Minutes of a Regular Meeting of Council of the

Corporation of the Township of Pelee

held at the Royal Canadian Legion Hall

on December 7, 2015

**Present:**

Mayor: Richard Masse

Deputy Mayor: Dave DeLellis

Councillors: Darlene Wiper

Dayne Malloch

Pete Letkeman

Staff: Wayne Miller, CAO

Katrina DiGiovanni, Deputy Clerk

Delegations: None

1. **Agenda**

The agenda was presented for adoption, with the following additions and one removal:

**Old Business**

5a.) Cathy Miller-Campground Resolution Response

**New Business**

6c.) 2015 Hunt Summary Report

**Boards and Committee**

9a.) Dave DeLellis Community Improvement Plan

**Removed:**

**Boards and Committees**

9a) Tourism Committee Update

*Moved by: Darlene Wipes*

*Seconded by: Dayne Malloch*

**2.) Minutes**

a.) The minutes for the Regular Meeting of Council for November 16, 2015 were presented and adopted.

*Moved by: Pete Letkeman*

*Seconded by: Dayne Malloch*

Carried.

**3.) Disclosure of Pecuniary Interest**

Councillor Wiper declared a conflict with payment number 479 to Troy Wiper.

**4.) Petitions and Delegations**

1. **None.**

**5.) Old Business**

**(a) Cathy Miller-Campground Resolution Response**

The Mayor asked if there were any comments on the letter received from Cathy Miller. Deputy Mayor DeLellis stated that no formal counter proposal was offered for the Millers to comment on. Councillor Wiper stated that she was not interested in moving forward, Councillor Malloch stated he was not in support of the proposal and discussion continued on the terms in the contract and comments and concerns from the previous meeting, as well as concerns and suggestions moving forward. Deputy Mayor DeLellis suggested that money for the taxes be reinvested into the property, but that no other expenditures be put forward by the Township. Councillor Malloch stated concerns over tenants completing capital works, such as on the septic system. Councillor Malloch stated he would need to see money back, instead of what was currently being presented. Councillor Wiper stated that previously suggested work be completed at the campground to make improvements and see a bigger return in the future. Deputy Mayor DeLellis asked the CAO if there was room in the budget to make necessary improvements at the Campground, the CAO commented that money could be set aside for capital works over the next few years. Councillor Malloch stated the letter should be read noted and filed. Council supported filing the proposal. The CAO stated that more sites could be created to help bring in additional revenue.

**6.) New Business**

**(a) Resolution for Ineligible Federal Payment in Lieu Properties**

The CAO stated that these write offs were an annual requirement, for the federal dock, and stated that the federal government does not have to pay in lieu of taxes on docks even though they are assessed by MPAC.

The following Resolution was passed:

Resolution 2015-157:

*Moved by: Dayne Malloch*

*Seconded by: Dave DeLellis*

“Be it Resolved that the Council of the corporation of the Township of Pelee hereby resolves to approve the following write offs for ineligible Federal Payment in Lieu properties for the 2015 taxation year:

3701 011 000 00400 0000 North Wharf Site Ineligible Federal Pymnt in Lieu $16, 158.85”

Carried.

**(b) CAO’s report on AMO Federal Gas Tax Reserve Transfer**

Deferred for Discussion with By-Law 2015-51.

**(c) 2016 Hunt Summary Report**

The CAO stated that there was a total of 994 hunters this year which is about an 11% decrease from 2014, while the cleanup hunt was up slightly. He commented that the number of hunters was down, however the bottom line will be almost the same as last year. Discussion continued on attracting more hunters and what solutions could be looked at. Deputy Mayor DeLellis asked if we were attending any shows this year for the hunts. Councillor Wiper stated that she would be willing to attend the show in Michigan for 2016. Councillor Malloch stated he would support sending someone to represent the hunts. The Deputy Clerk stated that she would look up the cost of attending this show previously and send the information to Council. Deputy Mayor DeLellis suggested having another pheasant hunt committee meeting and see what recommendations they have.

**7.) Correspondence**

1. **Windsor Essex County Health Unit 2016 Budget**

The Mayor stated that there would be a slight increase in our contributions for 2016.

1. **Quality Deer Management Pheasant Hunt License Request**

Mayor Masse introduced the request from Lawrence Becket.

The following Resolution was passed:

Resolution 2015-158:

*Moved by: Dayne Malloch*

*Seconded by: Dave DeLellis*

“Be it Resolved that the Council of the corporation of the Township of Pelee hereby agrees to donate two 2016 Pheasant Hunt Licenses to Quality Deer Management-Southwestern Ontario Branch”.

Carried.

1. **Transport Canada-Receipt of Expression of Interest**

The CAO stated that a disclosure of information and letter of intent were filed with Transport Canada for the Scudder Wharf divestiture. Deputy Mayor DeLellis stated that he had meeting with the Department of Fisheries & Oceans and stated that he had feedback that DFO was willing to work with the township on the divestiture but were still waiting on Transport Canada. Councillor Malloch stated that they would be forthcoming with any information the township needed, as well as environmental findings around the area. Discussion continued on issues surrounding the divestiture including remediation of any contaminated soil. Councillor Letkeman asked if Golder & Associates could be consulted about the condition of the area. The CAO stated that COMCO had been doing the cleanup and monitoring of the area to date.

1. **Windsor Feminist Theatre Farmers Market**

Mayor Masse introduced the request from the Windsor Feminist Theatre.

The following Resolution was passed:

Resolution 2015-159:

*Moved by: Pete Letkeman*

*Seconded by: Dave DeLellis*

“Be it Resolved that the Council of the corporation of the Township of Pelee hereby grants approval to the Windsor Feminist Theatre for use of the quarry as a Farmer’s Market for the 2016 season on Saturdays from 10:00am-1:00pm”.

Carried.

1. **Heritage Centre-Payment Assistance**

Mayor Masse asked if there was money in the budget to assist the Heritage Centre with paying for the new railing. The CAO stated that it wasn’t budgeted for, but that there was still room in the budget to accommodate this payment. Councillor Malloch stated that the full amount should be given, because it is the Township building and a safety issue.

The following Resolution was passed:

Resolution 2015-160:

*Moved by: Dayne Malloch*

*Seconded by: Dave DeLellis*

“Be it Resolved that the Council of the corporation of the Township of Pelee hereby grants assistance to the Heritage Centre for the payment of a railing installation at the front entry of the Heritage Centre”.

Carried.

**8.) Disbursements**

The Mayor presented disbursements to Council. Councillor Malloch asked about the work done by Stantec Consulting, the CAO stated that the inspections to the bridges were supposed to be biannually but that this was the first one done in five years. Councillor Wiper asked about the tax reconciliation payment, the Deputy Treasurer stated that there was a tax class change and a resulting rebate.

The following resolution was passed:

Resolution 2015-161:

*Moved By: Dave DeLellis*

*Seconded By: Dayne Malloch*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby resolves to pay disbursements as presented and attached in the amount of $253,473.64”.

Carried.

**9.) Boards and Committees**

**(a) Community Improvement Plan-Dave DeLellis**

Deputy Mayor DeLellis commented on the CIP that was put forward and stated one intention was to spur some interest for development and asked if there were any comments or concerns on the plan. The CAO stated it would have to be passed in principle and then a public meeting would have to be held. The CAO commented that if money was made available for the programs presented then it would have to be accounted for in the annual budget. Discussion continued on the programs that were suggested in the plan and that they did not have to be active at this time even if included in the plan.

The Mayor outlined the incentive programs and how it may play out in different scenarios. Further discussion continued on the program percentage incentives and suggestions on what may be the most enticing for developers.

The following Resolution was passed:

Resolution 2015-162:

*Moved by: Dayne Malloch*

*Seconded by: Darlene Wiper*

“Be it Resolved that the Council of the corporation of the Township of Pelee hereby moves to accept the Community Improvement Plan (CIP) in principle”.

Carried.

**10.) Councillor and Miscellaneous Reports**

1. **Dave DeLellis-Gosfield North Communications**

Deputy Mayor DeLellis stated that he had been talking to Gosfield North Communications about the possibilities for wireless internet. He commented that he was waiting to hear back from Hydro One about the connections as well as costs before bringing it to council to move forward with.

1. **CAO-S10 Replacement**

The CAO commented on the purchase of a used 2500 Dodge Ram truck to replace the S10 that was no longer safe to use.

**11.) In Camera**

**None.**

**12.) By-Laws**

1. **By-Law 2015-49**: Being a By-Law to Set Tax Capping Parameters for 2015

The CAO commented that this by-law was required annually, and that the province had introduced tax capping 20 years ago to restrict large increases on certain property classes. The CAO stated that no properties on the Island had been effected in the last three years.

The following Resolution was passed:

Resolution 2015-163:

*Moved by: Dayne Malloch*

*Seconded by: Pete Letkeman*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2015-49 being a by-law to set tax capping parameters for 2015 properties in the multi-residential, commercial and industrial property classes”.

Carried.

1. **By-Law 2015-50;** Being a By-Law to Authorize Certain Capital Works

The CAO stated that this was a borrowing by-law for the Township share of MIII Water Plant Project. The CAO stated that as of tomorrow the project should be completed. He commented that we were currently showing under budget in the project. The CAO stated that whatever additional money was left had to be spent or sent back by the end of the year. Discussion continued on extending the height of the water truck filling station and purchasing additional pipe and a boom to complete the work before year end.

The following Resolution was passed:

Resolution 2015-164:

*Moved by: Dave DeLellis*

*Seconded by: Darlene Wiper*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2015-50 being a By-law to Authorize Certain Capital Works”.

Carried.

1. **By-Law 2015-51;** Being a By-Law to Establish a Federal Gas Tax Reserve Fund

The CAO stated that this annual fund was supposed to be used on gravel but it was not used this year, he commented that under the agreement this money has to be moved into reserve and can be used next year to have additional money to spend on an eligible project.

The following Resolution was passed:

Resolution 2015-165:

*Moved by: Darlene Wiper*

*Seconded by: Dave DeLellis*

“Be it resolved that the Council of the Township of Pelee receive the Chief Administrative Officer’s verbal report on the “AMO Federal Gas Tax Reserve Fund Transfer” and that Council direct the CAO to transfer the full amount of the Township of Pelee’s 2015 Gas Tax Allocation of $9,902.75 to an obligatory reserve fund as per the municipality’s agreement with the Association of Municipalities of Ontario”.

Carried.

The following Resolution was passed:

Resolution 2015-166:

*Moved by: Darlene Wiper*

*Seconded by: Dave DeLellis*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2015-51 being a By-law to Establish a Federal Gas Tax Reserve Fund”.

Carried.

1. **By-Law 2015-52;** Being a By-Law to Establish Reserves and Reserve Funds

The CAO suggested that the capital in the budget for 2015 that was not spent be placed into a capital reserve. He clarified that a working capital reserve is for changes in operating capital and that the Township should have working capital that will pay bills every year up until the first tax installment is collected. The CAO stated that some of the surplus from this year’s budget be used to start a working capital fund. He further stated that a capital reserve would be used for capital projects. The CAO stated that the By-Law allowed money to be transferred to reserves.

The following Resolution was passed:

Resolution 2015-167:

*Moved by: Dayne Malloch*

*Seconded by: Dave DeLellis*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2015-52 being a by-law to Establish Reserves and Reserve Funds”.

Carried.

1. **By-Law 2015-53;** being a By-Law to Establish a General Reserve and Reserve Fund Policy

The CAO commented on the reserve fund policy, and the reason for establishing a policy being a yearend requirement from the Ministry of Municipal Affairs and Housing. He stated that this was a general policy that sets the background for the above two by-laws and gives a goal for the future with necessary guidelines.

The following Resolution was passed:

Resolution 2015-168:

*Moved by: Dayne Malloch*

*Seconded by: Dave DeLellis*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2015-53 being a By-Law to Establish a General Reserve and Reserve Fund Policy”.

Carried.

1. **By-Law 2015-54;** Being a By-Law to Confirm Proceedings

The following Resolution was passed:

Resolution 2015-169:

*Moved by: Dayne Malloch*

*Seconded by: Dave DeLellis*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2015-54 being a By-Law to Confirm Proceedings of this December 7th meeting”.

Carried.

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Rick Masse Wayne Miller

Mayor Chief Administrative Officer