1. **Call to Order**

2. **Confirmation of Previous Meeting Minutes**

3. **Disclosure of Pecuniary Interest**

4. **Delegations**

5. **Reports**
   a. Mayor Raymond Durocher
   b. Councillor David DeLellis
      i) Report from the Tourism Committee:
         i. Requesting Council approve the “Great Lakes Waterfront Trail” map and request the Ministry of Transportation to display on the ferry vessels to promote tourism on Pelee Island.
   c. Drainage Superintendent – Eric Chamberlain
   d. Treasurer and Deputy Clerk – Michelle Feltz
   e. Chief Administrative Officer and Clerk – Janice Hensel
      ii. To appoint a Council member to the Tourism Strategic Plan Working Group - Destination Development Plan. (Verbal)

6. **Consent Reports**
   a. Treasurer and Deputy Clerk – Michelle Feltz
      i. Disbursements Report as at September 24, 2020 in the amount of $120,066.96.

7. **Recognitions**
   From Mayor Durocher

8. **Communications and Petitions**
a. **Corporation of the Township of Wollaston** – Requesting the Minister of Municipal Affairs and Housing to review the *Municipal Elections Act* and provide for amendments to a) ensure valid eligibility of resident electors; b) to provide Clerks with clear direction when adding names to the voters’ list; c) to ensure rules in the *Municipal Elections Act* are enforceable.

b. **Ministry of Natural Resources and Forestry** – To inform Council of decision on the proposal to create a fall wild turkey hunting season in Wildlife Management Units 72 and 95.

c. **Ministry of Municipal Affairs and Housing** – Advising of recent legislative amendments to increase the supply of housing across Ontario and to introduce the community benefits charge authority.

d. **Ministry of the Solicitor General** – Advising of Enforcement and Amendments under the *Re-opening Ontario Act, 2020*.

e. **Corporation of the Township of North Glengarry** – Requesting the Ontario government provide funding to increase full-time positions in long-term care homes, provide for regular inspections and the implementation of sound infection control measures.

f. **Corporation of the Town of Gravenhurst** - Expressing support for the Township of Huron-Kinloss resolution requesting the national designation of August 1st as Emancipation Day in Canada.

9. **Scheduled Motions**

**Action Motions**

a. To receive report from Councillor David DeLellis and approve the “Great Lakes Waterfront Trail” map and request the Ministry of Transportation to display on the ferry vessels to promote tourism on Pelee Island.

b. To receive report 2020 – 23 EC from the Drainage Superintendent and approve the roadside ditch maintenance policy.

c. To receive report 2020 – 24 EC from the Drainage Superintendent and approve the municipal drain maintenance policy.

d. To receive report 2020 – 25 EC from the Drainage Superintendent and proceed to complete maintenance works to the Gardner and Huffman Drains pursuant to the dimensions and elevations provided in the current engineer’s reports.


f. To receive Report Number 2020 – 27 JH to authorize a Request for Proposal for External Audit Services as per attached Schedule A.

**Consent Motions**

a. Township of Pelee consents to pass the following:
   i) Disbursements Report as at September 24, 2020 in the amount $120,066.96.

10. **Deferred Matters**

11. **Enquires**

12. **Emergent Matters**
13. By-Laws

14. Adjournment
Regular Meeting of Council Minutes
Monday September 14th, 2020 8:00 pm
Electronic Meeting

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

Staff: Janice Hensel, Chief Administrative Officer/Clerk
       Michelle Feltz, Treasurer/Deputy Clerk
       Kristine Horst, Administrative Assistant

Other: Members of the Public

1. Call to Order
   Meeting called to order at 8:05 p.m.

   a. Regular Meeting of Council Agenda, September 14th, 2020
      Moved By:  Councillor Dayne Malloch
      Seconded By:  Councillor Dave DeLellis

2. Confirmation of Previous Meeting Minutes
      Moved By:  Councillor Dayne Malloch
      Seconded By:  Councillor Dave DeLellis

3. Disclosure of Pecuniary Interest
   None

4. Delegations
   None

5. Reports

6. Action Reports
   a. Councillor David DeLellis:
      1. Report from the Tourism Committee:
         a. Requesting council proceed to call tenders for the
            provision of firewood at the campground for the 2021
            season;
      b. Administration will prepare a tender and present to council
         for approval.
      2. Report from the Drainage Committee:
a. To give Notice of Motion – September 28, 2020 regular council meeting:
   i. To establish a policy governing roadside ditch maintenance;
   ii. To establish a policy governing drain maintenance;
   iii. Recommendations regarding the Gardner & Huffman Drains.

b. Treasurer and Deputy Clerk – Michelle Feltz:
   b. To extend COVID-19 financial relief programs to October 31, 2020;
   c. To suspend the requirement of parking passes on municipal lots until April 30, 2021.

c. Chief Administrative Officer and Clerk – Janice Hensel:
   a. Report No. 2020 – 22 JH: Main Street Revitalization Initiative Grant Program;
   b. Ministry of Transportation: Updates to Transport Canada Guidelines regarding mandatory Face Masks to be effective Monday, September 14, 2020 for service on Owen Sound Transportation Company and Pelee Island Transportation Service ferry vessels.

7. Consent Reports
   a. Treasurer – Michelle Feltz:
      i) Disbursements Report as at September 9, 2020 in the amount of $584,782.64.

8. Recognitions
   a. Mayor Ray Durocher – Recognized the many businesses, bed and breakfasts, and cottage rentals who operated during these unprecedented times to ensure Pelee Island was open and inviting to visitors this season.
   b. Councillor Dave DeLellis – Recognized Joe and Julie for hosting the 1st Annual Skipping on the Rock.

9. Communications and Petitions
   a. Corporation of the Township of Huron-Kinloss – Advising of support for the City of Owen Sound’s resolution regarding Emancipation Day.
      i. Communication received by the Corporation of the Township of Pelee from the Corporation of the Township of Huron-Kinloss.
   b. Corporation of the Village of Merrickville-Wolford – Providing an update on recent resolution requesting the provincial government provide documentation to support the designation of provincially significant wetlands.
      i. Communication received by the Corporation of the Township of Pelee from the Corporation of the Village of Merrickville-Wolford.
c. **Corporation of the Township of Huron-Kinloss** – Expressing support for the City of Oshawa in their request that the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting organizations with clear and definitive relief funding programs directed to help cope with the effects of COVID-19.

   i. Communication received from the Corporation of the Township of Pelee from the Corporation of the Township of Huron-Kinloss.

10. **Scheduled Motions**

**Action Motions**

a. Resolution 2020 – 111 was CARRIED  
   Moved By: Deputy Mayor Dave Dawson  
   Seconded By: Councillor Dayne Malloch

   “Be it resolved that the Corporation of the Township of Pelee hereby receives Councillor DeLellis’ report from the Tourism Committee and authorizes administration to proceed to call tenders for the provision of Firewood at the campground for the 2021 season.”

b. Resolution 2020 – 112 was CARRIED  
   Moved By: Councillor Sherri Smith Ouellette  
   Seconded By: Deputy Mayor Dave Dawson

   “Be it resolved that the Corporation of the Township of Pelee hereby receives Councillor DeLellis’ report from the Drainage Committee giving notice of motion for September 28, 2020 regular meeting of council:
   i. To establish policy governing roadside ditch maintenance;
   ii. To establish policy governing drain maintenance;
   iii. Provide recommendations regarding the Gardner & Huffman Drains.”

c. Resolution 2020 – 113 was CARRIED  
   Moved By: Councillor Sherri Smith Ouellette  
   Seconded By: Councillor Dave DeLellis


d. Resolution 2020 – 114 was CARRIED  
   Moved By: Councillor Dayne Malloch  
   Seconded By: Councillor Sherri Smith Ouellette

   “Be it resolved that the Corporation of the Township of Pelee hereby resolves that no late payment charges on property tax accounts and accounts receivable in either form, penalty and/or interest, through the period ending October 31, 2020. In the absence of additional financial relief measures, interest and penalties will be calculated on all past due balances as of November 1st and the first of every month thereafter.”

e. Resolution 2020 – 115 was CARRIED
Moved By: Councillor Dayne Malloch  
Seconded By: Councillor Sherri Smith Ouellette

“Be it resolved that the Corporation of the Township of Pelee hereby resolves that the requirement for parking passes on municipal parking lots be suspended until April 30, 2021 and further the municipality respectfully reminds those using the parking lots to adhere to parking signage at the airport so that parking is available to members of the public using the airport during the winter season.”

f. Resolution 2020 – 116 was CARRIED  
   Moved By: Councillor Sherri Smith Ouellette  
   Seconded By: Deputy Mayor Dave Dawson

“Be it resolved that the Corporation of the Township of Pelee hereby receives Report No. 2020 – 22 JH and agrees to reallocate funding received under the Main Street Revitalization Initiative grant program as follows:

   Gardening Group $4,400.20  
   Building Demolition and Site Preparation for new Structure $2,911.21  
   Pavilion Structure $30,538.79

AND FURTHER THAT Resolution Number 2019-188 is hereby rescinded.”

g. Resolution 2020 – 117 was CARRIED  
   Moved By: Councillor Sherri Smith Ouellette  
   Seconded By: Deputy Mayor Dave Dawson

“Be it resolved that the Corporation of the Township of Pelee hereby receives Report No. 2020 – 22 JH regarding the Main Street Revitalization Grant Program and approve the quote of Teichroeb’s Roofing in the amount of $33,446.55 for the construction of a 24’ X 40’ pavilion on township lands located at 1073 West Shore Road as per the attached site plan.”

Consent Motions

a. Resolution 2020 – 118 was CARRIED  
   Moved By: Councillor Sherri Smith Ouellette  
   Seconded By: Councillor Dayne Malloch

   “Be it Resolved that the Council of the Township of Pelee hereby consents to the following item:
   i. Disbursements as at September 9, 2020 in the amount of $584,782.64.”

11. Deferred Matters  
   None
12. **Enquires**

None

13. **Emergent Matters**

a. Councillor Dayne Malloch – potential for presentation, to be held on island, relating to Community and Government Relations.
   i. Administration will be investigating this possibility.

b. Councillor Dave DeLellis – requested an update on when a PITSAC meeting will be held.
   i. CAO stated there have been three potential dates submitted for prior to October 12 and is hoping for a final date by the end of the week.

14. **By-Laws**

a. Resolution 2020 – 119 was CARRIED
   Moved By: Councillor Dayne Malloch
   Seconded By: Councillor Sherri Smith Ouellette

   “Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2020 – 27; Being a By-Law to enter into an Agreement with Korab Law to provide the services of Municipal Integrity Commissioner.”

b. Resolution 2020 – 120 was CARRIED
   Moved By: Deputy Mayor Dave Dawson
   Seconded By: Councillor Dave DeLellis

   “Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2020 – 28; Being a By-Law to enter into an Extension Agreement with the Ontario Clean Water Association.”

c. Resolution 2020 – 121 was CARRIED
   Moved By: Councillor Sherri Smith Ouellette
   Seconded By: Councillor Dave DeLellis

   “Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2020 – 29; Being a By-Law to Confirm Proceedings.”

15. **Adjournment**

Regular Meeting of Council adjourned at 8:40 p.m.

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Raymond Durocher, Mayor

Janice Hensel, CAO/Clerk

Page 5 of 5
The Corporation of the Township of Pelee will hold a public meeting on:

DATE:    SATURDAY, SEPTEMBER 26, 2020
LOCATION:  ROYAL CANADIAN LEGION, BRANCH 403
            1169 WEST SHORE ROAD, PELEE ISLAND
TIME:    11:00 AM – 12:30 PM

A PELEE ISLAND STORY
"COMMUNITY CRISIS TO COMMUNITY EMPOWERMENT"

GUEST PRESENTER:  GEORGE PAISIOVICH

A Pelee Island Story – An update of the Island’s historical journey, which began fifteen years ago, when we re-positioned our island’s interests into the self-interests of those with the power to help contribute to the sustainability of the Island. The meeting will also provide an informal review of community crisis resolution techniques.

Space is limited. All attendees must register for the event by emailing info@pelee.ca

All reservations will be confirmed by email. All COVID-19 safety protocols will be strictly enforced.

FACE MASKS ARE REQUIRED AND MUST BE WORN AT ALL TIMES.

PROGRAM

11:00 AM    Welcome
11:05 AM    The Pelee Island Story 2005 – 2009 (UPDATED for 2020)
            “A Case Study of Community and Government Relations”
12:00 PM    Open Forum
12:30 PM    Conclusion and Closing Comments
Report No: 2020 – 23 EC  
Date: September 24, 2020  
Submitted By: Eric Chamberlain  
Subject: Municipal Drain Maintenance Policy  
Attachments: Municipal Roadside Ditch Maintenance Policy  
Purpose (Information/Action): To gain approval to enact a Municipal Drain Maintenance Policy to provide Council, Drainage Committee and Pelee residents with a consistent manner for managing municipal drain maintenance requests.

Overview

The policy for Roadside Maintenance Policy provides Pelee Council, Drainage Committee and Pelee Residents with the steps required in order to have maintenance completed on a Roadside Ditch. Roadside ditches can be a tile drainage system or open ditch that was constructed for the purpose of drain water from road surfaces. The roadside ditch has not status under the Drainage Act. However, the existence of the roadside ditch provides adjacent private properties with drainage. Due to this fact, the abutting properties owners should be involved in maintenance project including cost of the roadside ditch maintenance. This policy is utilized by the majority of the municipalities in Essex County.

The following is the procedure for resident to have a roadside ditch maintained:

**Open Ditch Maintenance**

Landowner(s) submits written notice requesting maintenance of a roadside ditch. Attached to this policy is a Roadside Ditch Maintenance Request Form.

Administration determines the lands affected by the ditch in order to generate a mailing list. In addition, administration prepares a maintenance schedule for consideration and approval by the landowners. Initially, the cost will be shared at the following rate:

- 1/3 cost to the road
- 2/3 cost to the affected lands (this cost will be divided based on frontage)

Administration conducts an on-site meeting to review the ditch and the request with all landowners involved in the proposed ditch maintenance project. Landowners will be required to sign a letter of agreement prior to the administration continuing the project.

Administration completes survey and prepares a plan and profile of the ditch. The plan and profile will be provided to the contractor to complete the maintenance of the ditch.

Open Ditch Maintenance will consist of brushing, bottom cleaning and culvert flushing.
Administration will prepare a request for quote for the proposed project. The awarded contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board. Administration collects and invoices the cost to the landowners as per the agreed upon maintenance schedule.

**Closed Roadside Drain Maintenance**

Landowner(s) submits written notice requesting maintenance of a closed roadside drain. The form entitled Roadside Maintenance Request Form will be provided to the landowner.

Administration determines the lands affected by the drain in order to generate a mailing list. In addition, administration prepares a maintenance schedule for consideration and approval by the landowners. Initially, the cost will be shared at the following rate:

- 1/3 cost to the road
- 2/3 cost to the affected lands (this cost will be divided based on frontage)

Administration conducts an on-site meeting to review the drain and the request with all landowners involved in the proposed ditch maintenance project. Landowners will be required to sign a letter of agreement prior to the administration continuing the project.

Closed Roadside Drain Maintenance will consist of flushing, televising, spot repairs of the pipe and repair and cleaning of catch basins.

Administration will prepare a request for quote for the proposed project. The awarded contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.

Administration collects and invoices the cost to the landowners as per the agreed upon maintenance schedule.

**Entrances and Enclosures**

Access culverts and lawn pipe enclosures will be 100% the responsibility of the individual landowners.

Landowners will be required to obtain an encroachment permit prior to commencement of work.

Administration will provide grades, sizing and pipe material to the landowners prior to construction.
Landowners will be required to provide the name of the contractor. The contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board. Landowners will be required to contact the municipality when work is to be completed for inspection purposes.

This policy has been provided to the Drainage Committee for their review and approval. The Drainage Committee approve the policy in principle at the September 9 Committee Meeting.

**Financial Impacts**

There is no financial impacts considered in this report.

**Recommendations**

It is recommended that:

1. The report from the Drainage Superintendent dated September 24, 2020 regarding the Roadside Ditch Maintenance Policy **BE RECEIVED**;

2. The Roadside Ditch Maintenance Policy **BE APPROVED** to provide a consistent manner for managing roadside ditch maintenance for Pelee residents.
CONTENTS
1.0 PURPOSE
2.0 SCOPE
3.0 DEFINITIONS
4.0 LABOUR AND EQUIPMENT REQUIREMENTS
5.0 PROCEDURE
6.0 DOCUMENTATION AND RECORD KEEPING
7.0 ATTACHMENTS
8.0 REVISION HISTORY

1.0 PURPOSE

1.1 To establish the procedure for roadside ditch maintenance.

2.0 SCOPE

2.1 This procedure outlines the steps utilized by the Township of Pelee staff for roadside ditch maintenance projects.

3.0 DEFINITIONS

4.0 LABOUR AND EQUIPMENT REQUIREMENTS

5.0 PROCEDURE

Open Ditch Maintenance

5.1 Landowner(s) submits written notice requesting maintenance of a roadside ditch. Attached to this policy is a Roadside Ditch Maintenance Request Form.

5.2 Administration determines the lands affected by the ditch in order to generate a mailing list. In addition, administration prepares a maintenance schedule for consideration and approval by the landowners. Initially, the cost will be shared at the following rate:

- 1/3 cost to the road
- 2/3 cost to the affected lands (this cost will be divided based on frontage)

5.3 Administration conducts an on-site meeting to review the ditch and the request with all landowners involved in the proposed ditch maintenance project.
Landowners will be required to sign a letter of agreement prior to the administration continuing the project.

5.4 Administration completes survey and prepares a plan and profile of the ditch. The plan and profile will be provided to the contractor to complete the maintenance of the ditch.

5.5 Open Ditch Maintenance will consist of brushing, bottom cleaning and culvert flushing.

5.6 Administration will prepare a request for quote for the proposed project. The awarded contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.

5.7 Administration collects and invoices the cost to the landowners as per the agreed upon maintenance schedule.

Closed Roadside Drain Maintenance

5.8 Landowner(s) submits written notice requesting maintenance of a closed roadside drain. The form entitled Roadside Maintenance Request Form will be provided to the landowner.

5.9 Administration determines the lands affected by the drain in order to generate a mailing list. In addition, administration prepares a maintenance schedule for consideration and approval by the landowners. Initially, the cost will be shared at the following rate:

- 1/3 cost to the road
- 2/3 cost to the affected lands (this cost will be divided based on frontage)

5.10 Administration conducts an on-site meeting to review the drain and the request with all landowners involved in the proposed ditch maintenance project. Landowners will be required to sign a letter of agreement prior to the administration continuing the project.

5.11 Closed Roadside Drain Maintenance will consist of flushing, televising, spot repairs of the pipe and repair and cleaning of catch basins.

5.12 Administration will prepare a request for quote for the proposed project. The awarded contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.

5.13 Administration collects and invoices the cost to the landowners as per the agreed upon maintenance schedule.

Entrances and Enclosures

5.14 Access culverts and lawn pipe enclosures will be 100% the responsibility of the individual landowners.

5.15 Landowners will be required to obtain an encroachment permit prior to commencement of work.

5.16 Administration will provide grades, sizing and pipe material to the landowners prior to construction.

5.17 Landowners will be required to provide the name of the contractor. The contractor will be required to provide proof of insurance and good standing with Workplace Safety and Insurance Board.

5.18 Landowners will be required to contact the municipality when work is to be completed for inspection purposes.
6.0 DOCUMENTATION AND RECORD KEEPING

6.1 Roadside Ditch Maintenance Request Form
6.2 Letter of Agreement

7.0 ATTACHMENTS

7.1 Not applicable at this time.

8.0 REVISION HISTORY

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Effective Date</th>
<th>Prepared By</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>September 24, 2020</td>
<td>E. Chamberlain</td>
<td>Establishment of a Policy</td>
</tr>
</tbody>
</table>
ROADSIDE DITCH MAINTENANCE REQUEST FORM

The Township of Pelee has enacted a policy for roadside ditch maintenance along municipally owned road allowances. This policy provides a method for landowners to request maintenance and town to provide a cost sharing portioned to acreage draining into the roadside ditch. Based on the policy, the cost share between municipality and landowners is 1/3 to the road and 2/3 the landowners benefiting from the maintenance.

Please complete the form below advising the Municipal Drainage Superintendent of the roadside ditch that requires review for maintenance:

TO: Township of Pelee

I/We _______________, of ________________________________

Phone Number: _______________

I/We wish to advise that ditch maintenance work is required under the Municipal Roadside Ditch Maintenance Program on the following roadside ditch:

__________________________________________________________________________

__________________________________________________________________________

(Description and Location of Ditch)

Signature of Owner

Signature of Owner

Print Name

Print Name
LETTER OF AGREEMENT

FILE NO:

SUBJECT: (Location) Ditch Maintenance – (Name of Owner)

I, _________________________, (Owner(s) Name), request the cleaning out of the roadside ditch along the (Location of Ditch).

To carry out this work, (Owner(s) Name) is hereby agreeing to pay 2/3 of the costs of such works and the Township of Pelee will be responsible for the balance based on the following breakdown:

_________________________  __________________________
Landowner’s Signature         Date

_________________________
Chief Administrative Officer
Report No: 2020 – 24 EC
Date: September 24, 2020
Submitted By: Eric Chamberlain
Subject: Municipal Drain Maintenance Policy
Attachments: Municipal Drain Maintenance Policy
Purpose (Information/Action): To gain approval to enact a Municipal Drain Maintenance Policy to provide Council, Drainage Committee and Pelee residents with a consistent manner for managing municipal drain maintenance requests.

Overview

The policy for Municipal Drain Maintenance provides Pelee Council, Drainage Committee and Pelee Residents with the steps required in order to have maintenance completed on a Municipal Drain.

The following is the procedure for resident to have a municipal drain maintained:

- Request is submitted by landowner(s) for maintenance of a particular drain.

  Drainage Superintendent reviews the current report and by-law for any concerns or issues with the assessment schedule. In addition, administration completes a visual survey of the drain.

  The Drainage Superintendent completed a report to be reviewed at the Drainage Committee. The Drainage Committee reviews and provides input on the request and proposed municipal drain maintenance project.

  Administration arranges and holds a site meeting with the affected landowners and receives input on the concerns regarding the drain in question.

  Administration prepares tender documents for the project using the input from the Drainage Committee, Pelee Council and the landowners. Administration provides draft tender documents to the Drainage Committee and provides five (5) days for review and comments. Administration provides three (3) weeks for the tender process.

  Administration awards the tender to the successful contractor as per the process under the Township of Pelee Purchasing Policy.

  The contractor completes the drain maintenance.

  Administration prepares the annual grant application under the Agricultural Drainage Infrastructure Program.
Administration assesses the cost of the municipal drain maintenance to the affected lands and roads. The assessment to the landowners will be applied directly to the property tax bills.

This policy has been provided to the Drainage Committee for their review and approval. The Drainage Committee requested that the draft tender documents should be provided to them for review and comment prior to posting on the Pelee Bids and Tenders site. The policy has been revised to provide draft tender documents to the Drainage Committee with a five (5) day for review and comments. The Drainage Committee approve the policy in principle.

Financial Impacts

There is no financial impacts considered in this report.

Recommendations

It is recommended that:

1. The report from the Drainage Superintendent dated September 24, 2020 regarding the Municipal Drain Maintenance Policy BE RECEIVED;

2. The Municipal Drain Maintenance Policy BE APPROVED to provide a consistent manner for managing Municipal Drain Maintenance for Pelee residents.
1.0 PURPOSE

1.1 To establish the procedure for Municipal Drain maintenance.

2.0 SCOPE

2.1 This procedure outlines the steps utilized by the Township of Pelee staff for Municipal Drain maintenance projects.

3.0 DEFINITIONS

4.0 LABOUR AND EQUIPMENT REQUIREMENTS

5.0 PROCEDURE

5.1 Request is submitted by landowner(s) for maintenance of a particular drain.

5.2 Drainage Superintendent reviews the current report and by-law for any concerns or issues with the assessment schedule. In addition, administration completes a visual survey of the drain.

5.3 The Drainage Superintendent completed a report to be reviewed at the Drainage Committee. The Drainage Committee reviews and provides input on the request and proposed municipal drain maintenance project.

5.4 Administration arranges and holds a site meeting with the affected landowners and receives input on the concerns regarding the drain in question.
5.5 Administration prepares tender documents for the project using the input from the Drainage Committee, Pelee Council and the landowners. Administration provides draft tender documents to the Drainage Committee and provides five (5) days for review and comments. Administration provides three (3) weeks for the tender process.

5.6 Administration awards the tender to the successful contractor as per the process under the Township of Pelee Purchasing Policy.

5.7 The contractor completes the drain maintenance.

5.8 Administration prepares the annual grant application under the Agricultural Drainage Infrastructure Program.

5.9 Administration assesses the cost of the municipal drain maintenance to the affected lands and roads. The assessment to the landowners will be applied directly to the property tax bills.

6.0 DOCUMENTATION AND RECORD KEEPING

6.1 Municipal Drain Maintenance Request Form

7.0 ATTACHMENTS

7.1 Not applicable at this time.

8.0 REVISION HISTORY

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Effective Date</th>
<th>Prepared By</th>
<th>Description of Revision</th>
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<tbody>
<tr>
<td>1</td>
<td>February 3, 2014</td>
<td>E. Chamberlain</td>
<td>Establishment of a Policy</td>
</tr>
</tbody>
</table>
Overview

The Gardner and Huffman Drain maintenance project was a request received by the Township prior to 2018. Based on the files, there was no official written request submitted by a resident prior to 2018. The assessment schedules were updated to include all properties that have been updated to included revision to severances and lot line adjustment. The plan was to schedule an onsite meeting in the later spring but this was not able to be completed due to COVID-19. The plan is to schedule an online meeting by utilizing Zoom Meeting. The Gardner and Huffman Drain maintenance project work will be completed 2021.

Pursuant to the Ontario Drainage Act, Pelee Council has the ability and responsibility to complete maintenance on a request from an assessed landowner. Furthermore, Council can direct administration to complete drainage works as required to ensure the proper function of the drainage system. Under Section 74 of the Drainage Act, the municipality will utilizes the current engineer’s drainage report, plan and by-law in order to maintain the drain to the existing design grades provided in the current report. All costs associated with the maintenance project would be assessed to the affected landowners according to the current schedule of assessment contained in the report.

The steps under the Municipal Drain Maintenance Policy will be utilized by the Township of Pelee staff for maintenance of the Gardner and Huffman Drain. The attached Gardner and Huffman Drain – Drainage Superintendent Report provides information on the drainage systems including maps and assessment schedules based on the assessment schedules in the current engineer’s reports.

Based on observations, the Gardner and Huffman Drains requires the following maintenance:

Gardner Drain

The Contractor shall furnish all labour, supervision, equipment and materials necessary for the maintenance of the following:

a) Supply labour and equipment to brush, remove trees, and bottom clean the Gardner Drain from Drain No. 2 commencing at Stations 1+120 and continuing to Station 0+000 at approximately south side of East West Road;

b) Clean and flush five (5)

c) Provide and maintain in-channel sediment control at the Station 0+000.
d) The Contract price must include cost of floating the equipment and materials in order to complete this project. The quotation must include all accommodations and expenses required in order to complete the project in a timely fashion.

The maintenance works on the Garnder Drain will be governed by the Report, Plan & Specifications as prepared by Ed La Fontaine, P. Eng. dated March 10, 1993.

**Huffman Drain**

The Contractor shall furnish all labour, supervision, equipment and materials necessary for the construction of the following:

a) Supply labour and equipment to brush, remove trees, and bottom clean the Huffman Drain from Gardner Drain commencing at Station 0+000 (top end of culvert under East West Road and continuing to Station 0+890;

b) Clean and flush twenty (20)

c) Provide and maintain in-channel sediment control at the Station 0+000 at the upper end of the culvert pipe into Gardner Drain under East West Road.

d) The Contract price must include cost of floating the equipment and materials in order to complete this project. The quotation must include all accommodations and expenses required in order to complete the project in a timely fashion.

The maintenance works on the Huffman Drain will be governed by the Report, Plan & Specifications as prepared by Ed LaFontaine, P. Eng. dated May 25, 1990.

At the September 14, 2020, the Drainage Committee Chair provide Council with a report from the Drainage Committee Meeting held on September 9. Following the meeting, Administration received an email business owner requesting the work to be completed after September 1, 2021 to limit the impact on the summer season.

**Financial Impacts**

Pelee Council approved following budget for Gardner and Huffman Drains in the 2020 Drainage Budget:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Gardner Drain</strong></td>
<td><strong>$40,675</strong></td>
</tr>
<tr>
<td>User Charges</td>
<td><strong>$27,797</strong></td>
</tr>
<tr>
<td>OMAFRA Grant</td>
<td><strong>$ 215</strong></td>
</tr>
<tr>
<td>Roads</td>
<td><strong>$ 8,918</strong></td>
</tr>
<tr>
<td>Municipal Owned Properties</td>
<td><strong>$ 3,745</strong></td>
</tr>
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</table>

**Total:** $40,675
<table>
<thead>
<tr>
<th>Huffman Drain - $46,800</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Charges</td>
</tr>
<tr>
<td>OMAFRA Grant</td>
</tr>
<tr>
<td>Roads</td>
</tr>
<tr>
<td>Municipal Owned Properties</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

The budget amount for these projects should be deferred to the 2021 Budget request.

**Recommendations**

It is recommended that:

1. The report from the Drainage Superintendent dated September 24, 2020 regarding the request for maintenance for the Gardner and Huffman Drain **BE RECEIVED**;

2. The Administration **BE DIRECTED** to complete maintenance works to the Gardner and Huffman Drains pursuant to the dimensions and elevations provided in the current engineer’s reports.
August 7, 2020

Gardner-Huffman-East West Road Drainage System

The Township of Pelee received a request for maintenance from ? on date ?. On Date, Pelee Council received the request for maintenance for the Gardner-Huffman Drain and approved the Drainage Superintendent to proceed with the project.

DATE OF SITE ATTENDANCE:
August 7, 2020

SITE DESCRIPTION:
The Gardner:
The Gardner Drain area is made up of Residential and Natural areas including the Township owned Campground.

Huffman Drain:
The Huffman Drain is made up of Residential and Natural areas.

There are no agricultural properties adjacent to Gardner or Huffman Drains.

CURRENT DRAINAGE REPORTS:
The Gardner Drain and Extension was last improved under a report dated March 10, 1993 by Ed La Fontaine, P.Eng. with La Fontaine, Cowie, Burratto & Associates Limited. This report included the improvement of the East West Road Drainage System.

The Huffman Drain (East) was last improved under a report dated May 25, 1990 by Ed La Fontaine, P.Eng. with La Fontaine, Cowie, Burratto & Associates Limited. This report only improved the Huffman Drain that is located on the East Side of Coopers Lane.

The Huffman Drain (West) was last improved under a report dated June 16, 1955 by C.G.R. Armstrong, P.Eng. This report provided the improvement to the entire Huffman Drain.
Report to Council

Report No: 2020 – 26 MF
Date: September 28, 2020
Subject: 2020 Budget to Actual Report
Attachments: 2020 Budget to Actual Report by Department (at September 24, 2020)
Purpose (Information/Action): Information

Purpose:
To provide Council with the status of revenues and expenditures as of September 24, 2020.

Recommendations:
1. Accept the report as information.

Respectfully submitted by,

Michelle Feltz
Treasurer/Deputy Clerk
REPORT TO COUNCIL NO: 2020 – 27 JH

SUBJECT: REQUEST FOR PROPOSAL FOR EXTERNAL AUDIT SERVICES

Recommendation

1. That Report 2020 – 27 JH be received and council approve the execution of a Request for Proposal for external audit services for the years, 2020, 2021 and 2022, as per Schedule “A” attached.

Executive Summary

*The Municipal Act* requires a municipality to appoint an auditor licensed under the *Public Accounting Act, 2004* who is responsible for,

(a) annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and

(b) performing duties required by the municipality or local board.

The Act also stipulates that an auditor of a municipality shall not be appointed for a term exceeding five years.

The auditor of a municipality shall not be an employee of the municipality or of a local board of the municipality.

The auditor of a municipality shall report to the council of the municipality.

This is a housekeeping matter as the Township engaged the firm of BDO in 2015, which is the maximum allowable term.

Respectfully Submitted,

Janice Hensel
CAO/Clerk
1. Sealed bids marked “Request For Proposal External Audit Services” addressed to:

   Janice Hensel, Chief Administrative Officer, Clerk  
   Township of Pelee  
   1045 West Shore Road.  
   Pelee Island, Ontario, N0R 1M0

   will be received up to:

   2:00 P.M., Local Time, Friday, October 30, 2020

2. Each bid shall contain the full name of the party or parties bidding and the signature of the parties bidding shall be in their respective handwriting.

3. Three (3) copies of the proposal including the Proposal Pricing Form must be submitted.

4. The Township of Pelee reserves the right to reject any or all proposals, or to award the Contract to other than the bidder submitting the lowest proposal, as in its opinion may be for the best interest of the Township of Pelee.

5. Evaluation and award for this project will be based on the proposal that offers the best overall assessed value.

6. Instances where an invited bid shall be rejected as unacceptable are:
   a) Incomplete bids (all items put to tender are not bid).
   b) Bids are not properly signed and dated.
   c) Bids received after the specified closing time.
   d) Bids that contain restrictions on services by the vendor.
   e) Bids completed in pencil, rather than typed or written in ink.
   f) Bids withdrawn by the vendor or his agent. **
   g) Bids submitted without the required documentation attached or completed.
   h) No bids will be accepted via fax.

   **Bids may be withdrawn verbally, prior to the closing time/date; and in writing, to the Chief Administrative Officer, Clerk, after submission, by the authorized agent of the firm submitting the bid.

Please contact the undersigned should you have any questions or require further information.

   Janice Hensel, Chief Administrative Officer, Clerk  
   (519) 724-2931  
   janice.hensel@pelee.ca  
   THE TOWNSHIP OF PELEE
1. Scope of Work

The Township of Pelee is requesting proposals from qualified firms of Chartered Accountants to audit its financial statements in accordance with the CICA handbook, the Public Sector Accounting and Auditing standards and the Province of Ontario municipal reporting requirements for municipalities. The audit is to address the Township and its local Boards as per statutory requirements of the Municipal Act, 2001 Section 296.

The responsibilities of the auditors will generally be limited to the expression of an opinion on the financial statements, discussions with respect to presentation and disclosure, comments and observations in regards to any aspect of the accounting, reporting or financial affairs of the Township.

The proposing firm should also have the required expertise to advise and give recommendations to the Township if required with respect to on-going changes in reporting requirements, new property tax legislation and performance measurement issues.

Responsibilities will not generally include accounting work or any other non-audit responsibilities, should these be required, they will be discussed separately from the formal audit.

Responsibilities will include physical preparation of financial statements or schedules; and the Financial Information Return.

2. Background

The Township of Pelee is a single tier municipal entity with a permanent population of approximately 200 and a seasonal population of approximately 1,500 which provides a limited range of services to its ratepayers. The Township operates under the authority of The Municipal Act of Ontario as well as other legislation as appropriate.

Audited financial statements must be provided:

The Township of Pelee consolidated Financial Statements, including schedules as required
The Township of Pelee Trust Funds
The Township of Pelee Reserves and Reserve Funds

The Township’s financial software is supplied by Munisoft.
THE TOWNSHIP OF PELEE
Request for Proposal External Audit Services

3. Township of Pelee Departments:
   - Council
   - Administrator, Clerk & Treasurer Office
   - Finance Department
   - Property Tax, Human Resources, Payroll
   - Building and Planning
   - Public Works/Roads
   - Marina
   - Campground
   - Pheasant Farm
   - Cemetery
   - Landfill
   - Parks and Recreation
   - Airport
   - Water (East and West Water Plants)
   - Drainage
   - Fire

Social Services are administered by the City of Windsor as the Consolidated Municipal Service Manager.

Policing services are supplied through a contract with the Ontario Provincial Police.

Provincial Offences Act and Emergency Medical Services are supplied by the County of Essex.

Municipal Section 296 (3) allows for the appointment of external auditors for up to five years. It will normally be the practice of the Township to appoint external auditors for the full five-year term, subject to satisfactory performance. However, performance will be reviewed annually and Council may, at its sole discretion revoke the appointment upon thirty (30) days prior notice should there be any unsatisfactory aspect of performance. The opinion of the Township in this regard shall be final.

5. Pricing

Contract and pricing will remain in effect for reporting years 2020, 2021 and 2022. If mutually agreed upon by the Township and the contractor, the contract may be extended for two additional one year terms.
6. Eligibility

Before preparing a response, candidates are advised to ensure that their firm can meet the following eligibility criteria. The firm must:

a) Have significant experience in providing similar audit services and management reviews to other Ontario municipalities;
b) Have well developed professional auditing techniques and a sound system of control and review of audit work performed;
c) Have substantial resources and support services available;
d) Have experienced, well-qualified staff who can work on the audit consistently from one year to the next. Heavy time commitments are required in September, March and April annually;
e) Be licensed under the Public Accountancy Act;
f) Demonstrate an understanding of legislation relevant to the municipal operating environment;
g) Demonstrate comprehensive knowledge of provincial municipal financial reporting requirements including the Municipal Performance Measurement Program and the Public Sector Accounting Board.

7. Scheduling of Work

Due to transportation, before October 30th of each year, the Township’s auditors shall meet with appropriate administrative staff members of the Township to discuss and agree upon a schedule for the completion of the audit on the various financial statements for the current year. The audit shall be completed on or before April 30th in the year following so that all financial reports of the municipality may be filed as required by legislation.

8. Nature of Services Required

8.1 Qualified Statements

The auditors shall, immediately upon discovery of information or conditions which would otherwise lead to the inclusion of a qualified opinion with respect to any of the Township’s financial statements, inform and fully discuss such matters with the Chief Administrative Officer, Clerk & Treasurer.

Also, the auditors shall, as far as possible, allow a reasonable time for the Chief Administrative Officer, Clerk & Treasurer to investigate, analyze, report and take corrective action so as to avoid the inclusion of such qualification.

8.2 Meeting and Subsequent Assistance

The auditors shall attend such meetings as are called to discuss their work and reports and shall provide such information as requested which will enhance the understanding of Council members concerning matters pertaining to the annual financial statements.
8.3 Interim Review and Post-Audit Management Letter

No later than 60 days following completion of the Interim Audit, normally conducted between October 1st and November 30th, the auditors shall prepare and deliver to the Chief Administrative Officer, Clerk & Treasurer a draft letter conveying their findings. The auditors shall also provide recommendations as to such corrective measures as may be required, and be prepared to provide assistance with regard to implementation if required to do so.

The auditors shall meet with the Chief Administrative Officer, Clerk and Treasurer to discuss comments, revise as necessary and issue comments in final form in a timely manner so as to facilitate rectification before the final audit begins after year end.

No later than 60 days following the completion of annual statements, the auditors shall repeat the exercise described above, at which time appropriate staff responses will be incorporated with the observations and recommendations before being formally presented to Council through the Chief Administrative Officer, Clerk and Treasurer. Senior audit staff shall make themselves available to attend such meeting and to present or explain their comments to Township Council.

Adherence to the critical dates and requirements outlined within this Proposal Call and the annual schedule will be an essential feature of satisfactory performance under the audit contract.

8.4 Minimum Services/Deliverables

The audit services provided will be in accordance with the scope of work outlined in Section 1; the time lines described in Sections 6 and 7.

8.5 Confidentiality

The successful auditor shall not at any time before, during or after the completion of the engagement divulge any confidential information communicated to or acquired by the Auditor or disclosed by the Township or its Boards in the course of carrying out the engagement. No such information shall be used by the Auditor on any other project without prior written approval. Use of such confidential information could result in legal action by the Township.

8.6 Audit Team

The Township reserves the right to approve or reject members of the audit team assigned to the Township and further reserves the right to approve or reject any replacement staff once the original audit team has been approved.
THE TOWNSHIP OF PELEE
Request for Proposal External Audit Services

8.7 Proposal Content

The Request for Proposal is intended to provide a framework for the Township to evaluate each proposal and determine which submission most closely addresses the Township's needs.

Bidders are encouraged to provide any additional information or innovative approaches not specifically outlined in the context of this proposal.

Acceptable proposals must include and be structured in the following format:

**Section A – Company Acceptance**

A.1 A statement, signed and dated by an authorized signing officer, agreeing to be bound by the proposal terms, conditions and descriptions of services to be provided as stated herein, upon acceptance of the proposal by the Township.

A.2 Firm Profile: Detail breadth of other audit assignments and clients; resource and support services available; particular strengths relevant to the audit; information on professional memberships.

A.3 Project Experience: A summary of past projects in municipal auditing; including the involvement of key personnel proposed in this project as identified in A.2.

A.4 References: Provide client references (minimum of three) to similar sized municipalities.

**Section B – Professional Services Proposed**

B.1 Understanding: The proponent's understanding of the requirements of the Township, outlining the various phases of the study and general methodology used to carry out the different phases.

B.2 Details: Bidders shall provide information on the auditing techniques to be utilized and procedures for reviewing the audit work and the financial statements as contained herein.

B.3 Action Plan: Bidders are to include a major task timetable including target dates for the various stages of review as referenced in B.1, above.

B.4 Advisory Services: Information regarding any advisory services which may be available to the Township, including but not limited to matters such as HST, income tax, employee benefit plans, internal audit, financial systems development, computer systems and programs, cash management, new or proposed legislation and performance measurement issues. Indicate whether these services are included in the bid and if not what the additional cost would be.

B.5 Audit Team Information: Including the location of the office responsible for the audit, the names and resumes of the partner(s), and senior staff who will be assigned to the audit if the firm is successful. Continuity of staff will be given a high priority and this must be so indicated.
Section C – Pricing Overview

C.1 Overview:

A summary of the method of costing used. A summary of the major work components and the prices/estimates assigned each stage including an estimate of the number of hours that will be required for the annual audit, broken down by level of staff assigned to each of the tasks.

The fees for the preparation of financial statements and associated schedules is to be included in the audit fee.

Note that out of pocket expenses shall be clearly stated to be either part of the fee or an additional fee with an estimated cost identified separately;

C.2 In the event that less time is required to perform the audit than anticipated and outlined, it is expected that a reduction in fees will be given to the Township.

C.3 The scope of the engagement may only be broadened with express written authority of the Township.

The set fee should include all aspects of the Request for Proposal. Any report or item over and above the terms, conditions and specifications as outlined shall be detailed complete with pricing per addition.

C.4 Bidders shall include a draft Engagement Letter with their proposal submission, which, along with the terms, conditions, and specifications outlined in the proposal submission, shall be incorporated into the agreement formed between the successful Bidder and the Township.

9. Proposal Evaluation

Proposals will be evaluated on the basis of information provided by the bidder at the time of submission as well as the previous experience of the bidder in this marketplace.

Proposals will be evaluated by an evaluation team comprised of appropriate staff members of the Township.

The evaluation team will compile a "short list" of approximately three (3) submissions and will contact those bidders for interviews if deemed necessary. The Township may ask firms to provide further information or clarification on the contents of their submissions.

The evaluation criteria may include but not be limited to the following:

.1 bidder's statement of understanding of the project
.2 auditing techniques/methodologies
THE TOWNSHIP OF PELEE
Request for Proposal External Audit Services

.3 audit timetable
.4 availability and cost of advisory services
.5 information obtained through the references provided in the submission
.6 firm’s relevant experience, as well as the project team/staff’s experience
.7 pricing
.8 interview
.9 compliance with the Proposal submission requirements

10. Conditions

The Township reserves the right to discuss any and all proposals, to request additional information from proponents and to accept or reject any or all proposals. The lowest bid proposal will not necessarily be accepted. Proposals will be evaluated and the contract awarded based on an evaluation to determine which proposal best meets the needs of the Township.

The Township retains the right to request additional information from Bidders and failure to provide such additional information may be considered a basis for rejecting proposals.

11. Additional Information Provided to Bidders

2019 Financial Statements
2019 Financial Information Return

12. Response to Questions

The Township will accept questions from proponents via email at janice.hensel@pelee.ca up to October 30, 2020.

THE TOWNSHIP OF PELEE
Request for Proposal External Audit Services

PROPOSAL PRICING FORM
Proposal Closing: 2:00 p.m., Friday, October 30, 2020
Township of Pelee
1045 West Shore Road
Pelee Island, Ontario N0R 1M0
To whom it may Concern:

I/We, the undersigned, do hereby submit our proposal to provide external audit services, in accordance with the attached proposal request as follows:

PRICE PER YEAR

2020 -
2021 -
2022 -

Other Costs *(please explain)*

Sub Total:
Harmonized Tax:
Total Bid Price (annual cost):

Company Bidding:
Address:
City:
Postal Code:
Telephone:
Fax Number:

Contact Name:
Title:
Authorized Signature:
Date:
# Township of Pelee

## List of Accounts for Approval
As of 9/24/2020

<table>
<thead>
<tr>
<th>Payment #</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Reference</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4770</td>
<td>9/16/2020</td>
<td>Allegra Marketing</td>
<td>Security Envelopes</td>
<td>257.64</td>
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<tr>
<td>4771</td>
<td>9/16/2020</td>
<td>Bell Canada, Watt Line</td>
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<td>14.12</td>
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<tr>
<td>4772</td>
<td>9/16/2020</td>
<td>Bondy Auto &amp; Truck Centre</td>
<td>2005 Dodge Ram Repairs</td>
<td>1,189.78</td>
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<tr>
<td>4773</td>
<td>9/16/2020</td>
<td>Conseil Scholaire Viamonde</td>
<td>School Board Payment 2</td>
<td>495.68</td>
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<tr>
<td>4774</td>
<td>9/16/2020</td>
<td>Delage Landen Financial Serv.</td>
<td>Copier Lease</td>
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<td>4775</td>
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<td>Employee Reimbursement</td>
<td>Travel Meal</td>
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<td>4776</td>
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<td>Flowmetrix Technical Services</td>
<td>Annual Instrument Calibration</td>
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<td>4777</td>
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<td>4778</td>
<td>9/16/2020</td>
<td>Lisa Korab</td>
<td>IC Retainer Fee</td>
<td>339.00</td>
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<td>4779</td>
<td>9/16/2020</td>
<td>Natural Resource Solutions Inc</td>
<td>BM SAR Cleanout SCF 299</td>
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<tr>
<td>4781</td>
<td>9/16/2020</td>
<td>Sentry Fire Safety Services</td>
<td>Annual Fire Ext Insp</td>
<td>1,243.29</td>
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<td>4782</td>
<td>9/16/2020</td>
<td>Sun Life Financial</td>
<td>Monthly Insurance Payments</td>
<td>643.69</td>
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<td>4783</td>
<td>9/16/2020</td>
<td>Township of Pelee-Cash</td>
<td>Petty Cash-Expenses/Xpresspost/Supp</td>
<td>311.52</td>
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<td>4784</td>
<td>9/16/2020</td>
<td>Windsor Essex Catholic</td>
<td>School Board Payment 2</td>
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<tr>
<td>4785</td>
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<td>Xerox Canada Ltd.</td>
<td>B405DN printer</td>
<td>30.56</td>
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<td>4786</td>
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<td>Caduceon Enterprises Inc.</td>
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<td>JBJ Trucking</td>
<td>Water Sample Delivery</td>
<td>22.60</td>
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<td>4788</td>
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<td>Server hardware/software-</td>
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<td>4789</td>
<td>9/24/2020</td>
<td>Vollans, E. R.</td>
<td>blade notched/oil filters</td>
<td>18.64</td>
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</tbody>
</table>

**Bank Code: General - General Bank Account**

**Computer Cheques:**

- 4770: 9/16/2020 Allegra Marketing, Security Envelopes, 257.64
- 4772: 9/16/2020 Bondy Auto & Truck Centre, 2005 Dodge Ram Repairs, 1,189.78
- 4773: 9/16/2020 Conseil Scholaire Viamonde, School Board Payment 2, 495.68
- 4774: 9/16/2020 Delage Landen Financial Serv., Copier Lease, 75.65
- 4775: 9/16/2020 Employee Reimbursement, Travel Meal, 30.83
- 4776: 9/16/2020 Flowmetrix Technical Services, Annual Instrument Calibration, 3,284.91
- 4777: 9/16/2020 Greater Essex County District, School Board Payment 2, 47,831.73
- 4778: 9/16/2020 Lisa Korab, IC Retainer Fee, 339.00
- 4779: 9/16/2020 Natural Resource Solutions Inc, BM SAR Cleanout SCF 299, 26,799.08
- 4780: 9/16/2020 Owen Sound Transportation, Travel/Freight, 298.70
- 4781: 9/16/2020 Sentry Fire Safety Services, Annual Fire Ext Insp, 1,243.29
- 4782: 9/16/2020 Sun Life Financial, Monthly Insurance Payments, 643.69
- 4783: 9/16/2020 Township of Pelee-Cash, Petty Cash-Expenses/Xpresspost/Supp, 311.52
- 4784: 9/16/2020 Windsor Essex Catholic, School Board Payment 2, 5,409.73
- 4785: 9/16/2020 Xerox Canada Ltd., B405DN printer, 30.56
- 4786: 9/24/2020 Caduceon Enterprises Inc., WSW Microcystin, 382.14
- 4787: 9/24/2020 JBJ Trucking, Water Sample Delivery, 22.60
- 4789: 9/24/2020 Vollans, E. R., blade notched/oil filters, 18.64

**Other:**

- 2020329-Man: 9/10/2020 Bell Conferencing Inc., conference line, 33.90
- 2020330-Man: 9/30/2020 Bell Canada, Campground, 133.66
- 2020331-Man: 9/11/2020 Bell Canada, Big Marsh (N) Phone, 74.42
- 2020332-Man: 9/11/2020 Bell Canada, Transfer Station, 74.42
- 2020333-Man: 9/11/2020 Bell Canada, Marina, 200.16
- 2020334-Man: 9/11/2020 Bell Canada, Office Fax, 51.88
- 2020335-Man: 9/11/2020 Bell Canada, Airport Phone, 74.42
- 2020336-Man: 9/11/2020 Bell Canada, Office Emerg Line, 65.44
- 2020337-Man: 9/11/2020 Bell Canada, Roads, 122.91
- 2020338-Man: 9/11/2020 Bell Canada, Curry Marsh Phone, 82.27
- 2020339-Man: 9/11/2020 Bell Canada, Farm Phone, 74.42
- 2020340-Man: 9/11/2020 Bell Canada, WSW Phone, 130.76
- 2020341-Man: 9/11/2020 Bell Canada, Big Marsh (W) Phone, 74.42
- 2020342-Man: 9/11/2020 Bell Canada, Office, 330.66
- 2020343-Man: 9/11/2020 Hydro One Networks Inc., CLINIC/EMS HYDRO, 681.15
- 2020344-Man: 9/11/2020 Hydro One Networks Inc., Hydro Streetlights, 231.69
- 2020345-Man: 9/11/2020 Hydro One Networks Inc., Hydro TS, 47.67
- 2020346-Man: 9/11/2020 Hydro One Networks Inc., Hydro Municipal Office, 333.85
- 2020347-Man: 9/11/2020 Hydro One Networks Inc., Hydro WSW, 475.46
- 2020348-Man: 9/11/2020 Hydro One Networks Inc., Hydro Roads, 82.39
- 2020349-Man: 9/11/2020 Hydro One Networks Inc., Hydro Airport, 76.01
- 2020350-Man: 9/11/2020 Hydro One Networks Inc., Hydro Marina Dock, 248.43
- 2020351-Man: 9/11/2020 Hydro One Networks Inc., Hydro Marina Office, 248.77
- 2020352-Man: 9/11/2020 Hydro One Networks Inc., Hydro Bonnett Building, 28.30
<table>
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<tr>
<th>Payment #</th>
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<th>Vendor Name</th>
<th>Reference</th>
<th>Payment Amount</th>
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</thead>
<tbody>
<tr>
<td>2020353-Man</td>
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<td>2020361-Man</td>
<td>9/15/2020</td>
<td>Grand &amp; Toy</td>
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<td>2020362-Man</td>
<td>9/16/2020</td>
<td>Grand &amp; Toy</td>
<td>Invoice Sheets</td>
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<td>2020363-Man</td>
<td>9/17/2020</td>
<td>Workplace Safety &amp;</td>
<td>WSIB 2nd Quarter</td>
<td>2,968.20</td>
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<td>2020364-Man</td>
<td>9/21/2020</td>
<td>Collabria VISA</td>
<td>Oxygen/Acet./Xplornet/Mass Mob/Acc</td>
<td>898.62</td>
</tr>
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<td>9/22/2020</td>
<td>Bell Mobility</td>
<td>WSW Internet</td>
<td>68.27</td>
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<tr>
<td>2020366-Man</td>
<td>9/22/2020</td>
<td>Bell Mobility</td>
<td>ESW Internet</td>
<td>32.22</td>
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Total for General: 120,066.96

Certified Correct This September 24, 2020

Mayor, Raymond Durocher  
Treasurer
September 16, 2020

MINISTRY OF MUNICIPAL
AFFAIRS AND HOUSING
17th Floor, 777 Bay street
TORONTO, ON
M7A 2J3

ATTN: THE HON. STEVE CLARK

Dear Minister Clark:

At a special meeting of council held on August 24, 2020, members discussed concerns regarding the 2018 municipal election.

In the last six weeks of the 2018 municipal election in Wollaston Township, seasonal property owners presented signed leases with family members for sleeping cabins, bunkies and sheds. The $100.00 leases added a significant number of new non-resident electors to the voters’ list.

Although concerns were raised regarding the Township’s Comprehensive Zoning By-law and non-use of the standard lease form, the leases were used as eligibility, allowing the children of seasonal property owners access to a Township election for the first time.

Because this gave the appearance of a pay to play campaign, and because the leases were with family members, and because no people actually lived in these structures that lacked hydro, running water and washroom facilities, this was reported to the OPP, who have a duty to enforce the rules and regulations of the Municipal Elections Act.

The OPP did not proceed with charges because they said there was no case law.

The following Motion was adopted:

MOTION NO.: 03
MOVED BY: TIM CONLIN
SECONDED BY: DARLENE COLTON
BE IT RESOLVED, that the Council of Wollaston Township ask Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to review the Municipal Elections Act and provide amendments to ensure that loopholes are closed on any pay to play schemes in rural communities where non-resident electors are permitted to participate in elections so that $100.00 leases do not turn into ballots for garden sheds.

AND BE IT FURTHER RESOLVED, that the County of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to review the Municipal Elections Act and provide amendments to provide clearer, stronger wording, to assist municipal Clerks in addressing issues to allow for a more definitive decision to be made when adding names to the voters' list.

AND BE IT FURTHER RESOLVED, that Council of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that there is a clear and accessible way to report election fraud.

AND BE IT FURTHER RESOLVED, that Council of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that the rules described in the Municipal Elections Act are actually enforceable even if there is not current case law.

AND BE IT FURTHER RESOLVED, that support for this resolution be sent to Premier Doug Ford, Daryl Kramp, M.P.P. for Hastings-Lennox and Addington, all Ontario Municipalities and the Association of Municipalities of Ontario.

CARRIED

Should you have any questions or concerns regarding the above, do not hesitate to contact me.

Sincerely,

BERNICE CROCKER
Clerk/Administrator

September 18, 2020

SUBJECT: Proposal to open fall wild turkey hunting seasons in Wildlife Management Units 72 and 95 beginning in 2020

Greetings,

I wanted to inform you of a recent decision on the proposal to create fall wild turkey hunting seasons in Wildlife Management Units (WMUs) 72 and 95 beginning this fall (2020).

The ministry consulted on this proposal on the Environmental Registry of Ontario (ero.ontario.ca, # 019-1985) for 47 days from June 24 to August 10. After careful consideration of all comments received, the proposed fall hunting season in WMU 72 has now been approved. The fall season in WMU 72 is the same as all other WMUs with a fall turkey hunt: the bow season runs October 1-31, and the shotgun and muzzle-loading shotgun season runs from the Tuesday after Thanksgiving Monday to the second following Sunday.

The proposed fall hunting season in WMU 95 will not proceed. During the consultation period, the Township of Pelee withdrew their request for a fall wild turkey hunting season.

Experience in Ontario and a number of other jurisdictions with fall turkey hunting seasons has shown that a fall turkey hunting season like that of Ontario is compatible with other fall recreational activities. MNRF will continue to monitor the fall hunt carefully to ensure it meets the objectives outlined in the Wild Turkey Management Plan.

If you have any questions related to these proposals, please contact wildlifepolicy@ontario.ca.

Sincerely,

Christie Curley
A/Director, Fish and Wildlife Policy Branch

Please Note: As part of providing accessible customer service, please let me know if you have any accommodation needs or require communication supports or alternate formats.
September 18, 2020

RE: Parkland Dedication, Development Charges and the Community Benefits Charges Authority

Dear Head of Council,

As you know, our government introduced the Housing Supply Action Plan last year with the goal of increasing the supply of housing across Ontario. As part of this effort, our Government introduced the community benefits charge (CBC) authority along with changes to the Development Charges Act and parkland dedication under the Planning Act.

Over the past year, the Ministry of Municipal Affairs and Housing consulted for over 300 days with municipalities, the development industry and the public on the implementation of the framework, including several aspects of the legislation and a regulatory approach. I value the input of our municipal partners.

I am writing to inform you that on September 18th, our government proclaimed the remaining amendments that were made to the Development Charges Act and the Planning Act by Bill 108, the More Homes, More Choice Act, and, Bill 197, the COVID-19 Economic Recovery Act. In addition, we have made a new regulation under the Planning Act and technical changes to regulations under the Planning Act, Development Charges Act and Building Code Act in order to finalize the framework for development charges, community benefits and parkland.

As of September 18, 2020, municipalities will have two years to transition to the new regimes. This will enable both the municipalities and builders to adjust to these changes in light of the pressures of COVID-19.

We listened to the feedback received during consultations, and that is why we are proposing to prescribe a percentage of 4% for the CBC authority that will be applied to land values to determine the maximum CBC for any particular residential development. The CBC could be used by local governments to fund capital costs of services that are needed due to higher density development and are not being recovered through other tools.
These amendments will enable growth to pay for growth, while also providing greater predictability of development costs in order to increase the supply of housing so that it is more attainable for Ontarians.

I thank you for your continued collaboration throughout the implementation of this new and enhanced framework.

Sincerely,

[Signature]

Steve Clark
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers
   Chief Planners
   Municipal Treasurers
   Kate Manson-Smith, Deputy Minister, Municipal Affairs and Housing
   Alex Beduz, Chief of Staff to Minister Clark, Municipal Affairs and Housing
   Jonathan Lebi, Assistant Deputy Minister, Local Government and Planning Policy Division
   Caspar Hall, Director, Municipal Finance Policy Branch
September 19, 2020

MEMORANDUM TO: Municipal CAOs/Clerks

SUBJECT: Enforcement and Amendments under the Reopening Ontario Act, 2020

The Ministry of the Solicitor General (ministry) would like to provide you with information on enforcement of orders and an update on amendments that have been made to the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) as well as O. Reg. 364/20 (Rules for Areas in Stage 3).

To address ongoing risks and effects of recent increase in COVID-19 cases (see the Daily Summary of Cases in Ontario for the most recent numbers), and to protect Ontario’s recovery and keep people safe across the province, the ministry encourages municipal enforcement personnel, to work collaboratively with all enforcement personnel, including police services, on appropriate enforcement of the orders. This includes considering the importance of issuing tickets under Part I and/or summonses under Part III of the Provincial Offences Act (POA), taking into account the severity of the infraction/violation of an order and the Government of Ontario’s public health intent to limit the spread of COVID-19. As a reminder, in order to help with enforcement of orders, under O. Reg. 114/20, a police officer or any other provincial offences officer may require an individual to provide the officer with the individual’s correct name, date of birth and address if the officer has reasonable and probable grounds to believe that the individual has committed an offence under subsection 10 (1) of the ROA.

O. Reg. 364/20 Amendments

Effective September 19, the new maximum number of people permitted to attend organized public events and social gatherings, except where the event is held at a place operated by a business or organization in accordance with O. Reg. 364/20, is reduced to 10 people indoors (previous limit of 50) and 25 people outdoors (previous limit of 100) in all regions (see attached). This includes functions, parties, dinners, gatherings, BBQs or wedding receptions (but not ceremonies) held in private residences, backyards, parks and other recreational areas.
Note, the new limits for indoor and outdoor gatherings described cannot be combined to form a new capacity limit. In addition, these new rules do not apply to ‘monitored’ social gatherings or organized public events; i.e., social gatherings or organized public events held at a place operated by a business or organization in accordance with O. Reg. 364/20. This includes gatherings or events held in staffed businesses and facilities such as cinemas, convention centres, banquet halls, or restaurants, as well as gyms, recreational sporting or performing arts events. This is in recognition of the fact that these facilities and events are mandated to follow very specific public health and safety guidelines to minimize risk and limit any spread of COVID-19.

In addition, an amendment to O. Reg. 364/20 has been made to include new enforcement provisions that would authorize a police officer, special constable or First Nations constable to temporarily close any premises where the officer or constable has reasonable grounds to believe that a gathering or event is in violation of any gathering limits (including those described above). Individuals are required to leave the premises if they have been temporarily closed (unless it is their place of residence). Individuals are not permitted to re-enter the premises on the same day the premises were closed unless a police officer, special constable or First Nations Constable authorizes the re-entry. Individuals who are required to leave the premises, but do not, may be ticketed or charged under the offence provisions of the ROA or charged with obstructing a peace officer under the Criminal Code of Canada.

As a reminder, all orders under the ROA are currently extended to October 22, 2020, with the following exceptions:

- The Education Sector order ended on August 31, 2020.
- The Limitation Periods order ended and limitation periods and procedural time periods that had been suspended resumed on September 14, 2020.
  - Note that this includes limitation periods related to the POA for commencing a proceeding (e.g. laying an information or filing a certificate of offence).
  - The court retains the discretion to extend POA timelines, other than those for commencing a proceeding, under s. 85 of the POA.

Please note that the following workplaces, businesses or public spaces must remain closed:

- Amusement parks and water parks;
- Buffet-style food services;
- Nightclubs, except to serve food or beverages;
- Overnight camps for children; and
- Saunas, steam rooms, bath houses and oxygen bars.

There may be additional workplaces, businesses or public spaces that are not permitted to open pursuant to municipal by-laws or First Nations by-laws.
For information about other orders that continue to be in effect and enforceable under the ROA, please visit the link to the Act on e-Laws at https://www.ontario.ca/laws/statute/20r17 and click on the “Regulations under this Act” tab.

We encourage enforcement personnel to continue to monitor www.ontario.ca/alert for information on updates to orders and order expiries/revocations.

Designated Enforcement Personnel

As was the case under the Emergency Management and Civil Protection Act (EMCPA), all police officers, First Nations Constables, and special constables may enforce orders that have been continued in effect under the ROA. In addition, the following enforcement personnel are designated to enforce orders that have been continued in effect under the ROA:

- All provincial offences officers designated by a minister of the Crown;
- All municipal law enforcement officers;
- All by-law enforcement officers of a municipality or local board of a municipality;
- All officers, employees or agents of a municipality or local board of a municipality whose responsibilities include enforcement of by-laws, Acts or regulations.

Offences and Penalties

The following offences and maximum penalties are set out under subsection 10(1) of the ROA:

“Every person who fails to comply with a continued section 7.0.2 order or who interferes with or obstructs any person in the exercise of a power or the performance of a duty conferred by such an order is guilty of an offence and is liable on conviction,

(a) in the case of an individual, subject to clause (b), to a fine of not more than $100,000 and for a term of imprisonment of not more than one year;
(b) in the case of an individual who is a director or officer of a corporation, to a fine of not more than $500,000 and for a term of imprisonment of not more than one year; and
(c) in the case of a corporation, to a fine of not more than $10,000,000.”

The orders currently in effect are continued orders under the ROA and any enforcement of orders must be done under the ROA as of July 24, 2020, when the provincial emergency declaration under the EMCPA ended. Enforcement personnel may continue to issue a ticket under Part I of the POA or a summons under Part III of the POA. A person is guilty of a separate offence on each day that an offence under subsection 10(1) occurs or continues (s. 10(2)). Therefore, a separate charge can be laid for each day an offence occurs or continues.
Despite the maximum fines set out in subsection 10(1), the court that convicts a person of an offence may increase a fine imposed on the person by an amount equal to the financial benefit that was acquired by or that accrued to the person as a result of the commission of the offence (s. 10(3)).

Note that no person can be charged with an offence under subsection 10(1) for failing to comply with or interference or obstruction in respect of an order that has been amended retroactive to a date that is specified in the amendment, if the failure to comply, interference or obstruction is in respect of conduct to which the retroactive amendment applies and the conduct occurred before the retroactive amendment was made but after the retroactive date specified in the amendment (s. 10(4)).

Proposed ROA Amendments

On September 17, 2020, proposed amendments to the ROA were introduced in order to deter individuals from hosting certain prohibited gatherings by:

- Creating a new offence for hosting or organizing a gathering in residential premises contrary to the size limits established in orders continued under ROA.
- The owner or occupier of premises, if present at the gathering, would be presumed, in the absence of evidence to the contrary, to have hosted or organized the gathering.
- Creating a minimum fine of $10,000 and following the existing maximum penalties under the ROA (see the Offences and Penalties section below for more information on the existing offence provisions and maximum fines).
- Creating authority for the Lieutenant Governor in Council to prescribe additional types of premises to which the new offence would apply.

The proposed legislative amendments, if passed, would come into force upon receipt of Royal Assent.

Thank you again for your continued support and collaboration during this challenging time.

Sincerely,

Original signed by

Richard Stubbings
Assistant Deputy Minister
Public Safety Division
CITY CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY

Resolution # 12
Date: Monday, September 14, 2020

Moved by: Carma Williams
Seconded by: Brenda Noble

WHEREAS the COVID-19 pandemic has disproportionately affected the vulnerable elderly population in Canada’s long-term care (LTC) homes and some of Ontario’s LTC homes are among those with the highest fatality rates in the country as the pandemic has exposed deplorable conditions in many LTC homes across Canada; and

WHEREAS it is the mandate of the Ministry of Long-Term Care to inspect long term care homes on an annual basis and these inspections have consistently dropped in number since 2017 with only nine completed out of 626 long term care home in 2019; and

WHEREAS residents have been endangered by personnel moving between infection zones without adequate equipment; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of North Glengarry urges the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requests that the Ministry of Long-term Care acts to regularly inspect all long term care homes, and sound infection control measures are put in place at all Ontario long term care homes and that this resolution be forwarded to Premier Ford, the Ministry of Long-term Care Merrilee Fullerton and all Ontario municipalities for consideration.

Carried

Deferred

Defeated

Mayor / Deputy Mayor
September 16, 2020

RE: TOWN OF GRAVENHURST RESOLUTION – Designation of August 1st as Emancipation Day in Canada

At the Town of Gravenhurst Committee of the Whole meeting held on September 15, 2020, the following resolution was passed:

Moved by Councillor Klinck  
Seconded by Councillor Cairns

**BE IT RESOLVED THAT** the motion from the Township of Huron-Kinloss from August 28, 2020 re designation of Emancipation Day in Canada be received;

**AND THAT** the Town of Gravenhurst supports a national designation of August 1st as Emancipation Day;

**AND FINALLY THAT** a copy of this motion is sent to all Ontario municipalities.

**CARRIED**

We trust the above to be satisfactory.

Sincerely,

*Melanie Hakl*

Melanie Hakl  
Administrative Clerk 2, Legislative Services
The Corporation of the Township of Pelee
Regular Meeting of Council
COUNCIL RESOLUTION

Date: September 28, 2020

Resolution 2020 - xx

Moved by: Seconded by:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby receives the report from the Tourism Committee and approves the “Great Lakes Waterfront Trail” map and requests the Ministry of Transportation to display on the ferry vessels to promote tourism on Pelee Island.”

RESOLUTION RESULT | RECORDED VOTE
-------------------|-------------------
CARRIED            | YES | NO
DEFEATED           |      |      
DEFERRED           |      |      
REFERRED          |      |      
PECUNIARY INTEREST DECLARED |      |      
RECORDED VOTE (SEE RIGHT) |      |      
WITHDRAWN          |      |      

MAYOR-Raymond Durocher CAO/Clerk-Janice Hensel

The above is a certified to be true copy of resolution number 2020 – XX
Janice Hensel
CAO/Clerk
The Corporation of the Township of Pelee
Regular Meeting of Council
COUNCIL RESOLUTION

Date: September 28, 2020

Resolution 2020 - xx

Moved by: Seconded by:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby receives Report 2020 – 23 EC from the Drainage Superintendent and approve the roadside ditch maintenance policy as per the attached Schedule A.”

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MAYOR-Raymond Durocher CAO/Clerk-Janice Hensel

The above is a certified to be true copy of resolution number 2020 – XX
Janice Hensel
CAO/Clerk
The Corporation of the Township of Pelee
Regular Meeting of Council
COUNCIL RESOLUTION

Date: September 28, 2020

Resolution 2020 - xx
Moved by: Seconded by:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby receives Report 2020 – 24 EC from the Drainage Superintendent and approve the municipal drain maintenance policy as per the attached Schedule A.

RESOLUTION RESULT	RECORDED VOTE
CARRIED		YES | NO
DEFEATED	
DEFERRED	
REFERRED	
PECUNIARY	
INTEREST DECLARED	
RECORDED VOTE
(SEE RIGHT)	
WITHDRAWN	

MAYOR-Raymond Durocher	CAO/Clerk-Janice Hensel

The above is a certified to be true copy of resolution number 2020 – XX
Janice Hensel
CAO/Clerk
The Corporation of the Township of Pelee
Regular Meeting of Council
COUNCIL RESOLUTION

Date: September 28, 2020

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<th>Resolution 2020 - xx</th>
<th>Moved by:</th>
<th>Seconded by:</th>
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“Be it resolved that the Council of the Corporation of the Township of Pelee hereby receives Report 2020 – 25 EC from the Drainage Superintendent and agree to proceed to complete maintenance works to the Gardner and Huffman Drains pursuant to the dimensions and elevations provided in the current engineer’s reports.”

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MAYOR-Raymond Durocher CAO/Clerk-Janice Hensel

The above is a certified to be true copy of resolution number 2020 – XX
Janice Hensel
CAO/Clerk
The Corporation of the Township of Pelee  
Regular Meeting of Council  
COUNCIL RESOLUTION

Date: September 28, 2020

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“Be it resolved that the Council of the Corporation of the Township of Pelee hereby receives Report No. 2020 – 26 MF: 2020 Budget to Actual Report as at September 24, 2020.”

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MAYOR-Raymond Durocher  CAO/Clerk-Janice Hensel

The above is a certified to be true copy of resolution number 2020 – XX
Janice Hensel
CAO/Clerk
The Corporation of the Township of Pelee
Regular Meeting of Council
COUNCIL RESOLUTION

Date: September 28, 2020

Resolution 2020 - xx
Moved by: Seconded by:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby receives Report No. 2020 – 27 JH and authorize the execution of a Request for Proposal for External Audit Services.”

RESOLUTION RESULT | RECORDED VOTE
---|---
CARRIED | YES | NO
DEFEATED |
DEFERRED |
REFERRED |
PECUNIARY INTEREST DECLARED |
RECORDED VOTE (SEE RIGHT) |
WITHDRAWN |

MAYOR-Raymond Durocher CAO/Clerk-Janice Hensel

The above is a certified to be true copy of resolution number 2020 – XX
Janice Hensel
CAO/Clerk
The Corporation of the Township of Pelee  
Regular Meeting of Council  
COUNCIL RESOLUTION

Date: September 28, 2020

Resolution 2020 –

Moved by: Seconded by:

“Be it Resolved that the Council of the Township of Pelee hereby consents to the following item:

i. Disbursements as at September 24, 2020 in the amount of $120,066.96.”

The above is a certified to be true copy of resolution number 2020 – xx

Janice Hensel
CAO/Clerk
THE CORPORATION OF THE TOWNSHIP OF PELEE

BY-LAW: 2020 – 30

“CONFIRMATION OF PROCEEDINGS”

(September 28th, 2020)

A by-law to confirm the proceedings of Council

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

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

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

1. That the action of the Council at its Council meeting held on the 28th day of September, 2020 in respect to each motion, resolution and other action passed and taken by Council is hereby adopted, ratified and confirmed; save and except resolutions resulting from closed meetings.

2. That the Mayor and the proper Officers are hereby authorized and directed to execute all documents as may be necessary and the Clerk is authorized and directed to affix the Corporate Seal to all such documents.

3. That this by-law shall be cited as the “Confirmation of Proceedings By-law” (September 28th, 2020)

4. That this by-law shall come into force and take effect on the date of passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 28th day of September, 2020.

____________________________
MAYOR, Raymond Durocher

____________________________
CAO/Clerk, Janice Hensel