

Minutes of a Regular Meeting of Council of the  
Corporation of the Township of Pelee  
held at the Royal Canadian Legion Hall  
on March 9, 2016

**Mayor:** Richard Masse  
**Deputy Mayor:** Dave DeLellis  
**Councillors:** Darlene Wiper  
Dayne Malloch  
Pete Letkeman

**Staff:** Wayne Miller, CAO  
Katrina DiGiovanni, Deputy Clerk  
Michelle Feltz, Deputy Treasurer  
Stephanie Rodgers, Administrative Assistant  
Paul Feltz, Roads Superintendent  
Nick Goulden, Parks & Recreation Manager  
Kyle Davis, Environmental Service Manager

**Delegations:** Clayton Walls, Pelee Motion

**1.) Agenda**

The agenda was presented for adoption, with one postponement, being Ralph Hooper's budget presentation, which will be presented on April 18<sup>th</sup>.

*Moved by:* *Darlene Wiper*

*Seconded by:* *Dayne Malloch*

Carried.

**2.) Minutes**

a.) The minutes for the Regular Meeting of Council for March 9<sup>th</sup>, were presented and adopted.

*Moved by:* *Dayne Malloch*

*Seconded by:* *Dave DeLellis*

Carried.

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### **3.) Disclosure of Pecuniary Interest**

Councillor Wiper declared a conflict with Payment number 748 and 790 being reimbursements for travel to the sport shows.

### **4.) Petitions and Delegations**

#### **a.) Clayton Walls-Pelee Motion Proposal**

Mr. Walls stated that the purpose of his presentation was to propose a private public partnership to serve residents and visitors to help ignite tourism economy. Mr. Walls outlined the reasons that a transit system would be beneficial, including bringing more tourists to the Island, he went on to outline how it would benefit different areas of the Island including environmental sustainability by reducing the numbers of cars on the Island. He then went on to state potential benefits to the community including assisting the Township in being more sustainable and supporting local businesses. Mr. Walls commented on vacant commercial lands as an untapped potential, and this proposal would help attract new business development. He stated the trolley would not be a tour bus, it would help to expose riders to all points of interest and educate visitors on what the Island has to offer. Mr. Walls stated that this would be a 6 year contract with a commitment of \$50-60,000 by the Township and an equal contribution from the operator. Mr. Walls then showed a mock-up of the trolley and explained that it would seat approximately 40 adults, was biodiesel and could be transformed into an open air vehicle.

Mr. Walls then displayed a map of the Island with 8 stops, 6 being municipal and 2 being sponsored by businesses. He stated it would be a one hour round trip, to make the schedule easier for visitors to remember and access, and would benefit the campground and the marina. Mr. Walls then went on to comment on how the stops were chosen and outlined the route. He commented some of the money would come from business sponsors who want the trolley to stop at their location, and the first year of advertising budget had already been covered by business owners. Mr. Walls then went on to comment how advertising dollars would work over the 6 year contract and how the season and operating schedule would work.

Mr. Walls outlined the contract responsibilities of the operator, including locating and leasing the vehicle and ensuring safety requirements are met. Mr. Walls stated that he has investors contributing \$27,000 in the first year to help jump start the project. He commented that the operator would handle the administration and management including all route schedules, processing invoices, brochures and tracking ridership, among other things.

He outlined the responsibilities of the Township including hiring a driver, and covering annual expenses such as fuel, legal and insurance, as well as applying for any applicable grants, as well as benches, signage and storage in the off season. Mr. Walls stated that in year 6 this would be a

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cost neutral system with revenues matching expenditures, but if the Township keeps investing after the 6 years it has a potential for a greater return on investment.

Mr. Walls asked for the support and commitment from council to move forward with this proposal in 2016. He additionally asked for the establishment of an advisory committee composed of the Economic Development Advisory Committee, the Tourism Committee and the Transportation Committee. He proposed a start day of July 1<sup>st</sup> to reduce the budget in year one, but proposed that ridership numbers would be better for grants if it starts May 20, 2016.

Deputy Mayor DeLellis commented on the original numbers sent in November and Mr. Walls said they have changed as more information was gained to add to the proposal to clarify costs and funding. Deputy Mayor DeLellis asked about the \$48,000 from sponsors and investors and what this investment would cover. Mr. Walls responded that it was for the vehicle leasing, signage, compliance, operating costs with the total cost of \$60,000 from the Township over 6 years. Mayor Masse asked about the ridership numbers proposed and what the municipalities responsibility would be if the ridership is half or less than what was forecasted. Mayor Masse stated concern over who would bear the costs, Mr. Walls stated the responsibilities would be the Townships. Mayor Masse stated that he was interested in being presented with different scenarios of ridership. He asked for a scenario at 125% and one for 50% and one at 25% of predictions for every year. Discussion continued on the potential outcomes and the additional costs that could be realized. Mayor Masse then commented on pledges of advertising dollars and that he would like to see confirmation of those pledges.

Discussion continued on the proposal and how operation would be accomplished. Deputy Mayor DeLellis stated concern over the exposure to the Township, he said that there is no doubt it would be a good thing, however he was concerned about the exposure and responsibility of the Township. Discussion continued on budget figures and potential outcomes. Deputy Mayor DeLellis stated that the Township cannot afford to take high risks, and he proposed an alternate pay out schedule.

Mayor Masse stated concern over claims of speaking with the Ministry of Transportation and the Ministry of Municipal Affairs and Housing and the need for the Township to confirm these claims and to understand what the upper limits of exposure are for the Township. Councillor Malloch commented that council was currently in the middle of budget process and that he didn't believe that tonight would be a good time to make a decision and suggested that administration look into the stated concerns and figure out the maximum exposure Township exposure per year. Councillor Malloch also stated concern about a new council being elected in two years that may have different opinions. Mr. Walls commented that the partnership could be dissolved at any time, but that the Township would be responsible for lease payments. The CAO commented on the donations and asked for clarification on stakeholders. The CAO asked about costs of buying the trolley out right instead of leasing. Mr. Walls stated that he wasn't sure, and that they were

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looking at a used trolley because of the low kilometres it would accumulate over the 6 years. Mr. Walls stated this was a lease to own agreement. Mayor Masse asked Mr. Walls to find out the cost to buy it outright. Mayor Masse commended Mr. Walls on the proposal and stated this was not an easy decision for council and commented that they couldn't give an answer tonight. Councillor Letkeman stated that he wanted to support the proposal, Councillor Malloch stated that he wanted staff to address concerns and bring the proposal back to next budget meeting on April 18<sup>th</sup>. Mayor Masse suggested to support the proposal in principle and have administration address concerns for the next council meeting. Councillor Letkeman stated that the trolley was necessary in order to increase visitors over the years. Mayor Masse stated that it was harder to accomplish projects on the Island and special circumstances needed to be considered. Mayor Masse thanked Walls for his endeavors and commitments.

The following Resolution was passed:

Resolution 2016-32:

*Moved by:*

*Pete Letkeman*

*Seconded by:*

*Dave DeLellis*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the presentation from Clayton Walls on the Pelee Motion Trolley proposal and further that Council accepts the proposal in principle and further still that council directs administration to address councils concerns and bring information back to Council at the next budget meeting on April 18<sup>th</sup>, 2016”.

*Carried.*

## **5.) Old Business**

### **a.) Transport Canada-Scudder Wharf Divestiture Phase I**

The CAO commented that the next stage of the divestiture had started on the Scudder Wharf and that council had 60 days to respond, he stated that if a letter of interest is sent than additional information will be given to Council and that there may be potential for repairs to be covered. Councillor Malloch expressed interest with conditions of having money for repairs, the CAO responded that at this point only interest could be expressed and that terms would come later. Deputy Mayor DeLellis asked about brownfield liability exposure and the need to look into liability. The CAO stated that this was a concern and as far as Transport Canada was concerned the liability would fall on the polluter, but

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provincial ministries may enforce it on the Township.

The following Resolution was passed:

Resolution 2016-33:

*Moved by:*

*Dave DeLellis*

*Seconded by:*

*Dayne Malloch*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby supports moving forward with Divestiture Phase I of the Ports Assets Transfer Program for the divestiture of Scudder wharf and further that correspondence be sent to Transport Canada expressing interest before May 16, 2016”.

*Carried*

## **6.) New Business**

### **(a) 2016 Departmental Budget Presentations**

#### **i.) Paul Feltz-Roads Superintendent**

Mr. Feltz commented that the budget was pretty bare boned and stated that he wanted to move straight to capital requests. He stated that capital requests included a cement patch to hold cold patch, door repair on kwanza hut and costs to come up to date on asset management to bring the roads needs study up to date as well as tar and chip work. Mayor Masse commented on the roads needs study, and stated that the Township was continuously applying for money for roads grants and if applications are successful that money would go towards roads repairs, he continued to comment that at this time the Township cannot fund \$2.9 million for repairs and upgrades. Mr. Feltz stated concern over the worsening conditions of the roads, every year with continued grader costs and greater future costs of reconstructing roads instead of resurfacing. He suggesting doing some of the work through the general tax base instead of just waiting, and complete the rest slowly every year. Mayor Masse stated that the community could not bear more tax increases and that funding was needed from upper levels of government. Mr. Feltz continued to state concern over more visitors coming to the Island with the new boat, more equipment travelling on the roads, and not having the proper infrastructure to support the increased traffic.

The CAO stated that council would decide what capital projects they wanted to move forward with. Mr. Feltz highlighted his yearly forecast on equipment needs and stated the importance of upkeep and the replacement of future vehicles and equipment. Deputy Mayor DeLellis asked

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about the increased salaries and Mayor Masse responded the salaries now included all the statutory deductions and green shield costs, and that there was no hourly rate increase but the total employee expense. Councillor Malloch asked about the capital money from 2015 that was in reserves, the CAO commented that it should not be brought out of reserves to do gravel work and should be kept for capital project. Deputy Mayor DeLellis asked about using some of the reserve to fix Clutton Road and Centre Dyke. Mayor Masse commented on the washouts on Centre Dyke. Mr. Feltz stated that the drainage superintendent would be coming with a potential business opportunity to fix the problem. The CAO asked Mr. Feltz about repair to Clutton Road, and he commented that the landowner would be paying for the road repair because it drains his land, and the culvert under the road would be included. Deputy Mayor DeLellis asked for a timeline of repair, Mr. Feltz responded that the material had to be ordered and scheduled to come over of the boat, but hoped that it would be completed within 2 weeks if the amount of gravel needed could be obtained.

#### **ii.) Nick Goulden-Parks & Recreation Manager**

Mr. Goulden commented on his parks and recreation operating budget, and stated that it was the minimum that was needed for operations. He then commented on the capital projects including the public washroom upgrades, with renovations and insulation to have them open longer. Deputy Mayor DeLellis asked to have a breakdown for the work to be done on the washrooms, Councillor Malloch asked if it would include the electrical changes, Mr. Goulden stated it did include the electrical work. He said it also included a water line upgrade to give the washrooms their own metre to record usage and clean up splices in the water line; he stated that this would include taking down the cardboard plant and relocating hydro. Mayor Masse was interested in an itemized list of cost for all the work to be done.

Mr. Goulden moved on to the airport budget, and stated that the operating budget was the bare minimum to operate and commented on the capital wish list including the replacement of the tractor to mow the yard that it also used for road side mowing. He stated that the current tractor parts are from Sweden and it is hard to get parts for repairs. Mayor Masse asked about the tractor and asked for more information on what it is used for and the needs throughout the municipality. Discussion continued on the use and need for the tractor. Mr. Goulden commented on the need for the building at the airport to be repaired because it is declining rapidly; he commented that some repair should be done to stop the water from freezing, as well as the need for insulation and heating. Mayor Masse stated he would like to see an itemized list of exactly what would need to be done and the costs for the project. Deputy Mayor DeLellis asked about the building asset assessment, the CAO said that it still needed to be done, but that the quotes were 5x what was budgeted for and that the Township cannot afford full inspections of all buildings.

The CAO commented that Transport Canada would be in touch about recertifying the airport because they fund upgrades if the airport is certified. Discussion continued on the past

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certification and costs and possibilities of recertification.

**iii.) Kyle Davis-Environmental Services Manager; Transfer Station & Drainage**

Mr. Davis began with the Transfer Station budget, and stated that the contract with Windsor Disposal Services was for the next 5 years and that there would be an increase in disposal fees, as well as an increase in building an lot maintenance to complete requirements from the Ministry of the Environment. Councillor Malloch asked about the requirements, Mr. Davis stated that is was shredding of debris and laying metal fencing around the burm to stop muskrats from penetrating the burm.

Mr. Davis moved on to the Pumphouse budgets, he commented that under building and lot maintenance were building inspection finals and consulting fees. He stated that figures for the marshes were a five year average and that consultants for fuel and exhaust upgrades were budgeted for under capital. He continued to highlight capital expenses, including fuel system and engine exhaust compliance for the Big Marsh system. The CAO stated that the drainage committee would send in a refined list of repairs after meeting. Mr. Davis then commented on the Curry Marsh pumphouse and stated that exhaust and fuel upgrades as well as consultants were budgeted for in capital, and that a used vehicle replacement purchase was spread out through all of his departments. Councillor Letkeman asked about the capital request for the vehicle replacement, Mr. Davis stated this was for his pickup, as it has ongoing transmission problems, no heat and the repairs were starting to get costly.

**(b) CAO Report on Asset Management Software**

The CAO commented that there was a deal offered by contacts at the Ministry of Municipal Affairs and Housing for software used for asset management, he commented that the software, input of all asset information, training and a contract with an engineer would be included in the \$25,000 cost of the software. He stated that the payment would come from Ontario Community Infrastructure Fund grant from 2015 and federal gas tax funding from 2015. The CAO stated that this asset management project was something that had to be done by 2016 to continue receiving federal gas tax funds and to satisfy the agreement with province. The CAO stated that the cost of the software had been included in the preliminary budget.

The following Resolution was passed:

Resolution 2016-34:

*Moved by:*

*Dave DeLellis*

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*Seconded by:*

*Darlene Wiper*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby supports entering into an agreement with CityWide for the acquisition of software and the preparation of an Asset Management Plan and an updated road condition report”.

Carried.

**(c) CAO Report on 2015 Council Disbursements**

The CAO commented that this was a required report under the Municipal Act, and needed to be brought to a public meeting. Deputy Mayor DeLellis asked why the benefit costs were so high. The CAO responded that every 5 years plans were shopped with the county to obtain lower rates and that the rates would be higher if the Township searched independently. Mayor Masse stated that the last time plans were shopped independently it was substantially higher to go alone.

The following Resolution was passed:

Resolution 2016-35:

*Moved by:*

*Dayne Malloch*

*Seconded by:*

*Pete Letkeman*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the CAO’s report n Council disbursements”.

Carried.

**(d) FCC AgriSpirit Grant-East Park Campground**

The CAO gave a brief overview of the grant and stated that the Playground Group at the school was trying to provide a playground for the community. Stephanie Rodgers was present to speak on behalf of the group and stated that the school board has limited playground equipment to a naturalized playground and that fundraising had to be completed for the school yard. Mrs. Rodgers stated that the grant would be for a conventional playground, and that the deadline is April 18<sup>th</sup>, 2016. She also commented that the timeline for project completion was 2 years. Mrs. Rodgers presented a quote for the equipment, and stated the municipality would have to apply for the grant. She stated that the amount applied for would be \$25,000 and that an anonymous contributor would pay for the difference of the project. Mrs. Rodgers commented that the Township would be responsible to provide the location, apply for grant and manage the funds, as



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well as complete inspections. She also stated that the application asked for community support in order to enhance the chances of being successful. She asked if the donation from a resident of the half basketball court could be included as support. She clarified that the funds from this individual would not physically be included in the grant, it would just be used to show that that this grant was part of a larger community effort to provide recreational areas in the community and increase the chances of acceptance. She also stated that the Playground Group would be available to complete FCC requirements of the grant including press releases.

Deputy Mayor DeLellis asked about the quote, and asked if it was with site excavation and pea stone, and if there was a way to maximize what the Township could get out of the grant. Mrs. Rodgers stated that the grant application does not ask for a breakdown of budget so costs could be cut and used towards additional items for the project, if there was more given in kind. Deputy Mayor DeLellis asked about adding additional items to the project, Mrs. Rodgers stated that if the grant is not successful there are match funding grants that could be applied for. Discussion continued on requirements of the grant and different possibilities.

The following Resolution was passed:

Resolution 2016-36:

*Moved by:*

*Dave DeLellis*

*Seconded by:*

*Darlene Wiper*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby supports applying for the FCC AgriSpirit grant for playground equipment at East Park Campground before the deadline of April 18, 2016”.

*Carried.*

## **7.) Correspondence**

### **(a) Running Flat Half Marathon Event Application**

Mayor Masse asked if anything had changed with the event. The Deputy Clerk stated that everything was the same but that there was a request for council to be available to hand out medals at the winery.

The following Resolution was passed:

Resolution 2016-37:

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*Moved by:*

*Dave DeLellis*

*Seconded by:*

*Dayne Malloch*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the Running Flat application and gives approval to enter into an agreement”.

Carried.

**(b) OPP Billing Statement-February 29, 2016**

Discussion ensued on feedback and any further potential for meetings and reassessment of the billing model. Deputy Mayor DeLellis asked about the potential for the policing committee to track 911 calls, he stated that 911 operators called private citizens on the committee to check in on 911 calls and stated his concern over liability and continuing to send private residents to check in on 911 calls that the OPP should be handling. Mayor Masse stated that a formal request should be sent to the Minister to request a meeting to discuss the issue. Councillor Malloch sked for administration to get information on calls for last few years as well as incident reports.

The following Resolution was passed:

Resolution 2016-38:

*Moved by:*

*Dayne Malloch*

*Seconded by:*

*Dave DeLellis*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby directs administration to send a formal request to the Minister of Community Safety and Correctional Services to meet on the issues and billing model”.

Carried.

**8.) Disbursements**

The following resolution was passed:

Resolution 2016-39:

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*Moved By:*

*Dayne Malloch*

*Seconded By:*

*Pete Letkeman*

“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 \$172,968.75”.

Carried.

## **9.) Boards and Committees**

### **(a) Library Board Resignation**

Mayor Masse asked that a thank you letter for service be sent.

The following Resolution was passed:

Resolution 2016-40:

*Moved by:*

*Darlene Wiper*

*Seconded by:*

*Dayne Malloch*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the Library Board resignation from Sherri Smith and further requests administration to post for the opening”.

Carried.

### **(b) Drainage Committee Meeting Minutes-March 9, 2016**

Deputy Mayor DeLellis stated that a drainage engineer needs to be appointed, the CAO stated that the Drainage Superintendent had been contacting engineers that that he would bring some suggestions to the next meeting.

The following Resolution was passed:

Resolution 2016-41:

*Moved by:*

*Darlene Wiper*

*Seconded by:*

*Dayne Malloch*

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“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the Drainage Committee Minutes from the March 9, 2016 meeting”.

*Carried.*

## **10.) Councillor and Miscellaneous Reports**

### **a.) Mayor-TWEPI Visit**

Mayor Masse stated that he was asked by director, Gordon Orr, if council was interested in him coming to the Island. Councillor Wiper asked if he could come and meet casually with council when he is visiting personally. Mayor Masse stated he would pass along the message.

## **11.) In Camera**

### **a.) Personnel and Legal Issues**

Deputy Mayor DeLellis stated that he wanted to move in-camera to discuss legal and personnel issues. The Deputy Clerk stated that someone would first have to move to extend the Council meeting beyond 11:00 p.m.

The following Resolution was passed:

Resolution 2016-42:

*Moved by:*

*Darlene Wiper*

*Seconded by:*

*Dave DeLellis*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to proceed past 11:00 p.m.”.

*Carried.*

The following Resolution was passed:

Resolution 2016-44:

*Moved by:*

*Dave DeLellis*

*Seconded by:*

*Darlene Wiper*

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“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to move in camera to discuss personnel and legal matters”.

*Carried.*

The following Resolution was passed:

Resolution 2016-45:

*Moved by:*

*Dave DeLellis*

*Seconded by:*

*Dayne Malloch*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to move out of camera”.

*Carried.*

## **12.) By-Laws**

### **a.) By-Law 2016-09; Being a By-Law to Confirm Proceedings**

The following Resolution was passed:

Resolution 2016-43:

*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 2016-09 being a By-Law to Confirm Proceedings of this April 4<sup>th</sup>, 2016 meeting”.

*Carried.*

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Rick Masse  
Mayor

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Wayne Miller  
Chief Administrative Officer