TOWNSHIP OF PELEE

Regular Council Meeting

Monday May 23, 2018

Municipal Office at 8:00 p.m.

Mayor: Rick Masse

Deputy Mayor: Dave DeLellis

Councillors: Darlene Wiper

Dayne Malloch

Aurella Moritz

Staff: Katrina DiGiovanni, CAO/Clerk

Michelle Feltz, Treasurer

Stephanie Rodgers, Admin Asst.

Delegations: None.

1. **Agenda**

The agenda was presented for adoption and adopted with the following additions & changes:

**Additions**

**12.) (b)** By-Law 2018-17; Being a By-Law to Authorized powers during the 2018 municipal election

**Changes**

**12.) (b)** By-Law 2018-17 Being a By-Law to Confirm Proceedings

**Changed to**

**12.) (c)** By-Law 2018-18 Being a By-Law to Confirm Proceedings

*Moved by:* Darlene Wiper

*Seconded by:* Dave DeLellis

**Carried.**

**2.) Minutes**

1. The Minutes for the Regular Meeting of Council for Budget Presentations on May 7, 2018 were presented and adopted.

Deputy Mayor DeLellis noted an error on Page 2 of 11, in which the sentence should be changed from “resolves to move into a closed meeting,” should in fact state “resolves to move out of closed meeting.”

*Moved by:* Dayne Malloch

*Seconded by:* Dave DeLellis

**Carried.**

1. **Disclosure of Pecuniary Interest**

None.

1. **Petitions and Delegations**
2. **Old Business**
3. **Treasurer**-2018 Budget Deliberations
   1. Fire Department Budget Summary (2018-12-MF)

The Treasurer stated that she and Kevin Long met and talked about making reductions to the Fire Department’s budget estimates as long as the municipality is doing our due diligence to the firefighters. Items that were reduced included, fire inspections, vehicle expenses, equipment and equipment maintenance. Deputy Mayor DeLellis questioned Mr. Long as to what could be expected from next year’s budget? Mr. Long responded that with the exception of the additional cost of bringing a fire inspector over the budget should hold steady. Deputy Mayor DeLellis questioned the on-going nature of expenditures to which Mr. Long stated that it is the intention of the Fire Department to purchase 2 sets of bunker gear each year to cycle out the old. Deputy Mayor DeLellis again question the validity of the current expenditure being on-going. Mr. Long informed the Deputy Mayor that the municipality has historically invested appropriate funds into the Fire Department and that it will take time and funding to bring the department up to date. Discussion ensued regarding budget estimates.

The following Resolution was passed:

Resolution 2018-082:

*Moved By:* Aurella Moritz

*Seconded By:* Darlene Wiper

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby supports the proposed changes to the Fire Department Budget.”

**Carried.**

* 1. Change Summary & Outstanding Decisions

The Treasurer provided a summary of decisions that were required to be made related to the airport, parks and facilities, roads, shoreline, OCIF and gas tax. Discussion ensued regarding the cardboard plant and fire department. Mayor Masse suggested passing resolutions regarding items that require a decision as to move ahead with the budget process.

The following Resolution was passed:

Resolution 2018-083:

*Moved By:* Dayne Malloch

*Seconded By:* Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to complete the roof repair at the cardboard plant and ensure the entry is secured with existing materials within the building and further that a maximum budget of $3000 be allocated for the project”.

**Carried.**

The following Resolution was passed:

Resolution 2018-085:

*Moved By:* Aurella Moritz

*Seconded By:* Darlene Wiper

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agree to allocate the 2017 & 2018 OCIF formula-based grant at $50 000 per year for grant stacking in the 2018 OCIF top up grant application.”

**Carried.**

The following Resolution was passed:

Resolution 2018-086:

*Moved By:* Dayne Malloch

*Seconded By:* Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to allocate the 2018 AMO gas tax grant to reserves.”

**Carried.**

The Treasurer provided an overview of expenses that need to be addressed related to the budget including brochure reprinting, line painting, airport septic, gazebo bracing, and emergency road repair. Brief discussion ensure regarding allocating funds for emergency road repair in preparation of more damage occurring during a lame duck Council.

The following Resolution was passed:

Resolution 2018-087:

*Moved By:* Dave DeLellis

*Seconded By:* Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agree to allocate $250 000 to an emergency road repair in the case of a catastrophic road failure and further that this amount is to be funded through borrowing if required.”

**Carried.**

The Treasurer requested approval for the allocation of $150 000, for the municipality’s portion of the NDMP and that this about be funded through borrowing. Brief discussion ensued.

The following Resolution was passed:

Resolution 2018-088:

*Moved By:* Dayne Malloch

*Seconded By:* Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby to allocate the required portion of the NDMP grant in the 2018 budget estimates and further that this amount be funded through borrowing.”

**Carried.**

The Treasurer provided an overview of the Campground expenses for upcoming projects, and suggested budgeting $30 000 for capital works for the purpose of expediting the budget process.

Councillor Wiper suggested holding off on the glamping platforms until next year and Mayor Masse made the same suggestion in regards to the septic field. Councillor Malloch agreed with both.

The following Resolution was passed:

Resolution 2018-089:

*Moved By:* Aurella Moritz

*Seconded By:* Darlene Wiper

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to allocate $30 000 to capital improvements at the campground to be used for drainage solutions in laneways, repairs to women’s washrooms and barrier free washrooms.”

**Carried.**

The Treasurer provided an overview of reserve recommendations. Mayor Masse questioned how reserves would be impacted by a lame duck Council. The Treasurer responded that a lame duck Council cannot access reserves. Mayor Masse suggested pulling all the reserves in preparation of a lame duck Council. The Treasurer stated that it is her hope that the next Council is as conservative with the municipal reserves as the current Council, and that Council could pull all the reserves and hope that the next Council returns them to reserves. The Treasurer clarified that her concern was protecting the funds that Council has worked to preserve. Discussion ensued.

The following Resolution was passed:

Resolution 2018-090:

*Moved By:* Dayne Malloch

*Seconded By:* Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to include the following reserves in the 2018 budget estimates:

Airports: $7000

Transfer Station: $14000

Parks & Facilities: $5000

Tourism Committee: $4000

Ferry Launch: $2500

Campground: $5942.”

**Carried.**

The Treasurer provided and overview of property tax and informed Council that she will send out information so that a decision be made during the next meeting

Councillor Malloch requested to have a conversation regarding the renewal the Yellow Pages contract for tourism.

The following Resolution was passed:

Resolution 2018-091:

*Moved By:* Dayne Malloch

*Seconded By:* Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to continue the Yellow Pages Facebook contract for 2 six month periods beginning June 1, 2018.”

**Carried.**

1. **New Business**
2. **CAO/Clerk-**OCIF Application Project Proposals (2018-10-KD)

The CAO/Clerk informed Council that the municipality has been approved for a new OCIF intake and that this intake will be less competitive as those municipalities successful in the last intake will be excluded. The road project is not considered critical due to the low population. The project that the CAO/Clerk would like to recommend is for the restoration of West Shore from the water treatment plant to West Pump Road and additional items that will improve health and safety such as a safe passage walkway from the ferry to the winery, and upgrading street lights. The cost of the initial sight visit for the project is covered. Discussion ensued regarding the currently recommended project and the previous project. Council directed the CAO/Clerk to further investigate the Centre Dyke Road cave in’s for the grant proposal.

1. **Environmental Services Manager-**2017 Transfer Station Annual Report (2018-11-KBD)

CAO/Clerk presented the report that was sent to MOECC for compliance purposes and stated that any question could be forwarded to the Environmental Services Manager.

1. **Vol. Fire Department**-Inspection Authority and Responsibility (2018-14-SH)

Acting Fire Chief Shawn Hamill stated that the municipality is responsible for providing fire inspections upon request as well as the required yearly inspections for commercial properties. Inspection authority comes under the Fire Code through the Ontario Fire Prevention and Protection Act. He stated that as Acting Fire Chief he has the authority under this Act. He commented that the Fire Chief was responsible to Council once the position has been appointed and the responsibilities are the same as Acting. Mr. Hamill stated that the package sent to Council included a list of what has to be inspected on a regular basis. The CAO/Clerk responded that what she thinks Council’s concern is, is what authority the fire department has to enter a premises for the purposes of inspection. Kevin Long stated that authority is to enter upon request of an inspection and to enter without a warrant if there is potential for fire and risk of life or safety. Deptuy Mayor DeLellis questioned what the normal due diligence would be in the event a deficit is found. Mr. Long informed Council that when there is an imminent life and safety issue there can be a restricted use order implemented, but that the fire department does have the authority to put a work order in place and if need be shut down the business. Deputy Mayor DeLellis voiced concern that we have a small island and we need to be welcoming and inviting for people and encourage business owner to get up to code.

The CAO/Clerk reiterated Deputy Mayor DeLellis’ point that the education piece is important. Councillor Malloch questioned if the fire department will now be conducting inspections to which Mr. Long responded that we are going to have to start as they haven’t been done in the past. Discussion ensued regarding smoke and CO2 detectors. Councillor Malloch stated that he would like to see letters sent to businesses and residents to set up appropriate meetings for inspections and that he does not want to see unannounced visits during rush hours. Mr. Long agreed that that was reasonable. Mayor Masse suggested that a policy be created stating the process for inspections, including that inspections be done by appointment, because current practice is not conducive to a healthy business economy. Councillors Malloch and Wiper stated that they would also like to see a well thought out policy. Mayor Masse stated that a plan and policy should be devised before implementation of any type of inspection process.

Fire representatives then proceeded to display to Council their thoughts on a more representative fire crest. Discussion ensued.

The following resolution was passed:

Resolution 2018-092:

*Moved By:*  Dave DeLellis

*Seconded By:* Aurella Moritz

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to adopt the proposed Fire Department crest in principle, as presented.”

**Carried.**

The following resolution was passed:

Resolution 2018-093:

*Moved By:* Dave DeLellis

*Seconded By:* Aurella Moritz

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to continue the meeting proceedings past 11:00pm.”

**Carried.**

Acting Fire Chief Hamill requested to be made Fire Chief. Mayor Masse responded that that is a topic for a closed meeting so that Council could speak freely, and requested that he hold off on this request.

**7. Correspondence**

Mayor Masse requested that June be declared Senior’s Month.

The following resolution was passed:

Resolution 2018-094:

*Moved By:* Dayne Malloch

*Seconded By:* Aurella Moritz

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby declares June Senior’s Month.”

**Carried.**

1. **Disbursements**

(a) May 10, 2018

The following resolution was passed:

Resolution 2018-095:

*Moved By:* Dayne Malloch

*Seconded By:* Aurella Moritz

“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 $22,803.18”.

**Carried.**

**9.) Boards and Committees**

Deputy Mayor DeLellis requested an update on the SCF drainage projected. CAO/Clerk responded that she would relay the request to the Drainage Superintendent and that there would be on-site meetings in June for maintenance.

Deputy Mayor DeLellis stated that he has a call with transportation and that he would be requesting a meeting between the Transportation Committee and MTO.

**10.) Councillor and Miscellaneous Reports**

* 1. **Councillor Moritz-** Business Licenses

Councillor Moritz stated that she would like to see Pelee fall in line with most other municipalities and to establish business licences and applicable fees as B&Bs, and other businesses are not paying commercial taxes. This would assist with health and safety, consumer protection and nuisance control. Discussion ensued and Councillor Wiper informed Council that in the past a committee was convened to address this issue and submitted a report based on their findings. Councillor Mortiz reiterated that should would like to see those profiting from the island put funds back into the community. Administration will attempt to locate the previous report on this matter and move ahead at that point.

* 1. **Councillor Malloch**-Marina Repairs

Councillor Malloch questioned when the marina repairs would be completed. The CAO/Clerk stated that a repair crew is scheduled to come and brief discussion ensued.

* 1. **Councillor Malloch**-parking signs

Councillor Malloch requested that the “No Parking” signs behind that Heritage Centre be removed. Brief discussion ensued.

The following resolution was passed:

Resolution 2018-096:

*Moved By:* Dave DeLellis

*Seconded By*: Darlene Wiper

“Resolved that the Council of the Township of Pelee hereby agrees to change the “No Parking,” signs behind the Heritage Centre to “24 Hour Parking Only”.”

**Carried.**

* 1. **Councillor Malloch**-parking tickets

Councillor Malloch requested that the parking tickets issued to the business owner next to the parking space in question be rescinded and that the public was not given appropriate warning. The CAO/Clerk questioned whether or not the actual signs or initial parking ticket was a warning and emphasized personal responsibility.

The following resolution was passed:

Resolution 2018-097:

*Moved By:* Dave DeLellis

*Seconded By*: Darlene Wiper

“Resolved that the Council of the Township of Pelee hereby agrees to rescind the 3 parking tickets issued to the business owner behind the Heritage Centre.”

**Carried.**

* 1. Deputy Mayor DeLellis-Roads

Deputy Mayor DeLellis questioned where the Roads Department stood regarding grading and brine. The CAO/Clerk responded that West Pump was to be completed next week and that the other will be shortly. The Deputy Mayor asked about grading and why some roads had not been touched. The CAO/Clerk stated that she would get an update from the Roads Department.

* 1. CAO/Clerk-Change Meeting Date

The CAO/Clerk requested that June 20th meeting be changed and it was decided that meetings will take place on June 5th and 25th.

* 1. CAO/Clerk-Transfer Station hours

CAO/Clerk presented the Environmental Services Report on changing the Transfer Station hours to better accommodate cottage rentals, at Council’s request.

The following resolution was passed:

Resolution 2018-098:

*Moved By:* Dave DeLellis

*Seconded By*: Darlene Wiper

“Resolved that the Council of the Township of Pelee hereby agrees to change the transfer station’s hours effective May 30, 2018.”

**11.) In Camera**

1. *Personnel Matters about Identifiable Individuals* *[Sec. 239(b)]*

The following resolution was passed:

Resolution 2018-101:

*Moved By:* Dave DeLellis

*Seconded By*: Darlene Wiper

“Resolved that the Council of the Township of Pelee hereby resolves to **move into** a closed meeting session regarding *Personnel Matters about Identifiable Individuals* *[Sec. 239(b)] at 11:26* p.m.”.

**Carried.**

The following resolution was passed:

Resolution 2018-102:

*Moved By:* Dave DeLellis

*Seconded By:* Dayne Malloch

“Resolved that the Council of the Township of Pelee hereby resolves to **move out of** a closed meeting session *Personnel Matters about Identifiable Individuals* *[Sec. 239(b) at*  p.m.”.

**Carried.**

**12.) By-Laws**

1. **By-Law 2018-16;** Being a By-Law to Amend the Rental Agreement with RCMP

KD- agreed to make contribution for generator and continue paying rent

The following resolution was passed:

Resolution 2018-99:

*Moved By:* Dayne Malloch

*Seconded By:* Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2018-16 Being a By-Law to Amend the Rental Agreement with RCMP”.

**Carried.**

b.) By-Law 2018-17; Being a By-Law to Authorize Powers during the 2018 Municipal Election

Tabled until the next meeting

c.) **By-Law 2018-18;** Being a By-Law to Confirm Proceedings

The following resolution was passed:

Resolution 2018-100:

*Moved By:* Dayne Malloch

*Seconded By:* Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2018-17 being a By-Law to Confirm Proceedings”.

**Carried.**

**13.) Adjournment.**

Rick Masse, Mayor

Katrina DiGiovanni, CAO/Clerk