

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

1. **CALL TO ORDER & INTRODUCTION OF MATTERS TO THE AGENDA AND ADOPTION OF AGENDA, February 4, 2019.**
2. **Adoption of Minutes**
 - (a) Regular Meeting of Council held on January 21, 2019
3. **Disclosure of Pecuniary Interest**
4. **Petitions and Delegations**
5. **Old Business**
 - (a) OPP- Painting
 - (b) Martin LaCroix-Update
6. **New Business**
 - (a) Clayton Walls-Trolley Proposal
7. **Disbursements**
 - (a) February 1, 2019
8. **Boards and Committees**
 - (a) Applications
 - (b) Training Date
9. **Councillor and Miscellaneous Reports**
 - (a) Council
 - (b) Administration
 - CAO/Clerk-Request for Town Hall dates
 - CAO/Clerk-Upcoming Policies/By-Laws
 - i. Code of Conduct
 - ii. Council-Municipal Staff Relations
 - iii. Violence in the Workplace
 - iv. Harassment in the Workplace
 - v. Appointment of Integrity Commissioner
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 Letter
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 2019-06; Being a By-Law to Confirm Proceedings
13. **Adjournment**

AGENDA

DATE February 4, 2019

NO. 1

TOWNSHIP OF PELEE
Regular Meeting of Council
Monday, January 21, 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: John Maddox, CAO/Clerk
Michelle Feltz, Treasurer
Stephanie Rodgers, Admin Asst.

Delegations: Martin LaCroix

1.) Agenda

The agenda was presented and adopted with the following change and addition:

Change:

12(c) moved to 12(d)

Addition:

12(c) By-Law to Enter into An Agreement with Pelee Island Cultural Events

Moved by: Dave DeLellis

Seconded by: Dave Dawson

Carried.

2.) Minutes

January 7, 2019

Moved by: Dayne Malloch

Seconded by: Dave Dawson

AGENDA Carried.

3.) Disclosure of Pecuniary Interest

DATE February 7, 2019

NO. 2(a)

January 7, 2019
Regular Council Meeting

None.

4.) Petitions and Delegations

(a) Martin LaCroix-Request to Cut Trees

Mr. LaCroix requested permission to cut dead trees on road allowances without hydro poles. Administration will research liability and procurement related issues.

5.) Old Business

None.

6.) New Business

(a) Administration-2019 Island Unplugged Music Festival Contract

(b) Treasurer-Assessment and Tax Modeling

(c) Administration-Island Highlights (2019-03SR)

The following Resolution was passed:

Resolution 2019-07:

Moved By:

Dayne Malloch

Seconded By:

Sherri Smith

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts administration’s report 2019-03SR and agrees to the recommendations listed within.”

Carried.

(d) Thorold Wild Game-Request for Hunt Certificate

(e) Toronto Ducks Unlimited-Request for Hunt Certificate for 4

The following Resolution was passed:

Resolution 2019-08:

Moved By:

Sherri Smith

Seconded By:

Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby refers certificate requests from Thorold Wild Game and Toronto Ducks Unlimited to the Tourism/Hunting & Fishing/Economic Development Committee for consideration.”

Carried.

January 7, 2019
Regular Council Meeting

7. Disbursements
(a) December 31, 2018

The following Resolution was passed:

Resolution 2019-09:

Moved By: Dayne Malloch

Seconded By: Dave DeLellis

“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 \$119,302.36.”

Carried.

8. Boards and Committees
(a) Administration-Police Services Act

9. Councillor and Miscellaneous Reports

(a) Council

Deputy Mayor Dawson-Hunt Dates

Hunt dates will go to the Tourism/Hunt & Fishing/ Economic Development Committee for recommendations. Committee chair, Councillor DeLellis will contact businesses for input using a list provided by administration.

DeLellis-Marina

Councillor DeLellis is investigating quotes related to water issues at the marina.

Dawson-MTO Meeting

Deputy Mayor Dawson provided overview of meeting with MTO.

(a) Administration

CAO/Clerk-ROMA Delegations Update

CAO/Clerk provided schedule to attending members.

CAO/Clerk-Legal Representation

10. Correspondence

(a) Transport Canada-Dock Divestiture

January 7, 2019
Regular Council Meeting

Meeting date for February will be investigated. Administration will make divestiture information available to Council.

(b) John M. Bonn-Hunts

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 2019-13:

Moved By:

Dave DeLellis

Seconded By:

Sherri Smith

“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 6:34 pm.””

Carried.

The following Resolution was passed:

Resolution 2019-14:

Moved By:

Dave DeLellis

Seconded By:

Dave Dawson

“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 6:53 pm.””

Carried.

12. By-Laws

(a) By-Law 2019-02; Interim Tax Levy By-Law

The following Resolution was passed:

Resolution 2019-10:

Moved By:

Seconded By:

January 7, 2019
Regular Council Meeting

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-02; Being a By-Law to provide for an Interim Tax Levy.”

Carried.

(b) By-Law 2019-03; Current Borrowing By-Law

The following Resolution was passed:

Resolution 2019-11:

Moved By:

Seconded By:

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-03; Being a By-Law to authorize the borrowing of money.”

Carried.

(c) By-Law 2019-04; Being a By-Law to Enter into an Agreement with Pelee Island Cultural Events

The following Resolution was passed:

Resolution 2019-12:

Moved By:

Seconded By:

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-04; Being a By-Law to Enter into an Agreement with Pelee Island Cultural Events for The Island Unplugged Music Festival.”

Carried.

(d) By-Law 2019-05; Being a By-Law to Confirm Proceedings

The following Resolution was passed:

Resolution 2019-13:

Moved By:

Seconded By:

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-05; Being a By-Law to Confirm Proceedings.”

Carried.

13. Adjournment

January 7, 2019
Regular Council Meeting

Raymond Durocher, Mayor

John Maddox, CAO/Clerk

Public Comments

Kevin Hodgens
Suggested use of "No Littering" signs.

AGENDA

Subject: 2019 purchase of service agreement for the provision of municipal transit services with Pelee Motion

Dear Council and CAO,

DATE February 4, 2019

The purpose of this email is to respond to the need for a municipal transit service on Pelee Island, as supported by multiple island surveys over the years, as well as, more recent island petitions regarding a trolley service.

NO. 6(a)

The goal of this email is to determine the current Council's level of interest in supporting such a service. It makes sense that given our limited resources and current funding needs for so many infrastructure, health and safety, etc. projects, that we need to prioritize our spending. Investing in longer term perpetuating sources of attracting revenue to Pelee that will increase our tax base, enabling us to have the funds for these types of projects in the future makes sense. It is our belief that investing in municipal transit infrastructure on Pelee is such a source and that the following data and logic proves it is worth making a priority.

What follows is a summary for your review, broken down into three sections: reasons why we should have a trolley system; reasons why township support is necessary and; potential agreement outline.

13 reasons why we should have a trolley system on pelee island, supported by research, math and common sense:

1) Soon we will have two boats holding approx 400 people ea., but only approx 40 cars. Using the Ontario average of 2.1 people per car, results in just about 316 people or 79% of capacity restricted to walk-on traffic. Of those only 7% of people (per the most recent provincial surveys of Pelee Island) say they would ride a bike. Age, disabilities, rain, heat, wind, bugs and 60 miles of road- much of which is gravel and most importantly personal preferences regarding modes of transportation, makes bicycles not a desired method of transportation for the vast majority of tourists. So that leaves 72% (79%-7%) or 292 persons of the total potential capacity restricted to just walking around the west side. Can we, on Pelee, really afford to ignore 72% of our potential market?

2) According to provincial data, small municipalities investing in municipal transit make more than double their investment back via increased tax base and other revenues. (see MMAH provincial data) So, according to the Province, this type of service will, over the long run, instead of costing the municipality money, it will make the municipality money. From what I understand in my experience in dealing with the Township over building permits and planning issues, this proposed agreement is exactly the same type of agreement the Township already has in place with Leamington for the provision of building department services and with Zelinka Priamo for planning services. So, should the Township wish to provide sufficient financial support, via a purchase service agreement, to help make a transit service for residents and tourists possible, this type of purchase of services contract with a third party would be nothing new. It is the same arrangement that many other municipalities utilize to provide a high quality service it could not otherwise afford to provide using existing municipal assets and staff resources. A transit service is even more appropriate for Pelee than most municipalities, given the bottle neck created by the ferry's 10 to 1 capacity ratio of people to cars.

3) Majority taxpayer support. Petitions showed overwhelming majority taxpayers support of the service two years ago while knowing it was coming at a cost of approximately \$108 per run for 138 runs, as originally proposed. (township has copies of the petition for the trolley and the petition against the trolley)

4) It may be the best bet we have to keep MTO from cutting ferry runs to the island, which would be disastrous. Increased ferry walk-on passenger revenue as a result of trolley availability when car space is sold out, could help offset the additional expenses of operating 2 large boats, instead of 1 large and 1 small (like we have now), hopefully making MTO's cutting runs to offset the additional expense, unnecessary.

5) Many of the people, limited to the West Side and unable to get around to see the rest of the island, do not return, feeling they have seen everything and there is to see and that there is nothing else to do, which results in negative visitor experiences being publicized in social media etc., as well as, fewer

returning visitors.

6) A 32 passenger diesel trolley is much more environmentally friendly than the 15 cars it replaces (at 2.1 persons per car). One Trolley is also easier on the roads than 15 cars.

7) Current businesses, B&Bs, stores, etc. (the island's tax base) loose every time visitors cancel plans to visit because they can't bring their car. MTO has indicated they would entertain adding information that the island has a trolley to their on-hold reservation line recording which could help in more walk-on ticket sales and more tourism for the island.

8) Added island attraction. Its not a school bus or regular city bus with small windows. It is a fun, environmentally sensitive (compared to cars) way to see our island, much like San Francisco's trollies are an attraction, as well as, an environmentally sensitive people mover.

9)An added amenity (transportation infrastructure) to the island can encourage other businesses to invest and lot owners to build, thereby increasing our tax base to mitigate tax rate increases.

10) Possible help in disaster planning as people mover.

11) Canadian with disabilities compliance of trolley is good PR for Township.

12) Real possibility of no taxi service on the island for 2019 season.

13) Parking infrastructure at our two main, non-commercial, attractions (Lighthouse Point and Fish Point) and many other places on the island is insufficient during the summer and especially on holiday weekends. (this would be more economical, considering the additional benefits, than adding parking)

Reasons why a stand alone private sector service is not viable and a purchase of service agreement with the Township is required:

-The trolley feasibility model was tested last year with 4 weekends running trolley. While it was well received, the test proved the model and its conclusion that ridership revenue, on-demand revenue, advertising revenue and the islands limited commercial business contributions are insufficient to support the service.

-However, by entering into a service contract with the municipality with the following terms, in addition to the other sources of revenue stated above, the service should be sustainable (if not, Pelee Motion would accept responsibility for any shortfall).

Five point outline for a Purchases of Service Agreement for Municipal Transit with Pelee Motion:

1) \$16,880 annual financial commitment from the Township for two years: 160 runs at \$105.50 per run. = \$16,880 total.

A ten stop, around the island's most populated and largest attraction areas, service operating when car space is always almost impossible to get: Victoria Day weekend, Labour Day weekend and every weekend in July & August; 3 runs Friday afternoon / 6 runs Saturday / 5 runs Sunday / 4 runs on Holiday Mondays; see times

- \$16,880 payment to operator would be broken down as follows:

50% April 15th to set up, perform maintenance, inspect and register trolley, hire drivers and train.

25% August 1st

25% September 15, less \$105.50 per run for any runs not completed per the schedule.

(Should the Township request adding or deleting runs, it can be negotiated prior to an operating season)

-Should the operator fail to provide more than 75% of the projected runs in any season, the agreement can be terminated upon request by the Township. (note: the trolley operator will explore entering into a back up agreement with another bus operator on the island in the event a major repair takes the trolley out of service for an inordinate period of time)

-Pelee Motion will be responsible for all aspects of the trolley system, including employee management, operations, etc. reserving the right to change the route or runs, with proper notice, should forces of nature or other reasons i.e. ferry not running, make a run or runs unnecessary.
-Operator would be responsible for any operating deficit. (Pelee Motion operating and financial reports can be requested at the end of any season)
-If, at the end of any season, the Township wishes to operate the trolley themselves, the agreement can be amended or terminated. And the operator will turn the trolley lease over to the Township upon request.
-If at the end of any season, the Operator incurred too significant of a loss to proceed, the agreement can be amended or terminated.

2) Add the trolley to municipal vehicle insurance -***This would cost the township nothing*** - the additional premium for adding the trolley to the Township's vehicle policy would be discounted off of the invoice to the township for #1 above. By insuring at municipal rates, it would drastically reduce the expense of providing this service. The premium cost to add trolley coverage to a municipal policy is approximately 1/4 that of issuing private commercial insurance.

3) Apply for provincial gas tax credit and pass on any credit to operator to help offset operating deficit. ***This would cost the township nothing*** - the trolley would qualify for this credit by providing this service on behalf of the municipality. All tracking metrics necessary for the credit would be done by Pelee Motion and submitted to the Township for their application to the Province.

4) Township to promote, to the best of their efforts, the trolley service in any/all township website, app or printed media and support the trolley in transportation related negotiations with the province.

5) Provide a place to store the trolley between Labour Day weekend and Victoria Day weekend.

-end-

If the township is interested in having Pelee Motion provide this service, please contact us. I am available by phone at 972-740-5050. I will also be on the island on Wednesday February 13, and on the mainland the 14th to answer any questions in person, should that be necessary.

Respectfully submitted,
Clayton Walls
Pelee Motion

• 2019TrolleyRuns.xlsx (43 KB)

2019 Trolley Township					2019TrolleyRuns.xlsx		
Day of Week	Fri	Sat	Sun	Mon			
Run Times	4;6,9	10;12;2;4;6;9	10;12;2;4;6	10;12;2			
# runs per day	3	6	5	3			
17-May	3						
18-May		6					
19-May			5				
20-May				3			
28-Jun	3						
29-Jun		6					
30-Jun			5				
1-Jul				3			
5-Jul	3						
6-Jul		6					
7-Jul			5				
12-Jul	3						
13-Jul		6					
14-Jul			5				
19-Jul	3						
20-Jul		6					
21-Jul			5				
26-Jul	3						
27-Jul		6					
28-Jul			5				
2-Aug	3						
3-Aug		unplugged					
4-Aug			5				
5-Aug				3			
9-Aug	3						
10-Aug		6					
11-Aug			5				
16-Aug	3						
17-Aug		6					
18-Aug			5				
23-Aug	3						
24-Aug		6					
25-Aug			5				
30-Aug	3						
31-Aug		6					
1-Sep			5				
2-Sep				3			
	33	60	55	12	160	\$105.50	\$16,880

Report Date
2/01/2019 4:43 PM

Township of Pelee
List of Accounts for Approval
As of 2/01/2019
Batch: 2019-00001 to 2019-00005

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: General - General Bank Account				
Computer Cheques:				
3580	1/25/2019	AMCTO	Full Membership Fee	1,273.51
3581	1/25/2019	Economy Rental Centre	2 cycle oil	22.58
3582	1/25/2019	Essex Region Conservation Auth	2018 Plan Review Fees	2,581.50
3583	1/25/2019	Golder Associates	FCM App	6,947.99
3584	1/25/2019	Grand & Toy	Journals	92.75
3585	1/25/2019	Green Shield Canada	Benefits	10,557.60
3586	1/25/2019	Maddox, John	CAO expenses	467.52
3587	1/25/2019	Michelle Feltz	Payroll Software Upgrade	880.27
3588	1/25/2019	Midge Kristinovich	CAO Accommodations	500.00
3589	1/25/2019	Minister of Finance	OPP LSR	3,051.00
3590	1/25/2019	Municipal Employer Pension	2019 Mun Contribution	71.19
3591	1/25/2019	Munisoft	2019 Annual Billing	4,181.60
3592	1/25/2019	OMERS	Monthly Remittances	7,073.76
3593	1/25/2019	Ontario Clean Water Agency	Operator Support	5,001.00
3594	1/25/2019	Ontario Municipal Admin.Assoc.	Membership Fee	565.00
3595	1/25/2019	Ray Durocher	Expense Claim	107.22
3596	1/25/2019	Rona Cashway	Blade	48.28
3597	1/25/2019	Stephanie Rodgers	MAP Course Unit 4	799.13
3598	1/25/2019	Stonehill B and B	E. Chamberlain	226.00
3599	1/25/2019	Sun Life Financial	Monthly Ins Payment	451.04
3600	1/25/2019	Vollans, E. R.	Bobcat Mower	27.93
3601	1/25/2019	Windsor Disposal Services Ltd.	Disposal/Rental Fee	3,799.66
3602	2/01/2019	Comber Plumbing Heating Inc.	final payment for project	8,356.35
3603	2/01/2019	Del Sol Greenhouses Inc.	Gravel/Ferry	2,513.90
3604	2/01/2019	Golder Associates	2018 Annual Reporting	250.55
3605	2/01/2019	Stantec Consulting Ltd	Biannual Bridge Inspections	7,521.63
Other:				
20191-Man	1/31/2019	Workplace Safety &	WSIB Dec	1,283.34
Total for General:				68,652.30

Certified Correct This February 1, 2019

AGENDA

Mayor, Raymond Durocher

Treasurer

DATE February 4, 2019

NO. 7(a)



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 #: XX

Date Approved: XX

POLICY STATEMENT

The Township 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*, *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 provide mechanisms to ensure accountability and compliance with the required ethical and interpersonal conduct standards of this Code of Conduct.

APPLICATION

AGENDA

A. GENERAL STANDARDS OF CONDUCT

DATE February 4, 2019 1

NO. 9(b)(i)

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 Municipality'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 and Council's Local Board and Committee Members; is intended to fully remunerate Members for service to the Township. Members 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 appended 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 appended 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 significant 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 appended policies)* in a manner consistent with the interests and legal obligations of the County.

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 County 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 Officer, 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-XX the Township has appointed (NAME) as a Municipal Integrity Commissioner and authorized him/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's 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: (NAME), Integrity Commissioner, (ADDRESS)

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.



THE CORPORATION OF THE
Township Of Pelee

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 #: XX

Date Approved: XX

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 Employee Code of Conduct, 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. A member has a duty to treat each other and staff with respect and dignity and without abuse, bullying or intimidation.

AGENDA

DATE February 4, 2019

NO. 9(b)(ii)

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 municipal 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 inquiries 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 of Pelee 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 of Pelee.



The Township of Pelee

Human Resources Policy

Subject: Workplace Violence Prevention

Policy #: XX

Date Approved: XX

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

DATE February 4, 2019

NO. 9(b)(iii)

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 Anti-Harassment 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 worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an:

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

This may include, but is not limited to:

- verbally threatening to attack a worker;
- leaving threatening notes at or sending threatening e-mails to a workplace;
- shaking a fist in a worker's face;
- wielding a weapon at work;
- hitting or trying to hit a worker;
- throwing an object;
- sexual violence against a worker;
- kicking an object the worker is standing on, such as a ladder; or

- trying to run down a worker using a vehicle or equipment such as a forklift.

The Township's Anti-Harassment 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 worker 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 workers 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 workers, 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 worker protection if they become aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker 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 a worker 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 Workplace Harassment/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 measurers. In such a case, interim measurers 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 full-time 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 worker 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 circumstances, 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 Corporation, 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 members 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

Any and all documentation which pertains to the investigation of the complaint will be maintained in the Human Resources files.

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.



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 attended the meeting at which.....etc.)

2. I have reasonable and probable grounds to believe that,
_____ (specify name of member), has contravened
section(s) _____
(specify section[s] of 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 Township of Pelee

Human Resources Policy

Subject: Workplace Harassment Prevention

Policy #: XX

Date Approved: XX

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.

AGENDA

APPLICATION

The Workplace Harassment Prevention Policy applies to all employees, ^{February 4, 2019} ~~DATE~~ contactors for the Township, seasonal employees, clients and customers of Township services,

NO. 9(b)(iv)

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 a 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 a 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 Corporation of the Township of Pelee 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 investigator must ensure 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. The investigator must thoroughly interview the employee who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is a employee of the employer. If the alleged harasser is not a employee, the investigator should make reasonable efforts to interview the alleged harasser;
- iii. The alleged harasser(s) must be given 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. The investigator must interview any relevant witnesses employed by the employer 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 employer if there are any identified;
- v. The investigator must collect and review any relevant documents;
- vi. The investigator must take appropriate notes and statements during interviews with the employee who allegedly experienced workplace harassment, the alleged harasser and any witnesses; and,
- vii. The investigator must 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 a employee of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer 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 full-time 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 Corporation, 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 members 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 forI attended the meeting at which.....etc.)

2. I have reasonable and probable grounds to believe that,
_____ (specify name of member), has contravened
section(s) _____
(specify section[s] of 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
County of Essex in the Province of Ontario

(Commissioner of Oath)

(Date)

(Complainant Signature)

(Date)



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 14, 2018

To: Chief Administrative Officers, Chief Financial Officers, Clerks,
Treasurers and Tax Administrators

From: Carla Y. Nell, Vice President, Municipal and Stakeholder Relations

Subject: **2018 Year-End Assessment Report**

As part of our continued commitment to stakeholder engagement and information sharing with our municipal partners, we have prepared the attached **2018 Year-End Assessment Report**, which will be of interest to both municipal administration and elected officials. This report provides a high-level summary of MPAC's 2018 activities that are relevant to the municipal sector, and also two municipal level snapshots of the assessment changes unique to your municipality.

This report will also be provided to Municipal Clerks for submission to municipal councils in January 2019. In the interim, I encourage you to review the report and share any questions with your MPAC Municipal and Stakeholder Relations Regional Manager and/or Account Manager.

Happy Holidays,

Carla Y. Nell
Vice-President, Municipal and Stakeholder Relations

AGENDA

Attachments

Copy Regional and Account Managers

DATE February 4, 2019

NO. 10(a)



**APPENDIX 1
Assessment Change Summary by Property Class
Township of Pelee**

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2018 Phased-in CVA	2019 Phased-in CVA	Percent Change 2018 to 2019
R Residential	108,940,700	103,703,292	106,322,001	2.5%
C Commercial	3,835,800	3,588,753	3,712,277	3.4%
X Commercial (New Construction)	655,000	642,288	648,644	1.0%
I Industrial	86,100	83,100	84,600	1.8%
F Farm	24,435,700	22,248,663	23,342,181	4.9%
T Managed Forests	88,000	88,000	88,000	0.0%
(P/L) R Residential	509,000	380,500	444,750	16.9%
(P/L) C Commercial	1,671,500	1,639,000	1,655,250	1.0%
E Exempt	8,871,100	7,866,674	8,368,887	6.4%
TOTAL	149,092,900	140,240,270	144,666,590	3.2%



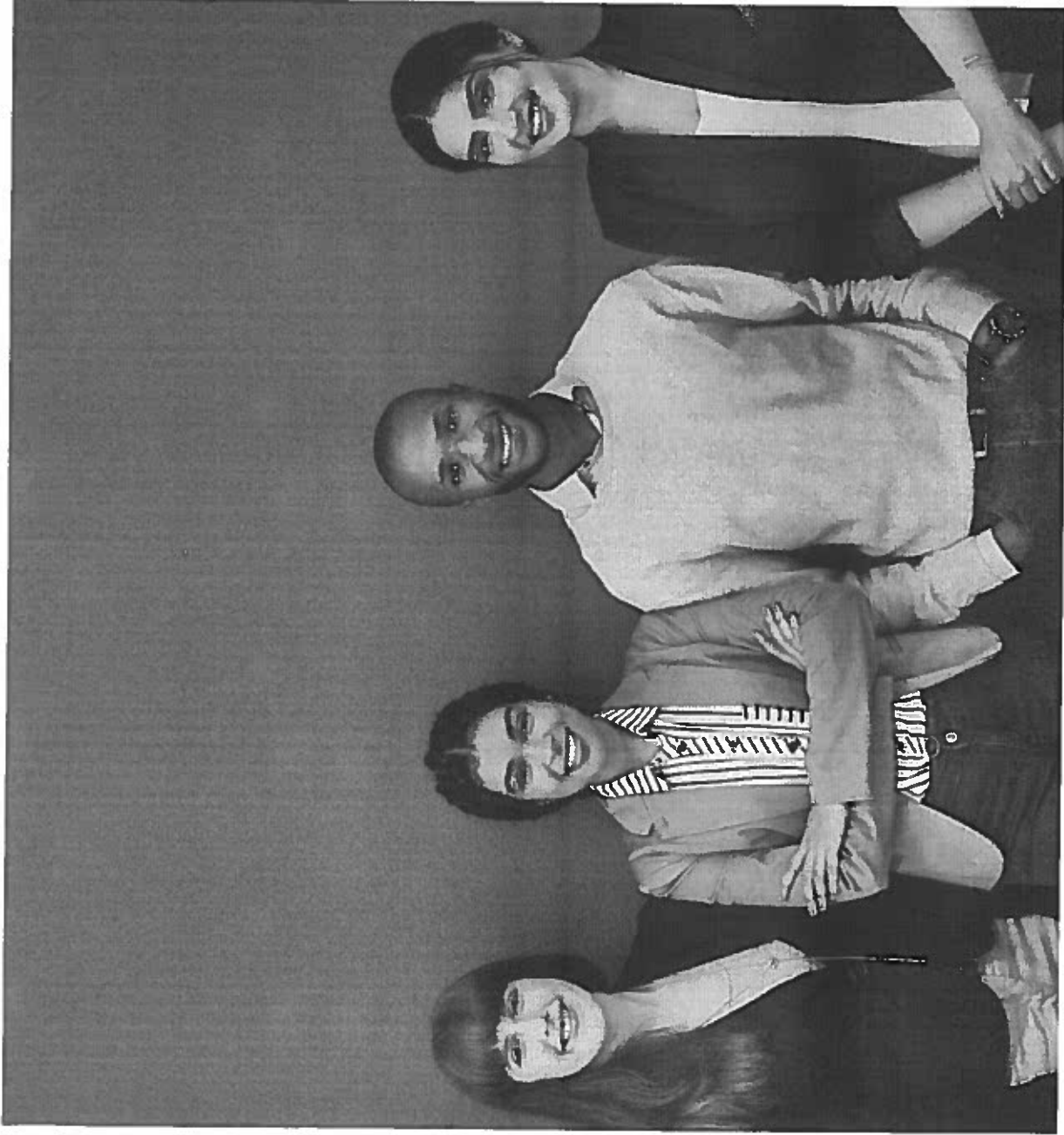
**APPENDIX 2
Assessment Base Distribution Summary by Property Class
Township of Pelee**

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2018 Phased-in CVA	Percentage of Total 2018 CVA	2019 Phased-in CVA	Percentage of Total 2019 CVA
R Residential	108,940,700	73.1%	103,703,292	73.9%	106,322,001	73.5%
C Commercial	3,835,800	2.6%	3,588,753	2.6%	3,712,277	2.6%
X Commercial (New Construction)	655,000	0.4%	642,288	0.5%	648,644	0.4%
I Industrial	86,100	0.1%	83,100	0.1%	84,600	0.1%
F Farm	24,435,700	16.4%	22,248,663	15.9%	23,342,181	16.1%
T Managed Forests	88,000	0.1%	88,000	0.1%	88,000	0.1%
(PIL) R Residential	509,000	0.3%	380,500	0.3%	444,750	0.3%
(PIL) C Commercial	1,671,500	1.1%	1,639,000	1.2%	1,655,250	1.1%
E Exempt	8,871,100	6.0%	7,866,674	5.6%	8,368,887	5.8%
TOTAL	149,092,900	100%	140,240,270	100%	144,666,590	100%

2018
YEAR-END
ASSESSMENT
REPORT
FOR THE 2019
TAX YEAR

AS OF DECEMBER 2018

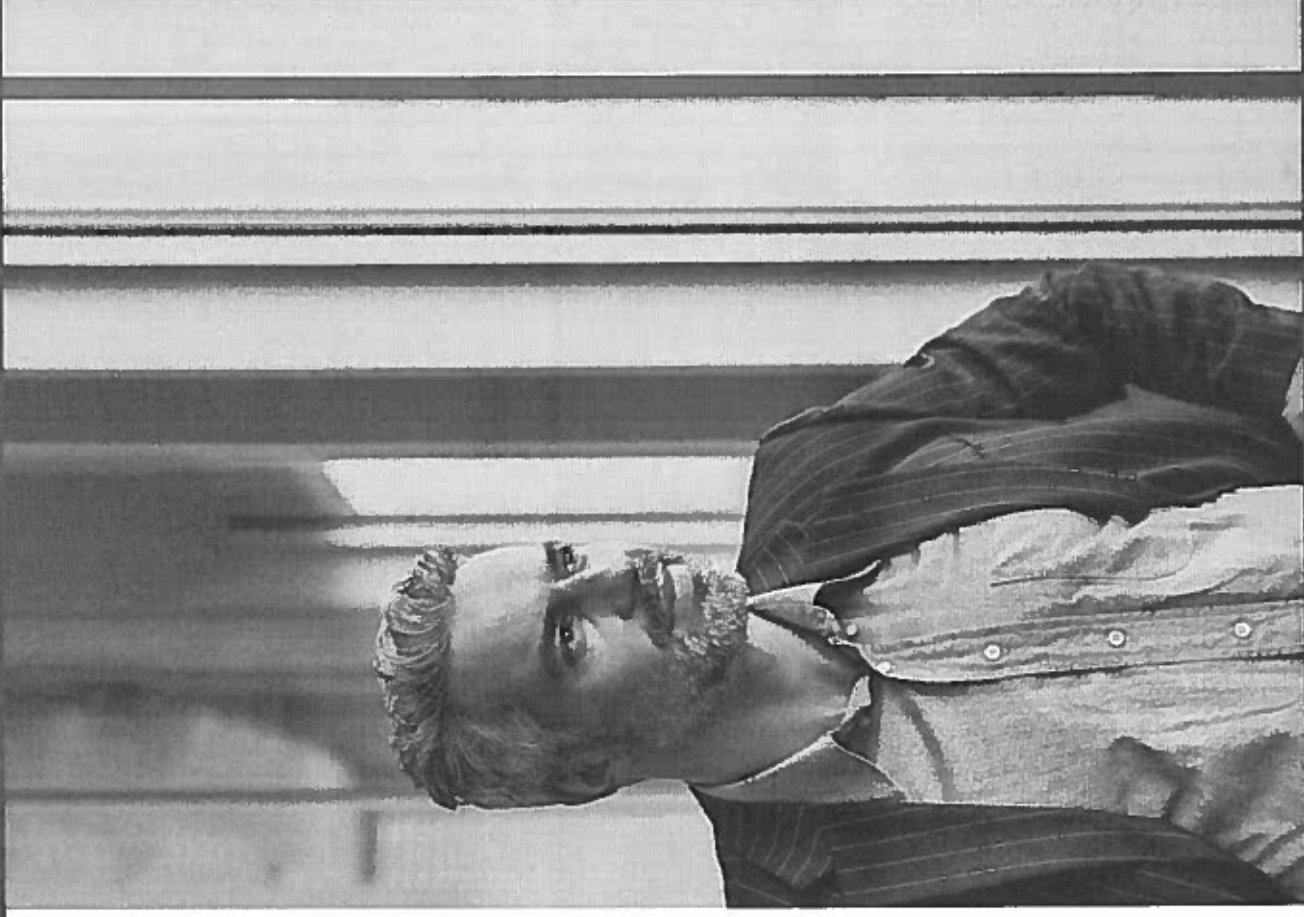


MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



Table of Contents

About MPAC	3
The Property Assessment Cycle in Ontario	4
Purpose of this Report	4
2018 Highlights	5
Maintaining Your Annual Assessment Roll	5
New Assessment	5
Requests for Reconsideration and Appeals	6
Service Level Agreement (SLA)	7
Looking Ahead to the Next Assessment Update	8
Conclusion	9



About MPAC

MPAC stands for Municipal Property Assessment Corporation, and the MPAC team is made up of assessment experts who understand local communities and assess every property in Ontario. Our assessments provide the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day.

As an independent, not-for-profit corporation, our assessments follow the *Assessment Act* and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC's expertise is in property assessment, customer service and technology. It is these components of MPAC's work that make our contribution to Ontario so valuable.

Learn more at:



mpac.ca



Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The **2018 Year-End Assessment Report** provides an update on these items.

The Property Assessment Cycle in Ontario

We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

- ▶ **Changes to property ownership**
- ▶ **Changes to state and condition of a property**
- ▶ **Updates to the assessed value and classification**
 - New construction, demolitions and consolidations
 - Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the **2018 Assessment Roll for the 2019 property tax year** and the **electronic Year-End Tax File**. This file includes the updates we made during 2018 to keep your Roll current.

Purpose of This Report

We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021-2024 property tax years.

Attached to this report are two municipal-level assessment snapshots:

- 1. Assessment Change Summary**
Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years
- 2. Assessment Base Distribution**
Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class

Responsible for
assessing and
classifying more than

5 MILLION
properties in Ontario

Representing

\$2.78T
in property value

We delivered
more than

800,000
Property
Assessment
Notices

2018 Highlights

Our assessments support the collection of nearly **\$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- **Building permits**
- **Vacancy applications**
- **Tax applications**
- **Subdivision plans**

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

New Assessment

In 2018, we delivered more than \$38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new

construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.

2018 NEW ASSESSMENT BY ZONE



We delivered more than **\$38 billion** in new assessment to municipalities across the province

From January 1 to October 31, 2018, MPAC completed a total of 27,917 Requests for Reconsideration

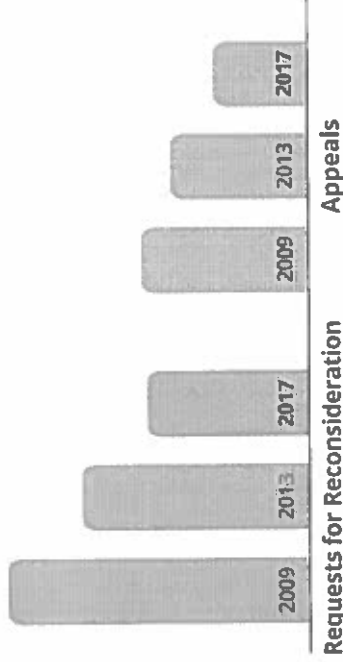
Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and **Assessment Review Board (ARB)** appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

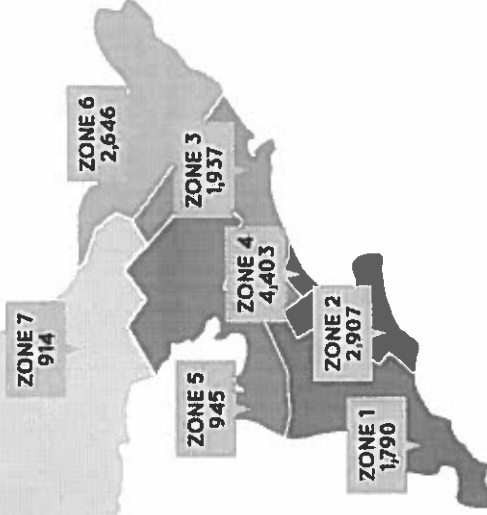
We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.



2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.

2018 TOTAL NUMBER OF COMPLETED APPEALS BY ZONE



We have seen a steady decrease in the number of RfRs and appeals since 2009

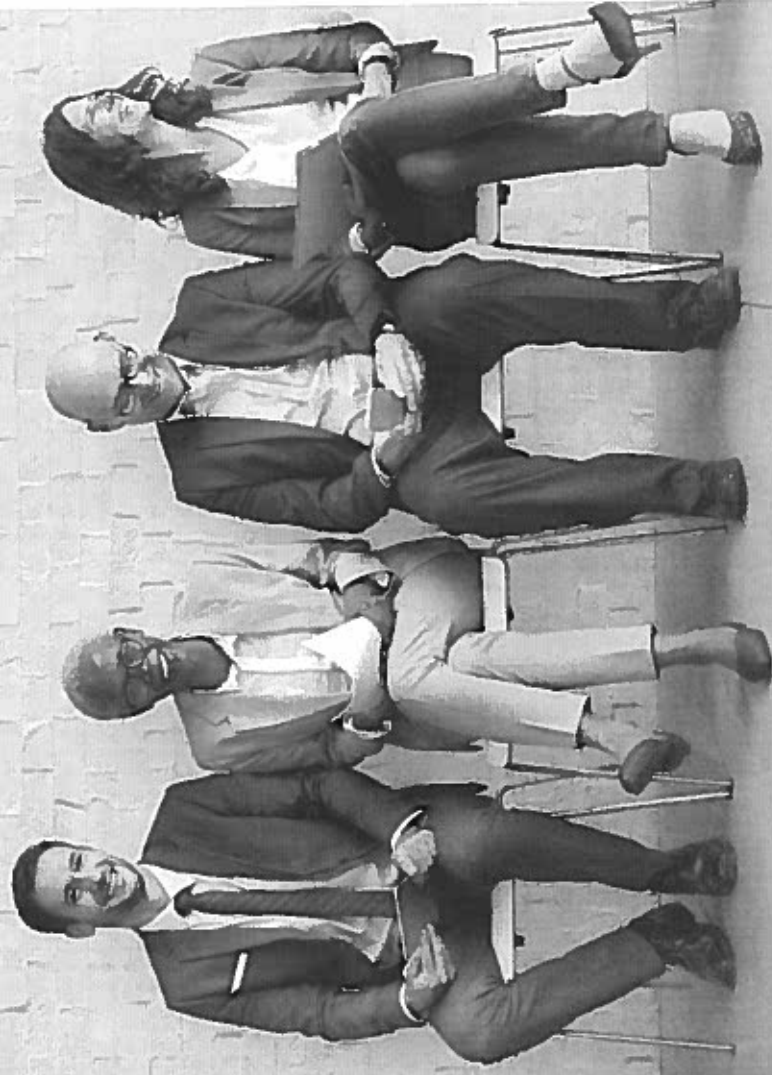
Service Level Agreement (SLA)

The service levels in the SLA represent the most important MPAC deliverables as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.

We have met
96%
of all service levels



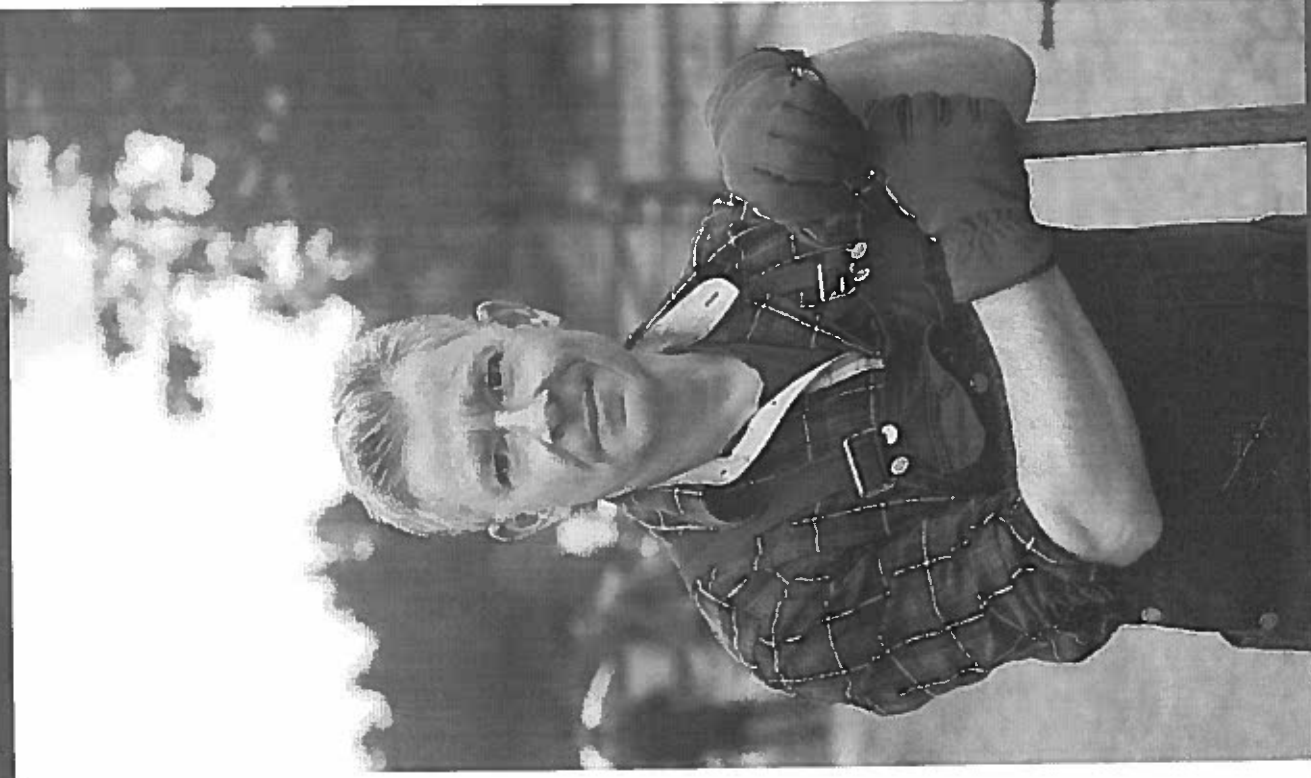
Looking Ahead to the Next Assessment Update

A key change leading up to the **2020 Assessment Update** is the new valuation date of January 1, 2019, passed into legislation by the Province of Ontario. This is two years in advance of the first tax year to which the Assessment Update will apply. In the previous Assessment Update, the valuation date preceded the first tax year by one year.

The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.



Conclusion

At the core of our new **2017-2020 Strategic Plan** is the theme "Valuing What Matters Most." For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local **Municipal and Stakeholder Relations team** is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.





AGENDA

14 December 2018

DATE February 4, 2019

The Corporation of the Township of Pelee
Pelee Island, Ontario
Att'n: John Maddox, Chief Administrative Officer / Clerk

NO. 10(b)

Re: Mowing of Trails on NCC properties for Pheasant Hunting (2019 – 2024)

Dear Ms. Feltz,

This letter provides a framework for the trail mowing activities which the Township wishes to take place on The Nature Conservancy of Canada (NCC) owned properties in the Brown's Road complex (Florian Diamante Nature Reserve), and NCC's Stone Road Alvar property, Pelee Island, as shown on the maps below.

Existing active hunting trails on the NCC-owned properties described may be maintained by the Township from 2019 to 2024 (the "term") in order to provide access for pheasant hunting. Maintenance includes mowing and clearing fallen trees from the trail. Mechanical brushing of shrubs (dogwood, sumac, etc) using a flail mower or similar equipment to prevent trails from closing in shrub-dominated areas may also be conducted.

Species at Risk trees and shrubs (Common Hoptree and Prairie Rose) have been flagged with pink flagging tape and must be avoided with mechanical brushing equipment. Mature trees may not be trimmed with a flail mower and this tool should not be used in forested areas. Maps 2 and 4 below show areas that are shrub-dominated and may be appropriate for mechanical brushing. Areas identified as forest or treed in these maps may not be appropriate for this method.

Care should be taken to minimize damage (e.g. rutting) during all maintenance activities. All maintenance activities must take place between August – October or January – March to ensure minimal impacts on breeding birds and Species at Risk snakes and flowering plants.

The Township will be responsible for paying all costs of the mowing and clearing.

The Township of Pelee represents and warrants that it maintains in force liability insurance in the amount of at least \$1 million, and will provide evidence of this insurance coverage at NCC's request.

NCC gives The Township of Pelee, its employees and agents permission to enter the properties without prior notification to NCC for the purposes described above. Any additional work which the Township wishes to perform related to the trails will require further notification to and written permission from NCC.

This permission relates only to the trails actually used as of 2012 and does not extend to re-opening trails that had fallen into dis-use prior to that year.

The Nature Conservancy of Canada
1606-148 Fullarton Street, London, ON, N6A 5P3
Tel: (519) 640-6822, ext 36, (866) 281-5331 Fax: (519) 640-6816

Conservation de la nature Canada
1606-148, rue Fullarton, London, ON, N6A 5P3
Tél: (519) 640-6822, ext 36, (866) 281-5331 Téléc: (519) 640-6816

ID: ST-ON-2011-141503 / AG-ON-2018-153434



NCC reserves the right to withdraw this consent at any time without cause by 30 days written notification to the Township.

If these arrangements are acceptable to the Township, please arrange for the Township's signature on this letter and return a signed copy to my attention either by email or mail.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "Jill Crosthwaite", written over a light blue horizontal line.

Jill Crosthwaite
Coordinator, Conservation Biology, Southwestern Ontario

The Township of Pelee accepts the arrangements described above and agrees to comply with those arrangements.






The Corporation of the Township of Pelee

Name: John Maddox

Position: Chief Administrative Officer / Clerk

FLORIAN DIAMANTE NATURE RESERVE TRAILS

Legend

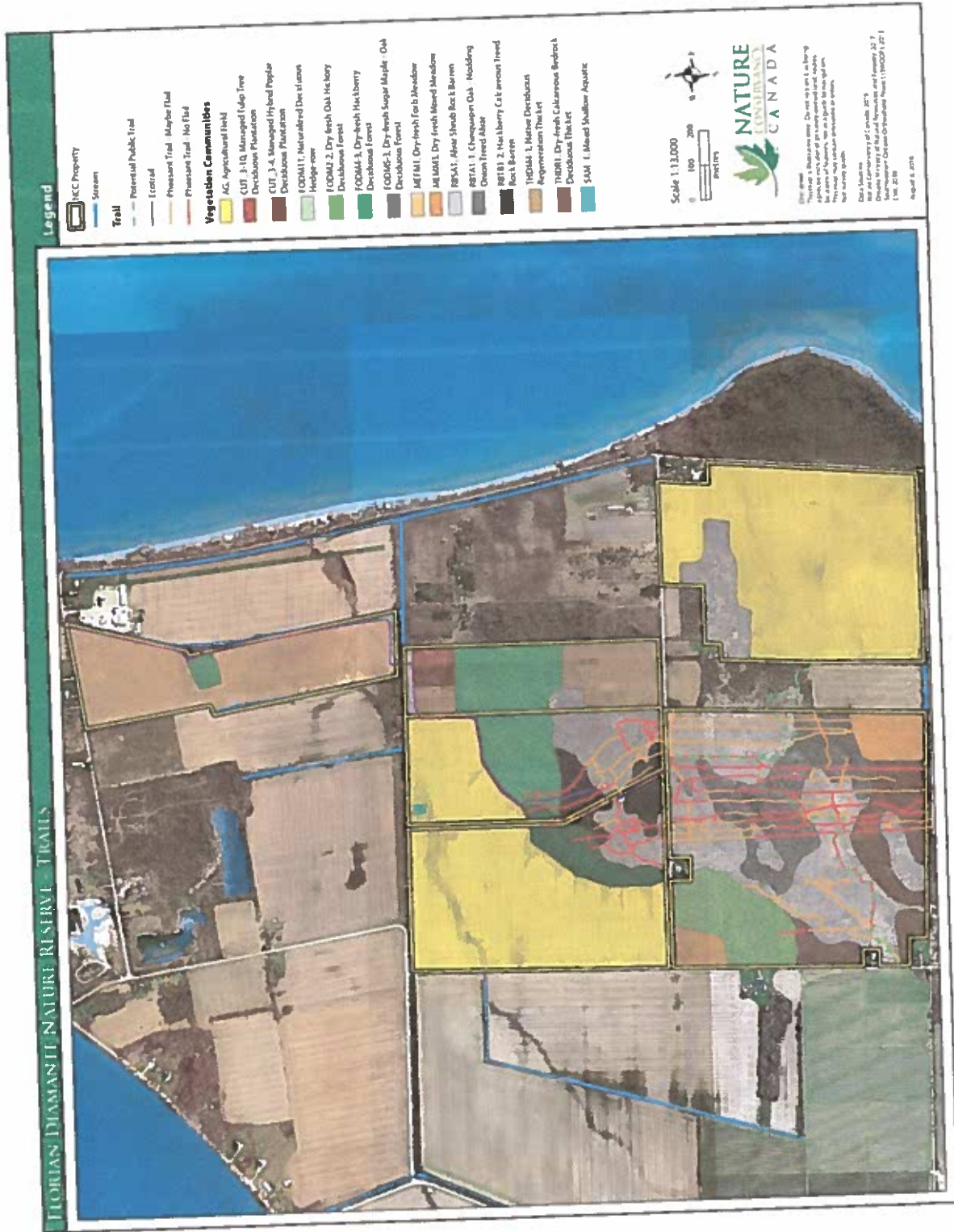
-  NCC Property
-  Stream
- Trail**
-  Potential Public Trail
-  Eco-trail
-  Pheasant Trail



This feature
 This map is a 2D elevation only. It does not include any 3D features
 or data for which a 3D view is available. For more information, please
 refer to the user manual for the software used to create this map.
 © 2018 NCC

Maple Valley
 Nature Conservancy of Canada, 2018
 (Project: Inventory of Natural Resources for the Florio, 2017)
 Last Modified: 15/08/2018
 15/08/2018

Map 1. Hunting trails on NCC's Florian Diamante Nature Reserve.



Map 2. Trails shown in orange may be trimmed using mechanical brushing equipment, e.g. flail mower.



Map 3. Hunting trails on NCC's Stone Road Alvar property.



Map 4. Trails shown in orange may be trimmed using mechanical brushing equipment, e.g. flail mower.

Stephanie Rodgers

From: Michelle Feltz
Sent: Friday, January 25, 2019 2:56 PM
To: Stephanie Rodgers
Subject: FW: Communities in Bloom Letter to Mayor and Council
Attachments: CiB Ontario 2019 Registration Form.doc

February 4, 2019 - Correspondence

From: CeF CiB [mailto:clerk@cib-cef.com]
Sent: January 25, 2019 2:32 PM
To: Communities in Bloom Ontario <clerk@cib-cef.com>
Subject: Communities in Bloom Letter to Mayor and Council



January 25, 2019

Dear Mayor and Council:

Let all of us at Communities in Bloom Ontario congratulate the Mayor, Deputy Mayor and Council in your Municipality for your success in winning the right to guide your Community through the next 4 years. In order to help in crafting that winning spirit, please consider adding one of the proven programs at Communities in Bloom Ontario to your Community tool box as others have done before.

The positive impact of partnering with Communities in Bloom Ontario will touch many facets of your Municipality, including Tourism, economic development, environmentalism, to name but a few. Our program will also assist in budgeting and strategic planning for the future.

We invite you to visit our new web site at cibontario.ca or call our office at 519 441 3499 to find out more about this exciting program: registration is attached and available on line

Please look for us at both the OSUM and the AMO Conferences in 2019 to meet with us and discover all the benefits that other Municipalities have enjoyed in the past.

AGENDA

The team at Communities in Bloom Ontario

DATE February 4, 2019

NO. 10(c)

Martin Quinn, Chair
Email : quinn@hurontel.on.ca

c.c. Local CiB contact person

276 Martha Street, Goderich, Ontario, N7A 3T9



2019 ONTARIO
REGISTRATION DEADLINE: APRIL 30
 (extension possible upon request)

Community (please indicate if City, Town, Village, etc.)		Population	Mayor or Head of Council	
Name of Community Contact		Position / Title		
Address		Province	Postal Code	
()	()	()	()	
Phone	Fax	Cell Phone	Evening Phone	
E-mail		Preferred evaluation date* * will be considered but cannot be guaranteed		
CATEGORY: Population (evaluation) <input type="checkbox"/>		Friends (non-evaluated) <input type="checkbox"/>		

Population Category (community is evaluated):

- two volunteer judges visit and evaluates the community to provide a report, mention and bloom rating
- evaluation will be planned to be scheduled for two days with accommodation provided by the host community
- The evaluation will take place in July or August. The dates are determined in consultation with the community subject to the availability of the volunteer judges.

Friends Category (community is not evaluated):

- community is not evaluated : becomes part of the Communities in Bloom network

Benefits of participation

- Communities in Bloom provides access to a reputable information exchange network
- Economic, Social and Environmental benefits (as detailed in program information)
- Promotion of the community in the Ontario Edition and during the Awards Ceremonies in September

Registration fees

- payment by Cheque is requested at registration by mail. If you wish you may email the registration form with the cheque to follow.
- Population (evaluated):

<input type="checkbox"/> Up to 5,000: \$ 400	<input type="checkbox"/> 20,001 to 50,000: \$ 850
<input type="checkbox"/> 5,001 to 10,000: \$ 575	<input type="checkbox"/> Over 50,000 : \$ 1000
<input type="checkbox"/> 10,001 to 20,000: \$ 700	

Friends (non-evaluated):

- \$ 250

Mail, your completed registration form and Cheque to:
Communities in Bloom Ontario
 276 Martha St, Goderich, Ontario N7A4N1
 quinn@hurontel.on.ca



26557 Civic Centre Road
Keswick, Ontario L4P 3G1
905-476-4301

GEORGINA

AGENDA

Council Resolution
January 16, 2019

DATE February 9, 2019

Moved by Councillor Neeson, Seconded by Councillor Harding

RESOLUTION NO. C-2019-0021

NO. 10(d)

WHEREAS the Provincial Government introduced Bill 66 entitled "Restoring Ontario's Competitiveness Act" on the final day of sitting in the 2018 Ontario Legislature, December 6th, 2018 and;

WHEREAS significant concerns have been communicated regarding schedule 10, among other schedules contained therein by residents, community leaders, legal and environmental organizations such as the Canadian Environmental Law Association (CELA), EcoJustice, Environmental Defence Canada, Ontario Nature, South Lake Simcoe Naturalists, The Simcoe County Greenbelt Coalition, The David Suzuki Foundation, AWARE-Simcoe, Lake Simcoe Watch and the North Gwillimbury Forest Alliance that provisions within Bill 66 will weaken environmental protection, undermine democratic processes and potentially endanger public health and;

WHEREAS provisions of Bill 66 allow for an "Open for Business" bylaw, which may be approved without any public consultation of the citizens of the Town of Georgina and;

WHEREAS provisions of Bill 66 allow an "Open for Business Bylaw" which would permit major development in the Town of Georgina which most notably would no longer have to have any legislative regard for certain sections of:

- *The Planning Act*
- *The Provincial Policy Statement*
- *The Clean Water Act*
- *The Great Lakes Protection Act*
- *The Greenbelt Act*
- *The Lake Simcoe Protection Act*
- *The Oak Ridges Moraine Conservation Act and;*

WHEREAS the Town of Georgina remains committed to source water protection, *The Lake Simcoe Protection Act*, the integrity of the Greenbelt and it understands the benefits for protecting these features in support of our local economy and quality of life, and

WHEREAS notwithstanding the potential future adoption of Bill 66, that the Town of Georgina will continue to remain committed to making sound decision regarding resource and environmental preservation that remain consistent with the Clean Water Act, 2006, the Provincial Policy Statement and other legislative tools which provide for good planning, while balancing the need for economic development and providing environmental and public health protection;

NOW THEREFORE BE IT RESOLVED THAT the Town of Georgina strongly recommends that schedule 10 of Bill 66 be immediately abandoned or withdrawn by the Ontario Government and;

BE IT FURTHER RESOLVED THAT The Town of Georgina declares that notwithstanding the potential future adoption of Bill 66, the Town of Georgina's Council will not exercise the powers granted to it in schedule 10 or any successor schedules or sections to pass an "open for business planning bylaw" without a minimum of two (02) public meetings which shall be advertised twenty (20) days in advance in the Georgina Advocate or its successor, and also shall be advertised in any other local media resource that is widely available to the public in the Town of Georgina, by way of bylaw and;

BE IT FURTHER RESOLVED THAT staff be directed to draft such a bylaw for Council's consideration should Bill 66 be given royal assent and be given force and effect and;

BE IT FURTHER RESOLVED THAT the Town of Georgina requests the Province of Ontario to release draft criteria and draft regulations, and to provide a commenting period in advance of consideration by the legislature, and;

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP John Fraser, Interim Leader of the Ontario Liberal Party, MPP and Leader of the Green Party of Ontario, Mike Schreiner, the Honourable Caroline Mulroney, MPP York-Simcoe, Attorney General and Minister Responsible for Francophone Affairs and;

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities Ontario (AMO), all MPP's in the Province of Ontario and all Municipalities in Ontario for their consideration.

A recorded vote was requested; the Deputy Clerk recorded the vote as follows:

	<u>YEA</u>	<u>NAY</u>
Mayor Quirk	X	
Councillor Waddington		X
Councillor Neeson	X	
Councillor Sebo	X	
Councillor Harding	X	
Regional Councillor Grossi		X
Councillor Fellini	X	

Yea – 5 Nay - 2

Carried.



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.

AGENDA

Thank you,

Kyle Davis, President

Pelee Island Sportsmen Club

2875 West Pump Road

Pelee Island, Ontario

NOR 1MO

Email: peleeislandsportsmencc@gmail.com

DATE February 4, 2019
NO. 10 (F)