

Minutes of a Regular Meeting of Council of the
Corporation of the Township of Pelee
held at the Royal Canadian Legion Hall
on April 20, 2015

Present:

Mayor: Richard Masse
Deputy Mayor: Dave DeLellis
Councillors: Darlene Wiper
Dayne Malloch
Absent: Peter Letkeman

Staff:

Wayne Miller – CAO/Clerk/Treasurer
Katrina DiGiovanni-Deputy Clerk
Kyle Davis-Environmental Services Manager
Michelle Feltz-Deputy Treasurer
Vanessa Taylor-Campground Manager
Charlene Malloch-Marina Manager
Janice Hensel-Sr. Financial Advisor, MMAH

The Mayor called the meeting to order at 8:00 p.m.

The Mayor presented the agenda for the Regular Meeting of Council for April 20, 2015 for adoption, with one addition under 6 d.) Economic Development Advisory Committee.

Moved by: *Dave DeLellis*

Seconded by: *Darlene Wiper*

Carried.

2.) Minutes

a.) The minutes for the Regular Meeting of Council held on April 7, 2015 were presented and adopted.

Moved by: *Dayne Malloch*

Seconded by: *Darlene Wiper*

Carried.

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3.) Disclosure of Pecuniary Interest

None.

4.) Petitions and Delegations

None.

5.) Old Business

a.) Senior Achievement Nomination

The Mayor presented the applications for senior award nominations. Deputy Mayor DeLellis suggested that nomination forms be left at the Legion and Co-op if any community members wanted to nominate a senior.

6.) New Business

a.) Budget Discussions

i.) Overview

The CAO commented that the remaining departments would be discussed by their respective managers and to keep in mind some costs are fixed and carry over annually.

ii.) Campground

Mayor Masse introduced Vanessa Taylor, Campground Manager to speak on her budget. Ms. Taylor stated that she would like to highlight some areas of interests under materials and supplies for some new purchases, including a laptop, internet and a coffee brewing system. She further stated that the laptop currently being used was her own personal laptop, but that it is important for the Campground to have its own. Ms. Taylor also highlighted the line item for building and lot maintenance for the purchase of gravel to finish laneways, repair of fire pits, installing an outside water source, mirrors in the bathrooms and a few charcoal barbecues. Ms. Taylor also highlighted the need for more tree removal and stump grinding which would be done by the Parks and Recreation staff, as well as the need for the outside water source because campers are currently using the washrooms and it is causing issues with the pipes being clogged.

Further discussion and clarification continued on requested budget items. Deputy Mayor DeLellis addressed the issue of tree removal and falling trees and asked what the timeline was for dealing with this issue. Ms. Taylor responded that the ones that could be taken

care of through the fall and winter had been removed, but that it was an ongoing process of removing the trees as other staff had time and assistance to do it. Deputy Mayor DeLellis asked if some of the trees that had been taken out should be replanted. Ms. Taylor responded that was a good idea.

Mayor Masse asked if the Parks and Recreation budget had to be looked at again to add more time in for tree removal because it could be a safety hazard. The CAO responded that he was going to meet with Nick Goulden to see what has to be done.

iii.) Marina

Mayor Masse asked the Marina Manager, Charlene Malloch to discuss her budget. Mrs. Malloch commented that there would be no major expenses this year other than the east dock replacements and the new docks should clear up the waiting list and help bring in more revenue. She also stated that the previous dock loan has now been paid off, so that will not be an expense in 2015. Mrs. Malloch also stated that the Bonnet Building was an additional expense and addressed Council on their intentions with that building. Mayor Masse responded that the building would have an inspection this year and be a part of the township building audit to see what the building could be used for. Mayor Masse also asked Mrs. Malloch to consider some ideas of what she would like to see happen with that building.

Councilor Malloch suggested that when the building audit is being done, the Marina Manager should be consulted to see what uses would best suit the current marina building and the Bonnet building. Further discussion continued on the Bonnet building and possible options and condition of the building. Mrs. Malloch mentioned that the water service to the Bonnet building may be better than what the marina currently has and it should be looked into to see if the well can be tapped into. Further discussion continued on the well at the Bonnet building and need to find a better water source for the marina.

Deputy Mayor DeLellis asked if everything was on schedule for the east dock replacement and the centre dock repairs. The CAO responded that everything was on schedule with the new docks and that a contractor would be consulted about the repairs. Discussion continued on the need for repairs to be done prior to opening the Marina in May.

Councillor Malloch asked if a solution for dredging had been determined. Mrs. Malloch stated that dredging would have to be done. The CAO commented that a grant could be applied for, for the dredging. The CAO addressed the Marina Manager and asked her to contact Kobe Marine for a quote, before the grant application can be sent in.

iv.) East and West Shore Water

East Water

Mayor Masse addressed Kyle Davis, Environmental Services Manager to discuss the budget for the East Shore Water System. Mr. Davis highlighted budget lines of interest and explained what made up each category and stated that the fuel expense line was high in 2014 because of the fuel needed to run the generator when there was electrical problems. Mayor Masse asked when savings would be seen at the East Shore System after the West Water Plants upgrades were done. Mr. Davis responded that a savings would be seen in salaries and delivery costs which are anticipated for the latter part of 2015, but full savings would not be noticed until 2016.

Deputy Mayor DeLellis asked how many users were on the east side. Mr. Davis responded that there were currently 8 users, plus the Campground. The CAO stated that in the future the township planned to allocate costs to the township for water used at township buildings to show the cost at each location. Further discussion continued on water usage, the distribution system, history on the east side and future plans.

West Water

Mr. Davis outlined the user charges for the West Shore Water System and commented on the costs for training and courses because the licenses required to run the West Shore Water Plant are greater than the East Shore. Councillor Malloch asked why there was a variation in operator contracts from 2014. Mr. Davis responded that the contract held with the Ontario Clean Water Agency had expired, but if assistance or additional operators were needed there is an understanding that they will still assist.

Mr. Davis highlighted that the equipment maintenance line item would be higher this year because of work that needed to be done on the generator and air compressors. Mayor Masse asked if there was any costs included in the budget to recruit new water operators. Mr. Davis responded that full costs were not included, but there was additional money allocated to training and courses to begin training a new operator. Mayor Masse stated that he highly recommended getting more operators trained and additional money should be allocated to accommodate training. The cost for equipment maintenance were discussed further.

The CAO commented the amount of the grant money that was transferred into reserves due to the transfer payment to pay off the old water loan. He further clarified that the money that would have been paid for the loan in 2015 has to be into reserves as a condition of the transfer payment.

v.) Septic Farm

Mr. Davis addressed the budget for the septic farm and stated that it was currently not operating, but that the tanks are at the roads department and still require annual environmental testing on the groundwater. Mayor Masse asked if removing the tanks had been considered. Mr. Davis

responded that he didn't feel that infrastructure that was already in place should be removed and he further commented that there may be various uses for them in the future or should a septic hauler return to the Island.

vi.) Pump House Operations

Big Marsh

Mr. Davis highlighted a slight increase in salaries for 2015 due to a small operator raise, he then went on to outline line items for hydro costs, fuel and salaries that are estimated on a five year average. Mr. Davis also commented on costs for health and safety upgrades for fall prevention training and equipment requirements.

Mayor Masse asked if the electric pumps that were installed were maintaining water levels efficiently. Mr. Davis stated that he had been taking data for two years on different items and stated that yes the electric pumps were assisting in holding water levels at the Big Marsh pump houses, but most noticeably at the Curry Marsh pump house. Mayor Masse asked if the drainage committee would be impacting the budget. Mr. Davis responded that they had the potential to if they do not agree with capital proposals and make other recommendations, but the drainage budgeted for maintenance could be affected.

Curry Marsh

Mr. Davis highlighted line items and what they consisted of and commented on some building and maintenance costs including work on the eaves troughs in order to avoid additional maintenance in the future.

The CAO provided a refresher on drainage charges and revenue and expense columns, how they were collected and how the grants from OMAFRA were calculated. Deputy Mayor DeLellis asked how the natural areas were assessed. The CAO responded that these areas are not exempt and receive a bill for their full share.

Capital Expenses for Pump Houses

Mr. Davis stated that the fuel tanks needed to be inspected and recertified to come up to TSSA standards as well as the exhaust systems that are now a high priority for TSSA. Mr. Davis stated that at the North pump house required fuel and exhaust inspections to be brought up to compliance and that there was an existing issue with overheating on one engine that has to be vented to eliminate engine shut downs.

Mr. Davis stated that at the west pump house fuel issues were a high priority due to settling of the

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fuel tank and the tank being at the end of its useful life. He further stated that a smaller tank should be sufficient but the foundation for the tank would need to be designed by an engineer. Mr. Davis also stated that the fuel and exhaust systems would also need to be certified and the cat walk was in need of health and safety upgrades.

Discussion ensued on use and intentions for the Round Marsh pump house and the possibility of removal under the MIII project for diversion.

Mr. Davis stated that the Curry Marsh pump house also needed the TSSA certification for the fuel and exhaust system and upgrades to the cat walk for health and safety. Councillor Malloch asked if there were reports available for the exhaust system requirements. Mr. Davis stated that he would forward the information to Council.

vii.) Environmental Services

Mr. Davis stated that Environmental Services was the main department that all of his other department were billed out from and also included health measures for costs associated with blue green algae. Mayor Masse commented that for the past few years Mr. Davis has been working with the Ministry of the Environment, the health unit and the Essex Region Conservation Authority to collectively study and monitor the blue green algae and thanked Mr. Davis for his efforts.

viii.) General/Admin/Website

The CAO began to go over the general administration budget and stated that fixed costs would remain the same and a 4% tax rate increase would be proposed after budget discussions. He also stated that the Ontario Municipal Partnership Fund grant went up slightly this year, but that there were currently no other provincial grants to account for in 2015, resulting in revenues being down this year. The CAO also stated that general salaries were also down this year for administration. The CAO stated that there was a need for a new website and asked the Deputy Clerk to speak on the subject. Ms. DiGiovanni stated that currently the website is too outdated to update or add information and it was important to get approval for the purchase of a new website as soon as possible so it could be designed before the tourist season started.

The following Resolution was passed:

Resolution 2015-43:

Moved by:

Darlene Wiper

Seconded by:

Dave DeLellis

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“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the CAO’s report on the need for a new township website and further grants approval of the budget item for implementation as soon as possible”.

Carried.

The CAO highlighted capital expenses that would need to be allocated for the township building, including repairs to the basement to stop the mould problem, repair to the back kitchen floor as it is now in danger of caving in, in certain areas, as well as removing and replacing the carpet in the office. He also stated that some minor repairs would have to be done to the outside of the building to stop animal and bug infestations.

The CAO stated that at the next Council meeting he will provide a revised budget to take into account any changes discussed and any updates to come to the final budget.

b.) Scott Hope Request for Trailer on Property

The CAO provided background information on trailer use as stated in the Official Plan and Zoning By-Law and further stated that a new by-law needed to be passed to regulate trailers and allow for a fee to be collected. The CAO stated that Mr. Hope intends to build a cottage and was able to provide a timeline for building and would seasonally remove the trailer. The CAO suggested that a resolution be passed with a 3 year time limit while the cottage was being built.

The following resolution was passed:

Resolution 2015-43:

Moved by:

Darlene Wiper

Seconded by:

Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby grants Scott Hope permission to place his trailer on a seasonal basis on his property on Old Vineyard Road and further that a three year time limit be implemented through the process of building a home”.

Carried.

c.) 2015 Pelee Island Half Marathon

The Mayor presented the event application and agreement for Running Flat to hold the Pelee Island Half Marathon.

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The following resolution was passed:

Resolution 2015-45

Moved by:

Dayne Malloch

Seconded by:

Dave DeLellis

“Be it Resolved that the Corporation of the Township of Pelee hereby accepts the Application from Running Flat for the 2015 half marathon and further authorize the Mayor and CAO to enter into an agreement with Running Flat for the event on May 31, 2015”.

Carried.

d.) Economic Development Advisory Committee

Mayor Masse introduced Janice Hensel from the Ministry of Municipal Affairs and Housing and asked her to speak on the Economic Development Advisory Committee. Ms. Hensel commented that the transfer payment was the first step towards sustainability and the next step would be to diversify the assessment base. She further stated that Pelee is currently 92% residential and should examine ways to bring more commercial assessment to provide more revenue generating capacity. Ms. Hensel stated that the intent in appointing an Economic Development Committee was to allow Council to be proactive now that they have the resources from the province at their disposal to look at the strengths, weaknesses, opportunities and threats on the Island.

Ms. Hensel further suggested that reviewing all the past studies that have been done on the Island would be a good starting point as well as being more proactive with mainland and Island resources. Mayor Masse asked Ms. Hensel if she would be interested in sitting on the committee; Ms. Hensel responded that she could be ex-officio and serve as a resource for research and advice. Mayor Masse stated that there are already so many committees set up that it may be difficult to draw interest from the public and he suggested that administration post an advertisement to see if there was any interest before moving forward.

Deputy Mayor DeLellis stated the similarities with the past strategic planning committee and commented that he believed transportation would come back as a major issue to attract new businesses. Ms. Hensel responded that it was important to begin working on these things before the new boat arrives in 2018 in order to make adjustments to the schedule to better serve the community.

Further discussion continued on the transportation committee, purpose of the new committee and how to move forward to support existing businesses while attracting new ones.

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7.) Correspondence

a.) Madawaska Valley Hydro Resolution

Mayor Masse presented a request from the Township of Madawaska Valley to support their resolution to Hydro One about rising hydro rates being cost prohibitive in rural areas. Mayor Masse stated they had good points on issues in rural communities.

The following resolution was passed:

Resolution 2015-46

Moved by:

Dave DeLellis

Seconded by:

Dayne Malloch

“Be it Resolved that the Corporation of the Township of Pelee hereby supports Resolution 14-2303-15 from Madawaska Valley in regards to increasingly high hydro costs in rural areas.

Carried.

b.) Support for Bill 36 Respecting Private Property Act

Mayor Masse presented a request from MPP Sylvia Jones to support amendments to Bill 36.

The following resolution was passed:

Resolution 2015-47:

Moved by:

Dave DeLellis

Seconded by:

Dayne Malloch

“Resolved that the Council of the Corporation of the Township of Pelee hereby supports the request from MPP Sylvia Jones on Bill 36 being the Respecting Private Property Act”.

Carried.

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8.) Disbursements

The Mayor presented disbursements to Council.

The following resolution was passed:

Resolution 2015-48:

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 pay disbursements as presented and attached in the amount of \$29,762.91”.

Carried.

9.) Boards and Committees

There were no presentations from any boards or committees.

10.) Councillor and Miscellaneous Reports

a) State of Property at 1029 West Shore Road

Mayor Masse stated that there was growing concern over the state of the property at 1029 West Shore Road and that options needed to be explored to rectify the situation and examine ways that help could be given. Mayor Masse directed administration to look at bringing in resources to assist in fixing the property issues. Further discussion ensued about the state of the property and possible solutions. The CAO stated that he needed full support from Council in order to proceed with finding resources; Councillor Malloch stated that any complaints submitted should be signed and in writing or should not be accepted.

e.) Ministry of Natural Resources

Mayor Masse stated that MNR would be coming during the week to start their Environmental Assessment on the Lighthouse Trail.

f.) 911 Conference Call

Mayor Masse stated that a conference call was held with staff, OPP, EMS, and a Bell representative to discuss lapses in service with landlines and the 911 system that have occurred

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this spring. Mayor Masse further stated that the feedback from the Bell 911 representative was that during adverse weather or fog the mainland phone towers cannot communicate with the Island. He went on to state that the result was that on Island calls could be made, but no incoming or outgoing calls with the mainland would go through.

Mayor Masse stated that a solution needs to be determined to mitigate occurrences of landlines not being able to communicate with the mainland. Mayor Masse commented that the Bell 911 representative suggested that when an adverse weather event occurs and the towers cannot communicate that a landline number can be redirected on Island when someone dials 911. He stated that this would mean the 911 calls would have to be redirected to a location that is manned 24/7 and that it has to be determined if EMS can be responsible for this.

Further clarification on the 911 phone system, issues with Bell services and possible solutions continued. Councillor Malloch stated that providing an alternate number in the short term would be fine, but that this is a bigger issue and a long term solution has to be found.

g.) Blue Green Algae Conference

Mayor Masse stated that he and Kyle Davis attended a conference in London on blue green algae. He further stated that the regiment of testing and monitoring from last year would be followed again this year and that Mr. Davis would continue on the monitoring program with other agencies again this year. Further background was given about previous blue green algae discussions, as well as discussion on future plans with testing and research.

Mr. Davis gave an update on his intentions for working with other agencies in 2015 and about new research being done. Councillor Malloch asked if there would be satellite images on the algae again this year. Mr. Davis responded that images would be provided again this year through NOAA.

Further discussion ensued on protocols for testing and advisory notices and future practices for managing blue green algae occurrences for beaches, private water systems, the township water distribution system and past findings.

h.) Roads Needs Study

The CAO presented Council with a memo on the backlog of work on the Roads Needs Study and reference was made to the OCWA Asset Management Plan and that \$1.3 million would be needed to get back up to date with requirements.

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i.) Lorain Lane

The CAO stated that there are property line and road allowance issues on Lorain Lane and that the current road allowance had to be used in order for some residents to apply for building and septic permits. He further stated that the residents on Lorain Lane proposed to pay for a survey to show accurate boundaries in order to adjust the road allowance to make it as legal and accurate as possible.

Further discussion ensued on the history and past incidences on Lorain Lane. The CAO stated that property boundaries between residences would not be touched, but that the survey would show where the road allowance needs to be adjusted in order to make as many cottages as possible legal.

Councillor Malloch stated that he was in support of looking further into this issue and the rest of Council supported moving forward to find a solution.

11.) In Camera

None.

12.) By-Laws

a.) Mayor Masse presented by-law 2015-11 being a by-law to confirm proceedings.

The following resolution was passed:

Resolution 2015-49:

Moved by:

Dayne Malloch

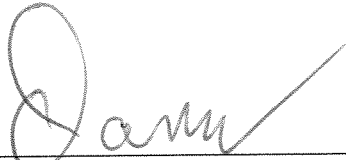
Seconded by:

Dave DeLellis

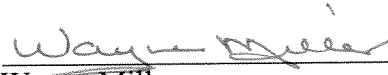
“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby supports passing By-Law 2015-11 being a by-law to confirm proceedings for this April 20, 2015 meeting of council”.

Carried.

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Rick Masse
Mayor



Wayne Miller
Chief Administrative Officer