



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

TUESDAY, JULY 9, 2024  
6:00 PM

**Royal Canadian Legion, Branch 403  
1169 West Shore Road  
Pelee Island, ON, N0R 1M0**

Members of Council: Mayor Cathy Miller  
Deputy Mayor Dayne Malloch  
Councillor Dave DeLellis  
Councillor Stephanie Briggs-Crawford  
Councillor Michelle Taylor

Members of Administration: Township Administrator & Clerk Kristine Horst  
Treasurer Michelle Feltz

Staff Present: Contract Drainage Superintendent Eric Chamberlain  
Operations Manager Rob Arsenault

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**1. CALL TO ORDER**

Mayor Cathy Miller called the Meeting to order at 6:00 p.m.

**2. AMENDMENTS TO THE AGENDA**

There were no amendments to the agenda.

**3. DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of interest noted at this time.

**4. CONFIRMATION OF PREVIOUS MINUTES**

**A. Regular Meeting of Council Minutes – June 25, 2024**

**Resolution 2024-111**

**Moved By:** Councillor Dave DeLellis

**Seconded By:** Deputy Mayor Dayne Malloch

**That the June 25, 2024 Regular Meeting of Council Minutes be adopted.**

**CARRIED**

## 5. CONSENT AGENDA

- A. **Disbursements** – June 19<sup>th</sup> to July 3<sup>rd</sup>, 2024
- B. **MTO OSTC Minutes** – Wednesday June 19<sup>th</sup>, 2024

Councillor DeLellis requested an update regarding a liquor license on the Pelee Islander 2. This item will be raised at the next MTO OSTC meeting scheduled for July 17<sup>th</sup>, 2024.

### **Resolution 2024 – 112**

**Moved By:** Councillor Dave DeLellis

**Seconded By:** Councillor Stephanie Briggs-Crawford

**That Council hereby receive Consent Agenda items A. – B.**

**CARRIED**

## 6. REPORTS

### **A. Contract Drainage Superintendent Eric Chamberlain**

- i. Report 2024 – 33 EC: Private Tile Drain – Road Crossing Policy

The Drainage Superintendent presented the report to Council.

Discussion followed regarding clarifying questions and comments from Council to the Drainage Superintendent.

Concern was raised from Deputy Mayor Malloch regarding the requirement for boring and requiring contractors to complete road repairs. Drainage Superintendent stated that the Township currently does not have the equipment to do this work and that is why it currently remains in the policy as written.

Based on Council concerns, the following amendment was suggested for item 4.9 of the proposed Policy:

*4.9 Utilities and private services when crossing paved Township roads, the contractor can consider both Directional Bore or Open Cut Construction for the installation crossing. If Open Cut Construction is preferred, the contractor will be responsible for saw cutting, backfilling with Granular “A” material for the full depth, compaction and topped with two (2) lifts of surface treatment (Tar and Chip) to the satisfaction of the Operations Manager and guaranteed for one year.*

### **Resolution 2024 – 113**

**Moved By:** Councillor Michelle Taylor

**Seconded By:** Deputy Mayor Dayne Malloch

That Council receive Report No: 2024 – 33 EC: Private Tile Drain – Road Crossing Policy.

AND FURTHER THAT the Policy and application for Private and Utility Road Crossing be adopted with the suggested amendment to section 4.9, which reads as follows:

*4.9 Utilities and private services when crossing paved Township roads, the contractor can consider both Directional Bore or Open Cut Construction for the installation crossing. If Open Cut Construction is preferred, the contractor will be responsible for saw cutting, backfilling with Granular “A” material for the full depth, compaction and topped with two (2) lifts of surface treatment (Tar and Chip) to the satisfaction of the Operations Manager and guaranteed for one year.*

**CARRIED**

**B. Treasurer Michelle Feltz**

- i. Report 2024 – 34 MF: Blue Box Program Transition to Full producer Responsibility and Service Agreement with Circular Materials

The Treasurer presented the report to Council.

Council asked questions for clarification.

**Resolution 2024 – 114**

**Moved by:** Councillor Michelle Taylor

**Seconded by:** Deputy Mayor Dayne Malloch

**That Council receive the report from the Treasurer dated July 2, 2024, regarding the Blue Box Program Transition to Full Producer Responsibility and Service Agreement with Circular Materials and that the Corporation of the Township of Pelee enters into a Depot Collections Statement of Work Agreement, Master Service Agreement and a Promotion and Education Statement of Work Agreement with Circular Materials for the Township of Pelee to provide blue box services at the Transfer Station, including promotion and education services and service to non-eligible sources, for the period of August 28, 2024 to December 31st, 2025 based on the terms described in this report and attached agreements; and that Administration be authorized to execute the Depot Collections Statement of Work Agreement, Master Service Agreement and a Promotion and Education Statement of Work Agreement.**

**CARRIED**

- ii. Report 2024 – 35 MF: Financial Summary at June 30, 2024

The Treasurer presented the report to Council.

**Resolution 2024 – 115**

**Moved by:** Councillor Stephanie Briggs-Crawford  
**Seconded by:** Deputy Mayor Dayne Malloch

**That Council receive Report No: 2024 – 35 MF: Financial Summary at June 30, 2024.**

**CARRIED**

- iii. Report 2024 – 36 MF: Renewal of the Canada Community-Building Fund Municipal Funding Agreement

The Treasurer presented the report to Council.

**Resolution 2024 – 116**

**Moved by:** Councillor Stephanie Briggs-Crawford  
**Seconded by:** Councillor Dave DeLellis

**That Council receive Report 2024 – 36 MF: Renewal of the Canada Community-Building Fund Municipal Funding Agreement. AND FURTHER THAT the Municipal Funding agreement be adopted by By-Law at the Regular Meeting of Council July 9, 2024.**

**CARRIED**

**C. Township Administrator & Clerk Kristine Horst**

- i. Report 2024 – 37 ADMIN: 2024 Pheasant Hunt Update

Township Administrator & Clerk presented the report to Council.

**Resolution 2024 – 117**

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

**That Council receive Report No: 2024 – 37 KH: 2024 Pheasant Hunt Update.**

**CARRIED**

**7. CORRESPONDENCE**

- A. Township of Otonabee-South Monaghan** – Letter of Support for Township of Pelee resolution re: Rural and Small Urban Municipalities – Adorability of Water and Wastewater Systems

**8. NOTICES OF MOTION**

**Deputy Mayor Dayne Malloch put forth a motion requesting information on risks of**

suspected distemper.

The following motion was passed:

**Resolution 2024 – 118**

**Moved by:** Deputy Mayor Dayne Malloch

**Seconded by:** Councillor Michelle Taylor

**That Council hereby request that Administration reach out to the appropriate parties, such as MNRF, and report back to Council on risks and risk mitigation associated with suspected distemper on Pelee Island.**

**CARRIED**

**9. UNFINISHED BUSINESS**

None

**10. RECOGNITIONS AND ANNOUNCEMENTS**

- A. Mayor Miller recognized the Celebrate Pelee Committee for their successful Canada Day weekend events.
- B. Mayor Miller recognized administrative staff who have worked to grow the 2024 revenue associated with our 92<sup>nd</sup> annual Fall Pheasant Hunts.

**11. BY-LAWS**

- A. **By-Law 2024 – 32;** Being a By-Law to enter into a funding agreement with the Association of Municipalities of Ontario on the Canada Community-Building Fund.

**Resolution 2024 – 119**

**Moved By:** Councillor Dave DeLellis

**Seconded By:** Councillor Stephanie Briggs-Crawford

**That the Council of the Corporation of the Township of Pelee hereby give three readings to By-Law 2024 – 32; Being a By-Law to enter into a funding agreement with the Association of Municipalities of Ontario on the Canada Community-Building Fund.**

**CARRIED**

- B. **By-Law 2024 – 33;** Being a By-Law to enter into service agreements with Circular Materials Ontario.

**Resolution 2024 – 105**

**Moved By:** Councillor Michelle Taylor

**Seconded By:** Councillor Stephanie Briggs-Crawford

**That the Council of the Corporation of the Township of Pelee hereby give three readings to By-Law 2024 – 33; Being a By-Law to enter into service agreements with Circular Materials Ontario.**

**CARRIED**

**C. By-Law 2024 – 34; Being a By-Law to confirm the proceedings of Council for July 9<sup>th</sup>, 2024.**

**Resolution 2024 – 121**

**Moved By:** Councillor Stephanie Briggs-Crawford

**Seconded By:** Councillor Dave DeLellis

**That By-Law 2024 – 34; Being a By-Law to confirm the proceedings of Council for July 9, 2024 be read a first, second and third time and finally adopted this 9<sup>th</sup> day of June, 2024.**

**CARRIED**

## **12. ADJOURNMENT**

The Mayor adjourned the meeting at 6:45 p.m.

Original Signed By:

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**MAYOR,  
CATHERINE MILLER**

Original Signed By:

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**TOWNSHIP ADMINISTRATOR & CLERK,  
KRISTINE HORST**