all remuneration, reimbursements and benefits afforded to all Members of Council.

Where a Member of Council will be absent due to a pregnancy and/or parental leave, the Member will provide written notice to the Clerk indicating expected start and end dates.

Council may make temporary appointments to any committees or boards the Member is appointed to and where the Member is the only Member of Council on that body.

Notwithstanding, at any point during their pregnancy or parental leave, the Member may provide written notice to the Clerk of their intent to resume previous roles. The Member will provide written notice to the Clerk of any changes to their return date.

COMPLIANCE

The Integrity Commissioner may investigate complaints against Members related to this policy.

RESPONSIBILITIES

Members of Council and Township staff are responsible for adhering to the parameters of this policy.

POLICY MANAGEMENT

The Clerk or designates are delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of both, the amendments do not change the intent of the policy.



PELEE ISLAND SPORTSMEN CLUB

PELEE ISLAND, ONTARIO, CANADA

January 4, 2019

John Maddox

Clerk, Pelee Island Township

Pelee Island, Ontario

John,

On behalf of the Pelee Island Sportsmen Club Board, we will be withdrawing our severance application for the monument located on the corner of our property. At this time we need to put the property up for sale due to a lack of funds.

After the sale is complete we will pay our debts to the township with the remaining funds deposited into an account to be used as a yearly bursary for the students of the Pelee Island Public School. Our plan is to give two \$300.00 bursaries per year. One for the student with the highest academic achievement and one for the student showing the most potential and community involvement in and out of the school.

It is very unfortunate that the Pelee Island tradition of a Sportsmen Club can no longer sustain itself. Many changes are happening on the island, this is just one of them.

Thank you,

Kyle Davis, President

Pelee Island Sportsmen Club

2875 West Pump Road

Pelee Island, Ontario

NOR 1M0

Email: peleeislandsportsmencc@gmail.com

AGENDA

DATE February 25, 2019

NO. 10(6)

THE CORPORATION OF THE TOWNSHIP OF PELEE

BY-LAW: 2019-08

"APPOINTMENT OF INTEGRITY COMMISSIONER"

(February 25, 2019)

A by-law to appoint an integrity commissioner

WHEREAS the Municipal Act 2001, as amended, states that the powers of a municipal corporation are to be exercised by by-law;

WHEREAS the Municipal Act 2001, as amended by Bill 68, authorizes municipalities to appoint an Integrity Commissioner;

AND WHEREAS the Council of The Corporation of the Township of Pelee wishes to appoint an Integrity Commissioner;

NOW THEREFORE the Council of The Corporation of the Township of Pelee does hereby enact as follows:

1. That, subject to execution of the attached "Schedule A" Agreement dated February 25, 2019, the Agreement term is for a period of 1 year expiring on February 29, 2020; and further
2. That the annual retainer is paid in the amount of \$250, and is that the retainer fee is non-refundable even if there is early termination of the appointment by either party;
3. That this by-law shall be cited as the "Appointment of Integrity Commissioner By-law" (February 25, 2019)
4. That this by-law shall come into force and take effect on the date of passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 25th day of February, 2019.

AGENDA

MAYOR, Raymond Durocher

DATE February 25, 2019

CAO/Clerk, John Maddox

... 12(a)

SCHEDULE "A"

By-Law 2019-08

AGREEMENT FOR MUNICIPAL INTEGRITY COMMISSIONER

THIS AGREEMENT made as of the 25th day of February, 2019.

BETWEEN: **THE CORPORATION OF THE TOWNSHIP OF PELEE**
(Hereinafter referred to as "Township")
OF THE FIRST PART

AND: **KORAB LAW (LISA KORAB, Principal)**
(Hereinafter referred to as the "Korab Law")
OF THE SECOND PART

WHEREAS:

- 1) Section 223.3 through 223.6 of the Municipal Act, 2011, S.O. 2011, c.25 (the "Act") contemplates and authorizes a municipality to appoint an Integrity Commissioner to, among other things, provide advice and guidance to members of Council and local boards as to the application of any Code of Conduct and municipal procedures, rules, and policies relating to their ethical behavior, and, furthermore, to making inquiry into requests as to alleged contraventions of any such Code of Conduct by a member of Council or board and to report the results of such inquiry to the Town;
- 2) Effective March 1, 2019, amendments to Section 223.3 of the Act shall also require the Integrity Commissioner to be responsible for any or all of the following for the Town:
 - i. the application of the Code of Conduct for Members of Council and the Code of Conduct for members of local boards
 - ii. the application of any procedures, rules and policies of the Corporation and its local boards governing the ethical behavior of Members of Council and of local boards;
 - iii. the application of Sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act (Ontario), as amended, to Members of Council and of local boards;
 - iv. requests for Members of Council and of local boards for advice respecting their obligations under the Code of Conduct applicable to the Member;
 - v. requests for Members of Council and of local boards for advice respecting their obligations under a procedure, rule or policy of the Town or of the local board, as the case may be, governing the ethical behavior of Members;

- vi. requests for Members of Council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act (Ontario), as amended;
 - vii. the provision of educational information to Members of Council, members of local boards, the Township and the public about the Township's Code of Conduct for Members of Council and members of local boards and about the Municipal Conflict of Interest Act (Ontario), as amended.
- 3) In appointing an Integrity Commissioner and in assigning powers and duties to him or her, the Township is to have regard to, among other things:
- i. the independence and impartiality of the said Commissioner;
 - ii. confidentiality in respect of the activities of the Integrity Commissioner;
 - iii. the credibility required to be attributed to the role of the Integrity Commissioner; and
- The Township is satisfied that Korab Law has the skills and ability to meet the foregoing criteria.

NOW THEREFORE, in consideration of the retainer payment in the sum of TWO HUNDRED AND FIFTY DOLLARS (\$250.00) by the Township, the sufficiency and receipt of which consideration is hereby acknowledged, the parties hereto agree as follows:

- 1) **Term** – The term of this agreement is for the period of 12 consecutive months commencing March 1, 2019 (the “commencement date”) and ending on February 29, 2020 unless subject to prior early termination by either of the parties hereto and/or as otherwise renewed or extended by agreement of the parties. Notwithstanding the above, the Township or Korab Law shall have the right to terminate this Agreement by providing the other party with a minimum of thirty (30) days written notice of termination.
- 2) **Services** – the Township hereby retains and appoints Korab Law as Integrity Commissioner for the purposes of Sections 223.3 through 223.6 of the Act, as amended, and Korab Law accepts such appointment and agrees to provide such services as are reflected in the Act and as requested by the Township, at all times in accordance with and to the standards as set forth in the Act. Korab Law confirms that such services will be rendered by Lisa Korab, save and except as otherwise delegated in accordance with this agreement, which delegation must be done with the consent of the Township.
- 3) **Duties** – As Integrity Commissioner, Korab shall perform the duties and have the powers provided for in the Act, including but not limited to the following:
 - a. **Advisory:** upon proper request, provide written and/or verbal advice to individual members of Council respecting the application of the Code of Conduct and/or any other procedures, rules, and policies relating to and reflecting upon their ethical behavior, including but not limited to general interpretation of the Municipal Conflict of Interest Act (Ontario), as amended; and furthermore and when appropriate, providing the full Council with specific and general opinions and advice respecting compliance by elected

officials in respect of the provisions of governing statutes the Code of Conduct and any other applicable procedures, rules, and policies.

- b. Compliance Investigation/Determinations: upon proper request from a member of Council or local board, municipal administration or one or more members of the public, to conduct an inquiry and make a determination as to any alleged contravention of the Code of Conduct or applicable procedures, rules, and policies by a member of Council or local board and, thereafter, to report the details and results of such inquiry to municipal Council.
- c. Educational: provide the Clerk or as directed with an annual report of activities during the previous calendar year as Integrity Commissioner, including but not necessarily limited to advice given to Council or individual members of Council and a summary of inquiry results and determinations; furthermore, provide outreach programs to members of Council and local boards and relevant staff on legislation, protocols, and office procedures emphasizing the importance of compliance with a Code of Conduct for public confidence in Municipal Government; and, furthermore, dissemination of information available to the public on the website operated by the Township.
- d. Korab Law shall fulfill the following additional duties in accordance with Bill 68 amendments:
 - i. the application of the Code of Conduct for Members of Council and the Code of Conduct for members of local boards;
 - ii. the application of any procedures, rules and policies of the Corporation and its local boards governing the ethical behavior of Members of Council and of local boards;
 - iii. the application of Sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act (Ontario), as amended, to Members of Council and of local boards;
 - iv. requests for Members of Council and of local boards for advice respecting their obligations under the Code of Conduct applicable to the Member;
 - v. requests for Members of Council and of local boards for advice respecting their obligations under a procedure, rule or policy of the Township or of the local board, as the case may be, governing the ethical behavior of Members;
 - vi. requests for Members of Council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act (Ontario), as amended;
 - vii. the provision of educational information to Members of Council, members of local boards, the Township and the public about the Township's Code of Conduct for Members of Council and members of local boards and about the Municipal Conflict of Interest Act (Ontario), as amended.

Notwithstanding that set forth above, the parties acknowledge and agree that the function of the Integrity Commissioner is to provide advice and opinion to Council and members thereof, to provide independent complaint prevention, investigation, adjudication, and resolution to members of Council

and the public, and education respecting adherence with the Code of Conduct for members of Council and other procedures, rules, and policies governing ethical behavior.

The parties hereto also acknowledge and agree Korab Law, as Integrity Commissioner, will perform services, and in particular those services relating to advisory and educational duties, in a manner so as to avoid duplicated advice, opinion, and cost in respect of identical requests and inquiries – for example, the Integrity Commissioner shall decline to provide individualized advice and opinion to more than one member of Council or a local board on identical issues but should choose to provide general advice to Council or such local board as a whole to answer all such inquiries.

4) Fees

- a. Hourly Rate – Korab Law will be paid a fee of TWO HUNDRED SEVENTY FIVE DOLLARS PER HOUR (\$275.00/hour), plus applicable taxes, for time devoted to services as Integrity Commissioner for the Township; provided that Korab Law will charge such hourly rate only for time actively devoted to the duties described in Section 3 above. For purposes of clarity, Korab Law shall not charge the Township for travel time.
- b. Expenses – Upon presentation of receipts, Korab Law will be entitled to reimbursement of expenses incurred in relation to performance of duties contemplated by this Agreement, including but not limited to food and hotel costs, car rental, railway transportation, and/or fuel charges, all at the respective Township rates then in affect.
- c. Legal Advice/Fees – The parties agree that, when necessary, Korab Law may arrange for and receive legal assistance and advice to properly perform the duties contemplated by this agreement. The parties agree that, as a direct cost and not as a reimbursable expense, the Township shall pay the cost of such legal assistance and advice.
- d. Invoicing – Korab Law agrees the hourly fees and related expenses for which reimbursement will be sought and as referred to above shall be charged and invoiced to the Township.
- e. Payment without deduction – The parties hereto agree that invoices rendered by Korab Law and payments by the Township shall be without deduction, specifically for any contributions imposed or required by law for employment insurance, health costs, social insurance, income tax, workers compensation, or mandatory pension. The Township assumes no obligation or liability as between the parties hereto to deduct or remit any statutory or government remittances.

- 5) Delegation – In the event that more than one request or complaint is made at any one time and requiring the rendering of more than one service, including more than one investigation, Korab Law may determine it necessary to delegate some or all of the powers and duties reflected above and Korab Law is authorized to arrange for and effect such delegation in writing; provided that such delegation shall not be made to a member of Council and provided further that the person, body, or agency to whom such delegation is made agrees in writing to be governed by

the terms of this agreement and the Township consents to the delegation. The person, body, or agency to whom such delegation shall be made shall be under the supervision and direction of Korab Law. The aforementioned delegation shall not result in any increased expense to the Township. Korab Law shall prepare and render an invoice to the Township which accounts for the costs of the delegatee and Korab Law shall be responsible for the fees and disbursements of such delegatee.

- 6) Independent Contractor – Notwithstanding the appointment as a statutory officer, the parties agree and acknowledge that Korab Law is a contractor independent of the Township. Nothing within this agreement shall be interpreted to render or create a relationship of employer/employee partnership, franchise, agency, joint venture or other like arrangement as between Korab Law and the Township.
- 7) Statutory Officer – For purposes of the agreement and solely for the purpose of arranging for errors and omission insurance, the Integrity Commissioner shall be deemed to hold the status of “Statutory Officer” under the Municipal Act.
- 8) Indemnification – The Municipality agrees to indemnify and save harmless Korab Law, its agents and assigns, from and against any and all liabilities, losses, suits, claims, demands, damages, expenses, costs (including all legal costs), fines and actions of any kind or nature whatsoever arising out of or in connection with Korab Law’s provision of services and carrying out of its duties including, but not limited to, any alleged breach of this agreement, any procedural defect or other breach of relevant statutory provisions
- 9) Notice – Any notice required pursuant to this agreement shall be delivered to the respective parties hereto at the following addresses:

For the Township – The Corporation of the Township of Pelee, 1045 West Shore Road, Pelee Island, ON NOR 1M0

For Korab Law – Korab Law, 135 Ambleside Drive, London, ON N6G 4P8

Any written notice between the parties hereto which specifically excludes any invoice rendered herein, shall be delivered or sent by pre-paid registered mail addressed to the parties at the respective addresses listed above. Notice shall be deemed to have received on the date on which notice was delivered to the addresses designated or, in the case of mailing, on the fifth day after the date of mailing.

- 10) Severability – All paragraphs, terms, and conditions of this agreement are severable and the invalidity, illegality or unenforceability of any such paragraph, term, or condition shall be deemed not to affect the validity, legality, or enforceability of the remaining paragraphs, terms and conditions.
- 11) Complete Agreement – This agreement, including any schedule hereto, constitutes the entire agreement between the parties and supersedes all prior agreements, negotiations and discussions, whether oral or written, with respect to the subject matter of this agreement.

12) Enurement – This agreement shall enure to the benefit of and is binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties are to have caused the agreement to be signed and sealed and/or executed by their respective officers which are duly authorized as of the date first written above.

SIGNED, SEALED AND DELIVERED OF IN THE PRESENCE OF:

THE CORPORATION OF THE TOWNSHIP OF PELEE

MAYOR, Raymond Durocher

CAO/Clerk, John Maddox

We have authority to bind the Corporation.

Lisa Korab, operating as Korab Law

THE CORPORATION OF THE TOWNSHIP OF PELEE

BY-LAW: 2019-09

"ADOPTION OF HUMAN RESOURCE POLICIES"

(February 25, 2019)

A by-law to adopt human resource policies

WHEREAS the Municipal Act 2001, as amended, states that the powers of a municipal corporation are to be exercised by by-law;

AND WHEREAS the Council of The Corporation of the Township of Pelee wishes to adopt human resource policies;

NOW THEREFORE the Council of The Corporation of the Township of Pelee does hereby enact as follows:

1. That by-law 2016-10 "Code of Conduct for Council and Committee" is rescinded and replaced by policy number 2019-02-01 "Code of Conduct for Members of Municipal Council and Council's Local Boards and Committee Members.
2. That "Workplace Violence Prevention Policy" dated 2010-06-07 is rescinded and replaced by policy 2019-02-03 "Workplace Harassment Prevention Policy", and 2019-02-04 "Workplace Violence Prevention Policy".
3. That policy 2019-02-02 "Council-Municipal Staff Relationship Policy" be adopted in accordance with Section 270(1)(2.1) of the *Municipal Act, 2001*.
4. That this by-law shall be cited as the "Adoption of Human Resource Policies" (February 25, 2019).
5. That this by-law shall come into force and take effect on the date of passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 25th day of February, 2019.

AGENDA

MAYOR, Raymond Durocher

DATE

February 25, 2019

NO.

12(b)

CAO/Clerk, John Maddox



Township of Pelee

Human Resources Manual

Subject: Code of Conduct for Members of Municipal Council and Council's Local Board and Committee Members (hereinafter referred to as "Members")

Policy #: 2019-02-01

Date Approved: February 25, 2019

POLICY STATEMENT

The Corporation of the Township of Pelee (Township) is committed to facilitate a quality relationship between Members and Township employees and officers. Members have important obligations and responsibilities to those they represent, service and interact with in connection with carrying out the roles and duties attending a Member's office. A Member's conduct and behaviour in terms of ethics and interpersonal conduct and communications are regulated by legislative acts including the *Municipal Act*, the *Public Inquiry Act*, the *Occupational Health and Safety Act*, the *Ontario Human Rights Code*, the *Freedom of Information and Protection of Privacy Act*, and the *Municipal Conflict of Interest Act*.

PURPOSE

The purpose and intent of this Code of Conduct is as follows:

- i. to establish guidelines for ethical conduct required of Members;
- ii. to establish guidelines to encourage and ensure interpersonal conduct communications and interactions consistent with legal requirements (i.e. *Occupational Health and Safety Act*, *Ontario Human Rights Code*);
- iii. to establish guidelines that meet the mandate of Bill 68 amendments to Section 223.3 and others the *Municipal Act*;
- iv. to provide mechanisms to ensure accountability and compliance with the required ethical and interpersonal conduct standards of this Code of Conduct.

APPLICATION

A. GENERAL STANDARDS OF CONDUCT

1. Members shall conduct themselves at all times in a manner that:
 - i. is consistent with and advances the interests of the community they serve;
 - ii. is consistent with the well-being and interests of the Township;
 - iii. is consistent with the Township's interest in transparency and accountability;
 - iv. reflects a diligent and impartial exercise of the office held to the best of the Member's knowledge and ability;
 - v. reflects the Member's adherence to obligations in connection with avoidance of conflicts of interest;
 - vi. is consistent with the legal deliverables governing interpersonal interactions (*i.e. civil and respectful, free from harassment or discrimination, free from violence or the threat of violence*).

B. ETHICAL BEHAVIOUR: CONDUCT REQUIREMENTS

1. Foster Respect for Decision-Making Process

All Members shall accurately and adequately communicate the attitudes and decisions of the Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

2. Strict Adherence to Obligations Regarding Avoiding Conflict of Interest

Members have strict obligations to avoid conflicts of interest by taking the following steps whenever a member has a direct or indirect pecuniary interest in any matter that is before Council in a meeting where the member is present:

- i. disclose the general nature of the Member's interest prior to any consideration of the matter in the meeting;
- ii. refrain from participating in the discussion of the matter or in any vote on the matter;
- iii. refrain from attempting to influence the voting on the matter of question, before, during or after the meeting.

All Members have important ethical and statutory obligations to adhere to the steps outlined above to ensure avoidance of any conflict of interest in connection with carrying out the obligations of the Member's office.

While the Integrity Commissioner may provide general interpretation of the *Municipal Conflict of Interest Act* (MCIA), it is expected that Members seek independent legal advice on a specific question for individual compliance with the Act.

3. Release of Confidential Information Prohibited

Members have a duty to hold in strict confidence all information concerning matters dealt with at closed meetings. Members shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the closed deliberations to anyone, unless expressly authorized by Council or required by law to do so.

Members shall not release information in contravention of the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

Members shall not misuse confidential information (information that they have knowledge of by virtue of their position as Councillor, Board or Committee Member which is not in the public domain, including e-mails and correspondence from other Members of Council, Board or Committee Member or third parties) such that it may cause detriment to the Township, Council or others, or benefit or detriment to themselves or others.

4. Release of Information to Public and Media

Members acknowledge that official information related to decisions and resolutions made by Council will normally be communicated to the community and the media by the Council as a whole or the Head of Council or by his or her designate.

5. Acceptance of Gifts Prohibited

The stipend paid to each Member of Council; is intended to fully remunerate Members for service to the Township. Members of Council, Boards or Committees shall not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.

Members are not precluded from accepting:

- i. personal gifts, normal hospitality among persons doing business, benefits, rewards, commissions or advantages from any person or organization not connected directly or indirectly with the performance of duties of office;

- ii. political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- iii. food and beverages at banquets, receptions, ceremonies or similar events;
- iv. services provided without compensation by persons volunteering their time;
- v. food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
- vi. a reimbursement of reasonable expenses incurred in the performance of duties or office;
- vii. a reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
- viii. token gifts such as souvenirs, mementos and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the Township at an event; and
- ix. gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

Members shall return any gifts or benefits which exceed these limits, along with an explanation why the gifts or benefits cannot be accepted.

6. Engaging in Incompatible Activity Prohibited

Members shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest.

Without limiting the generality of the foregoing, Members shall not:

- i. use any influence of office for any purpose other than official duties;
- ii. act as an agent before Council or any committee, board or commission of council;
- iii. solicit, demand or accept the services of any corporate employee, or individual providing services on a contract for service, for re-election purposes during hours in which the employee, or individual providing services under a contract for service, is in the paid employment of the Township;
- iv. use any information gained in the execution of office that is not available to the general public for any purpose other than for official duties;

- v. place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
- vi. give preferential treatment to any person or organization in which a Member or Members of Council have a financial interest;
- vii. influence any administrative or Council decision or decision-making process involving or affecting any person or organization in which a Member or Members of Council have a financial interest; and
- viii. use Township materials, equipment, facilities or employees for personal gain or for any private purpose.

7. Avoidance of Waste

Members shall avoid waste, abuse and extravagance in the provision of use of public resources and shall expose fraud and corruption of which the Member of Council and Council's Local Board and Committee Member is aware.

C. INTERPERSONAL CONDUCT AND COMMUNICATIONS: REQUIREMENTS

General:

Members have important legal responsibilities and accountabilities in connection with the tone and substance of interpersonal interactions, conduct or communications pursued in the context of carrying out the activity attending a Member's office.

The purpose of this section of the *Code of Conduct* and the appendices policies is to ensure that Members governed by this *Code of Conduct* understand and comply with standards of conduct required at law in terms of their interpersonal interactions, communications and conduct.

The Township and Members, as agents of the Township share important obligations for ensuring compliance with required standards of interpersonal conduct and interactions. A failure to adhere to the required Standards of Conduct can expose both the Township and individual Members to potential liabilities.

1. Human Rights Guarantees: *The Obligation to Treat Every Person with Dignity, Understanding and Respect and Avoid Harassment and Discrimination*

The *Ontario Human Rights Code* extends equality rights guarantees in the context of employment and the delivery of services. A Municipal Government is both an employer and service provider. As a result, the interactions and conduct of Members governed by this *Code of Conduct* generally occur in the context of providing services or interacting with employees.

In connection with such interactions, Members have a legal obligation to ensure adherence to equality rights guarantees. Members have an obligation to ensure that all individuals dealt with are treated with dignity and respect, and not exposed to harassment or discrimination as prohibited by the *Human Rights Code*.

As a Member your obligations in this regard extend to anyone you deal with in the context of employment or delivery of services; including but not necessarily limited to the following: other Members of Council, Committee Members, Local Board Members, Township Employees, individuals providing services, contractors, students and the public.

(a) Not to Discriminate

In compliance with the *Human Rights Code*, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. Definitions of “age”, “disability”, “family status”, “record of offences”, “same-sex partnership status” shall be found in the *Human Rights Code*.

(b) Not to Engage in Harassment

In accordance with the *Human Rights Code*, Members shall not expose anyone to conduct representing harassment. Harassment includes engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Without limiting the generality of the definition of “*harassment*”, Members shall not:

- i. make racial, homophobic, sexist or ethnic slurs;
- ii. display pornographic, homophobic, sexist, racist or other offensive or derogatory material;
- iii. make leering (suggestive staring) or other offensive gestures;
- iv. make written or verbal abuse or threats;
- v. vandalize the personal property of others;
- vi. commit physical or sexual assault;
- vii. make unwelcome remarks, jokes, innuendoes or taunting statements about a person’s physical appearance, racial background, colour, ethnic origin, place or origin, citizenship, ancestry, creed (religion or belief), sex, sexual orientation,

age, record of offences, marital status, same-sex partnership status, family status, disability (physical or mental);

- viii. make unwelcome remarks, insulting gestures or jokes which cause embarrassment or awkwardness;
- ix. refuse to converse or interact with anyone because of their racial or ethnic background, colour, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability;
- x. make unnecessary or unwanted physical contact, including touching, patting or pinching; and
- xi. demand sexual favours or requests.

Harassment which occurs in the course of or related to the performance of duties by Members is subject to this policy and appendices policies.

2. Personal and Psychological Harassment: OHSA

General: Prohibition of Psychological and Personal Harassment

Health and Safety Legislation has identified and prohibited the potential health risk of “**personal harassment**” or “**psychological harassment**” in workplaces. Members must ensure that their interaction and personal communications and conduct are constructive, civil and respectful; devoid of any content or tone that would constitute “**personal harassment**” or “**psychological harassment**”.

3. Avoid Personal or Psychological Harassment

Personal and Psychological Harassment includes unwelcome words and/or actions that are known or should have been known to be *embarrassing, humiliating or demeaning*. Such conduct can include but is not limited to the following:

- i. remarks, jokes, comments, innuendo that demean, ridicule, intimidate or offend;
- ii. bullying;
- iii. repeated offensive or intimidating phone calls, e-mails, verbal outbursts;
- iv. yelling and screaming, rude demeaning remarks;
- v. volatile displays of temper or anger;
- vi. exposing people to foul, abusive or obscene language.

Members are required to ensure that they interact and communicate in a manner that is respectful and consistent with the well-being of those they deal with. Members must ensure that their interactions and communications are free of any conduct that would be considered *personal or psychological harassment*.

4. Prohibition of Violence

General: Obligation to avoid any conduct representing violence or a threat of violence to a worker

Health and Safety Legislation has introduced serious and significant obligations to ensure the removal of the risk of violence and threat of violence in Ontario workplaces. Members must ensure that they avoid any interactions, communications or conduct with employees that would constitute "**Workplace Violence**". Township Employees have rights and recourse if exposed to any threat of violence or act of violence in connection with work or work-related activity; including conduct by or interactions with Members of Council, Council's Local Board or Committee Members.

5. Avoid Violence or Conduct Constituting a Threat of Violence

Workplace violence is defined as *the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker*. To appreciate the broad nature of the definition of violence, it is important to understand that violence includes the following:

- i. **an attempt to exercise force that could cause physical injury** (*Note: does not have to cause injury*);
- ii. **a statement or behaviour that could reasonably be interpreted as a threat to exercise physical force** (*Note: verbal threats will constitute violence*).

Examples:

- a verbal threat, attack or physical conduct
- threatening notes, e-mails, voice mail communications
- shaking a fist or other threatening physical gestures
- wielding an object such as a weapon at an individual

Members are required to ensure that they avoid any interactions, communications, conduct or gestures that would constitute a threat of violence or violence.

D. COMPLIANCE / ACCOUNTABILITY / ENFORCEMENT

General:

The Township has important obligations and interests in ensuring compliance with the ethical and interpersonal conduct standards required of Members by this Code of Conduct.

The Township has an interest and obligation to respond to all allegations, complaints or incidents of alleged conduct inconsistent with the standards outlined in this *Code of Conduct (and appendices policies)* in a manner consistent with the interests and legal obligations of the Township.

The Township recognizes that the municipality and the Members have a mutual interest in providing and encouraging access to compliance/enforcement mechanisms in connection with the conduct required by this *Code* that deliver objective, independent, skilled and efficient determinations in connection with alleged misconduct by any Member.

The Township shall appoint an Integrity Commissioner pursuant to Section 223.3(1) of the *Municipal Act* to inquire into and determine any alleged non-compliance with the standards of conduct defined in the *Code of Conduct* by a Member.

(Note #1: The referral of alleged breaches of the Code of Conduct to the Integrity Commissioner under this Code does not preclude the rights of potential claimants/complainants at law or pursuant to Township policies.)

In all circumstances where the Township becomes aware of an allegation that a Member has engaged in any prohibited activity or breached any standard of conduct outlined in this *Code of Conduct*, whether by informal communications or formal complaints, the matter will be addressed as follows:

- i. The "informal" complaint procedure attached as *Appendix 1* may be followed but is not mandatory;
- ii. Any issue of non-compliance with the *Code of Conduct* shall be referred to the Integrity Commissioner through the Complaint Protocol attached as *Appendix 3*;
- iii. The Integrity Commissioner shall conduct an inquiry to determine whether the Member has engaged in conduct in contravention of the *Code of Conduct*;
- iv. In planning and pursuing the relevant inquiry the Integrity Commissioner may proceed consistent with the procedural aspects of any policies addressing the subject of the alleged infringement and exercise his/her powers under Section 33 and Section 34 of the *Public Inquiries Act*;

- v. The inquiry pursued by the Integrity Commissioner shall be an independent inquiry; independent of the Township or any of its agents, employees or Members;
- vi. Where the Integrity Commissioner determines that he/she has reasonable grounds to believe that there has been a contravention of any other act or the *Criminal Code*, the Integrity Commissioner shall refer the matter to the appropriate authority; suspend his/her inquiry and report the suspension to Council. In these circumstances Council will pursue the necessary steps to ensure that the matter is addressed consistent with the Township's obligations at law and any relevant Township policies;
- vii. Where the Integrity Commissioner completes an inquiry and determination of the matter, he/she shall prepare a written report of his/her findings as to whether a Member has contravened the *Code of Conduct*. Where a contravention of the *Code* is substantiated, the report shall disclose the penalty determined by the Integrity Commissioner. In preparing the report, the Integrity Commissioner may disclose such matters as are necessary for the reporting to Council. The report shall be delivered to Council;
- viii. Where the Integrity Commissioner determines that a Member has contravened the *Code of Conduct*, the Integrity Commissioner shall determine the penalty; such penalty shall be within the remedial parameters defined in the *Municipal Act*;

1. Penalties:

Where a Member is found to have breached any standard of conduct required by the *Code of Conduct*, the penalty will be determined by the Integrity Commissioner. In determining the penalty, the Integrity Commissioner shall take into consideration the nature and degree of the current breach of the *Code* and any prior non-compliance with the *Code of Conduct* by the Member.

Penalties imposed in connection with breaches of the *Code of Conduct* pursuant to the *Code* may include:

- A written reprimand; and/or
- Suspension of remuneration paid to a Member with respect to services up to 90 days; and or
- Censure including removal from appointed Committees, Boards and/or liaison roles.

2. Refusal to Conduct Investigation

- i. If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, terminate the investigation.
- ii. Complaints referred that are repetitious in nature, not germane to the *Code of Conduct* in the opinion of the Integrity Commissioner, deemed frivolous and without substance in the opinion of the Integrity Commissioner, or, where the complaint is deemed vexatious in the opinion of the Integrity Commissioner, complaints shall not be advanced to an investigation stage.
- iii. Other than in exceptional circumstances, the Integrity Commissioner will not report to Council or a local Board (restricted definition) on any complaint described in subsections (1) and (2) except as part of an annual or other periodic report.

E. OTHER COMPLIANCE / ENFORCEMENT RIGHTS BEYOND THE REFERRAL TO THE INTEGRITY COMMISSIONER

While the Township encourages complainants, Members and all parties to access and support the use of the Integrity Commissioner as the means of addressing any issues of non-compliance with the *Code of Conduct* by Members, the Township has an obligation and commitment to support complainants or potential complainants, access to the following processes in connection with allegations of prohibited activity, conduct or communications.

- 1. Complaints of Harassment (*Code or Personal*), Discrimination, Violence by Employees, Members of Council**
 - i. Access to the procedures committed to in the Township's relevant Policies (i.e. informal resolution, mediation, complaint procedures);
 - ii. Complainants also have a right to file complaints with the Ontario Human Rights Tribunal (in connection with human rights allegations) and complaints with the Ministry of Labour (in connection with allegations of violence, threats of violence or personal harassment).
- 2. Complaints Regarding Allegations of Conduct Regulated by the Criminal Code**
 - i. Complaints can be directed to Ontario Provincial Police to pursue an investigation under Section 122 of the *Criminal Code of Canada* where allegations of fraud or breach of trust are made in connection with a Member carrying out the duties of the office;

- ii. Complaints can be directed to Ontario Provincial Police to pursue an investigation under Section 122 of the *Criminal Code of Canada* regarding allegations of a Member's involvement in demands for, acceptance of, offering or agreement to accept a loan, reward, benefit or other advantage from any person, in connection with the performance of the duties of the Member in office;

3. Complainant's Direct Dealings with Members in Connection with Concerns of Non-Compliance with the *Code of Conduct*

- i. Any person who believes that a Member has infringed any standard under this *Code of Conduct* can advise the Member of the concern directly (*verbally or in writing*) that their activity infringes the *Code of Conduct*;
- ii. Such person (*complainant*) may directly encourage the Member to stop the offending activity;
- iii. Such person (*complainant*) should keep a record of the incident, including date, time, location, persons present and any other relevant information.

F. JUDICIAL INVESTIGATION

In circumstances where liability is denied, and the alleged misconduct is serious in nature, Council may pass a resolution, pursuant to s. 274 (1) of the *Municipal Act*, requesting a judicial investigation into the Member of Council, or Council's Local Board or Committee Member's conduct.

G. SUMMARY

The Township and all Members of Council share an important interest and responsibility in ensuring that the standards of conduct required under this *Code of Conduct* are understood, maintained and where necessary enforced by holding Members accountable.

The standards reflect the ethical and legal contest in which the Township and Members must deliver services to the community served by the Council and Members.

Deviations from the standards of conduct outlined in this *Code of Conduct* leave the Township, Council and individual Members exposed to the following:

- i. Reputational risk;
- ii. Loss of credibility in the community;
- iii. Risks of significant liabilities.

All Members of Council are expected to be knowledgeable of the contents of this *Code of Conduct* and of the appendixes of Township policies, and to adhere to the standards of conduct defined in the *Code of Conduct* and policies.

POLICY FOR CODE OF CONDUCT INVESTIGATIONS

POLICY STATEMENT

The Corporation of the Township of Pelee (Township) is committed to ensuring that a request for an investigation under Section 223.3 of the *Municipal Act, 2001* as amended (the Act) is dealt with in a fair, open and expeditious manner.

The Township commits to full co-operation including the provision of all information requested by the Integrity Commission (the Investigator), either written or through interviews, to assist the Investigator in his/her investigations.

This policy shall be posted on the municipal website and available from the Clerk's Office, 1045 West Shore Rd, Pelee Island, ON N0R 1M0 or by contacting the Clerk at 519-724-2931 or through e-mail to info@pelee.ca

This policy applies to all appointed Board and committee members as defined in the *Municipal Act, 2001*.

Background:

Through By-Law 2019-08 the Township has appointed Lisa Korab as a Municipal Integrity Commissioner and authorized her to conduct investigations upon receipt of a complaint in respect of complaints regarding the Township's *Code of Conduct*. (see *Appendix 2* for Duties of Integrity Commissioner)

Complaints Procedures: (see *Appendix 3* for Complaint Protocol)

Individuals are encouraged to speak directly with the individual regarding a Complaint in order to resolve any concerns prior to beginning the formal complaint process. (see *Appendix 1* for Informal Complaint Procedure)

Individuals may submit complaints to the investigator relating to compliance with the Code.

All complaints will be treated as confidential, unless authorization is given by the complainant to release his/her identity.

Every request for an investigation shall be initiated through the submission of the "Municipal Investigation Complaint Form". The Complaint Form shall be made available to the public through the Clerk's Office or can be downloaded from the Township's website at www.pelee.org. Completed complaint forms will not be accepted by facsimile, email or other electronic means. A completed Complaint Form shall be submitted to either the Clerk's Office or directly to the Integrity Commissioner in a sealed envelope.

Appendix 1

INFORMAL COMPLAINT PROCEDURE

Individuals (for example, municipal employees, members of the public, Members of Council or local boards, or organizations [including local boards]) who have identified or witnessed behaviour or an activity by a member of Council or a local Board that they believe is in contravention of the *Code of Conduct for Members of Council and Local Boards* the "Code of Conduct" would address the prohibited behaviour or activity themselves as follows:

1. Advise the Member that the behaviour or activity contravenes the *Code of Conduct*;
2. Encourage the Member to stop the prohibited behaviour or activity;
3. Keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
4. If applicable, confirm to the Member satisfaction with the response of the Member, or, if applicable, advise the Member of your dissatisfaction with the response; and,
5. Consider the need to pursue the matter in accordance with the formal complaint procedure or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

Individuals and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behaviour or activity that is prohibited by the *Code of Conduct*. With the consent of the complaining individual or organization and the Member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining pursue the informal complaint procedure prior to pursuing the formal complaint procedure.

By mail directly to: Lisa Korab, Integrity Commissioner, 135 Ambleside Drive, London, ON N6G 4P8

All complaints must be made in writing using the Affidavit, found in Appendix 4.

Complaints submitted directly to the Clerk will remain confidential and forwarded to the investigator by mail with the date and time received noted.

Appendix 2

DUTIES OF A MUNICIPAL INTEGRITY COMMISSIONER

The Integrity Commissioner shall perform the duties and have the powers provided for in the Act, including but not limited to the following:

1. **Advisory:** upon proper request, provide written and/or verbal advice to individual Members of Council respecting the application of the *Code of Conduct* and/or any other procedures, rules, and policies relating to and reflecting upon their ethical behavior, including but not limited to general interpretation of the *Municipal Conflict of Interest Act* (Ontario); and furthermore and when appropriate, providing the full Council with specific and general opinions and advice respecting compliance by elected officials in respect of the provisions of governing statutes the *Code of Conduct* and any other applicable procedures, rules, and policies.
2. **Compliance Investigation/Determinations:** upon proper request from a Member of Council or local board, municipal administration or one or more Members of the public, to conduct an inquiry and make a determination as to any alleged contravention of the *Code of Conduct* or applicable procedures, rules, and policies by a Member of Council or local Board and, thereafter, to report the details and results of such inquiry to municipal Council.
3. **Educational:** provide the Clerk or as directed with an annual report of activities during the previous calendar year as Integrity Commissioner, including but not necessarily limited to advice given to Council or individual Members of Council and a summary of inquiry results and determinations; furthermore, provide outreach programs to members of Council and local Boards and relevant staff on legislation, protocols, and office procedures emphasizing the importance of compliance with a *Code of Conduct* for public confidence in Municipal Government.

Notwithstanding that set forth above, the parties acknowledge and agree that the function of the Integrity Commissioner is to provide advice and opinion to Council and members thereof, to provide independent complaint prevention, investigation, adjudication, and resolution to members of Council and the public, and education respecting adherence with the *Code of Conduct* for members of Council and other procedures, rules, and policies governing ethical behavior.

The parties hereto also acknowledge and agree the Integrity Commissioner, will perform services, and in particular those services relating to advisory and educational duties, in a manner so as to avoid duplicated advice, opinion, and cost in respect of identical requests and inquiries- for example, the Integrity Commissioner shall decline to provide individualized advice and opinion to more than one Member of Council or a local board on identical issues, but should choose to provide general advice to Council

or such local Board as a whole to answer all such inquiries. In addition, it is recognized that the Integrity Commissioner, will likely receive requests for advice on matters involving compliance with the *Municipal Conflict of Interest Act* (the "MCIA"). Individual Members of Council or local Boards should seek independent legal advice on a specific question of individual compliance with such legislation.

Appendix 3

COMPLAINT PROTOCOL

1. Any Member of Council, staff or the public that believes they have experienced or witnessed conduct in contravention with the *Code of Conduct* may file a complaint and request an investigation.
2. All complaints shall be in writing and signed by an identifiable individual.
3. A complaint shall set out reasonable and probable grounds for the allegation that the member has contravened the *Code of Conduct* and include a support affidavit that sets out the evidence in support of the complaint.
4. The complaint protocol information package shall be available at the Township Clerk's Office.



Appendix 4

Code of Conduct Complaint Protocol – Formal Complain Procedure

Please note that signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R, S, C, 1985, c. C-46, and also to civil liability for defamation.

Affidavit of _____
(full name)

I, _____ of the _____
(full name) (City, Township, etc.)

of (municipality of residence) _____ in the Province of
Ontario,

MAKE OATH AND SAY (OR AFFIRM):

1. I have personal knowledge of the facts as set out in this affidavit, because

(insert reasons e.g. I work forI attended the meeting at which.....etc.)

2. I have reasonable and probable grounds to believe that a Member of Township of Pelee Municipal Council, _____ (specify name of Member), has contravened section(s) _____ (specify section[s] of the *Code of Conduct*). The particulars of which are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please attach the materials as Exhibits A, B, etc. and attach them to this affidavit and mark each additional page as 2 of 2, 2 of 3, etc. at the top right corner.)

3. This affidavit is made for the purpose of requesting that this matter be reviewed and for no other purpose.

SWORN (or AFFIRMED) before me at
The Township of Pelee in the
Province of Ontario

(Commissioner of Oath)

(Date)

(Complainant Signature)

(Date)



Township of Pelee

Human Resources Manual

Subject: Council-Municipal Staff Relationship Policy

Policy #: 2019-02-02

Date Approved: February 25, 2019

POLICY STATEMENT

The Corporation of the Township of Pelee (Township) promotes a respectful, tolerant, harassment-free relationship and workplace between Members of Council and the officers and employees of the Township. These relationships are guided by the *Code of Conduct from Members of Council and Local Boards*, the *Procedural By-Law*, the *Workplace Harassment and Workplace Violence Prevention Policies*. The Council-Municipal Staff Relationship Policy is in accordance with Section 270 of the *Municipal Act, 2001*.

PURPOSE

This policy provides guidance on how the Township ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the Township.

APPLICATION

In accordance with Section 270 of the *Municipal Act, 2001*, this policy applies to Members of Council.

POLICY REQUIREMENTS

The relationship between Members of Council and the officers and employees of the Township is guided by the following principles:

Council Code of Conduct

1. Members have a duty to treat each other and staff with respect and dignity and without abuse, bullying or intimidation.

2. Members have a duty to ensure that the Township's work environment is free from discrimination and harassment.
3. Members are to recognize that officers and employees serve Council and the community and work for the Township under the direction of the Clerk. Members have no individual capacity to direct officers and employees to perform specific functions. Council provides direction through the decisions as recorded in the minutes and resolutions of Council.
4. Members shall not subject officers or employees to threats, discrimination or harassing behaviour.
5. Members shall make inquires via the Clerk.
6. Members shall recognize and respect the professional capacities of Township employees having separate legal and ethical obligations for the conduct under which they operate. Members shall refrain from conduct that may deter, interfere or unduly influence employees in such a manner as to result in them violating professional, legal or ethical obligations.

Employee Code of Conduct

7. Employees of the Township must be professional, polite, courteous and respectful in their interactions with each other, clients, residents, community agencies, contractors, suppliers and the public.
8. Employees shall deal with all Members of Council in an objective, respectful and impartial manner. Employees must recognize that elected officials are responsible for the establishment of policy and staff are responsible for putting policy to action through the Clerk.

Workplace Harassment & Workplace Violence Prevention Policies

9. The Township is committed to the creation of a workplace climate that reflects cooperation, understanding, and mutual respect. Workplace harassment, violence or discrimination is not tolerated.

Commitment to a Civil Workplace Environment and Workplace Interactions

10. The Township is committed to securing, maintaining, enforcing and reinforcing a workplace environment and workplace communications and interactions that are civil, respectful and valuing of all members of our workplace community.

COMPLIANCE

For Members of Council-The Integrity Commissioner may investigate complaints against members related to this policy.

For employees of the Township-The Clerk may investigate complaints against employees related to this policy.

RESPONSIBILITIES

Members of Council and Township staff are responsible for adhering to the parameters of this policy.

POLICY MANAGEMENT

The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of both of them, the amendments do not change the intent of the policy.

LEGISLATIVE AUTHORITY

Section 270 of the *Municipal Act, 2001*, as revised by Bill 68 requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the Township. The Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the Municipality complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the Township.

The Township of Pelee

Human Resources Policy

Subject: **Workplace Harassment Prevention**

Policy #: 2019-02-03

Date Approved: February 25, 2019

POLICY STATEMENT

The Corporation of the Township of Pelee (Township) condemns harassment, denigration, discriminatory actions, and the promotion of hatred. The Township will not tolerate, ignore, or condone discrimination or harassment and is committed to promoting respectful conduct, tolerance and diversity at all times. All employees are responsible for respecting the dignity and rights of their co-employees and the public they serve. Appropriate disciplinary, remedial, and/or legal action will be taken according to the situation.

PURPOSE

The policy and its supporting guidelines are intended to:

1. Maintain a work environment free from workplace harassment;
2. Provide a definition of workplace harassment and sexual harassment;
3. Identify the roles and responsibilities of management and staff to maintain a workplace free of harassment; and
4. Establish measures and procedures for employees and Members to report incidents of workplace harassment and for the Township to investigate and manage incidents or complaints in a manner that is appropriate to the circumstances.

APPLICATION

The *Workplace Harassment Prevention Policy* applies to all employees, contactors for the Township, seasonal employees, clients and customers of Township services,

Members of Council/boards/committees (Members), volunteers, any person engaged in business with the Township, and visitors to Township property.

The Township's *Workplace Violence Prevention Policy* should be consulted regarding actual, attempted or threatened acts of violence.

DEFINITIONS

Workplace means all Township facilities and work sites, including vehicles and any other land, premises, locations or things at, upon, in or near where the business of the Township is conducted. Included in this definition are Township-related activities, including sanctioned social functions, or business performed at any other location away from the Township, during or outside of normal working hours.

The *Occupational Health and Safety Act* defines workplace harassment as engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome. This definition includes workplace sexual harassment.

This may include, but is not limited to:

- slurs or derogatory remarks;
- threats;
- inappropriate jokes, innuendos, name-calling, teasing;
- insulting gestures;
- practical jokes which result in embarrassment;
- displaying pin-ups, pornography, racist, homophobic or other offensive materials;
- use of electronic communications such as the internet and e-mail to harass;
- actions that invade privacy;
- spreading rumours that damage one's reputation;
- refusing to work with another;
- condescending or patronizing behaviour;
- abuse of authority which undermines performance or threatens employment.

There is no legal obligation for an individual to tell a harasser to stop. The fact that a person does not explicitly object to harassing behaviour, or appears to be going along with it does not mean that the behaviour is not harassing or that it has been consented to.

Workplace harassment often involves a course or grouping of behaviours. However, a single serious incident of such behaviour that has a lasting harmful effect on an employee may also constitute workplace harassment.

This policy is not intended to interfere with constructive feedback regarding performance or operational directives provided to employees by the Clerk or department managers.

Examples of workplace harassment may include a pattern of:

- frequent angry shouting/yelling or blow-ups;
- regular use of profanity and abusive language;
- verbal or e-mail threats (not including threats to exercise physical force which are covered by the workplace violence policy), intimidation;
- intimidating behaviours i.e. slamming doors, throwing objects;
- targeting individual(s) in humiliating practical jokes;
- excluding, shunning, impeding work performance;
- spreading gossip, rumours, negative blogging, cyberbullying;
- retaliation, bullying, sabotaging;
- unsubstantiated criticism, unreasonable demands;
- frequent insults and/or name calling;
- public humiliation;
- communication that is demeaning, insulting, humiliating, mocking;
- intent to harm; or,
- a single, serious incident that has a lasting, harmful impact.

Workplace harassment does not include:

- legitimate performance/probation management;
- appropriate exercise and delegation of managerial authority;
- operational directives;
- a disagreement or misunderstanding;
- conflict between co-employees;
- work related change of location, co-employees, job assignment;
- appropriate discipline;
- less than optimal management;
- a single comment or action unless it is serious and has a lasting harmful effect;
- rudeness unless it is extreme and repetitive; or,
- conditions in the workplace that generate stress (technological change, impending layoff, a new boss, friction with other employees, workload, etc.).

Workplace sexual harassment means:

- (a) engaging in a course of vexatious comments or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

This may include, but is not limited to:

- a sexual advance or solicitation from anyone if the person knows or ought to know the advance is unwelcome - especially if the advance is from a person in a position to give or deny a benefit, to engage in a reprisal, or if a threat of reprisal is made if the advance is rejected;
- sexually suggestive or obscene remarks or gestures;
- leering (suggestive staring) at a person's body;
- unwelcome physical contact;
- having to work in a sexualized environment (bragging about sexual prowess, or discussions about sexual activities);
- circulation or posting of sexist jokes or cartoons, display of pin-up calendars or other objectifying images;
- negative stereotypical comments based on gender, sex or sexual orientation;
- gender related comments about an individual's physical characteristics or mannerisms and/or behaviours that reinforce traditional heterosexual gender norms; or,
- exercising power over another person, making them feel unwelcome or putting them 'in their place' – motivated by sexual interest

This policy is not intended to interfere with normal social interaction between employees.

RESPONSIBILITIES

Employees and Members are encouraged to report any incidents of workplace harassment to the Clerk and complete a Workplace Harassment Complaint Form. If the incident involves the Clerk the employee or Member shall report the incident to the Mayor or in his/her absence the Deputy Mayor.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect employees and Members, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, employees and Members are expected to adhere to this policy, and will be held responsible by the employer for not following it. Employees and Members are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If an employee or Member needs further assistance, he or she may contact the municipal health and safety representative, or Human Rights Legal Support Centre at 1-866-625-5179

REPRISAL

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or violence. Reprisal is defined as any act of retaliation, either direct or indirect.

REPORTING WORKPLACE HARASSMENT

1. How

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner. Employees can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, please use the workplace harassment complaint form in Appendix 1. When reporting verbally, the reporting contact, along with the employee complaining of harassment, will fill out the complaint form.

The report of the incident should include the following information:

- i. Name(s) of the employee who has allegedly experienced workplace harassment and contact information;
- ii. Name of the alleged harasser(s), position and contact information (if known);
- iii. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known);
- iv. Details of what happened including date(s), frequency and location(s) of the alleged incident(s);
- v. Any supporting documents the employee who complains of harassment may have in his/her possession that is relevant to the complaint; and
- vi. List any documents a witness, another person or the alleged harasser may have in their possession that is relevant to the complaint.

2. Who

Report a workplace harassment incident or complaint to the Clerk. If the incident or complaint involves the Clerk report to the Mayor and in his/her absence the Deputy Mayor.

An investigation that is appropriate in the circumstances will be conducted. If the incident or complaint involves the Clerk, an external person qualified to conduct a

workplace harassment investigation who has knowledge of the relevant workplace harassment laws will be retained to conduct the investigation.

All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect employees, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

INVESTIGATION

1. Commitment to Investigate

The Township will ensure that an investigation appropriate in the circumstances is conducted when the Clerk becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.

2. Who Will Investigate

The Clerk will conduct the investigation into the incident or complaint of workplace harassment. If the allegations of workplace harassment involve the Clerk, the investigation will be conducted by the Mayor and in his/her absence the Deputy Mayor.

3. Timing of the Investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

4. Investigation Process

The investigator will, at minimum, ensure the following:

- i. The investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation;
- ii. Thoroughly interview the employee who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is an employee of the Township. If the alleged harasser is not an employee, the investigator should make reasonable efforts to interview the alleged harasser;
- iii. Provide the alleged harasser(s) the opportunity to respond to the specific allegations raised by the employee. In some circumstances, the employee who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply;

- iv. Interview any relevant witnesses employed by the Township who may be identified by either the employee who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the Township if there are any identified;
- v. Collect and review any relevant documents;
- vi. Take appropriate notes and statements during interviews with the employee who allegedly experienced workplace harassment, the alleged harasser and any witnesses; and,
- vii. Prepare a written report summarizing the steps taken during the investigation, the complaint, and the allegations of the employee who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

5. Results of the Investigation

Within 10 days of the investigation being completed, the employee who allegedly experienced the workplace harassment and the alleged harasser, if the he/she is an employee of the Township, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the Township to address workplace harassment.

6. Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect employees, to investigate the complaint or incident, to take corrective action or otherwise as required by law. While the investigation is on-going, the employee who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not to discuss the incident or complaint or the investigation with each other or other employees or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

7. Interim Action

In certain circumstances, it may be necessary to take immediate measures. In such a case, interim measures shall be determined by the Clerk, or if the complaint is against the Clerk, the Mayor and in his/her absence the Deputy Mayor. Interim measures may include but are not limited to relocating the alleged harasser(s) or placing said party on a non-disciplinary suspension with pay (only applicable to salary employees), pending the resolution of the complaint or outcome of the investigation.

8. Corrective and/or Disciplinary Action

Where a finding of workplace violence has been made, the Clerk will determine the appropriate disciplinary action. If the Clerk is the aggressor, the determination of appropriate disciplinary action will be made by the Mayor and in his/her absence the Deputy Mayor.

Where it is determined that corrective action or disciplinary action is to be taken against an employee of the Township, such action may include, but is not limited to, the following:

- an apology
- education/training
- written warning
- suspension/leave without pay
- demotion
- transfer
- termination of employment

Where it is determined that corrective action is to be taken against Member(s) of Council, volunteers (including committee members), individuals contracted by the Township, clients or customers, the Township will take such corrective action as is reasonable in the circumstance and permitted by law to ensure that the workplace violence or domestic violence in the workplace stops.

RECORD KEEPING

The Clerk will keep records of the investigation including:

- (a) a copy of the complaint or details about the incident;
- (b) a record of the investigation including notes;
- (c) a copy of the investigation report (if any);
- (d) a summary of the results of the investigation that was provided to the employee who allegedly experienced the workplace harassment and the alleged harasser, if an employee of the Township;

(e) a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law. Records will be kept for 5 years.



Appendix 1

Workplace Harassment Prevention Complaint Protocol-Workplace Harassment Complaint Form

Please note that signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R, S, C, 1985, c. C-46, and also to civil liability for defamation.

Affidavit of _____
(full name)

I, _____ of the _____
(full name) (City, Township, etc.)

of (municipality of residence) _____ in the Province of
Ontario,

MAKE OATH AND SAY (OR AFFIRM):

1. I have personal knowledge of the facts as set out in this affidavit, because

(insert reasons e.g. I work for....I was on Township property when....etc.)

2. I have reasonable and probable grounds to believe that,
_____ (specify name of alleged harasser), has
contravened the *Workplace Harassment Prevention Policy*. The particulars of
which are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please attach the materials as Exhibits A, B, etc. and attach them to this affidavit and mark each additional page as 2 of 2, 2 of 3, etc. at the top right corner.)

3. This affidavit is made for the purpose of requesting that this matter be acted upon in the manner outline in the Workplace Harassment Prevention Policy.

SWORN (or AFFIRMED) before me at
The Township of Pelee in the Province of Ontario

(Commissioner of Oath)

(Date)

(Complainant Signature)

(Date)

The Township of Pelee

Human Resources Policy

Subject: Workplace Violence Prevention

Policy #: 2019-02-04

Date Approved: February 25, 2019

POLICY STATEMENT

Workplace violence and domestic violence in the workplace will not be tolerated. The Corporation of the Township of Pelee (Township) is committed to working with its employees in providing a safe work environment and the prevention of workplace violence and domestic violence in the workplace. The Township will take all reasonable and practical steps to prevent violence and protect our employees from acts of violence. Appropriate disciplinary, remedial, and/or legal action will be taken according to the situation.

PURPOSE

The policy and its supporting guidelines are intended to:

1. Maintain a work environment free from workplace violence;
2. Provide a definition of workplace violence;
3. Identify the roles and responsibilities of management and staff to maintain a workplace free of actual, attempted or threatened acts of violence;
4. Establish measures and procedure for summoning immediate assistance when workplace violence occurs or is likely to occur; and,
5. Establish measures and procedures for employees and Members of Council to report incidents of workplace violence and for the Township to investigate and manage incidents or complaints in a manner that is appropriate to the circumstances.

APPLICATION

The Workplace Violence Policy applies to all employees, contactors for the Township, seasonal employees, clients of Township services, Members of Council/boards/committees (Members), volunteers, any person engaged in business with the Township, and visitors to Township property.

The Township's *Workplace Harassment Prevention Policy* should be consulted regarding issues of personal harassment and harassment related to discrimination.

DEFINITIONS

Workplace means all Township facilities and work sites, including vehicles and any other land, premises, locations or things at, upon, in or near where the business of the Township is conducted. Included in this definition are Township-related activities, including sanctioned social functions, or business performed at any other location away from the Township, during or outside of normal working hours.

The *Occupational Health and Safety Act* defines workplace violence as the exercise of physical force by a person against a employee, in a workplace, that causes or could cause physical injury to the employee. It also includes an:

- attempt to exercise physical force against a employee in a workplace, that could cause physical injury to the employee; and
- a statement or behaviour that a employee could reasonably interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee

This may include, but is not limited to:

- verbally threatening to attack a employee;
- leaving threatening notes at or sending threatening e-mails to a workplace;
- shaking a fist in a employee's face;
- wielding a weapon at work;
- hitting or trying to hit a employee;
- throwing an object;
- sexual violence against a employee;

- kicking an object the employee is standing on, such as a ladder; or
- trying to run down a employee using a vehicle or equipment such as a forklift.

The Township's *Workplace Harassment Prevention Policy* addresses harassment or intimidation (e.g, behaviours that demean, embarrass, or humiliate and are known or would be expected to be unwelcome).

RESPONSIBILITIES

All employees are responsible for preventing and reporting acts of violence that threaten or perceive to threaten a safe work environment.

The Township will:

- i. take reasonable preventative measures to protect employees and others in Township workplaces from violence;
- ii. ensure that workplace violence risk assessments are completed and reported;
- iii. post this policy in a conspicuous location in each workplace;
- iv. establish and maintain a process for reporting and responding to incidents of violence;
- v. ensure that the process for reporting and responding to incidents of violence is communicated, maintained and followed;
- vi. review risk assessments annually;
- vii. communicate this policy and its procedures to all employees;
- viii. ensure that this policy is reviewed at least annually;
- ix. respond promptly to all reports of violence, address immediately all incidents of workplace violence, and not condone or permit any behaviour contrary to this policy;
- x. ensure that all known incidents of workplace violence are investigated to the extent appropriate based on the nature of each incident and the actual or potential threat it posed to employee safety by:
 - a. taking all reasonable and practical measures to minimize or address risks identified by the incident, and
 - b. documenting the incident, its investigation, and corrective action taken.

- xi. Ensure employees are made aware of their rights to:
- have workplace violence incidents investigated when they are reported;
 - report incidents of physical assault or threats of physical assault to the police;
 - support from management when reporting incidents of physical assault or threats of physical assault to the police (e.g. time for interactions with the police and making accessible to the police information in the employer's possession with respect to the incident);
 - take all reasonable and practical measures to protect employees, acting in good faith, who report workplace violence or act as witnesses, from reprisal or further violence; and,
 - take every precaution reasonable in the circumstances for employee protection if they become aware, or ought reasonably to be aware, that domestic violence that would likely expose an employee to physical injury may occur in the workplace.
- xii. Management will:
- understand and uphold the principals of this policy; and
 - take all reasonable and practical measures to minimize or eliminate risks identified through the risk assessment process.
- xiii. All employees and Members of Council will:
- maintain a safe work environment, whenever possible;
 - not engage in or ignore violent, threatening, intimidating or other disruptive behaviours;
 - report promptly to the Clerk, any incident where the employee is subjected to, witnesses, or has knowledge of workplace violence, or has reason to believe that workplace violence may occur. If the incident involves the Clerk, reports should be made to the Mayor and in his/her absence to the Deputy Mayor.

REPRISAL

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or acts as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

CONTROLLING THE RISKS OF WORKPLACE VIOLENCE (identified in the risk assessment as likely to expose an employee to physical injury)

EMERGENCY RESPONSE MEASURES

An employee or Member who:

1. is the victim of violence;
2. believes they have been threatened with violence; or
3. witnesses an act or threat of violence towards anyone else shall:

In the context of an emergency situation where there is immediate danger, the employee or Member shall contact the Ontario Provincial Police by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.

REPORTING INCIDENTS OF WORKPLACE VIOLENCE

An employee or Member who:

1. is the victim of violence;
2. believes they have been threatened with violence;
3. witnesses an act or threat of violence towards anyone else shall take the following steps:
 - If the situation is not one of immediate danger, the employee or Member shall report the incident to the Clerk as soon as possible and complete the Township Workplace Harassment/Violence Complaint Form.
 - If the situation is not one of immediate danger, and the incident involves the Clerk the employee or Member shall report the incident to the Mayor or in his/her absence the Deputy Mayor as soon as possible and complete the Township's Workplace Violence Complaint Form.

Employees or Members who have signed and filed a restraining order or protection order, temporary or permanent, against an individual due to a potential act of violence who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to the Clerk.

INTERIM MEASURERS

In certain circumstances such as where safety is at issue, it may be necessary to take immediate measures. In such a case, interim measures shall be determined by the Clerk, or if the complaint is against the Clerk, the Mayor and in his/her absence the Deputy Mayor, and the Ontario Provincial Police if applicable. Interim measures may include but are not limited to relocating the alleged aggressor, or placing said party on a non-disciplinary suspension with pay (only applicable to salary employees), pending the resolution of the complaint or outcome of the investigation.

INVESTIGATION AND OUTCOMES OF INCIDENTS OR COMPLAINTS OF WORKPLACE VIOLENCE

An investigation will take place within 90 days or less by the Clerk. If the complaint or incident involves the Clerk the investigation will be conducted by the Mayor and in his/her absence the Deputy Mayor.

1. Review the details of the incident or complaint, including any relevant documents, such as;
 - interview(s) with the employee alleging violence or threat of violence has occurred;
 - interview(s) with the alleged aggressor, if he or she is employed by the Township;
 - interview(s) with the alleged aggressor, if he or she is not employed by the Township and it is possible and appropriate;
 - separate interviews with relevant witnesses;
 - other evidence that pertains to the investigation (such as emails, notes, photographs, or videos);
2. Provide a decision about the validity of a complaint or incident;
3. Preparation of a report summarizing the incident or complaint, the steps taken during the investigation, the evidence gathered, and findings;
4. Keep the employee or Member involved informed about the status of the investigation, as well as the alleged aggressor if he/she is also employed by the Township; and
5. In certain circumstance, a Ministry of Labour inspector may order the employer to have an investigation carried out by an "impartial person possessing such knowledge, experience, or qualification as are specified by the inspector".

CORRECTIVE AND/OR DISCIPLINARY ACTION

Where a finding of workplace violence has been made, the Clerk will determine the appropriate disciplinary action. If the Clerk is the aggressor, the determination of appropriate disciplinary action will be made by the Mayor and in his/her absence the Deputy Mayor.

Where it is determined that corrective action or disciplinary action is to be taken against an employee of the Township, such action may include, but is not limited to, the following:

- an apology
- education/training
- written warning
- suspension/leave without pay
- demotion
- termination of employment

Where it is determined that corrective action is to be taken against Member(s) of Council, volunteers (including committee members), individuals contracted by the Township, clients or customers, the Township will take such corrective action as is reasonable in the circumstance and permitted by law to ensure that the workplace violence or domestic violence in the workplace stops.

RELATED TO CRIMINAL PROCEEDINGS

Where criminal proceedings are initiated against a respondent based on the allegations in a complaint of workplace violence that falls within the scope of this Policy, the Township, in accordance with the Policy will conduct its own independent investigation, if possible, into the allegations and make its own determination in accordance with the Policy.

CONFIDENTIALITY

The administration of this Policy will also be in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and the *Occupational Health and Safety Act*. All complaints received under this Policy will be considered strictly confidential and all information obtained, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the Township to safeguard employees, to conduct a thorough investigation and take appropriate corrective and/or disciplinary action.

RECORD RETENTION/KEEPING

The Clerk will keep records of the investigation including:

- (a) a copy of the complaint or details about the incident;
- (b) a record of the investigation including notes;
- (c) a copy of the investigation report (if any);
- (d) a summary of the results of the investigation that was provided to the employee who allegedly experienced the workplace violence and the alleged aggressor, if an employee of the Township;
- (e) a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law. Records will be kept for 5 years.

Where an investigation results in a disciplinary action against an employee, a record of such action will be placed in the employee's personnel file.



THE CORPORATION OF THE

Township Of Pelee

Appendix 1

Workplace Violence Prevention Complaint Protocol-Workplace Violence Complaint Form

Please note that signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R, S, C, 1985, c. C-46, and also to civil liability for defamation.

Affidavit of _____
(full name)

I, _____ of the _____
(full name) (City, Township, etc.)

of (municipality of residence) _____ in the Province of
Ontario,

MAKE OATH AND SAY (OR AFFIRM):

1. I have personal knowledge of the facts as set out in this affidavit, because

(insert reasons e.g. I work forI was on Township property whenetc.)

2. I have reasonable and probable grounds to believe that,
_____ (specify name of alleged aggressor), has
contravened the *Workplace Violence Prevention Policy*. The particulars of which
are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please attach the materials as Exhibits A, B, etc. and attach them to this affidavit and mark each additional page as 2 of 2, 2 of 3, etc. at the top right corner.)

3. This affidavit is made for the purpose of requesting that this matter be acted upon in the manner outline in the *Workplace Violence Prevention Policy*.

SWORN (or AFFIRMED) before me at
The Township of Pelee in the
Province of Ontario

(Commissioner of Oath)

(Date)

(Complainant Signature)

(Date)

THE CORPORATION OF THE TOWNSHIP OF
PELEE

BY.LAW: 2019-10

"CONFIRMATION OF PROCEEDINGS"

(February 25, 2019)

A by-law to confirm the proceedings of Council

WHEREAS the *Municipal Act 2001*, as amended, states that the powers of a municipal corporation are to be exercised by by-law;

AND WHEREAS the Council of The Corporation of the Township of Pelee wishes to confirm the proceedings and business conducted by Council;

NOW THEREFORE the Council of The Corporation of the Township of Pelee does hereby enact as follows:

1. That the action of the Council at its Council meeting held on the 25th day of February, 2019 in respect to each motion, resolution and other action passed and taken by Council is hereby adopted, ratified and confirmed; save and except resolutions resulting from closed meetings.
2. That the Mayor and the proper Officers are hereby authorized and directed to execute all documents as may be necessary and the Clerk is authorized and directed to affix the Corporate Seal to all such documents.
3. That this by-law shall be cited as the "Confirmation of Proceedings By-law" (February 25, 2019)
4. That this by-law shall come into force and take effect on the date of passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 25th day of February, 2019.

AGENDA

MAYOR, Raymond Durocher

DATE February 25, 2019

CAO/Clerk, John Maddox

NO. 12(c)