

TOWNSHIP OF PELEE
Regular Meeting of Council
Monday, January 7, 2019
Royal Canadian Legion at 5:00 p.m.

1. **CALL TO ORDER & INTRODUCTION OF MATTERS TO THE AGENDA AND ADOPTION OF AGENDA, January 7, 2019.**
2. **Adoption of Minutes**
(a) Regular Meeting of Council held on December 17, 2018
3. **Disclosure of Pecuniary Interest**
4. **Petitions and Delegations**
5. **Old Business**
6. **New Business**
(a) **Treasurer**– Outline of Budget Process
7. **Disbursements**
(a) December 21, 2018
8. **Boards and Committees**
(a) **Administration** – Proposed Mandates, Meeting Schedules and Membership (2019-01SR)
 - i. Committee of Adjustments
 - ii. Pelee Island Public Library Board
 - iii. Transportation Committee
 - iv. Tourism/Hunting & Fishing/Economic Development Committee
 - v. Drainage Committee
 - vi. Environmental Advisory Committee

Deferred pending further research:

 - i. Police Services Board
 - ii. Health & Safety Committee
9. **Councillor and Miscellaneous Reports**
(a) **Council**

(b) **Administration**
Airport Septic
OCWA
OPP
HR Matters (Various Updates)
Meeting with MTO from 17th to 18th
10. **Correspondence**
(a) **Cedar Island Yacht Club - Scudder Marina Facilities**
11. **In Camera**
(a) *advice that is subject to solicitor-client privilege, including communications necessary for that purpose [239(2)(f)]*
12. **By-Laws**
(a) **By-Law 2018-49; Being a By-Law to Confirm Proceedings**
13. **Adjournment**

AGENDA

DATE January 7, 2019

NO. 1

TOWNSHIP OF PELEE
Regular Meeting of Council
Monday, December 17
Royal Canadian Legion at 5:00 p.m.

Mayor: Ray Durocher
Deputy Mayor: Dave Dawson
Councillors: Dave DeLellis
Dayne Malloch
Sherri Smith Ouellette

Staff: John Maddox, CAO/Clerk
Michelle Feltz, Treasurer
Stephanie Rodgers, Admin Asst.
Eric Chamberlain, Drainage Superintendent

Delegations: None.

1.) Agenda

The agenda was presented and adopted with the following changes:

6.)(i) Pelee Unplugged Request

Moved by: Dave DeLellis
Seconded by: Dayne Malloch
Carried.

2.) Minutes

November 19, 2018

Moved by: Dayne Malloch
Seconded by: Dave DeLellis
Carried.

December 3, 2018

Moved by: Dave Dawson
Seconded by: Sherri Smith

AGENDA

DATE January 7, 2019 **Carried.**

NO. 2(a)

3.) Disclosure of Pecuniary Interest

None.

4.) Petitions and Delegations

5.) Old Business

(a) Administration – Cannabis Report (2018-38SR)

Report overview provided by Administrative Assistant.

The following Resolution was passed:

Resolution 2018-218:

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 opt-in to host storefront cannabis retailers.”

Carried.

(b) Administration – Golder Associates Ltd.: West Shoreline Revetment Detailed Risk Assessment (2018-39MF)

The Treasurer provided an overview of the revised cost, which came in under budget.

The following Resolution was passed:

Resolution 2018-219:

Moved By:

Dave DeLellis

Seconded By:

Dave Dawson

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts Administration’s Golder Associates Ltd: West Shoreline Revetment Detailed Risk Assessment (2018-39MF) and to direct Golder to move forward with finalizing the assessment as outlined in the report, with the balance owing of \$15,155.”

Carried.

6.) New Business

(a) (b) Drainage Superintendent – Council Training: Introduction to Drainage/ ERCA Mapping Update (2018-40EC)

December 17, 2018
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The Drainage Superintendent provided an introduction to drainage and discussed his request to work with ERCA to update drainage map for improved quality.

The following Resolution was passed:

Resolution 2018-220:

Moved By: Dave DeLellis

Seconded By: Dayne Malloch

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby accepts Drainage Superintendent’s ERCA Mapping Update (2018-40EC) and agrees to move ahead with the mapping project as long as it does not exceed \$2400.”

Carried.

(b) Administration – 2018 Year End Hunt Report and Suggestions (2018-41SR)

The following Resolution was passed:

Resolution 2018-221:

Moved By: Dave Dawson

Seconded By: Dayne Malloch

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby accepts Administration’s 2018 Year End Hunt Report (2018-41SR) in principal and will put it before the newly formed Tourism/Hunt/Economic Development Committee.”

Carried.

(c) Administration – Hunting Restricted Areas (2018-42SR)

Deferred until solicitor’s advice can be sought.

(d) Administration – Tax Write-off Resolutions for Federal and Municipal Properties

The following Resolution was passed:

Resolution 2018-222:

Moved By: Dave DeLellis

Seconded By: Dayne Malloch

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby approves the following write-offs for the 2018 taxation year in the amount of \$5,387.79.

Carried.

The following Resolution was passed:

December 17, 2018
Regular Council Meeting

Resolution 2018-223:

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 2018 taxation year in the amount of \$14,983.73.

Carried.

(e) Administration – Proposed Budget Schedule (2018-43MF)

The Treasurer presented a proposed budget schedule for information purposes.

Resolution 2018-224:

Moved By:

Dayne Malloch

Seconded By:

Dave Dawson

Carried.

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby accepts Administration’s Proposed Budget Schedule (2018-43MF),”

(f) South Western Ontario Chapter of SCI – Request for Pheasant Licence

(g) Essex Hunting Retriever Club – Request for Pheasant Licence

The following Resolution was passed:

Resolution 2018-225:

Moved By:

Dave DeLellis

Seconded By:

Dave Dawson

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby agrees to defer the decision to approve request for the donation of Pheasant Licences by South Western Ontario Chapter and Essex Hunting Retriever Club’s but limits the number donated to 1 licence.”

Carried.

(h) Pelee Unplugged Request

The following Resolution was passed:

Resolution 2018-226:

December 17, 2018
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Moved By:

Dave DeLellis

Seconded By:

Dave Dawson

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby accepts Pelee Unplugged’s request for a letter of support regarding date changes and will communicate the request for changes to MTO as soon as possible.”

Carried.

7. Disbursements

(a) November 23, 2018

(b) November 30, 2018

(c) December 11, 2018

The following Resolution was passed:

Resolution 2018-227:

Moved By:

Seconded By:

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby agrees to pay disbursements, as attached and presented in the amount of \$72,411.35.”

Carried.

8. Boards and Committees

(a) **Administration-** Boards and Committees (2018-36MF/SR)

The following Resolution was passed:

Resolution 2018-228:

Moved By:

Dave DeLellis

Seconded By:

Dave Dawson

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby agrees to form the following boards and committees for the term of Council from 2019-2022:

- Health and Safety
- Pelee Island Public Library Board,
- Drainage Committee,
- Transportation Committee,
- Environmental Advisory Committee,
- Committee of Adjustments,
- Tourism/Hunting & Fishing/Economic Development Committee,

And that the committee chairs will represent Pelee at associated organizational meetings. ”

Carried.

December 17, 2018
Regular Council Meeting

The following Resolution had not no seconder:

Resolution 2018-229:

Moved By:

Sherri Smith

Seconded By:

(No Seconded)

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby that committees will choose their own chair, be it Council or citizen member.”

No discussion.

Council committee members are as such:

- Health and Safety- Councillor Smith
- Pelee Island Public Library Board- Deputy Mayor Dawson
- Drainage Committee- Councillor DeLellis
- Transportation Committee- Councillor DeLellis and Mayor Durocher
- Environmental Advisory Committee- Councillor Malloch (Councillor DeLellis will be informed of drainage related information)
- Committee of Adjustments – Councillor Malloch
- Tourism/Hunting & Fishing/Economic Development Committee- Councillor DeLellis, Mayor Durocher, and Councillor Smith will serve as a member on the Hunt & Fishing sub-committee
- ERCA appointment – Councillor Malloch

Committee mandates will be development for Council approval at the next meeting, after which postings for recruitment will go public.

9. Councillor and Miscellaneous Reports
(a) Council

Councillor Smith –

Environmental Services Department

Councillor Smith expressed concern regarding Council liability for drinking water quality. The CAO/Clerk informed Council of upcoming training. Councillor Smith proposed that water services be contracted out to OCWA for a couple years, so qualified people can run the plant. Mayor Durocher stated that current staff is qualified, and Councillor DeLellis added that current staff is certified to run the water plant.

OPP Detachment

Councillor Smith proposed that since OPP pay rent and paid for the mold remediation that Council direct staff to update and paint the apartment. Councillor DeLellis enquired as to whether we received a report regarding mold remediation. The CAO/Clerk stated that a request for the report may be required as the municipality did not pay for the remediation, and that work to the apartment should be addressed via the budget. Councillor Malloch asked what OPP pay for rent, and the Treasurer informed Council that the rent OPP currently pays is around \$700 per month.

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Airport Washrooms

Councillor Smith requested an update of the ongoing issue with the washrooms at the airport, and stated that she would like straw spread around the building. The Treasurer informed Council that some measures were taken to improve the issue and that the request for straw will be brought to airport management for his opinion.

Climate Change Meeting

Councillor Smith provided an overview of climate change meeting.

Councillor DeLellis – Water Plant

Councillor DeLellis requested OCWA come to Pelee for a site visit of the water plant for the purposes of creating an operations manual. OCWA would like to do an audit of the plant for the cost of \$3400, which Councillor DeLellis does not believe is required. There is potential for the plant to run remotely as long as there is staff to add chlorine and respond to issues and this will need to be considered when creating a job posting for the Environmental Service Department. The CAO/Clerk will work with Councillor DeLellis to undertake a review of the plant prior to consideration of a job posting for the department.

Deputy Mayor Dawson – Priorities

Deputy Mayor Dawson requested Councillors share their priorities for the term. Each was asked to provide three.

Councillor DeLellis - drainage projects, shoreline protection, hunt profitability and trail system development

Deputy Mayor Dawson - fulfill legal obligations related to updating plans and agreement, compiling Pelee statistical information to ensure consistent messaging, and finish library

Councillor Malloch – review staff organization and composition, drainage, shoreline, encourage development and remove barriers to development

Councillor Smith- shoreline, road maintenance, pursue a dialogue with conservation groups to remove red tape and barriers to development, investigate child care subsidies, affordable wifi, RV area at the campground

Mayor Durocher – library completion, cross departmental training of staff, waste treatment facility, convert bonnet building to ice making facility in the event that Pelee Seeds no longer provides this service, reduce telephone bills and rental fees

(b) Administration

ROMA Delegations

The CAO/Clerk has submitted requests and is awaiting responses.

Meeting with Ministry of Transportation

December 17, 2018
Regular Council Meeting

A meeting with MTO has been arraigned for Jan 17, at 1030 am in London. MTO was supportive of the meeting and that it take place prior to ROMA. He requested that the chair of the transportation committee attend.

The CAO/Clerk shared that Tecumseh has invited Council to a joint councillor training session, January 31st at the Ciociaro Club at 9am. He requested that the Administrative Assistant attend.

10. Correspondence

(a) Pelee Island Public School-Safety during Pheasant Hunts

Letter will be forwarded to the Tourism/Hunting & Fishing/Economic Development Committee.

(b) Ministry of Municipal Affairs and Housing – Provincial Approval Processes

(c) Ministry of Municipal Affairs and Housing – Municipal Reporting

(d) Town of Kearney – Voters’ List for Municipal Elections

The following Resolution was passed:

Resolution 2018-230:

Moved By:

Dave Dawson

Seconded By:

Dave Dawson

“Be it resolved that the Council of the Corporation of the Township of Pelee hereby agrees to support the Corporation of the Town of Kearney in regards to the creation, maintenance and general quality of the municipal voters’ list and will compose a letter to the Town of Kearney stating Pelee’s support.”

Carried.

(e) Ontario Good Roads Association – Nomination for Directors

11. In Camera

12. By-Laws

(a) By-Law 2018-48; Being a By-Law to Confirm Proceedings

The following Resolution was passed:

Resolution 2018-231:

Moved By:

Sherri Smith

Seconded By:

Dave Dawson

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2018-48; Being a By-Law to Confirm Proceedings.”

Carried.

13. Adjournment

Raymond Durocher, Mayor

John Maddox, CAO/Clerk

Zane Hooper

- Improve road by Scudder Marina
- Lighting on the stone badge at marina
- Holding tank in the fishery building
- Lake Henry could have a stone walkway to the centre of the marsh with an observation centre at the end. Looking forward there could be a museum at this location.
- Campground could have decks for tents rather than tents on the ground
- Trails for the hunt
- Advertise the hunts in Port Clinton
- I don't mind providing advice on how things use to be done
- More brush cutting on road sides, corners and S roads, canals
- Add border on the shoulder of the roads
- West dock could have a departure sign on the dock that says "have a safe trip home, please come again"
- Signs on the ferries that say "welcome aboard"
- Tar and chip more roads

Report Date
1/03/2019 9:55 AM

Township of Pelee
List of Accounts for Approval
As of 1/07/2019
Batch: 2018-00107

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Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: General - General Bank Account				
Computer Cheques:				
3519	12/21/2018	Voided by the print process		0.00
3520	12/21/2018	Bell Canada	Office Fax	1,425.17
3521	12/21/2018	Bell Canada,	Watt Line	14.32
3522	12/21/2018	Bell Mobility	Telephone - see list	448.13
3523	12/21/2018	Bondy Riley Koski	Legal Fees	778.01
3524	12/21/2018	Caduceon Enterprises Inc.,	School TC/ED/BG	226.87
3525	12/21/2018	Conseil Scholaire	2018 4th Quarter	1,504.13
3526	12/21/2018	Conseil Scholaire Viamonde	2018 4th Quarter	609.46
3527	12/21/2018	Greater Essex County District	2018 4th Quarter	45,773.36
3528	12/21/2018	Jaz Marketing	Domain Renewal	113.00
3529	12/21/2018	JBK Trucking	Water Sample Delivery	26.44
3530	12/21/2018	Leamington Sanitation	Office Septic Pump	113.00
3531	12/21/2018	Maddox, John	CAO expenses	162.98
3532	12/21/2018	Michelle Feltz	C.Riley Retirement	84.68
3533	12/21/2018	Midge Kristinovich	CAO Accommodations	500.00
3534	12/21/2018	Minister of Finance	OPP LSR	3,051.00
3535	12/21/2018	Municipality of Leamington	Building Services	7,187.49
3536	12/21/2018	Owen Sound Transportation	Admin Ferry	2,049.35
3537	12/21/2018	Pelee Island Grapevine	campground grapevine ads	500.00
3538	12/21/2018	Pitney Bowes	Postage Metre Lease	12.00
3539	12/21/2018	Poirier Electric Limited	Runway Light Repair	1,510.60
3540	12/21/2018	R & R Electrical Services	Marina Dock Pedestals	623.99
3541	12/21/2018	Thomson Reuters Canada	Annibale Municipal Land Acquis	590.58
3542	12/21/2018	Windsor Essex Catholic	2018 4th Quarter	5,337.17
3543	12/21/2018	Zelinka Priamo Ltd.	Planner Fees	319.23
Total for General:				72,960.96

Certified Correct This January 7, 2019

Mayor, Raymond Durocher

Treasurer

AGENDA

DATE January 7, 2019

NO. 7(a)

AGENDA

Report to Council

Report No: 2019-01 SR

Date: January 7, 2019

Submitted By: Stephanie Rodgers

Subject: Boards and Committees

Attachments: None

Purpose (Information/Action): Information

DATE January 7, 2019

NO. 8(a)

Purpose:

To provide information regarding boards and committee mandates, membership and meeting schedules.

Discussion:

Committee of Adjustments – 5 members

Meeting Schedule – called on an as needed basis

Authority is delegated by Council to the Committee of Adjustment to hear and decide on applications for the division of land (consent) and minor variance from the Township of Pelee Comprehensive Zoning By-law.

Pelee Island Public Library Board – 5 members

Meeting Schedule – monthly (committee will determine dates)

The Pelee Island Public Library Board will strive for completion of library construction and continue to prepare for opening day. The Pelee Island Public Library will be responsible for operating the library in a manner consistent with the mandates legislated in the *Public Libraries Act*.

Transportation Committee – 5 members

Meeting Schedule – monthly (committee will determine dates)

The Transportation Committee acts as the voice of residents and property owners in receiving, analyzing and reporting to Council on issues related to transportation networks that connect the island to the mainland including marine and aviation, but also inland networks including trails, cycling and walking path systems. Committee chair, in combination with administration, will liaise with the Ministry of Transportation Ontario and Transport Canada. Recommendations are to be consistent with applicable provincial and federal acts and regulations including but not limited to the *Canada Marine Act*, Domestic Ferry Regulations and Canadian Aviation Regulations.

Tourism/Hunting & Fishing/Economic Development Committee – 7 members

Meeting Schedule – monthly September – January and bi-weekly February – August (committee will determine dates)

The Tourism, Hunting and Fishing & Economic Development Committee will make recommendations to Council regarding:

- Marketing strategies aimed at improving tourist experience
- Branding and consistent marketing messaging

- Improvements to municipally run hunting activities to ensure fiscal sustainability and long-term viability
- Development and maintenance of a sustainable hunting and fishing industry
- Grant availability and submission
- Generating and sustaining a diversified island economy and business investment
- Removing barriers to development

Committee chair will liaise with and participate in TWEPI meetings and initiatives. Hunting and fishing recommendations are to be consistent with applicable acts and regulations including, but not limited to the *Fish and Wildlife Conservation Act* and regulations, and the *Trespass to Property Act*.

Drainage Committee – 5 members

Meeting Schedule – Bi-monthly (February, April, June, August, October, December; with input from the Drainage Superintendent, dates will be determined)

The Drainage Committee, in collaboration with municipal Drainage Superintendent, will receive and analyze reports and make recommendations to Council regarding long-term capital and major maintenance programs in order to improve stability and predictability to the drainage systems. The Drainage Committee’s recommendations are to be consistent with mandates legislated in the *Drainage Act*.

Environmental Advisory Committee – 5 members (not including those from associated organizations)

Meeting Schedule – Bi-monthly (January, March, May, July, September, November; dates will be determined by committee)

The Environmental Advisory Committee will provide recommendations related to development proposals and applications, maintenance activities, and environmentally related issues, as well as identification of initiatives on applicable matters. Committee chair will liaise with upper levels of government and associated organizations and serve as Council’s ERCA appointee. The Environmental Advisory Committee recommendations are to be consistent with all applicable acts and regulations including, but not limited to the *Environmental Bill of Rights*, *Environmental Protection Act*, and the *Clean Water Act*.

Recommendations:

Accepted report and direct administration to advertise for members in the Grapevine and on the municipal website.