

 THE CORPORATION OF THE  
*Township Of Pelee*  
REGULAR MEETING OF COUNCIL

**AGENDA**

**Tuesday December 12, 2023, 6:00 pm**  
**Electronic Meeting via Zoom**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81591576552?pwd=eUITc3NMK0c4eTRVcWhlOEI2MHdnUT09>

Meeting ID: 815 9157 6552

Passcode: 498681

Dial by your location

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**1. Call to Order**

*Chair to call the Meeting to order as soon after the hour fixed for the meeting as a quorum is present. Stating meeting type, date and time.*

**2. Amendments to the Agenda**

*Any changes, additions or deletions from the agenda shall be mentioned at this time.*

**3. Disclosure of Pecuniary Interest**

*It is the responsibility of each Member at a Meeting to identify any conflict of interest/pecuniary interest, as set out in the Municipal Conflict of Interest Act, in any matter that is the subject of consideration at the Meeting.*

**4. Confirmation of Previous Minutes**

*Confirmation of the previous minutes of council. Motion shall be made to approve Minutes.*

A. Regular Meeting of Council – November 28, 2023.

**5. Delegations**

*A list of registered delegates is provided to Council in advance of the meeting. If the delegate is unable to attend the meeting in person a review of the written submission can be made by Council in their absence at the scheduled meeting.*

**6. Matters Subject to Notice**

*Items such as Official Plan and Zoning By-Law amendments, Court of Revision, etc.*

**7. Closed Session**

*List of any items to be discussed in Closed Session, including general item and section of Municipal Act approving the discussion.*

## **8. Consent Agenda**

*Items listed in the “Consent Agenda” may include Staff information reports which do not require a decision, Staff reports with recommendations which are considered minor or non-controversial, minutes of committees, adoption of accounts, and/or communications.*

*If a Member wishes to speak to an item on the Consent Agenda, or wishes to amend a recommendation of any item(s) on the Consent Agenda, the Member shall request the item(s) be removed for subsequent consideration.*

- A. Chatham-Kent re: 2023 Ontario Works Rate
- B. MNR Technical Bulletin
- C. Municipality of Tweed re: One-third Funding Agreements
- D. Town of Amherstburg re: Cigarette Producers Responsibility
- E. Township of Coleman re: Conservation Officers
- F. Township of Puslinch re: amendments to Income Tax Act – Volunteer Firefighters
- G. Disbursements
- H. Hunting and Fishing Committee minutes – November 7, 2023

## **9. Reports**

*Items that require a decision and/or may be cause for debate to some extent.*

- A. Community Emergency Management Coordinator – Kristine Horst**
  - i. Report No. 2023-75 KH – Emergency Response Plan
- B. Interim Clerk – Mary Masse**
  - ii. Report No. 2023-76 MM – Quarterly Building Report (July to Oct)

## **10. Notices of Motion**

*Notices of Motion shall be given in writing to the Clerk not later than 7 days prior to the next regular meeting so that the matter may be included in the Council agenda package for consideration and debate at the upcoming Council meeting.*

*Notices of Motion introduced during a Meeting will be read out to the Members, and recorded in the Minutes, but will be placed on the agenda for the next Meeting unless time sensitive or in an emergency.*

## **11. Recognitions and Announcements**

*Opportunity for any Township or community recognitions or announcements to be made.*

## **12. By-Laws**

*No By-Law, except a By-Law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by Council.*

- A. By-law 2023-75 – Being a by-law to authorize the Mayor and Clerk to execute an agreement with DRW NX Co.**
- B. By-law 2023-76 – Being a by-law to adopt the Township of Pelee Emergency Response Plan (ERP)**

**C. By-law 2023-77 - Being a by-law to confirm the proceedings of Council for  
December 12, 2023**

**13. Adjournment**

*Chair shall adjourn Meeting after Council rises from Closed session*



THE CORPORATION OF THE  
*Township Of Pelee*  
REGULAR MEETING OF COUNCIL  
MINUTES

**TUESDAY, November 28, 2023  
6:00 PM**

**Virtual meeting**

Members of Council: Mayor Cathy Miller  
Deputy Mayor Dayne Malloch  
Councillor Dave De Lellis  
Councillor Stephanie Crawford  
Councillor Michelle Taylor

Members of Administration: Interim Clerk Mary Masse  
Treasurer Michelle Feltz

Others Present: Members of the Public

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**1. CALL TO ORDER**

Mayor Cathy Miller called the Meeting to order at 6:05 p.m.

**2. AMENDMENTS TO THE AGENDA**

The Mayor indicated that item 9a) i) Report 2023-72 MF will be brought forward for discussion directly following the ERCA presentation.

**3. DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of interest noted at this time.

**4. CONFIRMATION OF PREVIOUS MINUTES**

**A. Regular Minutes November 14, 2023**

**Resolution 2023 – 245**

**Moved By:** Councillor Dave DeLellis  
**Seconded By:** Councillor Michelle Taylor

**That the November 14, 2023 Regular Meeting of Council Minutes BE ADOPTED.**

**CARRIED**

## 5. DELEGATIONS

- a) **Tourism Windsor Essex Pelee Island (TWEPI) – Gordon Orr, CEO, Lynnette Bain, Vice President Destination Development and Jason Toner, Director of Marketing and Communications re: Plans for 2024**

The delegation presented their annual report to Council. Mr. Orr thanked the Mayor and the Destination and Development Committee for their participation with TWEPI.

- b) **Essex Region Conservation Authority (ERCA) - Tim Byrne, CAO/Secretary-Treasurer and Shelley McMullen, CFO/Director of Finance and Corporate Services re: Municipal Cost Apportioning Agreement for Category 3 (Non-Mandatory Services) and ERCA 2023 Annual report video.**

The delegation presented information regarding the service agreement and the importance of continuing the historic programs that have been in place on Pelee Island since 1973.

Councillor DeLellis questioned if ERCA has any projects planned for the Stone Road property. Mr. Byrne advised that an annual visit is undertaken to review signage and maintenance required and indicated that the controlled burns in the area face some challenges.

The Mayor advised that the shoreline between Stone Road and Cooper Road has become impassible and questioned whether any remediation work could be undertaken with available funding. Mr. Byrne responded that he would review the area in question and determine if any required work would be eligible for funding.

Deputy Mayor Malloch thanked Mr. Byrne and his staff for the quick responses provided for permits issued to Pelee Island property owners.

9.

- i. **Treasurer Michelle Feltz Report 2023-72 MF ERCA Non-Mandatory Service Agreement**

Treasurer Feltz reviewed the report and recommendation with Council.

### **Resolution 2023 – 246**

**Moved By:** Councillor Stephanie Crawford

**Seconded By:** Councillor Dave DeLellis

1. **The report from the Treasurer dated November 22, 2023 regarding the Essex Region Conservation Authority Non-Mandatory Service Agreement BE RECEIVED;**

2. **A by-law authorizing the execution of a “Cost Apportioning Agreement” with the Essex Region Conservation Authority regarding the Township’s funding contribution for various non-mandatory Essex Region Conservation Authority programs and services for the four-year term January 1, 2024, to December 31, 2027, be prepared and considered for adoption at the Regular Council meeting of December 12, 2023.**

**CARRIED**

## **6. MATTERS SUBJECT TO NOTICE**

## **7. CLOSED SESSION**

The Mayor indicated that Council will move into closed session in accordance with the Municipal Act at the end of the regular order of business to obtain advice that is subject to solicitor-client privilege and information that has been supplied in confidence and which if disclosed could significantly prejudice the competitive position or interfere significantly with negotiations and which is related to a proposed or pending acquisition or disposition of land by the municipality or local board

## **8. CONSENT AGENDA**

- A. Destination and Development Committee – October 11, 2023 minutes
- B. Disbursements
- C. Prince Edward County re- livable income
- D. Prince Edward County re: Source Water Protection
- E. Shuniah resolution re: enforcement of engine brakes and unnecessary noise
- F. South Bruce re: OASIS
- G. Town of Aylmer resolution re: amendments to residential tenancies act
- H. MTO/OSTC minutes November 15, 2023

### **Resolution 2023 – 247**

**Moved By: Councillor Michelle Taylor**

**Seconded By: Councillor Stephanie Crawford**

**That Consent Agenda items 8. A to 8. H be received.**

**CARRIED**

## **9. REPORTS**

### **A. Treasurer – Michelle Feltz**

- i. Report No. 2023-72 MF – ERCA Non-Mandatory Service Agreement  
The report was reviewed under item 5b) of the agenda.

- ii. Report No. 2023-73 MF – Amendment to Fees and Charges By-law

**Resolution 2023-248**

**Moved by: Councillor Michelle Taylor**  
**Seconded by: Councillor Dave DeLellis**

1. The report from the Treasurer dated November 22, 2023 regarding an amendment to the Fees and Charges By-Law BE RECEIVED;
2. The amendment of fees BE ADOPTED by By-Law at the November 28, 2023 Regular Meeting of Council.

**CARRIED**

- iii. Report No. 2023-74 Admin – 2023 Hunt Summary and 2024 recommendations

Councillor DeLellis questioned the need to cap the transfer of licenses to 325 and suggested that the limit could have an impact on hunters financially when weather interferes with the scheduled hunts.

Administration suggested that if a seasonal hunt is impacted by severe weather a further recommendation can be presented to Council for consideration.

**Resolution 2023-249**

**Moved By: Councillor Stephanie Crawford**  
**Seconded By: Councillor Michelle Taylor**

1. The report from the Administration dated November 20, 2023, on the 2023 Pheasant Hunt Summary & 2024 Hunt Recommended Date and Fees BE RECEIVED;
2. Main Hunt and Clean Up Hunt dates and prices as recommended in this report, as well as setting a maximum of 300 licence sales per hunt BE APPROVED; and
3. Administration BE DIRECTED to commence sales of 2024 Pheasant Hunt licences on December 20<sup>th</sup>, 2023, closing April 1<sup>st</sup>, 2024, from main hunt licence sales and closing November 29<sup>th</sup>, 2024, for clean-up licence sales.

**CARRIED**

**10. NOTICES OF MOTION**

## 11. RECOGNITIONS AND ANNOUNCEMENTS

The Mayor thanked Cassie Hamill for her assistance with the virtual open house recently held on November 16<sup>th</sup> and for assistance with the Council meeting this evening.

## 12. BY-LAWS

By-Law 2023 –73; Being a By-law to Amend the Fees and Charges By-law

### **Resolution 2023 - 250**

**Moved By: Deputy Mayor Dayne Malloch**

**Seconded By: Councillor Michelle Taylor**

**That the Council of the Corporation of the Township of Pelee hereby adopt By-Law 2023 – 73; Being a by-law to amend the Fees and Charges Bylaw.**

**CARRIED**

By-law 2023-74; Being a By-Law to confirm the proceedings of the November 28, 2023 meeting of Council

### **Resolution 2023 - 251**

**Moved By: Councillor Stephanie Crawford**

**Seconded By: Deputy Mayor Dayne Malloch**

**That By-law 2023-74 being a By-Law to confirm the proceedings of the November 28, 2023 meeting of Council is hereby adopted**

**CARRIED**

## 13. CLOSED SESSION AND ADJOURNMENT

The Mayor announced a recess at 6:53 in advance of moving into closed session at 7:02 p.m.

Council rose from closed session and the Mayor adjourned the regular meeting of Council at 7:30 p.m.

Original Signed by: \_\_\_\_\_

**Catherine Miller,  
Mayor**

Original Signed by: \_\_\_\_\_

**Mary Masse, Interim  
Clerk**



The Corporation of the Township of Pelee  
 Regular Meeting of Council  
 COUNCIL RESOLUTION

Date: December 12 2023

Resolution 2023 –	
Moved by:	Seconded by:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby confirm the Regular Council minutes of November 28, 2023.”

RESOLUTION RESULT		RECORDED VOTE		
X	CARRIED		YES	NO
	DEFEATED			
	DEFERRED			
	REFERRED			
	PECUNIARY INTEREST DECLARED			
	RECORDED VOTE (SEE RIGHT)			
	WITHDRAWN			
MAYOR – CATHERINE MILLER		INTERIM CLERK-MARY MASSE		

<p>The above is a certified to be true copy of resolution number 2023 –</p> <p>Mary Masse          Interim Clerk</p>
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December 7, 2023

The Honourable Doug Ford  
Premier of Ontario  
Via email: [Premier@ontario.ca](mailto:Premier@ontario.ca)

The Honourable Michael Parsa  
Minister of Children, Community and Social Services  
Via email: [MinisterMCCSS@ontario.ca](mailto:MinisterMCCSS@ontario.ca)

MPP Trevor Jones  
Chatham-Kent-Leamington  
Via email: [trevor.jones@pc.ola.org](mailto:trevor.jones@pc.ola.org)

Dear Premier Ford, Minister Parsa and MPP Jones:

**RE: Ontario Works Rates**

On November 6, 2023, after much discussion on increased homelessness in Chatham-Kent, Councillor Marjorie Crew made the following motion that was passed unanimously by the Mayor and Council of the Municipality of Chatham-Kent:

*“That Council prepare a letter addressed to the Premier of Ontario, the Minister of Children, Community and Social Services, as well as local MPPs to strongly recommend that accommodation rates of social assistance payments increase to the Average Market Rent (for all types of rentals) for recipients of Ontario Works Assistance and the Ontario Disability Support Program. And that a copy of this letter be sent to AMO, ROMA, aIPHa and all Councils in Ontario”.*

In Chatham-Kent:

- 1) Total homelessness has been gradually increasing since November 2022.
  - (a) Pre-pandemic, it was decreasing through Employment and Social Services' 'Housing First' approach, coordinated access system and a 'By Name List'.
- 2) The percentage of individuals experiencing homelessness in our community have identified as staying outdoors doubled in 2023 from 2022.
- 3) The average housing move-ins has been steadily declining each month.
- 4) On average, the number of new individuals (never previously identified as experiencing homelessness) added to the By Name List each month has increased from 2022.
- 5) The average market rent is \$1,522 for a one-bedroom apartment and a single person on Ontario Works receives a maximum of \$390 toward accommodation costs.

Cont'd...

Homelessness is increasing in Chatham-Kent and the well-being of our residents is decreasing. Since 2018, the Ontario Works rates have been frozen and yet the caseload in Chatham-Kent has only increased. If the goal was to drive more people into the workforce it is not working, but instead driving more people into homelessness. Nearly 80% of people accessing emergency shelter have social assistance as their main source of income. We cannot build affordable housing fast enough and need upstream issues like social assistance rates to be resolved to stop our community members from slipping into homelessness. Homelessness has resulted in significant pressures and costs on many of our services including Police, Fire Services, Paramedics, Public Works, Parks and Social Services. Unhoused residents are suffering, and property taxpayers are seeing significant asks from the 2024-2027 budgets to mitigate the challenges of homelessness.

In recent years, housing was determined to be a human right by both the Federal and Provincial governments and thus income maintenance programs should have housing allowances that reflect actual expenses. Other income programs have increased, yet Ontario Works particularly has remained far below the poverty line with no increase since 2017. In 1995, social assistance rates were slashed by 21.6% and have only increased by 41%. At the same time \$1.00 in 1995 has the same buying power as \$1.81 today, so inflation over that period has been over 80% - however, the Ontario Works rate has increased by only about 41% (half of inflation rate) for a single person in the past 28 years (5,6). People who have had to find new housing in today's rental market, experience a higher rate of inflation as they are required to pay rents that have increased by approximately 133% in that time period.

For these reasons and the fact that Ontario social assistance rates are one of the lowest of provinces in Canada, we ask that the Province of Ontario raise social assistance rates, especially Ontario Works Assistance significantly using the Average Market Rent to determine accommodation limits. This will provide social assistance recipients the opportunity to stay housed and be well, potentially re-joining the workforce and reduce the burden on community programs and municipal services. Our downtowns and parks can return to what we all enjoyed in smaller cities like ours only a few years ago. An investment in our citizens who are vulnerable is expected to create savings in almost every other sector.

Sincerely,



Darrin Canniff, Mayor/CEO  
Municipality of Chatham-Kent

C: Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
alPHa  
Ontario Councils

**Ministry of Natural Resources and Forestry**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles et des Forêts**

Direction des politiques de planification et d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

Good Morning,

Today, the government posted a decision notice to the [Environmental Registry of Ontario](#) finalizing the “[Technical bulletin - Flooding hazards: data survey and mapping specifications](#)”.

This new technical bulletin is to be applied when delineating the flooding hazard through mapping new, or updating existing, maps. It is intended to assist technical personnel experienced in mapping and geomatics in undertaking flood hazard surveying and mapping in Ontario and to serve as the definitive source of flood hazard data, survey and mapping guidance for use in Ontario.

Feedback on the draft technical bulletin was accepted from July 4th until September 5th, 2023. Feedback was for the most part supportive of the criteria and guidance provided in the Technical Bulletin. Comments received supported the additional clarity with regards to the necessary data considerations and mapping specifications to support flood hazard identification in Ontario. There was broad support for the Technical Bulletin providing flood hazard mapping recommendations, but not being a set of mandatory instructions to be applied in all circumstances.

Expanded guidance and clarification was provided for using surveyed and remotely sensed channel bathymetry and floodplain surface topography, to support the use of different types of models. Clarification and guidance related to vertical and horizontal datum transformations to the CGVD2013 datum (see Section 3.0 of Technical Bulletin), and associated limitations on the conversion process were sought however, MNRF endeavours to update this Technical Bulletin in the future to align with and reference pending Government of Ontario Information and Technology Standards.

Other additional comments received will be revisited in future revisions of this Technical Bulletin as future associated Technical Bulletins (e.g., hydrology and hydraulics methods) are released and new content can be added. The Ministry intends to keep this and other future natural hazard technical bulletins in an ‘evergreen’ state and update as new science and methods emerge.

As committed to in Ontario's Flooding Strategy, MNRF is in the process of updating other natural hazard technical guidance and anticipates additional documents to be released for public comment over the coming months and years.

Sincerely,

Jennifer Keyes  
Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

Municipality of Tweed Council Meeting  
Council Meeting



Resolution No.

665

Title:

Councillor J. Flieler

Date:

Tuesday, November 14, 2023

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Moved by

J. Flieler

Seconded by

P. Valiquette

WHEREAS Municipalities are facing ever increasing demands for services along with demands for repairs, maintenance, and replacement of existing infrastructure to the detriment of the tax paying public they serve as the cost of living continues to rise throughout the country;  
AND WHEREAS the Federal and Provincial governments in the past contributed through partnerships to fund projects that have been out of the financial reach of small municipalities;  
AND WHEREAS these 1/3 funding agreements have been instrumental in allowing municipalities to adequately plan and execute projects to protect the aging infrastructure already in place;  
AND WHEREAS the Municipality of Tweed has successfully completed more than 19 capital projects using these funding scenarios over the years;  
AND WHEREAS it is incumbent upon our Federal and Provincial governments to assist municipalities with limited access to funding except through municipal taxes to re-establish this very important funding stream;  
NOW THEREFORE BE IT RESOLVED THAT Council lobby the relevant Federal and Provincial representatives to bring these concerns to the forefront;  
AND FURTHER, that Council consider making a Delegation at the 2024 ROMA Conference;  
AND FURTHER, that copies be sent to MP Kramp-Neuman, MPP Bresee, the Hastings County Warden, the Association of Municipalities of Ontario, and all Ontario municipalities.

**Carried**



# The Corporation of The Town of Amherstburg

November 21, 2023

SENT VIA EMAIL

Premier of Ontario  
Legislative Building  
Queens Park  
Toronto, ON, M7A 1A4  
VIA EMAIL: [premier@ontario.ca](mailto:premier@ontario.ca)

Attn: The Honourable Doug Ford Premier of Ontario

Re: Cigarette Producer Responsibility

Dear Premier Ford,

At its meeting on November 13, 2023 the Town of Amherstburg Council considered a resolution passed by the Council of the Corporation of The Township of The Archipelago in support of amending legislation to ensure cigarette manufacturers are responsible for the collection, recycling, and proper disposal of cigarette waste and passed the following resolution:

Resolution # 20231113-009

**Moved By** Councillor Allaire  
**Seconded By** Councillor Pouget

That a letter of support for item 16.1 - Township of The Archipelago | Resolution 2023-178 Cigarette Producer Responsibility **BE SENT** to all municipalities and the appropriate Minister.

Sincerely,

Michael Prue, Mayor  
Town of Amherstburg



Resolution  
Regular Council Meeting



**Agenda Number:** 9.4.  
**Resolution Number** 23-371  
**Title:** 23-R-49 Letter of Support - Conservation Officer Reclassification  
**Date:** Monday, November 20, 2023

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**Seconded by:** M. Lubbock

**Moved by:** S. Cote

WHEREAS Ontario has 196 field Conservation Officers including 6 canine handlers who provide protection to Municipalities Natural Resources and uphold public safety by enforcing hunting and firearm laws and investigate gruesome injuries and even deaths that result from hunting-related accidents; in addition, Conservation Officers are often First Responders and ensure public safety by facilitating evacuations and enforcing Emergency Area orders during forest fires during record breaking wildfires such as we witnessed this past summer; and

WHEREAS Conservation Officers perform comparable work to Police Officers and other Enforcement Officers within the province and are professional, armed Peace Officers trained to police standards and undergo the same training; and

WHEREAS Ontario Municipalities are required that their constituents are informed, and their interests are safeguarded and ensure they have access to outreach and natural resources compliance services; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Coleman does here by support the Ontario Conservation Officer's Association (OCA) in their efforts to have Conservation Officers in the Province of Ontario reclassified as Enforcement Officers and be compensated fairly; and

FURTHER request the support of all Ontario Municipalities; and

FURTHERMORE, THAT this resolution with a letter of support be forwarded to Ontario Premiere Doug Ford, the Minister of Natural Resources Graydon Smith, the Local Provincial Member of Parliament (MPP) John Vanthof, Temiskaming Municipal Association and the Federation of Northern Ontario Municipalities.

**CARRIED**

**YES: 4**

**NO: 0**

**ABSENT: 0**

S. Cote

M. Lubbock

P. Rieux

L. Perry

Certified True Copy

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Christopher W. Oslund  
CAO/Clerk - Treasurer





Municipality of Wawa  
40 Broadway Ave,  
Wawa Ontario,  
POS 1K0  
VIA EMAIL:  
[info@wawa.ca](mailto:info@wawa.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

December 4, 2023

RE 6.13 Municipality of Wawa Resolution regarding Amendments to the Income Tax Act

Please be advised that Township of Puslinch Council, at its meeting held on November 29, 2023 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2023-382:**

Moved by Councillor Sepulis and  
Seconded by Councillor Goyda

That the Consent Agenda item 6.13 listed for NOVEMBER 29, 2023 Council meeting be received; and

Whereas the Township of Puslinch Council supports the Municipality of Wawa Resolution Regarding Bill C-310, Amendments to Income Tax Act;

Therefore, that Council directs staff to send a support resolution accordingly.

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Justine Brotherston,  
Municipal Clerk

Cc: Association of Fire Chiefs of Ontario,  
Algoma Mutual Aid Association,  
Association of Municipalities of Ontario,  
Ontario Municipalities



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23265	Meeting Order: 10
Moved by: [REDACTED]	Seconded by: [REDACTED]

**WHEREAS** Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and

**WHEREAS** many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and;

**WHEREAS** without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and;

**WHEREAS** in 2013, the federal government initiated a tax credit recognizing these individuals, and calling on the federal government to increase this tax credit from \$3,000 to \$10,000; and;

**WHEREAS** volunteer firefighters account for 71% of Canada's total firefighting essential first responders;

- The tax code of Canada currently allows volunteer firefighters and search and rescue volunteers to claim a \$3,000 tax credit if 200 hours of volunteer services were completed in a calendar year;
- This works out to a mere \$450 per year, which we allow these essential volunteers to keep of their own income from their regular jobs, \$2.25 an hour;
- If they volunteer more than 200 hours, which many do, this tax credit becomes even less;
- These essential volunteers not only put their lives on the line and give their time, training and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required;

*p.2...*



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

- It would also help retain these volunteers in a time when volunteerism is decreasing.

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Wawa call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000; and;

**FURTHERMORE THAT** a copy of the resolution be shared with the Association of Fire Chiefs of Ontario, Algoma Mutual Aid Association, Association of Municipalities of Ontario and all Ontario municipalities.

RESOLUTION RESULT		RECORDED VOTE	
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	
<input type="checkbox"/>	DEFEATED	Mitch Hatfield	YES NO
<input type="checkbox"/>	TABLED	Cathy Cannon	
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon	
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann	
<input type="checkbox"/>	WITHDRAWN	Joseph Opato	

Disclosure of Pecuniary Interest and the general nature thereof.

- Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL

Report Date  
12/05/2023 2:41 PM

Township of Pelee  
**List of Accounts for Approval**  
As of 12/05/2023  
Batch: 2023-00182 to 2023-00190

Page 1

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

Computer Cheques:

6361	11/21/2023	Cathy Miller	Travel Toronto-Partial Reim	309.19
6362	11/21/2023	Ontario Valve Repair Service	West Water Pump Repair	1,131.19
6363	11/21/2023	Employee Reimbursement	Safety Boots	158.19
6364	11/24/2023	Dowler-Karn	Propane	4,543.43
6365	11/24/2023	Economy Rental Centre	Chainsaw	415.77
6366	11/24/2023	Owen Sound Transportation	Travel/Freight	1,754.28
6367	11/29/2023	Delta Power Equipment	Equip Maint.	68.51
6368	11/29/2023	Minister of Finance	OPP LSR November	12,406.00
6369	11/29/2023	Owen Sound Transportation	Freight/Travel	397.50
6370	11/29/2023	R & R Electrical Services	Capacitors for Pump	42.94
6371	11/29/2023	Royal Canadian Legion	Venue Rental	1,050.00
6372	11/29/2023	WSP Canada Inc.	Monitoring	7,109.73
6373	11/30/2023	CF Industrial	Annual Insp/Repair	10,570.97
6374	11/30/2023	D & T Auto Parts	Oil Filter	1,988.26
6375	11/30/2023	Recipient	Potable Water Fund	250.00
6376	11/30/2023	JBK Trucking	Water Testing	33.05
6377	11/30/2023	Recipient	Potable Water Fund	250.00
6378	11/30/2023	Employee Reimbursement	Supplies	100.83
6379	11/30/2023	Recipient	Potable Water Fund	250.00
6380	11/30/2023	Strongco Equipment	Volvo Service	3,508.86
6381	12/05/2023	D & T Auto Parts	2004 GMC	227.57
6382	12/05/2023	Recipient	Potable Water Fund	250.00
6383	12/05/2023	Software N Systems Computing	Backup Drive	124.30

Other:

2023617-Man	11/21/2023	Grand & Toy	Supplies	346.20
2023618-Man	11/21/2023	Grand & Toy	Supplies	659.80
2023619-Man	11/22/2023	Bell Canada	Campground	143.90
2023620-Man	11/24/2023	Green Shield Canada	Benefits	7,308.64
2023621-Man	11/27/2023	TD Canada Trust	Loan Payment-Broadband	259,669.63
2023622-Man	12/04/2023	Bell Mobility	Cellphones/Wifi	372.33
2023623-Man	12/05/2023	GFL Environmental Inc.	Bin Rental/Removal	10,879.52

Total for General: 326,320.59

Certified Correct This December 5, 2023

\_\_\_\_\_  
Mayor, Catherine Miller

\_\_\_\_\_  
Treasurer, Michelle Feltz



## HUNTING & FISHING COMMITTEE MEETING

### MINUTES

TUESDAY, NOVEMBER 7, 2023

4:30PM

### VIA ZOOM

Members of Committee: Councillor Stephanie Briggs-Crawford  
Councillor Michelle Taylor  
Martin LaCroix  
Cindy Osadzuk  
Sondi Ryerse  
John Sim - ABSENT

Members of Administration: Administrative Assistant Cassie Hamill  
Treasurer Michelle Feltz

Others Present: Members of the Public

---

#### 1. CALL TO ORDER

Councillor Stephanie Briggs-Crawford called the Hunting & Fishing Committee Meeting to order at 4:30 p.m. with all members but one present.

#### 2. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

#### 3. DISCLOSED OF PECUNIARY INTEREST

There were no disclosures of interest.

#### 4. CLOSED SESSION

##### **Resolution 2023 – HF-01**

**Moved By:** Sondi Ryerse

**Seconded By:** Cindy Osadzuk

**That the Hunting & Fishing Committee, pursuant to Section 239 (3.1) of the Municipal Act, 2001, at 4:30 p.m. enter into Closed Session to address the following item:**

**Committee Orientation: A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:**

- i) The meeting is held for the purpose of educating or training the members.**
- ii) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).**

**CARRIED**

#### **A. Committee Orientation**

Michelle Feltz lead an orientation and training for members of the committee.

#### **Resolution 2023 – HF02**

**Moved By:** Sondi Ryersee

**Seconded By:** Councillor Michelle Taylor

**That the Hunting & Fishing Committee rise from closed and reconvene in open session at 5:01 p.m.**

### **5. REPORTS/DISCUSSIONS**

#### **A. 2023 Pheasant Hunt Package Review**

Cassie Hamill went over the 2023 Pheasant Hunt Package. Cassie asked for suggestions for the 2024 package. Committee members have until November Monday, November 27<sup>th</sup>, 2023 at 12p.m. to submit suggestions for the 2024 package.

#### **B. 2022 & 2023 Main Hunt Review**

Cassie Hamill presented the 2022 & 2023 Main Hunt numbers.

#### **C. Committee Member Input Discussion**

Councillor Stephanie Briggs-Crawford asked the members what they are hoping to get out of the Hunting & Fishing Committee. Members listed a few items each on what they want from the committee.

## **6. NOTICES OF MOTION**

There were no notices of motion.

## **7. RECOGNITIONS AND ANNOUNCEMENTS**

There were no recognitions or announcements.

## **8. ADJOURNMENT**

Hunting & Fishing Committee Meeting adjourned at 5:35 p.m.

Original Signed By:

**Stephanie Briggs-Crawford,  
Councillor**

Original Signed By:

**Cassie Hamill,  
Administrative Assistant**



The Corporation of the Township of Pelee  
 Regular Meeting of Council  
 COUNCIL RESOLUTION

Date: December 12, 2023

Resolution 2023 –	
Moved by:	Seconded by:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby receive Consent Agenda items 8a) through 8 h )

RESOLUTION RESULT		RECORDED VOTE		
X	CARRIED		YES	NO
	DEFEATED			
	DEFERRED			
	REFERRED			
	PECUNIARY INTEREST DECLARED			
	RECORDED VOTE (SEE RIGHT)			
	WITHDRAWN			
MAYOR – CATHERINE MILLER		INTERIM CLERK – MARY MASSE		

The above is a certified to be true copy of resolution number 2023 –

Mary Masse  
 Township Administrator & Clerk



THE CORPORATION OF THE  
*Township Of Pelee*  
THE CORPORATION OF THE TOWNSHIP OF PELEE  
Report 2023-75 KH

<b>Author's Name: Kristine Horst</b>	<b>Report Date: December 4, 2023</b>
<b>Resolution #:</b>	<b>Date to Council: December 12, 2023</b>

**To: Mayor and Members of Council**

**Subject: Township of Pelee Emergency Response Plan**

**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Community Emergency Management Coordinator (CEMC) dated December 4, 2023, on the amended Emergency Response Plan **BE RECEIVED**; and
2. The Emergency Response Plan **BE ADOPTED** by By-Law at the December 12<sup>th</sup> Regular Meeting of Council.

**2. BACKGROUND:**

The *Emergency Management and Civil Protection Act* (EMCPA) and its supporting Regulation 380/04 (O Reg 380/04) provide a number of requirements for both ministries and municipalities to be compliant with on an annual basis. Items include as follows:

- Appoint a Community Emergency Management Coordinator;
- Establish an Emergency Management Program Committee;
- Develop and review a Hazard Identification and Risk Assessment;
- Develop and review a Critical Infrastructure List;
- Develop and review a Municipal Emergency Plan (Emergency Response Plan);
- Establish a Municipal Emergency Control Group;
- Establish an Emergency Operations Centre;
- Appoint an Emergency Information Officer;
- Develop and provide public education;
- Conduct an annual review of the Emergency Management Program; and
- Adopt any necessary Emergency Management Program By-law(s)

As per the Emergency Management and Civil Protection Act (EMCPA), *the emergency plan that*

*a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan. An emergency response plan shall,*

- a. assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan;*
- b. set out procedures for notifying the members of the municipal emergency control group of the emergency.*

The basic contents included in an emergency response plan are as follows:

- Introduction
- Aim
- Legislative Authority
- Notification Procedure
- Emergency Operations Centre (EOC)
- Telecommunications
- Municipal Emergency Control
- Emergency Information
- Resources Directory
- Mutual Assistance and Special Arrangements
- Plan Maintenance and Distribution

During the 2023 annual review of the Township of Pelee's Emergency Management Program, it was determined the Emergency Response Plan (ERP) required updates. As such, the Community Emergency Management Coordinator (CEMC), with assistance from other members of the Emergency Management Program Committee (EMPC), drafted a revised plan which is attached to this report for Council's review.

In order for the Township of Pelee to be compliant under the *Emergency Management and Civil Protection Act (EMCPA)* this Emergency Response Plan must be adopted by By-Law before December 31, 2023. The Township is compliant with all other provisions within the EMCPA for 2023.

### **3. DISCUSSION:**

The current Township of Pelee ERP was adopted by Council in December 2022. In June 2023, the Emergency Management Program Committee (EMPC) and Municipal Emergency Control Group (MECG) met to review the Township of Pelee's Emergency Management Program. During this review, it was determined there were needed updates to be made to both the Hazzard Identification and Risk Assessment and Critical Infrastructure lists.

Though small amendments do not require adoption by by-law, more significant amendments such as changes to the HIRA and Critical Infrastructure list should be brought to Council for adoption by by-law. Therefore, after final review by the EMPC and MECG at the December meeting, this Plan has been brought to Council for adoption. **All significant amendments are in red text.**

In 2023, the CEMC worked with the EMPC and MECG to determine necessary amendments to the 2022 ERP. The main amendments included updating the Hazzard Identification and Risk

Assessment and Critical Infrastructure lists, as well as amending notification procedures and updating island medical services. The CEMC also remained in contact with our local Field Officer from Emergency Management Ontario to confirm compliance with the EMCPA.

As the current MECG contains only municipal staff and council members, there is no requirement to have this plan approved by any other organization before Council adopts this amended plan, however it is advised once adopted the plan be circulated to those organizations that may be affected such as Essex-Windsor EMS, OPP, ERCA, the nursing station/Erie Shores HealthCare, and any other potential support or advisory agencies and organizations.

After this amended plan is adopted, it can continue to be amended at any time. As mentioned above, though small amendments do not require adoption by by-law, more significant amendments such as changes to the HIRA and Critical Infrastructure list should be brought to Council for adoption by by-law.

Please note: Annexes do not form part of the ERP as they may be confidential and provide more detailed relevant information that may require frequent updating, be of technical nature, or contain sensitive or personal information.

#### **4. CONSULTATIONS:**

The ERP has been reviewed by the Township's EMPC as per EMCPA legislation, as well as the MECG.

Holly Roberts, Field Officer, Emergency Management Ontario, has been consulted to ensure compliance with the EMCPA and EMO.

#### **5. CONCLUSION:**

Once adopted by by-law, the Emergency Response Plan will be updated to the amended version. The amended ERP will replace all municipal hard copies of the Plan as well as be updated on pelee.org for viewing by the public. Once the amended Plan is adopted, the CEMC will proceed to submit compliance documents for the Township of Pelee's Emergency Management Program, including the Emergency Response Plan to meet compliance requirements under the EMCPA before the December 31 deadline.



---

Kristine Horst  
CEMC

**KH**

**Attachments:**

Amended – Township of Pelee Emergency Response Plan

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**

**Title:**



THE CORPORATION OF THE  
*Township Of Pelee*

# TOWNSHIP OF PELEE

1045 West Shore Road Pelee Island, ON N0R 1M0 Website: [www.pelee.org](http://www.pelee.org)  
Tel: 519-724-2931 Fax: 519-724-2470

## Emergency Response Plan

By-law No. 2023 - XX

Plan and Annexes Revised December 3, 2023

# Contents

<b>General Overview of the Township of Pelee.....</b>	<b>5</b>
Population.....	5
Businesses.....	5
Education.....	5
Medical Care.....	5
Protective Services.....	5
Electrical Services.....	6
Conservation Authority.....	6
<b>PART ONE: INTRODUCTION.....</b>	<b>7</b>
<b>PART TWO: AIM.....</b>	<b>8</b>
<b>PART THREE: PLAN MAINTENANCE.....</b>	<b>9</b>
<b>PART FOUR: THE AUTHORITY.....</b>	<b>10</b>
Definition of an Emergency.....	10
Action Prior to Declaration.....	10
<b>PART FIVE: EMERGENCY NOTIFICATION PROCEDURES.....</b>	<b>11</b>
A Declared Community Emergency.....	11
Termination of an Emergency.....	12
<b>PART SIX: MUNICIPAL EMERGENCY CONTROL GROUP.....</b>	<b>13</b>
Emergency Operations Centre (EOC).....	13
Municipal Emergency Control Group (MECG).....	13
Advisory Staff & Agencies.....	13
Annual Exercise and Training.....	14
Operating Cycle.....	14
Municipal Emergency Control Group Responsibilities.....	14
<b>PART SEVEN: MECG MEMBERS INDIVIDUAL RESPONSIBILITIES.....</b>	<b>16</b>
Mayor.....	16
Clerk.....	16
Community Emergency Management Coordinator.....	16
Fire Chief.....	17
Pump Commissioner.....	18
Water Operator.....	18
Deputy Mayor.....	18

Treasurer.....	19
Emergency Information Coordinator.....	19
<b>PART EIGHT: EMERGENCY SITE MANAGER.....</b>	<b>21</b>
<b>PART NINE: EMERGENCY TELECOMMUNICATIONS PLAN .....</b>	<b>22</b>
<b>PART TEN: POST-EMERGENCY DEBRIEFINGS AND REPORTS .....</b>	<b>23</b>
Individual Organization Debriefing .....	23
Joint Debriefing.....	23
<b>PART ELEVEN: DISTRIBUTION LIST .....</b>	<b>24</b>
<b>PART TWELVE: UPDATES AND AMENDMENTS .....</b>	<b>25</b>
<b>ANNEX A: EMERGENCY NOTIFICATION.....</b>	<b>26</b>
CONTACT LIST & PROCEDURES .....	26
NOTIFICATION MESSAGE FORMAT .....	27
NOTICE OF EMERGENCY WARNING EMAIL FORMAT .....	27
<b>ANNEX B: LOGISTICS .....</b>	<b>29</b>
Emergency Operations Centre.....	29
Equipment.....	29
<b>ANNEX C: EMERGENCY INFORMATION PLAN .....</b>	<b>30</b>
Emergency Information Coordinator.....	30
Community Spokesperson .....	31
Citizen Inquiry Supervisor .....	31
<b>ANNEX D: APPEALS FOR VOLUNTEERS .....</b>	<b>33</b>
<b>ANNEX E: VOLUNTEER REGISTRATION FORM.....</b>	<b>34</b>
<b>ANNEX F: RECOVERY PLANNING .....</b>	<b>35</b>
Recovery Committee .....	35
Human Needs Sub-Committee .....	36
Infrastructure Sub-Committee.....	37
Financial Sub-Committee.....	38
Provincial Assistance.....	39
Federal Assistance .....	39
Public Information .....	39
<b>ANNEX G: INTERIOR FLOOD RISK ASSESSMENT AND EMERGENCY FLOOD RESPONSE AND EVACUATION PLAN ...</b>	<b>40</b>
<b>ANNEX H: HAZARD IDENTIFICATION AND RISK ASSESSMENT.....</b>	<b>41</b>
<b>ANNEX I: CRITICAL INFRASTRUCTURE .....</b>	<b>42</b>



**ANNEX J: ADDITIONAL CONTACTS LIST ..... 43**

Federal Ministries ..... 43

Provincial Ministries..... 43

MEDICAL & AMBULANCE SERVICES..... 44

MARINE & AIR SERVICES ..... 45

DEPARTMENT OF NATIONAL DEFENCE..... 45

OTHER ..... 45

MEDIA ..... 46

FARM EQUIPMENT..... 46

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# General Overview of the Township of Pelee

## Population

Residents	230
Seasonal*	1,500

*\*Estimated number based on cottage and seasonal resident occupancy within the Township of Pelee from roughly May to September.*

## Businesses

*Based on number of properties within the Township of Pelee.*

Commercial	29
Farmland*	167
Farmland* (acres)	6500
Industrial	16

*\*All farmland is agricultural, no livestock present.*

## Education

The Municipality's educational facilities consist of the Pelee Island Public School, containing as of 2022, 19 students.

## Medical Care

The Municipality is serviced by Erie Shores HealthCare and consists of a nursing station staffed by a Registered Nurse. Air Ambulance, if warranted, flies all emergencies, off the island.

## Protective Services

**Firefighting** operations are the responsibility of the Municipality through the Township of Pelee Volunteer Fire Department, with one central station located at 1027 Centre Dyke Road.

**Policing** operations are provided by the Ontario Provincial Police, through the Essex County Detachment. There is not 24/7 police presence on the island, and currently no active detachment within the Township of Pelee.

*Ambulance* operations are provided by Essex-Windsor EMS in Essex County. There are two (2) ambulance buses on the Island, one in service and one spare unit. There are two (2) paramedics present at all times. During the case of a medical emergency there are air ambulance services provided by ORNGE, with a helipad located behind the medical clinic and ambulance base *as well as the ability to land at the airport.*

## Electrical Services

Hydro One Network provides electricity, by way of a cable that runs under Lake Erie to the north end of Pelee Island. A backup generator that provides 1-3 megawatts is also on the island in case of extended power failures.

## Conservation Authority

Shorelines surrounding the Municipality are under the jurisdiction of the Essex Region Conservation Authority.

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## PART ONE: INTRODUCTION

The purpose of this plan is to provide elected officials, personnel and emergency response agencies with an overview of the guidelines to their expected response and responsibilities to an emergency situation within the Township of Pelee. For this plan to be effective it is imperative that all officials, departments and agencies be aware of their respective roles and be prepared to carry out their assigned responsibilities.

For the purposes of this plan, an **emergency** according to the Emergency Management and Civil Protection Act means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.

While many emergencies could occur within the Township of Pelee, the most likely to occur are, in order of likelihood:

1. Fog
2. Lightening and Severe Thunderstorms
3. Extreme Winter Weather
4. Transportation Disruptions
5. Communication Failure
6. Cyber Attack
7. Electrical Energy Failure
8. Erosion
9. Extreme Heat
10. Poor Lake Water Quality

Using a Hazard Identification and Risk Assessment, the largest overall concerns due to total risk are as follows:

1. Transportation Disruptions
2. Tornado
3. Interior Flooding
4. Fire/Explosion
5. Extreme Winter Weather
6. Erosion
7. Poor Lake Water Quality
8. Aviation Disaster
9. Marine Disaster
10. Petroleum Product Shortage

## PART TWO: AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses, and visitors of the Township of Pelee when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Township of Pelee and meets the legislated requirements of the Emergency Management and Civil Protection Act.

The Township of Pelee response plan will incorporate subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Township of Pelee. These hazards have been determined through the conduct of a Hazard Identification and Risk Assessment (HIRA) by the Pelee Emergency Management Program Committee.

For further details, please contact the Community Emergency Management Coordinator.

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## PART THREE: PLAN MAINTENANCE

The Community Emergency Management Coordinator is responsible for maintaining the Township's ERP.

The ERP, related plans and protocols, and other aspects of the Emergency Management Plan are reviewed annually by the Township's Emergency Management Program Committee (EMPC).

The EMPC will meet twice annually at minimum to review the EMP including the ERP.

Additionally, plans are re-evaluated to ensure their effectiveness and applicability when any of the following occur:

- Legislative and regulatory changes
- New hazards are identified or existing hazards change
- Resource or organizational structure change
- After exercises
- After emergency/disaster response
- Infrastructural, economic and/or political changes

*Appendices and annexes do not form part of the ERP as they may be confidential and provide more detailed relevant information that may require frequent updating, be of technical nature, or contain sensitive or personal information that could pose a security threat or violate privacy legislation if released. A copy of all appendices and annexes are available at the Township's Emergency Operations Centre (EOC) for use by the Municipal Emergency Community Control Group (MECG) and support/advisory staff.*

## PART FOUR: THE AUTHORITY

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.

The *EMCPA* states that the:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

As enabled by the *Emergency Management and Civil Protection Act, 2003*, this emergency response plan and its’ elements have been:

- Issued under the authority of *Township of Pelee By-law #2023 – XX*; and
- Filed with Emergency Management Ontario, Ministry of Solicitor General.

### Definition of an Emergency

The *EMCPA* defines an emergency as:

“An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

### Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Pelee. The subordinate plans, attached as Annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

## PART FIVE: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the MECG may initiate the notification procedure.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the CEMC or Alternate, in the absence of the CEMC, and direct them to initiate the notification to the MECG. The CEMC and alternate shall have all contact details for the MECG members saved to both of their phone's contacts. The member initiating the call must provide pertinent details (e.g. a time and place for the MECG to meet) as part of the notification procedure. Sample in Annex A is the recommended format.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby. All MECG members will receive notice of known emergency warnings by email from the CEMC or alternate. Sample provided in Annex A is the recommended format.

The Township of Pelee subordinate plans may be implemented at any time in whole or in part, as required, by their respective custodians; and, when such action is taken a standby alerting of the MECG is mandatory.

The CEMC must record the date and time MECG members were contacted.

The contact phone numbers and addresses of the MECG members (and their alternates, where applicable) are contained in Annex A.

### A Declared Community Emergency

The Mayor or Acting Mayor (generally the Deputy Mayor in the absence of the Mayor) of the Township of Pelee, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Solicitor General;
- Council;
- CEMC;
- Public;



- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## Termination of an Emergency

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Solicitor General;
- Council;
- CEMC;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## PART SIX: MUNICIPAL EMERGENCY CONTROL GROUP

### Emergency Operations Centre (EOC)

The primary EOC will be located at the Municipal Office. The address and specifics of the Township of Pelee's primary and alternate Operations Centres are detailed in Annex B.

### Municipal Emergency Control Group (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following officials:

- Mayor
- Clerk
- CEMC
- Fire Chief
- Pump Commissioner
- Water Operator
- Deputy Mayor
- Treasurer

### Advisory Staff & Agencies

Advisory staff and agencies include additional personnel that may support the MECG, or be called to respond to the EOC including representatives from:

- Township of Pelee staff and departments;
- Ontario Provincial Police (OPP);
- Pelee Island Transportation (PIT)/Owen Sound Transportation Company (OSTC);
- Hydro One;
- Windsor Essex County Health Unit;
- Essex-Windsor Emergency Medical Services (EMS);
- Medical Officer of Health;
- **Erie Shores HealthCare;**
- Emergency Management Ontario Field Officer;
- Essex Region Conservation Authority;
- Liaison staff from provincial ministries; and

- Any other officials, experts or representatives from the public or private sector as deemed necessary.

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG must be notified.

## Annual Exercise and Training

The MECG will meet twice annually at a minimum to review the ERP and allow members to demonstrate adequate Municipal knowledge in the following areas at minimum:

- Township of Pelee HIRA;
- Township of Pelee Critical Infrastructure list;
- ERP including group and individual roles & responsibilities;
- Activation and operation procedures under Municipal Emergency Response Plan;
- Activation of notification procedures; and
- EOC location & communications infrastructure

The MECG will conduct, at minimum, one annual tabletop exercise for a simulated emergency incident in order to ensure the readiness of its members to act under the emergency plan and to evaluate the ERP and its procedures.

## Operating Cycle

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Where applicable, an Administrative Assistant will maintain status board and maps which will be prominently displayed and kept up to date.

## Municipal Emergency Control Group Responsibilities

The members of the Municipal Emergency Control Group (MECG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;

- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MECG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the town as an emergency area;
- Ensuring that Emergency Site Manager is appointed;
- Ensuring support to the Emergency Site Manager by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, etc.;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Considering application for financial assistance and make arrangements as required.

## PART SEVEN: MECG MEMBERS INDIVIDUAL RESPONSIBILITIES

Listed below are the individual responsibilities of the Municipal Emergency Control Group members:

### Mayor

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Solicitor General of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintain a personal log of all actions taken.

### Clerk

- Chairing the MECG;
- Activating the emergency notification system through the CEMC;
- Ensuring liaison with the OPP regarding security arrangements for the EOC where applicable;
- Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MECG;
- Calling out additional township staff to provide assistance, as required;
- Maintain a personal log of all actions taken.

### Community Emergency Management Coordinator

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of MECG members;
- Ensuring that all members of the MECG have necessary plans, resources, supplies, maps, and equipment;

- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring liaison with community support agencies;
- Ensuring volunteer coordination and liaison;
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal log of all actions taken.

## Fire Chief

- Notifying necessary emergency and community services, as required;
- Establishing an ongoing communications link with the OPP at the scene of the emergency;
- Assisting with alerting persons endangered by the emergency and coordinating evacuation procedures;
- Assisting with opening of evacuee centres;
- Assisting OPP with notifying the coroner of fatalities;
- Providing the MECG with information and advice on firefighting and rescue matters;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency;
- Maintain a personal log of all actions taken.

## Pump Commissioner

- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Assisting with the coordination of construction, maintenance and repair of town roads;
- Assisting with the coordination of the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the MECG and the support and advisory staff.;
- Maintain a personal log of all actions taken.

## Water Operator

- Providing the MECG with information and advice on public works matters;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response, where applicable;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing emergency potable water, supplies and sanitation facilities;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Maintain a personal log of all actions taken.

## Deputy Mayor

- Ensuring liaison with the Windsor Essex County Health Unit and Ontario Ministry of Health as necessary.
- Ensuring liaison with the ambulance service representatives;
- Gathering from the appropriate source, and providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;

- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the Fire Chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Ensuring that a representative of applicable evacuation centres are notified when facilities are required, and that staff and volunteers utilizing the facilities take direction from the representative(s) with respect to their maintenance, use and operation;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site;
- Ensuring liaison with Hydro One in order to provide updates on power outages, as required;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintain a personal log of all actions taken.

## Treasurer

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
  - Providing and securing of equipment and supplies not owned by the Township of Pelee;
  - Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
  - Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- Maintain a personal log of all actions taken.

## Emergency Information Coordinator

The Township's Treasurer will act as the Emergency Information Coordinator during an emergency. The Emergency Information Coordinator is responsible for maintaining the *Emergency Information Plan*. The Emergency Information Coordinator is responsible for the



dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Annex C.

Maintain a personal log of all actions taken.

DRAFT

## PART EIGHT: EMERGENCY SITE MANAGER

The Emergency Site Manager is a staff member from a lead response agency appointed by the Municipal Emergency Control Group to ensure that all emergency response activities at the emergency site are coordinated. The Emergency Site Manager is the direct link between the site and the planning and supports activities at the Emergency Operations Centre.

The Emergency Site Manager's task is to take control of the scene, and coordinate the response. Once appointed, the Emergency Site Manager should be relieved of all other duties, and will remain in control of the scene unless the MECG deems it necessary to appoint a replacement.

Some of the duties of an Emergency Site Manager include:

- Setting up a command post, and establishing regular communications with the other agencies on the site, and with the EOC;
- Establishing authority and supervising all operations within the outer perimeters of the site;
- Organizing a management team and arranging a management cycle;
- Determining the inner and outer perimeters, and ensuring they are set up;
- Organizing the layout of the site;
- Conferring with the heads of the other agencies at the site, to ascertain what is happening and what is needed;
- Passing information on what is happening, and requests of resources to the EOC, and passing direction and information from the EOC to others at the site;
- Directing and coordinating the activities of the response agencies at the site;
- Determining what resources are necessary, and asking the EOC to provide them;
- Arranging a system of relief, rest areas, food, etc., for site workers;
- Ensuring worker and volunteer safety;
- Arranging media visits to the site;
- Planning ahead for site activities and the resources to support them;
- Maintaining a log of all actions.

## PART NINE: EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, communications may be required at various locations including evacuation centres, the nursing station, and other key responding agencies.

The Emergency Telecommunications Coordinator for the Township of Pelee is the Fire Chief. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Centre is located within the EOC. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

Communications between the EOC and the other responding agencies will be with the support of a runner if necessary. All messages are to be logged.

Should the Township of Pelee lose all telephone communications, pre-arranged communications could be obtained from the Pelee Island Volunteer Fire Department, which will act as relay to the EOC and the emergency site.

## PART TEN: POST-EMERGENCY DEBRIEFINGS AND REPORTS

After any emergency, it is critical to follow up with a debriefing and reporting process. This will ensure that the lessons learned during the response are not forgotten and can be incorporated into the emergency plan and operational procedures. It is also an opportunity to recognize positive experiences, efforts, and actions that occurred during the emergency. All organizations should dedicate time and resources to this process.

The following multi-step debriefing process should begin once the emergency is terminated and the public has been informed.

### Individual Organization Debriefing

The Individual Organization Debriefing should be held as soon as possible after the termination of emergency (around one to two weeks). Each municipal, provincial, federal, volunteer organization and others should conduct a debriefing with their own staff who participated in the emergency response. Whether an individual organization such as the Red Cross, a fire department or a provincial ministry, the Individual Organization Debriefing should include a cross section of representatives from all branches within the organization as well as varying levels of seniority (e.g.: front line staff, managers, communications, etc.). A report should be prepared based on information shared at the meeting.

### Joint Debriefing

The Joint Debriefing should be held within a week or two of the Individual Organization Debriefing mentioned above. All key organizations involved in the emergency response should participate. For example, a community should invite all members of their Emergency Operations Centre (EOC), provincial, volunteer, and utility representative(s), and any others who participate in the response. Each organization should make their report based on their Individual Organization Debriefing ensuring that the following points are covered in their report:

1. Report by \_\_\_\_\_;
2. How the response was organized / managed by individual organizations;
3. Issues, Problems, Concerns, Lessons Learned, Positive Lessons and Experiences;
4. Recommendations / Actions Required;
5. Follow-up Actions(s) Assigned to \_\_\_\_\_;
6. Summary and Conclusions;

# PART ELEVEN: DISTRIBUTION LIST

Copy Number	Person/Building	Location	Issued dd/mm/yyyy
1	Municipal Office		12/12/2022
2	Clerk/CEMC		12/12/2022
3	Treasurer/EIO		12/12/2022
4	Mayor		12/12/2022
5	Deputy Mayor		12/12/2022
6	Fire Chief		12/12/2022
7	Pumphouse Commissioner/Water Operator		12/12/2022

## PART TWELVE: UPDATES AND AMENDMENTS

Updated on dd/mm/yyyy	Main Updates/Amendments	Changes Made By:



The Corporation of the Township of Pelee  
 Regular Meeting of Council  
**COUNCIL RESOLUTION**

Date: December 12, 2023

Resolution 2023 –	
Moved by:	Seconded by:

Be it therefore resolved that :

1. The report from the Community Emergency Management Coordinator (CEMC) dated December 4, 2023, on the amended Emergency Response Plan **BE RECEIVED**; and
2. The Emergency Response Plan **BE ADOPTED** by By-Law at the December 12<sup>th</sup> Regular Meeting of Council.

RESOLUTION RESULT		RECORDED VOTE		
X	CARRIED		YES	NO
	DEFEATED			
	DEFERRED			
	REFERRED			
	PECUNIARY INTEREST DECLARED			
	RECORDED VOTE (SEE RIGHT)			
	WITHDRAWN			
MAYOR – CATHERINE MILLER		INTERIM CLERK – MARY MASSE		

<p>The above is a certified to be true copy of resolution number 2023 –</p> <p>Mary Masse          Township Administrator &amp; Clerk</p>
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THE CORPORATION OF THE  
*Township Of Pelee*  
THE CORPORATION OF THE TOWNSHIP OF PELEE  
REPORT NO. 2023 – 76 MM

<b>Author's Name: Mary Masse</b>	<b>Report Date: December 12, 2023</b>
<b>Resolution #:</b>	<b>Date to Council: December 6, 2023</b>

**To: Mayor and Members of Council**

**Subject: Building Permits – Quarterly Report**

**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Interim Clerk dated December 12, 2023 regarding Building Permits – Quarterly Report **BE RECEIVED as information.**

**2. BACKGROUND:**

Previously, an annual report has been provided to Council within the Year in Review presentation. A quarterly report on building permits issued within the Township of Pelee, including their zoning and total value, will now be presented in addition to the annual report commencing in 2023. A report was provided to Council in April and July of this year regarding building permits issued between January and June.

**3. DISCUSSION:**

From July to October 31, 2023 there has been a total of six (6) building permits issued for a variety of repairs and renovations and includes two permits for cottages, all of which is broken down in the following table:

Date	Permit #	Zoning	Purpose	Value
Aug. 14/23	P.I.23-11	R-1	Replace external stairs same size and location	\$ 4,000.00
Aug. 18/23	P.I.23-12	R-1	Construct a 3 piece washroom in existing Gazebo	\$ 10,000.00
Aug. 19/23	P.I.23-13	R-1	Repair existing Balcony guards	\$ 900.00
Sept. 23/23	P.I.23-14	R-2	Construct cottage	\$ 250,000.00
Sept 23/23	P.I.23-15	R-2	Construct cottage	\$ 250,000.00
Oct.18/23	P.I 23-16	R-1	Construct a covered front porch	\$ 18,000.00
Total				\$ 532,900.00



5. **CONCLUSION:**

Administration will continue to provide a quarterly report on building permits, with a 2023 annual report to be provided in January, 2024.

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**Mary Masse**  
**Interim Clerk**

**Attachments:**

None

The Corporation of the Township of Pelee  
 Regular Meeting of Council  
 COUNCIL RESOLUTION

Date: December 12, 2023

Resolution 2023 –	
Moved by:	Seconded by:

Be it resolved that:

That the report from the Interim Clerk dated December 12, 2023 regarding Building Permits – Quarterly Report **BE RECEIVED as information** “

RESOLUTION RESULT	RECORDED VOTE		
CARRIED		YES	NO
DEFEATED			
DEFERRED			
REFERRED			
PECUNIARY INTEREST DECLARED			
RECORDED VOTE (SEE RIGHT)			
WITHDRAWN			
MAYOR – CATHERINE MILLER		INTERIM CLERK – MARY MASSE	

<p>The above is a certified to be true copy of resolution number 2023 –</p> <p>Mary Masse          Interim Clerk</p>
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**CORPORATION OF THE  
TOWNSHIP OF PELEE**

**BY-LAW: 2023 – 75**

**Being a By-law to authorize execution of an agreement with  
DRW NX Co.**

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**WHEREAS**, in accordance with the Municipal Act 2001, c.25, as amended municipalities are given powers and duties in accordance with this Act and many other Acts for the purposes which include providing the services and other things that a municipality considers are necessary and or desirable for the municipality;

**AND WHEREAS**, in accordance with said Act, the powers of a Municipal Corporation shall be executed by its Council;

**AND WHEREAS**, municipal powers, including a municipality's capacity, rights, powers and privileges, shall be executed by by-law unless the municipality is specifically authorized to do otherwise

**AND WHEREAS**, it is deemed expedient to enter into an agreement with DRW NX Co.

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATON OF  
THE TOWNSHIP OF PELEE ENACTS AS FOLLOWS:**

1. That authority is hereby granted to the Mayor and Interim Clerk to enter into an agreement with DRW NX Co.
2. That the agreement attached as Schedule 'A' forms part of this by-law.
3. That any and all actions taken and required to be taken by the Mayor and Clerk on behalf of the Corporation of the Township of Pelee to complete this matter including the execution of the Agreement and any other associated documentation are hereby authorized; confirmed and ratified.
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 FINALLY PASSED THIS 12<sup>th</sup> day of  
December , 2023.**

\_\_\_\_\_  
**MAYOR, CATHERINE MILLER**

\_\_\_\_\_  
**INTERIM CLERK, MARY MASSE**

The Corporation of the Township of Pelee  
 Regular Meeting of Council  
 COUNCIL RESOLUTION

Date: December 12,2023

Resolution 2023 –	
Moved by:	Seconded by:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby adopt By-Law 2023 – 75 ; Being a By-Law to authorize the Mayor and Interim Clerk to enter into an agreement with DRW NX Co. ”

RESOLUTION RESULT	RECORDED VOTE		
CARRIED		YES	NO
DEFEATED			
DEFERRED			
REFERRED			
PECUNIARY INTEREST DECLARED			
RECORDED VOTE (SEE RIGHT)			
WITHDRAWN			
MAYOR – CATHERINE MILLER		INTERIM CLERK – MARY MASSE	

The above is a certified to be true copy of resolution number 2023 – Mary Masse Township Interim Clerk
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## The Corporation of the Township of Pelee

### By-Law 2023 – 76

#### “Emergency Response Plan”

A By-law to adopt an Emergency Response Plan under the *Emergency Management and Civil Protection Act*

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WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
  - an emergency plan;
  - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the Corporation of the Township of Pelee hereby enacts as follows:

#### **Emergency Response Plan**

1. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the “Plan”).

2. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
3. When an emergency exists but has not yet been declared to exist, employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of Pelee.

### **Administration**

1. The Plan shall be made available to the public for inspection and copying at the Municipal Office, during regular business hours and on pelee.org.
2. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
3. By-laws 2022 – 54 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 12<sup>TH</sup> DAY OF DECEMBER, 2023.

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**MAYOR, CATHERINE MILLER**

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**INTERIM CLERK, MARY MASSE**

The Corporation of the Township of Pelee  
 Regular Meeting of Council  
 COUNCIL RESOLUTION

Date: December 12, 2023

Resolution 2023 –	
Moved by:	Seconded by:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby adopts the Emergency Response By-Law 2023 – 76 for the Township of Pelee”

	RESOLUTION RESULT	RECORDED VOTE		
	CARRIED		YES	NO
	DEFEATED			
	DEFERRED			
	REFERRED			
	PECUNIARY INTEREST DECLARED			
	RECORDED VOTE (SEE RIGHT)			
	WITHDRAWN			
MAYOR – CATHERINE MILLER		INTERIM CLERK – MARY MASSE		

The above is a certified to be true copy of resolution number 2023 – Mary Masse Township Interim Clerk
--

**THE CORPORATION OF THE TOWNSHIP OF  
PELEE**

**BY-LAW: 2023 – 77**

**"CONFIRMATION OF PROCEEDINGS"**

**(December 12, 2023)**

**A By-Law to confirm the proceedings of Council.**

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**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 12<sup>th</sup> day of December , 2023 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" (December 12, 2023).
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 FINALLY PASSED THIS 12th DAY OF DECEMBER, 2023.**

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**MAYOR, CATHERINE MILLER**

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**INTERIM CLERK, MARY MASSE**



The Corporation of the Township of Pelee  
 Regular Meeting of Council  
 COUNCIL RESOLUTION

Date: December 12 ,2023

Resolution 2023 –	
Moved by:	Seconded by:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby adopt By-Law 2023 –77 ; Being a By-Law to confirm proceedings of the December 12<sup>TH</sup> meeting of Council ”

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED		YES	NO
<input type="checkbox"/>	DEFEATED			
<input type="checkbox"/>	DEFERRED			
<input type="checkbox"/>	REFERRED			
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED			
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)			
<input type="checkbox"/>	WITHDRAWN			
MAYOR – CATHERINE MILLER		INTERIM CLERK – MARY MASSE		

The above is a certified to be true copy of resolution number 2023 – Mary Masse Township Interim Clerk
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