



REGULAR MEETING OF COUNCIL

MINUTES

Tuesday December 10, 2024, 6:00 p.m.

Electronic Meeting via Zoom

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

1. Call to Order

Mayor Miller called the meeting to order at 6:02 p.m.

2. Amendments to the Agenda

A. Item 9. B. By-law 2024 – 53; Being a By-law to enter into a ground lease agreement, will follow item 10. Closed Session.

3. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

4. Confirmation of Previous Minutes

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

Resolution 2024 – 199

Moved By: Councillor Dave DeLellis

Seconded By: Councillor Stephanie Briggs-Crawford

That Council confirm the Regular Meeting of Council minutes from November 26, 2024.

CARRIED

5. Consent Agenda

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

Resolution 2024 – 200

Moved By: Councillor Stephanie Briggs-Crawford

Seconded By: Councillor Dave DeLellis

That Council receive Consent Agenda items A. Disbursements.

CARRIED

6. Reports

A. Treasurer Michelle Feltz

- i. Report No. 2024 – 72 MF: 2025 Budget Deliberation Dates

Treasurer presented the report to Council.

Resolution 2024 – 201

Moved By: Councillor Michelle Taylor

Seconded By: Councillor Stephanie Briggs-Crawford

That Council receive the report from the Treasurer dated December 5, 2024, regarding the 2025 Budget Deliberation Dates as information.

CARRIED

- ii. Report No. 2024 – 73 MF: Financial Summary at November 30, 2024

Treasurer presented the report to Council.

Resolution 2024 – 202

Moved By: Councillor Michelle Taylor

Seconded By: Councillor Stephanie Briggs-Crawford

That Council receive the report from the Treasurer dated December 4, 2024, regarding the Financial Summary at November 30, 2024, as information.

CARRIED

- iii. Write-offs for Ineligible Federal Payment in Lieu properties for the 2024 taxation year

Resolution 2024 – 203

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Councillor Michelle Taylor

That Council approve write-offs for ineligible Federal Payment in Lieu properties for the 2024 taxation year.

CARRIED

- iv. Write-offs for municipal properties for the 2024 taxation year

Resolution 2024 – 204

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Councillor Dave DeLellis

That Council approve write-offs for municipal properties for the 2024 taxation year.

CARRIED

B. Township Administrator & Clerk Kristine Horst

- i. Report No. 2024 – 74 KH: Township of Pelee Policies

The Township Administrator & Clerk presented the report.

Resolution 2024 – 205

Moved By: Councillor Stephanie Briggs-Crawford

Seconded By: Councillor Michelle Taylor

That Council receive the report from the Township Administrator & Clerk dated December 5, 2024 regarding the Township of Pelee policies and further that 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**

AND FINALLY that Council direct Administration to provide a bi-annual report on time in lieu of overtime.

CARRIED

7. Notices of Motion

There were no notices of motion.

8. Recognitions and Announcements

- A. Councillor Briggs-Crawford recognized the staff and crew of Pelee Island Transportation for their time, commitment and service to the Island throughout the 2024 sailing season.
- B. Deputy Mayor Dayne Malloch recognized the passing of long-term Island resident Clyde Hooper.
- C. Mayor Cathy Miller recognized and congratulated Pelee Island Public School for their successful annual school play.
- D. Mayor Cathy Miller acknowledged staff and Council for their continued commitment to the Township of Pelee in 2024, acknowledging December 10th as the last Council meeting of 2024.

9. By-laws

A. By-law 2024 – 52

Resolution 2024 – 206

Moved By: Councillor Michelle Taylor

Seconded By: Councillor Dave DeLellis

That Council adopt By-law 2024 – 52; Being a By-law to confirm the proceedings of the December 10th Meeting of Council.

CARRIED

10. 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

Mayor called for a brief recess at 6:24 p.m. before entering closed session.

Mayor called the meeting back to order and entered a closed session at 6:26 p.m. following the passing of resolution 2024 – 207.

Resolution 2024 – 207

Moved By: Councillor Michelle Taylor

Seconded By: Councillor Dave DeLellis

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

A. Subsection 239 (2) (k) plans and instructions for negotiations

i. Third Party Lease Agreement

CARRIED

Council rose from closed session at 7:06 p.m.

9. B. By-law 2024 – 53

Resolution 2024 – 207

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Councillor Michelle Taylor

That Council provisionally adopt By-law 2024 – 53; Being a By-law to enter a ground lease agreement between the Township of Pelee and DRW NX CO.

CARRIED

Mayor Miller requested a recorded vote for resolution 2024 – 208.

<i>Member</i>	<i>In Favour</i>	<i>Opposed</i>
<i>Cathy Miller</i>	<i>X</i>	
<i>Michelle Taylor</i>	<i>X</i>	
<i>Stephanie Briggs-Crawford</i>	<i>X</i>	
<i>Dave DeLellis</i>	<i>X</i>	
<i>Dayne Malloch</i>	<i>X</i>	

11. Adjournment

Mayor Miller adjourned the meeting at 7:09 p.m.

Original Signed By:

**MAYOR,
Catherine Miller**

Original Signed By:

**TOWNSHIP ADMINISTRATOR & CLERK,
Kristine Horst**