THE CORPORATION OF THE
Township Of Pelee

REGULAR MEETING OF COUNCIL

AGENDA

Tuesday December 10, 2024, 6:00 pm

Electronic Meeting
Via Zoom

1. **Call to Order**

2. **Amendments to the Agenda**

3. **Disclosure of Pecuniary Interest**

4. **Confirmation of Previous Minutes**

   A. **Regular Meeting of Council Minutes** – November 26, 2024

5. **Consent Agenda**

   A. **Disbursements** – November 20 to December 3, 2024

6. **Reports**

   A. **Treasurer Michelle Feltz**
      i. Report No. 2024 – 72 MF: 2025 Budget Deliberation Dates
      ii. Report No. 2024 – 73 MF: Financial Summary at November 30, 2024
      iii. Write-offs for Ineligible Federal Payment in Lieu properties for the 2024 taxation year
      iv. Write-offs for municipal properties for the 2024 taxation year

   B. **Township Administrator & Clerk Kristine Horst**
      i. Report No. 2024 – 74 KH: Township of Pelee Policies

7. **Notices of Motion**

8. **Recognitions and Announcements**

9. **By-Laws**

   A. **By-law 2024 – 52;** Being a By-law to confirm the proceedings of Council.

10. Closed Session

Pursuant to Section 239 of the *Municipal Act, 2001*, Council will enter into Closed Session to address the following item:

A. Third Party Lease Agreement
Closed to the public under Section 239 (2)(k) plans and instructions for negotiations.

11. Adjournment

THE CORPORATION OF THE Township Of Pelee

REGULAR MEETING OF COUNCIL

MINUTES

Tuesday November 26, 2024, 6:00 p.m.

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 - ABSENT
Members of Administration:	Township Administrator & Clerk Kristine Horst Treasurer Michelle Feltz
Staff Present:	Contract Drainage Superintendent Eric Chamberlain

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1. **Call to Order**

   Mayor 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 pecuniary interest.

4. **Confirmation of Previous Minutes**

   A. **Regular Meeting of Council Minutes** – October 22, 2024

   Resolution 2024 – 184
   Moved By: Deputy Mayor Dayne Malloch
   Seconded By: Councillor Stephanie Briggs-Crawford

   That Council confirm the Regular Meeting of Council minutes from October 22, 2024.

   CARRIED

5. **Consent Agenda**

A. **Disbursements** – October 18 to November 19, 2024
B. **MTO / OSTC / Pelee Meeting Minutes** – November 20th, 2024

Resolution 2024 – 185
Moved By: Deputy Mayor Dayne Malloch
Seconded By: Councillor Dave DeLellis

That Council receive Consent Agenda items A. to B.

CARRIED

6. Reports

A. Contracted Drainage Superintendent Eric Chamberlain

i. Report No. 2024 – 66 EC: 2018-2024 Municipal Drainage Project Activity Report

The Contract Drainage Superintendent presented the report.

Deputy Mayor Malloch acknowledged the work Drainage Superintendent Chamberlain has accomplished on Pelee Island and the overall positive contributions made to Pelee from Amherstburg.

Resolution 2024 – 186
Moved By: Councillor Stephanie Briggs-Crawford
Seconded By: Deputy Mayor Dayne Malloch

That Council receive the report from the Contract Drainage Superintendent dated November 18, 2024 regarding the 2018-2024 Municipal Drainage Project Activity Report as information.

CARRIED

B. Treasurer Michelle Feltz

i. Report No. 2024 – 67 MF: Regional Mutal Aid Agreement for Information Technology Services

The Treasurer presented the report.

Resolution 2024 – 187
Moved By: Councillor Dave DeLellis
Seconded By: Councillor Stephanie Briggs-Crawford

That Council receive the report from the Treasurer dated November 18, 2024 regarding the Regional Mutual Aid Assistance Agreement for Information Technology Services and that the agreement be adopted by By-law at the Regular Meeting of Council on November 26, 2024.

CARRIED

ii. Report No. 2024 – 68 MF: 2025 Ontario Provincial Police Annual Billing Statement

The Treasurer presented the report.

Council asked questions for clarification.

Mayor Miller vacated her seat as Chair, Deputy Mayor Malloch presided as Chair.

Mayor Miller made a motion regarding the Essex County OPP Detachment Board – South, requesting a letter be sent to the Chair regarding the budget.

Resolution 2024 – 188
Moved By: Mayor Cathy Miller
Seconded By: Councillor Stehpanie Briggs-Crawford

That Council request that a letter be sent to the Chair of the Essex County OPP Detachment Board – South to request the proposed 2024/2025 budgets noting that anything which assigns equal costs will not be accepted by Pelee and will need to be referred to the Minister, therefore time is of the essence.

CARRIED

Mayor Miller returned to her seat as Chair following the passing of resolution 2024 – 188.

Resolution 2024 – 189
Moved By: Councillor Stephanie Briggs-Crawford
Seconded By: Councillor Dave DeLellis

That Council receive the report from the Treasurer dated November 20, 2024 regarding the 2025 Ontario Provincial Police Annual Billing Statement as information.

CARRIED

iii. Report No. 2024 – 69 MF: 2025 Budget Survey Summary

The Treasurer presented the report.

Resolution 2024 – 190
Moved By: Councillor Dave DeLellis
Seconded By: Councillor Stephanie Briggs-Crawford

That Council receive the report from the Treasurer dated November 19, 2024 regarding the 2025 Budget Survey and that the results be

considered during the 2025 Budget Deliberations as an information and consultation tool.

CARRIED

C. Township Administrator & Clerk Kristine Horst

i. Report No. 2024 – 70 KH: Township of Pelee Emergency Management Program

The Township Administrator & Clerk presented the report.

Resolution 2024 – 191
Moved By: Deputy Mayor Dayne Malloch
Seconded By: Councillor Dave DeLellis

That Council receive the report from the Township Administrator & Clerk dated November 13, 2024 regarding the Township of Pelee Emergency Management Program and further that the amending by-law for the EMP be adopted by By-law at the November 26th Regular Meeting of Council.

CARRIED

ii. Report No. 2024 – 71 KH: ERCA Risk Management Services Agreement

The Township Administrator & Clerk presented the report.

Councillor DeLellis requested clarification on how minimums were determined as Pelee has the same minimum payment as other larger municipalities.

Township Administrator & Clerk stated she would reach out to ERCA to answer this question and provide Council with an update.

Resolution 2024 – 192
Moved By: Deputy Mayor Dayne Malloch
Seconded By: Councillor Stephanie Briggs-Crawford

That Council receive the report from the Township Administrator & Clerk dated November 19, 2024 regarding the ERCA Risk Management Services Agreement and further that the agreement be adopted by By-law at the November 26th Regular Meeting of Council.

CARRIED

7. Correspondence

A. Municipality of Leamington – OPP Detachment Billing Increases
B. Township of Russell – Motion to request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding
C. King Township – Requesting the Redistribution of the Provincial Land Transfer

Tax and GST to Municipalities for Sustainable Infrastructure Funding

D. **Township of Larder Lake -** Requesting the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

E. **Township of McGarry -** Requesting the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

Treasurer Feltz recommended that Council support correspondences B. – E.

Councillor DeLellis made a motion to support all correspondence regarding the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding.

Resolution 2024 – 198
Moved By: Councillor Dave DeLellis
Seconded By: Councillor Stephanie Briggs-Crawford

That Council support the resolutions from Township of Russel, King Township, Township of Larder Lake, and the Township of McGarry regarding motions to request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding.

CARRIED

8. Notices of Motion

There were no notices of motion.

9. Recognitions and Announcements

A. Mayor Miller recognized Rob Arsenault, Operators Manager, and wished him well as his last day with the Township of Pelee was November 22.

B. Mayor Miller recognized Eric Chamberlain for his support and contributions to Pelee.

C. Councillor Briggs-Crawford recognized Parks and Recreations Lead Perry Ryersee for organizing the pheasant release and assisting with the information sessions, Councillor Briggs-Crawford also recognized staff, Hunting and Fishing Committee members and volunteers for their time and efforts to make the 2024 Pelee Island Pheasant Hunts a success.

10. By-Laws

A. By-law 2024 – 48

Resolution 2024 – 193
Moved By: Deputy Mayor Dayne Malloch
Seconded By: Councillor Dave DeLellis

That Council adopt By-law 2024 – 48; Being a By-law to amend By-law 2024 – 17, to appoint members of the Emergency Management Program Committee, the Municipal Emergency Control Group, and to meet other Requirements under the *Emergency Management and Civil Protection Act.*

CARRIED

B. By-law 2024 – 49

Resolution 2024 – 194
Moved By: Councillor Stephanie Briggs-Crawford
Seconded By: Councillor Dave DeLellis

That Council adopt By-law 2024 – 49; Being a By-law to authorize the execution of a Regional Mutual Aid Agreement between the Corporation of the Township of Pelee, the City of Windsor, Municipality of Chatham-Kent, the County of Essex and all of the other seven lower tier municipalities within the County of Essex for an Emergency Mutual Aid Assistance with Information Technology Services.

CARRIED

C. By-law 2024 – 50

Resolution 2024 – 195
Moved By: Councillor Stephanie Briggs-Crawford
Seconded By: Councillor Dave DeLellis

That Council adopt By-law 2024 – 50; Being a By-law to authorize the execution of a Source Protection Plan Part IV Enforcement Transfer Agreement between the Town of Amherstburg, Town of Essex, Town of Kingsville, Municipality of Lakeshore, Town of LaSalle, Municipality of Leamington, Township of Pelee, Town of Tecumseh, Corporation of the City of Windsor, Municipality of Chatham-Kent, and the Essex Region Conservation Authority for developing and implementing a joint program for the enforcement and jurisdictional rights under Part IV of the *Clean Water Act*.

CARRIED

D. By-law 2024 – 51

Resolution 2024 – 196
Moved By: Councillor Dave DeLellis
Seconded By: Deputy Mayor Dayne Malloch

That Council adopt By-law 2024 – 51; Being a By-law to confirm the proceedings of the November 26th Meeting of Council.

CARRIED

11. Closed Session

Pursuant to Section 239 of the *Municipal Act, 2001*, Council will enter into Closed

Session to address the following item:

A. **Subsection 239 (2) (b) personal matters about an identifiable individual**
    i. Review of staffing changes, current and future staffing needs, and organizational amendments

B. **Subsection 239 (2) (h) information supplied in confidence by another level of government**
    i. Ministry of Transportation – Transportation

Council took a brief recess at 6:57 p.m. before entering closed session.

Council entered a closed session at 7:01 p.m. following the passing of resolution 2024 – 197.

Resolution 2024 – 197
Moved By: Councillor Dave DeLellis
Seconded By: Councillor Stephanie Briggs-Crawford

That Council enter into closed session pursuant to Section 239 of the *Municipal Act,* 2001 to discuss the following items:

A. Subsection 239 (2) (b) personal matters about an identifiable individual
i. Review of staffing and organizational changes and needs

B. Subsection 239 (2) (h) information supplied in confidence by another level of government
i. Ministry of Transportation – Transportation

12. Adjournment

Council rose from the closed session and adjourned the meeting at 8:35 p.m.

MAYOR,
Catherine Miller

TOWNSHIP ADMINISTRATOR & CLERK,
Kristine Horst

Date Printed
12/3/2024 11:05 AM

Township of Pelee
List of Accounts for Approval
Batch: 2024-00142 to 2024-00149

Bank Code - General - General Bank Account

COMPUTER CHEQUE

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
6802	**11/27/2024**	**Customer Refund**			
		2024-01	Trailer Fee Refund	300.00	300.00
6803	**11/28/2024**	**Municipality of Leamington**			
		12681	2024 Build Training	2,000.00	2,000.00
6804	**11/28/2024**	**Public Safety Services**			
		3481	Radio Airtime	457.34	457.34
6805	**11/30/2024**	**Robillard's Welding**			
		2858	Repairs	741.55	741.55
				Total Computer Cheque:	3,498.89

OTHER

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
2024656	**11/26/2024**	**Green Shield Canada**			
		16882652	Benefits	8,577.83	8,577.83
2024657	**11/22/2024**	**Bell Canada**			
		7242200/24-10	Campground	155.19	155.19
2024658	**11/22/2024**	**Employee Reimbursement**			
		2024-01	Safety Allowance	300.00	300.00
2024659	**11/26/2024**	**Stanton Construction & Restoration Lt**			
		3801	Airport Building Repairs	10,733.77	10,733.77
2024660	**11/26/2024**	**Maidstone Mechanical**			
		INV121937	Heat Pump	5,085.00	5,085.00
2024661	**11/26/2024**	**Maidstone Mechanical**			
		INX121938	Repair 2006 F350	2,062.25	2,062.25
2024662	**11/26/2024**	**Employee Reimbursement**			
		2024-03	Supplies	63.25	63.25
2024663	**11/26/2024**	**Employee Reimbursement**			
		2024-03	AMO Foundations in Planning	367.25	367.25
2024664	**11/26/2024**	**Employee Reimbursement**			
		2024-06	Supplies	33.19	33.19
2024665	**11/20/2024**	**GFL Environmental Inc.**			
		GW0001203756	Bin Rental/Removal	11,935.95	11,935.95
2024666	**11/20/2024**	**GFL Environmental Inc.**			
		GW0001207430	Bin Rental/Removal	10,692.46	10,692.46
2024667	**11/27/2024**	**Bell Conferencing Inc.**			
		117280163	Conference Line	31.87	31.87
2024668	**11/26/2024**	**The Shacks Pelee Island**			
		308355	Ice	78.00	78.00
2024669	**11/27/2024**	**Leamington Sanitation**			
		28588	Fish Point Porta John	367.25	367.25
2024670	**11/27/2024**	**Leamington Sanitation**			
		28592	Septic Office	960.50	960.50
2024671	**11/28/2024**	**H & J Tire Tyme Inc.**			
		6899	Vehicle Maint.-Tires	1,515.33	1,515.33
2024672	**11/28/2024**	**H & J Tire Tyme Inc.**			
		6958	Vehicle Maint.-Tires	1,055.42	1,055.42
2024673	**11/28/2024**	**D & T Auto Parts**			

Township of Pelee
List of Accounts for Approval
Batch: 2024-00142 to 2024-00149

OTHER

Payment #	Date	Vendor Name / Invoice #	Reference	Invoice Amount	Payment Amount
		8315-1298115	Supplies	715.09	715.09
2024674	**11/28/2024**	**D & T Auto Parts**			
		8315-1297732	Supplies	94.34	94.34
2024675	**11/28/2024**	**Colenutt Signs Ltd**			
		5448	Dump Truck	254.25	254.25
2024676	**11/29/2024**	**Bell Conferencing Inc.**			
		117140157-2	Conference Line	35.93	35.93
2024677	**11/29/2024**	**Collabria VISA**			
		2024/11.5 MF	Various Depts	4,313.26	4,313.26
2024678	**11/29/2024**	**Grand & Toy**			
		V330396	Supplies	915.73	915.73
2024679	**12/2/2024**	**Speedprint**			
		60613	Signage	960.50	960.50
2024680	**12/2/2024**	**Bondy Auto & Truck Centre**			
		40814	2004 GMC Repairs	1,627.54	1,627.54
2024681	**12/2/2024**	**Bondy Auto & Truck Centre**			
		40735	New Truck 2006 F350	9,604.06	9,604.06
2024682	**12/2/2024**	**Bondy Auto & Truck Centre**			
		40654	Credit	-600.00	-600.00
2024683	**12/2/2024**	**Southwestern Sales Corporation**			
		22038825	Gravel	278.31	278.31
2024684	**12/2/2024**	**Plant Products**			
		768286	Sodium Hypochlorite	436.07	436.07
2024685	**12/2/2024**	**Plant Products**			
		000740819	Sodium Hypochlorite	44.26	44.26
2024686	**12/2/2024**	**WFS Ltd.**			
		6118610	Door Sweep	14.67	14.67
2024687	**12/2/2024**	**WFS Ltd.**			
		6118531	Hydrant Adapter Rocker Lug	220.35	220.35
2024688	**12/2/2024**	**WFS Ltd.**			
		6117356	3" Coupler	21.29	21.29
2024689	**12/3/2024**	**Bell Mobility**			
		2024-11	Cellphones/Wifi	261.86	261.86
2024690	**12/3/2024**	**Sun Life Financial**			
		2024-11	Sun Life Monthly Bill	1,881.40	1,881.40
				Total Other:	75,093.42

Total General: 78,592.31

Certified Correct This Tuesday, December 03, 2024

Mayor, Catherine Miller

Treasurer, Michelle Feltz

THE CORPORATION OF THE Township Of Pelee

THE CORPORATION OF THE TOWNSHIP OF PELEE
REPORT NO. 2024 – 72 MF

Author's Name: Michelle Feltz	**Report Date: December 5, 2024**
Resolution #:	**Date to Council: December 10, 2024**

To: **Mayor and Members of Council**

Subject: **2025 Budget Deliberation Dates**

1. RECOMMENDATION:

It is recommended that:

1. The report from the Treasurer dated December 5, 2024 regarding the 2025 Budget Deliberation Dates **BE RECEIVED** as information.

2. Discussion:

Proposed dates for budget deliberations:

January 28, 2025 – Deliberations-Operations
February 11, 2025 – Deliberations-Capital and Tax Modeling
March 11, 2025 – Deliberations-Final Budget Overview/Approve 2025 Budget
March 25, 2025 – Scheduled if required.

Michelle Feltz
Treasurer

MF/

Attachments: None

DEPARTMENTS/OTHERS CONSULTED: Administration
Name:
Title: **Email:**

THE CORPORATION OF THE Township Of Pelee

THE CORPORATION OF THE TOWNSHIP OF PELEE
REPORT NO. 2024 – 73 MF

Author's Name: Michelle Feltz	**Report Date: December 4, 2024**
Resolution #:	**Date to Council: December 10, 2024**

To: **Mayor and Members of Council**

Subject: **Financial Summary at November 30, 2024**

1. RECOMMENDATION:

It is recommended that:

1. The report from the Treasurer dated December 4, 2024 regarding the Financial Summary at November 30, 2024 **BE RECEIVED** as information.

2. EXECUTIVE SUMMARY:

Bank Balance and Interest

	Balance at November 30, 2023	Balance at November 30, 2024
General bank account balance	$824,581.21	$1,586,083.34
Operating loan	$0.00	$0.00
Year to date interest revenue	$9,278.58	$5,756.23
Temporary borrowing expense	$0.00	$0.00

Current Loan Balances

Loan Balances

Loan	Interest Rate	Monthly Payments	Balance at November 30, 2024	Maturity Date
Commercial Term Loan - Grader and Capital Projects	3.25%	$2,143.10	$120,268.03	December, 2024
Commercial Term Loan - Marina Docks	2.84%	$1,945.63	$122,153.64	July, 2025
Commercial Term Loan - Water Treatment Plant Upgrade	2.49%	$1,349.03	$91,187.51	December, 2025
Commercial Term Loan - Equipment: Tractor and Mower	3.58%	$1,192.00	$93,804.28	May, 2027
			$427,413.46	

Michelle Feltz
Treasurer

MF/

Attachments:
None

DEPARTMENTS/OTHERS CONSULTED: Administration
Name:
Title: **Email:**

THE CORPORATION OF THE TOWNSHIP OF PELEE
REPORT NO. 2024 – 74 KH

Author's Name: Kristine Horst	**Report Date: December 5, 2024**
Resolution #:	**Date to Council: December 10, 2024**

To: **Mayor and Members of Council**

Subject: **Township of Pelee Policies**

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1. RECOMMENDATION:

It is recommended that:

1. The report from the Township Administrator & Clerk dated December 5, 2024, regarding Township of Pelee Policies **BE RECEIVED**; and

2. The following policies **BE APPROVED** and effective as of January 1st, 2025, replacing Policies of Employment (2019), Use of Social Media/Online Communications Employee Personal Use Policy (Policy #24-001), and Technology and Telephony Acceptable Use Policy (2020):

   - Accountability and Transparency
   - Annual Vacation
   - Bereavement Leave
   - Conflict of Interest
   - Discharge for Cause
   - Disciplinary Action
   - Disconnecting from Work
   - Education and Training Courses
   - Electronic Communications
   - Electronic Monitoring
   - Employee Benefits and Sick Leave
   - Employee Code of Conduct
   - Employment
   - Fit for Duty
   - Internal Complaints
   - Leave of Absence
   - Paid Holidays

- Performance Reviews
- Social Media
- Temporary Assignments
- Time in Lieu of Overtime
- Use of Township Vehicles

2. BACKGROUND:

Currently, the main policy relating to employment and human resources is the Policies of Employment, which was put in effect on January 1st, 2019. This policy includes items such as: hours of business and work; attendance at meetings; overtime/banked lieu time; car allowance, clothing allowance; vacation entitlement; public holidays; payment of wages; acting pay; benefits including group health insurance, short term disability, pension plan, sick leave, leave of absence, bereavement, etc.; annual performances; disciplinary action, suspension and discharge; employee resignation; education and training courses; other allowances; and general information. As this policy has been in place for 6 years, a review of this policy should and has been undertaken.

In addition to the Policies of Employment, the Use of Social Media/Online Communications Employee Personal Use Policy (Policy #24-001), and Technology and Telephony Acceptable Use Policy (2020) have been reviewed for further amendments.

The Township of Pelee has other policies in place that will remain in effect. Most notably, these policies include: Health and Safety Policy and Procedures; Pregnancy and Parental Leave; Workplace Harassment Prevention; Workplace Violence Prevention; and Alternate Work Arrangements Protocol.

Several new policies, or additional information on items from what has previously been included in the Policies of Employment, have also been introduced, some required by the *Employment Standards Act*, 2000, others to better support and protect employees and provide additional guidance documents and information for employees, Council and the public.

3. DISCUSSION:

During the review of the Policies of Employment, the decision was made to divide some of the larger topics into separate policies with additional information and guidance provided in the new draft policies. The Policies of Employment has been divided into the following policies: Acting Assignments, Time in Lieu of Overtime, Disciplinary Action, Performance Reviews, Annual Vacation, Use of Township Vehicles, Paid Holidays, Leave of Absence, Employment, Employee Benefits and Sick Leave, Education and Training Courses, Discharge for Cause, and Bereavement Leave.

New policies to the Township of Pelee include a Conflict of Interest policy, Fit for Duty, and Internal Complaints policy, two new policies required by the *Employment Standards Act*, 2000, are the Disconnecting from Work policy and Electronic Monitoring policy.

Employers that employ 25 or more employees are required to have a written policy on disconnecting from work in place for all employees. These requirements were added to the *Employment Standards Act*, 2000 (ESA) on December 2, 2021. Beginning in 2023, employers that employ 25 or more employees on January 1 of any year must have a written policy on

disconnecting from work in place before March 1 of that year.

Employers that employ 25 or more employees on January 1 of any year are also required to have a written policy on the electronic monitoring of employees in place. The policy must state whether or not the employer electronically monitors employees. If the employer does, the policy must include:

- a description of how and in what circumstances the employer may electronically monitor employees
- the purposes for which the information obtained through electronic monitoring may be used by the employer
- the date the policy was prepared (the date must include the day, month and year)
- the date any changes were made to the policy

These requirements were added to the *Employment Standards Act, 2000* (ESA) on April 11, 2022. Beginning in 2023, and in the years that follow, employers that employ 25 or more employees on January 1 of any year must have a written policy on the electronic monitoring of employees in place before March 1 of that year.

The Use of Social Media/Online Communications Policy has been amended and replaced by the Social Media policy with significant restructuring undertaken by legal. The Technology and Telephony Acceptable Use Policy has also been amended and replaced by the Electronic Communications policy. Lastly, the Accountability and Transparency policy was also updated.

4. CONSULTATIONS:

All policies were reviewed and approved by Garth Kidd, McTague Law Firm. Currently he practices in the Employment and Labour Law Department. His primary focus is on advising employers in regards to their obligations under provincial and federal labour and employment legislation, including the Employment Standards Act, the Canada Labour Code, and the Human Rights Code.

5. CONCLUSION:

The Township of Pelee should continue to review policies every five years from the date they become effective, or sooner at the discretion of the Township Administrator & Clerk or designate to determine if any updates or amendments are required.

The Township of Pelee will continue to review and amend policies on a regular basis.

Kristine Horst

Kristine Horst
Township Administrator & Clerk

KH

Attachments:
Draft Policies

- Accountability and Transparency
- Annual Vacation
- Bereavement Leave
- Conflict of Interest
- Discharge for Cause
- Disciplinary Action
- Disconnecting from Work
- Education and Training Courses
- Electronic Communications
- Electronic Monitoring
- Employee Benefits and Sick Leave
- Employee Code of Conduct
- Employment
- Fit for Duty
- Internal Complaints
- Leave of Absence
- Paid Holidays
- Performance Reviews
- Social Media
- Temporary Assignments
- Time in Lieu of Overtime
- Use of Township Vehicles

DEPARTMENTS/OTHERS CONSULTED:
Name:
Title:

THE CORPORATION OF THE TOWNSHIP OF PELEE

BY-LAW: 2024 – 52

"CONFIRMATION OF PROCEEDINGS"

(December 10, 2024)

A By-law to confirm the proceedings of the December 10th Meeting of Council.

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

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

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

1. That the action of the Council at its Council meeting held on the 10th day of December, 2024 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 10th, 2024).

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 10th DAY OF DECEMBER 2024.

MAYOR, CATHERINE MILLER

TOWNSHIP ADMINISTRATOR & CLERK, KRISTINE HORST