

TOWNSHIP OF PELEE
Regular Meeting of Council
Monday, March 25, 2019
Royal Canadian Legion at 5:00 p.m.

1. Closed Session

- a. *A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board [Sec. 239(k)]*
- b. *Personal matters about an identifiable individual, including municipal or local board employee [Sec. 239(b)]*

2. Confirmation of Previous Meeting Minutes

3. Disclosure of Pecuniary Interest

4. Delegations

5. Reports

Action Reports

- a. **Administration**-Pelee in Motion: Trolley Proposal 2019-09 JGM
- b. **Treasurer**-AMP it UP 2.0 2019-10 MF
- c. **Treasurer**-Golder Proposal 2019-11 MF
- d. **Drainage Superintendent**-Drain No. 2 and West Branch Drain No. 1 2019-12 EC

Consent Reports

- e. **Treasurer**-Disbursements
- f. **Deputy Mayor Dawson**-Pelee Islander II Update
- g. **Deputy Mayor Dawson**-Pelee Island Public Library Update (verbal)
- h. **Deputy Mayor Dawson**-Scudder Harbour Lands Update (verbal)

6. Recognitions

- a. **From the Public**
 - i. **Roads and Parks Department**-Complements on the grading and improved conditions of Victoria road, and brushing on West Shore
 - ii. **Mack Feltz**-Positive representative of the Municipality for work as transfer station attendant

7. Communications and Petitions

- a. Gino Saccucci and Vic Gabriele on Behalf of the Leamington Airport
- b. Steve Clark, Minister of Municipal Affairs and Housing
- c. Jeff Hill, Environment and Climate Change Canada (verbal)
- d. Vic Fedeli, Minister of Finance

8. Scheduled Motions

Action Motions

- a. Accept the Administrative Report 2019-09 and agree/decline to move forward with Pelee Motion Trolley Proposal
- b. Accept the Treasurer's Report 2019-10, and direct administration to register the municipality to participate in the program.

- c. Accept the Treasurer's Report 2019-11 and direct administration to move forward with a 1, 3 or 5 year agreement.
- d. Accept the Drainage Superintendent's Report 2019-12, and direct administration to schedule the a special meeting of Council for the Meeting to Consider the Big Marsh Drainage Scheme – Drain No. 2 and West Drain No. 1 on April 29, 2019 commencing at 1:00 pm.
- e. Provide a Letter of Support to NAVCanada regarding Leamington Airport's request that certification be provided at no charge.

Consent Motions

- a. Disbursements
- b. Pelee Islander II Updates
- c. Pelee Island Public Library Update
- d. Scudder Harbour Lands Update

9. Deferred Matters

10. Enquires

- a. **Councillor Smith to Chair of Tourism/Hunting & Fishing/ Economic Development Committee-Is there an update on the Downtown Revitalization Grant recommendations?**
- b. **Councillor Smith to Administration-Does administration have recommendations for a temporary fix to the damaged wall of the west marina building?**

11. Emergent Matters

12. By-Laws

- a. **By-Law 2019-14; Being a By-Law to Enter into an Agreement with Golder Associates Ltd for Groundwater and Storm Water Monitoring and Annual Reporting**
- b. **By-Law 2019-15; Being a By-Law to Confirm Proceedings**

13. Adjournment

TOWNSHIP OF PELEE
Regular Meeting of Council
Thursday, March 14, 2019
Royal Canadian Legion at 5:00 p.m.

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

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

Delegations: None.

1. Agenda

The agenda was presented and adopted.

Moved by: Dayne Malloch

Seconded by: Dave Dawson

Carried.

2. Minutes

February 25, 2019

Moved by: Dayne Malloch

Seconded by: Dave Dawson

Carried.

3. Disclosure of Pecuniary Interest

None.

4. Petitions and Delegations

None.

5. Old Business
(a) Hunt Recommendations

AGENDA

DATE March 25, 2019

NO. 2.

The following Resolution was passed:

Resolution 2019-43:

Moved By:

Dayne Malloch

Seconded By:

Sherri Smith

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby directs staff to sell 2019 hunt licenses under the same basis as 2018, with a 4% increase to absorb the cost of online purchase fees for the purpose of cost neutrality in relation to the provision this service.”

Carried.

(b) Surplus Properties

The following Resolution was passed:

Resolution 2019-44

Moved By:

Sherri Smith

Seconded By:

Dave Dawson

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby directs staff to investigate the sale of surplus property, as well as alternate methods of releasing surplus property for the April 29th regular meeting of Council.”

Carried.

(c) Administration-Cardboard Plant Roof/Farm Pens/West Marina Building/Adult Birds

(d) Island Highlights

The following Resolution was passed:

Resolution 2019-45:

Moved By:

Dave Dawson

Seconded By:

Sherri Smith

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby directs administration to include the following 4 attractions in the “Island Highlights” section of the brochure:

1. Art Works
2. Winery
3. Island Unplugged
4. Hunting & Fishing

Carried.

6. New Business

None.

7. Disbursements
(a) February 28, 2019

The following Resolution was passed:

Resolution 2019-46:

Moved By: Dayne Malloch

Seconded By: Sherri Smith

“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 \$16,324.75.”

Carried.

8. Boards and Committees

9. Councillor and Miscellaneous Reports

- (a) Council**
i. Deputy Mayor Dawson-PITSAC Report

The following Resolution was passed:

Resolution 2019-47:

Moved By: Dave Dawson

Seconded By: Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts Deputy Mayor Dawson’s PITSAC report.”

Carried.

- (b) Administration**
i. Administration-Tiny Houses Project 2019-04 SR

The following Resolution was passed:

Resolution 2019-48:

Moved By: Dayne Malloch

Seconded By:

Sherri Smith

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby declines to move forward with implementation of the Tiny House Project at the East Park Campground.”

Carried.

ii. Treasurer-Reserves 2019-05 MF

The following Resolution was passed:

Resolution 2019-49:

Moved By:

Dayne Malloch

Seconded By:

Sherri Smith

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to accept the Treasurer’s Report on 2018 Reserves and further that Council agrees to accept the Treasurer’s recommendations as presented and attached.”

Carried.

iii. Treasurer-2018 Statement of Committee and Council Remuneration 2019-06 MF

The following Resolution was passed:

Resolution 2019-50:

Moved By:

Sherri Smith

Seconded By:

Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the Treasurer’s Report on 2018 Committee and Council Remuneration.”

Carried.

iv. Drainage Superintendent-Irwin Parson Drain 2019-07 EC

The following Resolution was passed:

Resolution 2019-51:

Moved By:

Dave Dawson

Seconded By:

Sherri Smith

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the Drainage Superintendent’s Report on Irwin Parson Drain South and directs administration to complete maintenance

works to the Irwin Parson Drain South pursuant to the dimensions and elevations provided in the current 1967 drainage report.”

Carried.

v. Drainage Superintendent-Hooper Drain 2019-08 EC

The following Resolution was passed:

Resolution 2019-52:

Moved By:

Sherri Smith

Seconded By:

Dave Dawson

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the Drainage Superintendent’s Report on Hooper Drain and directs administration to complete maintenance works to the Hooper Drain pursuant to the dimensions and elevations provided in the current 1967 drainage report.”

Carried.

vi. CAO/Clerk-Procedural By-Law

10. Correspondence

(a) OCWA-Standard of Care Training

11. In Camera

(a) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board [Sec. 239(k)]

The following Resolution was passed:

Resolution 2019-53:

Moved By:

Dave Dawson

Seconded By:

Sherri Smith

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby resolves to move in to a closed meeting session regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board [sec. 239(k)] at 5:48 pm..”

Carried.

The following Resolution was passed:

Resolution 2019-54:

Moved By:

Dave Dawson

Seconded By:

Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby resolves to move out to a closed meeting session regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board [sec. 239(k)] at 6:19 pm.”

Carried.

12. By-Laws

(a) By-Law 2019-11; Being a By-Law to Establish Fees and Charges

The following Resolution was passed:

Resolution 2019-55:

Moved By:

Dayne Malloch

Seconded By:

Dave Dawson

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-11; Being a By-Law to Establish Fees and Charges.”

Carried.

(b) By-Law 2019-12; Being a By-Law to Establish the Rules of Order and Procedure for Council & Committees of The Corporation of the Township of Pelee

The following Resolution was passed:

Resolution 2019-56:

Moved By:

Dayne Malloch

Seconded By:

Dave Dawson

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-12; Being a By-Law to Establish the Rules of Order and Procedure for Council & Committees.”

Carried.

(c) By-Law 2019-13; Being a By-Law to Confirm Proceedings

The following Resolution was passed:

Resolution 2019-57:

Moved By:

Dave Dawson

Seconded By:

Sherri Smith

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-1 ; Being a By-Law to Confirm Proceedings.”

Carried.

13. Adjournment

Report to Council**AGENDA**

Report No: 2019-09 JGM
Date: March 25, 2019
Submitted by: Administration JGM
Subject: Pelee Motion "Trolley Proposal"
Attachments: Ontario Regulation 191/11
Purpose: Information/Action

DATE March 25, 2019

NO. 5(a)

Purpose:

To provide information regarding the Pelee Motion "Trolley Proposal" so that Council can consider whether to enter into an agreement.

Background:

On February 4, 2019 Council received a proposal from Pelee Motion. The proposal provides for weekend service during the months of July and August as well as the long weekend in May and September (Victoria Day / Labour Day).

Discussion:

Pelee Motion proposes to be in full control of trolley operation regarding such things as schedule, routes, maintenance and operational matters, including hiring and training of staff. The proposal requests provisions for winter storage of trolley at a Municipal facility, remittance of Provincial Gas Tax, and inclusion on Municipal insurance coverage.

- Need
 - Pelee Island requires reliable year round public transportation to support economic development and sustainability
 - This proposal addresses the need for seasonal/tourism transportation
- Municipal Resource Impact
 - Provincial Gas Tax Program
 - Annual Requirements
 - Enter into a Letter of Agreement between the Municipality and the Ministry;
 - Provide a by-law authorizing the Mayor/Head of Council to execute the agreement;
 - Submit annual reporting form to the Ministry; and
 - Report their transit data to CUTA.
 - Must be provided in accordance with the requirements set out under the following statutes, regulations and policies, which may be amended from time to time:

- Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11;
 - Integrated Accessibility Standards, O. Reg. 191/11 made under that Act;
 - Highway Traffic Act, R.S.O. 1990, c. H.8;
 - Public Vehicles Act, R.S.O. 1990, c. P. 54;
 - Accessible Vehicles, R.R.O. 1990, Reg. 629 made under that Act; and
 - Ontario's Canadian Content for Transit Vehicle Procurement Policy.
- Through a Letter of Agreement, municipalities commit to spend the money on public transit. Municipalities are also required to submit Gas Tax reporting forms to the Ministry on an annual basis. The Province also periodically audits municipalities to ensure they are spending the funding on eligible transit expenditures.
 - In order to become a Gas Tax funding recipient a municipality must provide the Ministry with a by-law/resolution, committing to ongoing financial support of public transit. The by-law/resolution should also include the expected municipal contributions that are being committed.
 - Gas Tax allocations are based on a formula of 70% ridership and 30% population.
 - Gas Tax funds provided to each municipality are not to exceed 75% of municipal own spending on transit.
 - Funds are transferred to municipalities, to be held in a dedicated reserve account.
- **Accessibility**
 - Ontario Regulation 191/11 Integrated Accessibility Standards made under the Accessibility for Ontarians with Disabilities Act, 2005 requirements must be met
 - Examples of regulations impact include, but are not limited to, vehicle specification, schedule presentation, ample time for those with needs to load and unload, free fair for support person, and accessible transit stops
 - Accessibility plans development, implementation and review
 - Annually hold at least one public meeting involving persons with disabilities to ensure that they have an opportunity to participate in a review of the accessibility plan and that they are given the opportunity to provide feedback on the accessibility plan.
 - **Financial Impact**
 - Request for a two-year arrangement in which each year in the amount of \$16,800.00 to Pelee Motion (according to a pre-determined payment schedule) along with submission to Provincial Gas Tax
 - Cost of additional and year round insurance will be forthcoming
 - Estimated return on investment not clarified
 - Proposal lacks financial breakdown of salaries, inspections and registration

- Staff time for reporting, policy and procedure development, advertising
- Cost of promotional advertising equaling \$705.12 for the full package and upgrade package
- Maintenance to signage at stops has not be designated in current proposal; currently there are several is need of repair. Is this potential in kind support?
- Winter storage free of charge
- Strain on Municipal infrastructure as public transportation would not decrease tourism related car traffic
- Insurance-As per Frank Cowan
 - Municipality would be increasing liability exposure.
 - Require a detailed agreement where roles, responsibilities, liability and insurance requirements are laid out.
 - Underwriting advises that it would be better if ownership of the vehicle was in the Municipality's name if the Municipality is going to insure it.
 - Comprehensive coverage would be required when the trolley is in storage.
 - Even with an agreement in placed stating that Pelee Motion is the operator and is liable for any damages arising out of the trolley service, the Municipality will likely be named in any law suit should there be an incident. It would be important for the agreement to include a requirement for Pelee Motion to indemnify the Municipality and to carry liability insurance naming the Municipality as additional insured. The agreement should be drafted by the Municipality's solicitor.
 - Additional fee information will be forthcoming
- Established Practices
 - Require policy and procedure development and implementation related to providing transportation services and entering transportation agreements
- Community Impact
 - Increased accessibility to businesses and accommodations located beyond West Shore
 - Support tourism industry

Summary & Recommendation:

This proposal addresses a small part of Pelee's transportation issues/concerns.

Lack of input concerning operational functions is not appropriate considering the substantial financial and in kind investment requested of the Municipality.

Administration cannot recommend Council accept this proposal in its current form.

Report to Council

AGENDA

Report No: 2019-10 MF

Date: March 25, 2019

Submitted By: Michelle Feltz, Treasurer

Subject: AMP it Up 2.0 Program-Asset Management Support

Attachments: Resolution

Purpose (Information/Action): Information/Action

DATE March 25, 2019

NO. 5(b)

Purpose:

To inform Council of the partnership between the Municipal Finance Officers' Association (MFOA) and the Province of Ontario to assist small municipalities with their asset management planning with the AMP it Up 2.0 Program and present a recommendation to Council to register for the program.

Background:

The MFOA in partnership with the Province of Ontario has implemented the AMP it Up 2.0 Program to assist small municipalities with their asset management planning. The Program provides expert asset management plan consulting services to municipalities with populations under 25,000 in Ontario. The AMP It Up program is designed to help municipalities improve and move their asset management plans forward with free expert consulting.

Along with the majority of Ontario municipalities, the Township of Pelee has developed an asset management plan that provides a basis for future asset management planning. However, many municipalities are confronted with significant challenges to meet the provincially regulated requirements. Resources, skills and ability to finance this important work are not uniform across the Province, with small municipalities facing the greatest barriers. Like many small municipalities we lack the staff resources to undertake the attention that asset management requires.

Most recently, in in December of 2017, the province released *Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure*. This regulation outlines formal municipal responsibilities for asset management planning throughout Ontario. It includes requirements for an Asset Management Policy, as well as a phased approach for expanding and improving municipal Asset Management Plans. As a first phase, the Township is required to develop an Asset Management Policy by July 2019. Significant work will be needed to bring the Township's practices and processes into compliance.

The AMP it Up 2.0 Program will provide thirty (30) hours of consulting for each municipality in the AMP it Up 2.0 standard program, plus an additional 10 hours consulting provided for those municipalities selected to receive enhanced support.

Discussion:

Benefits:

- Free expert consultants to assess and help you with your asset management plans
- Development of a detailed action plan to move you forward
- Dedicated MFOA support and access to online toolkit and resources
- Self-assessment tool
- Strategic Asset Management Policy Toolkit
- Communities of practice toolkit
- Guide to Asset Management Ontario

The support offered will assist in determining where we meet regulation requirements and what needs to be done to meet obligations by 2023. I have spoken with the municipality's current asset management consultant and he feels that our enrollment in the program would be a good compliment to update the asset management plan. Municipal administration has been in contact with the AMP it Up 2.0 Program Co-coordinator at MFOA. The application to participate has been reviewed. It is simple and can be submitted with limited staff resources.

Recommendation:

1. Direct the Treasurer to register the municipality for the AMP it UP 2.0 Program.

DATE March 23, 2019

Report No: 2019-12 EC

Date: March 19, 2019

Submitted By: Eric Chamberlain

Subject: Drain No. 2 and West Branch Drain No. 1 – Meeting to Consider Final Report 5(d)

Attachments: Big Marsh Drainage Scheme – Drain No. 2 and West Branch Drain No. 1 Report dated September 6, 2018

Purpose (Information/Action): To gain approval to schedule the Meeting to Consider the engineer’s report for the Drain No. 2 and West Branch Drain No. 1.

Overview

The final report for the Big Marsh Drainage Scheme – Drain No. 2 and West Branch Drain No. 1 was submitted by Rood Engineering Inc. on September 6, 2018. The following is an outline of the timing related to the Big Marsh Drainage Scheme – Drain No. 2 and West Branch Drain No. 1:

May 9, 2016 – Council appoints Rood Engineering Inc. to prepare a report and plans for the improvement to the Big Marsh Drainage – Drain No. 2 and West Branch Drain No. 1. This appointment was confirmed by letter dated October 6, 2016.

November 16, 2016 – Administration held a site meeting to discuss the improvements for the Big Marsh Drain – Drain No. 2 and West Branch Drain No. 1. The meeting was attended by 4 landowners, 2 MNR representatives, the Township Drainage Superintendent and Gerard Rood, P. Eng., Rood Engineering Inc.

September 6, 2018 – Rood Engineering Inc. provided the final engineer’s report for circulation and consideration by Township of Pelee Council.

January 2, 2019 – Received Class Authorization and SARA Permit from Department of Fisheries and Oceans.

February 2019 – Natural Resources Solutions Inc. provide the final Species at Risk Mitigation Plans entitled Big Marsh Drain Clean-out Drain No. 2 and West Branch Drain No. 1

March 8, 2019 – With the Species at Risk Mitigation Plans, Administration has registered the Big Drainage Scheme Drain No. 2 & West Branch Drain No. 1 on the Ministry of Natural Resources Registry and Approval Services Centre.

Administration is recommending that Council hold a Meeting to Consider Big Marsh Drainage Scheme Drain No. 2 and West Branch Drain No. 1 be scheduled for April 29, 2019 at 1:00 pm.

Financial Impacts

The engineer has determined the estimated value of the Big Marsh Drainage Scheme – Drain No. 2 and West Branch Drain No. 1 to be \$625, 000.00. The following is a breakdown of cost:

Township Roads	\$52,802.00
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Township Properties	\$24,973.00
Privately Owned – Non Agricultural Lands	\$157,310.00
Privately Owned – Agricultural Lands	\$389,915.00
Total Estimated Cost	\$625,000.00
OMAFRA – Agricultural Grant	\$129,971.67
SCF Grant Amount	\$XXX,XXX.XX

The Township estimated assessment of \$77,775.00 has been included in the 2019 Budget.

Recommendations

It is recommended that:

1. The report from the Drainage Superintendent dated March 19, 2019 regarding Big Marsh Drainage Scheme – Drain No. 2 and West Branch Drain No. 1 **BE RECEIVED**;
2. The Administration **BE DIRECTED** to schedule the a special meeting of Council for the Meeting to Consider the Big Marsh Drainage Scheme – Drain No. 2 and West Drain No. 1 on April 29, 2019 commencing at 1:00 pm.

Report Date
3/22/2019 4:12 PM

Township of Pelee
List of Accounts for Approval
As of 3/19/2019
Batch: 2019-00015

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Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: General - General Bank Account				
Computer Cheques:				
3678	3/17/2019	ADB Safegate Canada Inc.	Windsock	441.72
3679	3/17/2019	Assoc. of Municipalities	2019 AMO Membership	953.64
3680	3/17/2019	Bell Canada Public Access	Payphone-Airport	56.50
3681	3/17/2019	Bell Canada,	Watt Line	15.18
3682	3/17/2019	Bell Mobility	Mobility-see list	340.30
3683	3/17/2019	Caduceon Enterprises Inc.,	WSW TC/ED/BG	201.97
3684	3/17/2019	Canada Post	Postage-Election	545.52
3685	3/17/2019	Conseil Scholaire	2019 1st Quarter	1,285.15
3686	3/17/2019	Delage Landen Financial Serv.	Copier Lease	1,137.37
3687	3/17/2019	Greater Essex County District	2019 1st Quarter	48,757.93
3688	3/17/2019	Voided by the print process		0.00
3689	3/17/2019	Hydro One Networks Inc.	Street Lights	6,766.53
3690	3/17/2019	JBj Trucking	Water Sample Delivery	26.44
3691	3/17/2019	Maddox, John	CAO expenses	234.20
3692	3/17/2019	MDMP Barriester & Solicitors	Legal Fees	2,898.01
3693	3/17/2019	Ministry of Finance	EHT 2018 Rec	1,571.81
3694	3/17/2019	Owen Sound Transportation	Frieght	253.05
3695	3/17/2019	Pelee Island Co-Op	Multi-Department	21,057.41
3696	3/17/2019	Pelee Island Grapevine	grapevine ads	360.00
3697	3/17/2019	Ray Durocher	Mayor Mileage	168.78
3698	3/17/2019	Receiver General	Source Deductions	13,069.58
3699	3/17/2019	Roger Foster	By-Law Mileage	248.24
3700	3/17/2019	Stonehill B and B	E. Chamberlain	113.00
3701	3/17/2019	Sun Life Financial	Monthly Ins Payment	451.04
3702	3/17/2019	Terry Hamill	Mileage and Phone	295.06
3703	3/17/2019	Vollans, E. R.	Mower Maintenance	205.40
3704	3/17/2019	Watson, Chris	OCWA Meeting	82.67
3705	3/17/2019	Windsor Disposal Services Ltd.	Disposal/Rental Fee	977.31
3706	3/17/2019	Windsor Essex Catholic	2019 1st Quarter	5,515.01
3707	3/17/2019	Workplace Safety &	2018 Reconciliation	199.33
3708	3/17/2019	Xerox Canada Ltd.	Copier 5945	110.83
3709	3/17/2019	Yellow Pages	social media	1,130.00
Other:				
201901-Man	3/15/2019	CUETS Financial Payment Pro.	Credit Card Payment	1,728.83

Total for General: 111,197.81

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NO. S.L.

Report Date
3/22/2019 4:12 PM

Township of Pelee
List of Accounts for Approval
As of 3/19/2019
Batch: 2019-00015

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Payment #	Date	Vendor Name	Reference	Payment Amount
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Certified Correct This March 19, 2019

Mayor, Raymond Durocher

Treasurer

Pelee Islander II - Shore Welcoming Event - Friday April 5, 2019

N.B

This event is designed to be a low key event due to time restrictions. We have been asked to spread the invite to the residents of Pelee Island by word of mouth, not by Facebook, Twitter or other social media means. The Leamington Terminal and the Pelee Islander II is not equipped to handle large volumes of visitors in the time allotted

Schedule

9.00 am - Pelee Islander II sails from Leamington to Pelee Island arriving at 10.30 am

Pre registered Walk-on passengers only.

R.S.V.P at Pelee Island Transportation Pelee Ferry Terminal by 3.00 pm Friday March 29th, 2019 Early registration is encouraged to ensure we have adequate passenger numbers to warrant the sailing

11.00 am - Pelee Islander II sails to Leamington arriving at 12.30 pm

All passengers will have to vacate the vessel to facilitate celebration setup

2.30 pm - Hon. Jeff Yurek, Ministry of Transportation, Rick Nicholls, MPP for Chatham-Kent-Leamington Opening remarks etc

3.00 pm - 4.00 pm - Public vessel tour

4.00 pm - All visitors will have to vacate the vessel to allow Pelee Island Transportation Staff to prepare for 6.00 pm departure to Pelee Island

6.00 pm - Pelee Islander II sails to Pelee Island arriving at 7.30 pm to prepare for the official start up on Saturday April 6, 2019

There is no ticket fee to and from Leamington for those boarding on Pelee Island.

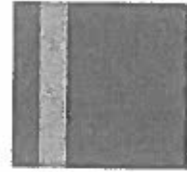
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NO. 5(1)

Gino Saccucci & Vic Gabriele on Behalf of the Leamington
Airport

1724 Essex Rd, Wheatley Ontario N0P 2P0
519 999 4601 gsaccucci@leamingtonairport.com



January 31 2019

Mr. Raymond Durocher
Mayor Of Pelee Island
1045 West Shore Rd, Pelee Island ON N0R 1M0

Dear Mr. Raymond Durocher,

As you know, the residents of Pelee Island rely on air transportation as their only means of emergency medical treatment. This vital link between Pelee Island and the hospital in Leamington requires air ambulances to land at the Leamington Airport. In times of reduced visibility caused by weather, the air ambulance relies on aircraft navigation equipment to ensure safe travel between Pelee Island and the main land.

This navigation equipment traditionally relied on navigation aids physically located on Pelee Island and near Windsor. These have been decommissioned recently or will be decommissioned soon. This leaves GPS as the only means of navigation available to aircraft in bad weather.

The use of GPS for landing aircraft at an airport requires a certified approach procedure. This procedure ensures that there are no physical obstacles (antenna towers etc.) in the path of the aircraft as it approaches the runway.

NavCanada used to certify these procedures at no cost to airport owners. Recently however, along with decommissioning the land-based navigation aids, they have reduced their services and will no longer certify the GPS approach to Leamington.

The cost to have this procedure certified is approximately \$12000 and the certification lasts for 5 years. This is a large cost for the Leamington Airport to bear given that it is privately

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NO. 7a)



owned and the procedure is not necessary for the private pilots based there who typically only fly in good weather.

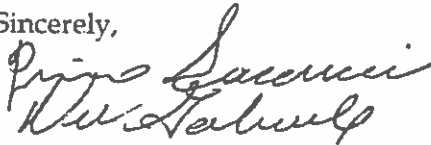
The airport therefore can't justify these costs and as a result, there will be no certified GPS approach and aircraft will not be able to land in Leamington in times of reduced visibility. These weather conditions are most persistent in the winter, when they may be needed most for emergency services.

NavCanada does the certification at no charge for airports in isolated communities. We have reached out to them, however they stated that they don't consider Leamington to be an isolated community as it has road access. They typically only consider isolated communities to be places up North which have no other means of access (ie. roads).

We are seeking your support to reach out to whatever contacts you may have with government officials to help keep this vital air transportation link open.

We would be happy to meet with you in person to discuss further if you are available.

Sincerely,

Handwritten signatures of Gino Saccucci and Vic Gabriele in cursive script.

Gino Saccucci & Vic Gabriele on Behalf of the Leamington Airport

From: Minister (MMAH) [minister.mah@ontario.ca]
Sent: Wednesday, March 20, 2019 9:11 AM
To: Ray Durocher
Subject: A message from Minister Steve Clark

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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AGENDA

March 20, 2019

DATE March 25, 2019

Your Worship
Mayor Raymond Durocher
Township of Pelee
ray.durocher@pelee.ca

NO. 7(b)

Dear Mayor Durocher:

Our government for the people was elected to restore trust, transparency and accountability in Ontario's finances. As you know, the province has undertaken a line-by-line review of our own expenditures, and we have been clear that we expect our partners, including municipalities, to take steps to become more efficient as well.

Municipalities play a key role in delivering many provincial services that people across Ontario rely on. Taxpayers deserve modern, efficient service delivery that puts people at the centre and respects hard-earned dollars.

Transforming service delivery and identifying more modern, efficient ways of operating is critical and complex work. As Minister of Municipal Affairs and Housing, I recognize that many of Ontario's small and rural municipalities may have limited capacity to plan and manage transformation, depending on the resources they have available and how far they have moved on their own modernization agendas.

That is why we are providing a one-time payment in the 2018-19 fiscal year to support small and rural municipalities' efforts to become more efficient and reduce expenditure growth in the longer term.

To ensure that this investment is targeted to where it is needed most, municipal allocations are based on a formula, which takes into consideration the number of households in a municipality and whether it is urban or rural.

While this investment is unconditional, it is intended to help modernize service delivery and reduce future costs through investments in projects such as: service

delivery reviews, development of shared services agreements, and capital investments. Our government believes that municipalities are best positioned to understand the unique circumstances and determine where and how this money is best spent.

I am pleased to share that Township of Pelee receive a one-time payment of \$234,800 which will flow in this fiscal year.

Staff from our regional Municipal Services Offices will be in touch in the coming days for your acknowledgement of this letter and to discuss any questions that you might have. I encourage you to work with ministry staff as you begin to think about the best way to proceed for your community. The Municipal Services Offices can offer advice and point to examples that may be helpful as you contemplate local solutions. In the future, we would be interested to hear about your modernization success stories.

Thank you once again for your commitment to demonstrating value for money. I look forward to continuing to work together to help the people and businesses in communities across our province thrive.

Sincerely,

A handwritten signature in black ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister of Municipal Affairs and Housing



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March 14, 2019

Dear Head of Council:

We are writing to announce the release of the 2019 Ontario Municipal Partnership Fund (OMPF) allocations.

As communicated in February, the government is maintaining the current structure of the OMPF for 2019. This means the program is the same as it was in 2018, while allowing for annual data updates and related adjustments.

Consistent with prior years, Transitional Assistance will ensure that the 2019 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2018 OMPF allocation and for municipalities in southern Ontario will be at least 85 per cent of their 2018 OMPF allocation.

Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their guarantee enhanced up to 100 per cent of the prior year's allocation.

As in prior years, Transitional Assistance continues to adjust in 2019 as fewer municipalities require this funding. As a result, the 2019 OMPF will provide a total of \$505 million to 389 municipalities across the province.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2019 OMPF. This information and other supporting materials will be posted online at <http://www.fin.gov.on.ca/en/budget/ompf/2019>.

We look forward to consulting with municipalities to ensure the OMPF program is sustainable and focused on the Northern and rural municipalities that need this funding the most. We are committed to announcing the 2020 allocations well in advance of the municipal budget year so you have appropriate time to plan.

AGENDA

../cont'd

DATE

March 25, 2019

NO.

7(d)

**Ontario Municipal Partnership Fund (OMPF)
2019 Allocation Notice**



**Township of Pelee
County of Essex**

3701

In 2019, the Province is providing the Township of Pelee with \$102,100 in funding through the OMPF, which is the equivalent of \$241 per household.

A	Total 2019 OMPF	\$102,100
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1. Assessment Equalization Grant	\$9,200
2. Northern Communities Grant	-
3. Rural Communities Grant	\$56,000
4. Northern and Rural Fiscal Circumstances Grant	\$36,900
5. Transitional Assistance	-

B Key OMPF Data Inputs

1. Households	424
2. Total Weighted Assessment per Household	\$279,432
3. Rural and Small Community Measure	100.0%
4. Farm Area Measure	n/a
5. Northern and Rural Municipal Fiscal Circumstances Index	5.9
6. 2019 Guaranteed Level of Support	92.3%
7. 2018 OMPF (Line A from 2018 Allocation Notice)	\$82,200

Note: See line item descriptions on the following page.

Ontario Municipal Partnership Fund (OMPF) 2019 Allocation Notice

Township of Pelee
County of Essex

3701

2019 OMPF Allocation Notice - Line Item Descriptions

- A** The OMPF grants are described in detail in the 2019 OMPF Technical Guide - this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2019>
- A5** If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding shifts. See the enclosed Transitional Assistance Calculation Insert for further details.
- B1** Measure of households based on the 2018 returned roll from the Municipal Property Assessment Corporation (MPAC).
- B2** Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
- B3** Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2019 OMPF Technical Guide.
- B4** Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2019 OMPF Technical Guide.
- B5** Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2019 OMPF Technical Guide.
- B6** Represents the guaranteed level of support the municipality will receive from the Province through the 2019 OMPF. For additional information, see the 2019 OMPF Technical Guide.
- B7** 2018 OMPF allocation

Note: Grant components are rounded up to multiples of \$100.

**Ontario Municipal Partnership Fund (OMPF)
2019 Transitional Assistance Calculation Insert**



**Township of Pelee
County of Essex**

3701

A 2019 OMPF Transitional Assistance (Line B2 - Line B1, if positive)	n/a
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As the municipality's 2019 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details	
1. Sum of 2019 OMPF Grants, excluding Transitional Assistance	\$102,100
2. 2019 Guaranteed Support (Line B2a x Line B2b)	\$75,900
a. 2018 OMPF (Line A from 2018 Allocation Notice)	\$82,200
b. 2019 Guaranteed Level of Support (Line C)	92.3%

C 2019 Guaranteed Level of Support (Line C1 + Line C2)	92.3%
1. 2019 OMPF Minimum Guarantee	85.0%
2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index	7.3%

Note: See line item descriptions on the following page.

Ontario Municipal Partnership Fund (OMPF) 2019 Transitional Assistance Calculation Insert

Township of Pelee
County of Essex

3701

2019 Transitional Assistance Calculation Insert - Line Item Descriptions

A Transitional Assistance ensures that in 2019, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2018. The Township of Pelee's 2019 OMPF exceeds this level. As a result, Transitional Assistance is not required.

B1 Sum of 2019 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grants.

B2 Guaranteed amount of funding through the 2019 OMPF

B2a 2018 OMPF allocation

B2b Represents the guaranteed level of support the municipality will receive from the Province through the 2019 OMPF. For additional information, see the 2019 OMPF Technical Guide.

C1 Reflects the minimum level of support for southern municipalities.

C2 Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.

Note: Grant components are rounded up to multiples of \$100.

**Ontario Municipal Partnership Fund (OMPF)
2019 Northern and Rural Municipal Fiscal Circumstances Index**



Township of Pelee
County of Essex

3701

A Northern and Rural Municipal Fiscal Circumstances Index	5.9
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The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators		
	Pelee Tp	Median
Primary Indicators		
1. Weighted Assessment per Household	\$279,432	\$273,000
2. Median Household Income	\$59,776	\$69,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	-0.2%	1.0%
4. Employment Rate	57.7%	56.0%
5. Ratio of Working Age to Dependent Population	220.0%	170.0%
6. Per cent of Population Above Low-Income Threshold	85.7%	86.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2019 OMPF Technical Guide, as well as in the customized 2019 Northern and Rural MFCI Workbook.

Ontario Municipal Partnership Fund (OMPF) 2019 Northern and Rural Municipal Fiscal Circumstances Index

Township of Pelee
County of Essex

3701

2019 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

A The municipality's 2019 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2019 Northern and Rural MFCI Workbook.

B1 Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.

B2 Statistics Canada's measure of median income for all private households in 2015.

B3 Measures the five-year (2013 - 2018) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.

B4 Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.

B5 Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).

B6 Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

THE CORPORATION OF THE TOWNSHIP OF PELEE

BY-LAW: 2019-14

"Groundwater and Storm Water Monitoring and Annual Reporting Services for the Closed Pelee Island Landfill Agreement with Golder Associates Ltd."

(March 25, 2019)

A By-Law to authorize execution by the Mayor and CAO/Clerk of an agreement between the Municipality and Golder Associates Ltd.

The Council of the Corporation of the Township of Pelee of Pelee hereby enacts as follows:

- 1.) That the Mayor and CAO/Clerk are hereby authorized to execute and affix the corporate seal to an agreement between the Municipality and Golder Associates Ltd. for the length of term for the contract as directed by Council in the corresponding resolution.
- 2.) That the agreement attached as Schedule 'A' forms part of this by-law.

READ IN OPEN COUNCIL THREE TIMES AND PASSED THIS 25th DAY of March, 2019.

MAYOR, Raymond Durocher

CAO/Clerk, John Maddox

AGENDA

DATE March 25, 2019

NO. 12(a)

THE CORPORATION OF THE TOWNSHIP OF
PELEE

BY-LAW: 2019-15

"CONFIRMATION OF PROCEEDINGS"

(March 25, 2019)

A by-law to confirm the proceedings 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 4th day of February, 2019 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" (March 25, 2019)
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 PASSED THIS 25th day of March, 2019.

AGENDA

MAYOR, Raymond Durocher

DATE

March 25, 2019

CAO/Clerk, John Maddox

NO.

12(6)