Minutes of a Regular Meeting of Council of the

Corporation of the Township of Pelee

held at the Royal Canadian Legion Hall

on May 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

Delegations: Mike Cowan, BDO Canada Ltd.

1. **Agenda**

The agenda was presented for adoption, with the following addition, under New Business 6c) being a trailer license application.

*Moved by: Dave DeLellis*

*Seconded by: Darlene Wiper*

*Carried.*

**2.) Minutes**

a.) The minutes for the Regular Meeting of Council for April 18th, were presented and adopted.

*Moved by: Dayne Malloch*

*Seconded by: Pete Letkeman*

Carried.

b) a.) The minutes for the Public Meeting of Council for April 18th, were presented and adopted.

*Moved by: Dayne Malloch*

*Seconded by: Dave DeLellis*

Carried.

**3.) Disclosure of Pecuniary Interest**

**None**

**4.) Petitions and Delegations**

1. **2015 Audit Presentation-Mike Cowan, BDO Canada**

Mr. Cowan commented on the staff implementing suggestions from the 2014 audit and stated that improvements in records were made from last year. He commented that after the presentation and approval of the statements, council could decide to adopt the financial statements and the final statements could be issued. Mr. Cowan worked through various financial statements and commented on any variances he saw and what they could be attributed to. Mr. Cowan went on to highlight changes in financial assets and liabilities, then moved on to the income statement, and commented that taxation revenue from collections was up from 2014 and in line with the budget. He then commented that user charges were higher than 2014 as well, and that interest levels had decreased. Mr. Cowan continued to discuss the annual surplus and deficit. Deputy Mayor DeLellis asked about the change in expenses for recreation and cultural services and planning and development. Mr. Cowan said he would look at the statements further after the presentation.

Mr. Cowan commented on the Long Term Debt Repayment schedule from 2016-2020. He then moved on to highlight the different reserves available for future projects. Discussion continued on the use and presence of reserve funds and how it would affect the current operating line.

Mr. Cowan commented on how the schedules for tangible capital assets was broken down and the amortization schedule, as well as commented on schedule 3 which represents special area charges for drainage charges and the drainage surplus. Councillor Letkeman asked about reserve amounts and further clarification was given on how they can be used and where they came from. Discussion continued on separating the OPP billing reserve from other reserves to track it more closely.

The following resolution was passed:

Resolution 2016-50:

*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 Financial Statements from the 2015 audit, as presented by Mike Cowan from BDO Canada Ltd, with the change of separating the OPP reserve from the general capital reserve”.

Carried.

**5.) Old Business**

**(a) 2016 Budget Deliberations**

The Deputy Treasurer outlined that the purpose of the deliberation tonight was to discuss capital expenditures and make decisions on how to proceed, she highlighted the overview of the amount of operating budget room left after some adjustments, she then commented on the reserve fund breakdown and where each amount was currently allocated. Mrs. Feltz than commented that the capital spreadsheet would be done line by line to decide if items should be deferred, funded from reserves or funded through taxation and borrowing. Councillor Malloch asked what the 2% tax rate increase would cover, the CAO commented that it would cover the operating budget and approximately $7000 in capital expenditures. The CAO commented that all drainage capital would go to the drainage committee meeting to have the members decide on the expenses they would like to proceed with. Deputy Mayor DeLellis asked about the airport recertification, the CAO said he had been discussing the possibility with Transport Canada. Council proceeded to deal with all capital requests, beginning with the airport, Councillor Malloch stated that he would like to defer the tractor purchase and the remainder of the airport capital. Discussion continued about some capital repairs being completed with the airport building, it was decided to proceed with the roofThe Deputy Treasurer commented that there were reserves available to complete some capital projects at the Campground, discussion continued on what projects to complete, and council decided to include septic repairs and use the full capital reserve.

The Deputy Treasurer then highlighted the request at the East Shore Water System, Mayor Masse commented that he believed the used vehicle should be purchased, the CAO outlined different options of how this requested amount could be allocated, such as purchasing more than one used truck for other departments. Councillor Malloch asked about the East Shore Water distribution upgrades, Mr. Davis, Environmental Services Manager, explained the project and what was necessary, Councillor Malloch commented that the he believed the project should be deferred. The Deputy Treasurer than moved on to the Marina requests, including a septic inspection and water system upgrade. Councillor Letkeman suggested to proceed with both requests, Mayor Masse stated that the water system should be completed. Discussion continued on the proposed projects at the marina, it was decided to proceed with the water system upgrade and defer the septic inspection. Discussion then moved on to winterizing the west shore public washrooms. Councillor Malloch commented that he would like to look at putting heaters in. Council decided to proceed with a lower amount for upgrades, coming partially from reserves.

The Deputy Treasurer moved on to the roads budget, and a cement patch was approved, but the remainder of requests were deferred by council. The requests for the West Shore Water System were reviewed, including the installation of new water metres, the Deputy Treasurer stated that some of the reserves could be used, but it may be better to consider not accessing the reserve at this time. Mayor Masse suggested that it should be used for the metre replacement, the CAO stated that there was no stipulation on the timeline of use for the reserve, and he also commented that a minimum amount should be set to stay in the reserve account for the water plant. Further discussion continued on the water plant reserve and what should be left in the reserve in case of an emergency repair or replacement. The CAO stated the amount of capital discussed to fund for this year was a workable number and that a road repair project should be considered for this year.

**(b) Pelee Motion Trolley Proposal-Revised**

Councillor Malloch commented that he would like to see this project move forward, and that he would agree to a $15,000 contribution per year, and that he would like to see stops increase based on demand. Discussion continued on route times and pick up schedules, Mr. Walls provided some background on the decisions of the route time and placement. Further discussion continued on the terms in the agreement.

Councillor Malloch asked about the insurance policy, the CAO stated that only a rough estimate could be obtained without a formal agreement, he also stated that if the lease was in Pelee Motion’s name than the Township could not insure it. Councillor Wiper commented it was a good idea, but given the current financial state of the Township and requests from the department managers that had to be deferred, she could not support spending $15,000/year when that money could be allocated in other ways, such as paying down debt or making improvements. Councillor Malloch agreed with Councillor Wiper, but stated that he felt that tourism is our main economy on the Island and that without on island transportation, the Island cannot attract more tourists to spend money on the Island, and added that investing in tourism could hopefully be returned in future investments in the Island.

Deputy Mayor DeLellis made a motion to accept the proposal and move forward in instructing staff to get an agreement in place and apply for the gas tax grant. Councillor Wiper asked for a recorded vote. Councillor Malloch, Councillor Letkeman and Deputy Mayor DeLellis voted yes and Councilor Wiper voted no.

The following resolution was passed:

Resolution 2016-51:

*Moved By: Dave DeLellis*

*Seconded By: Pete Letkeman*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the Pelee Motion Trolley proposal for a $15,000/year contribution for a 6 year term, pending entering into a legal agreement with Pelee Motion”.

Carried.

**6.) New Business**

1. **CAO’s Repot-Appointment of a Drainage Engineer**

Councillor Malloch asked about the engineer recommended and about his experience with the Ministry of Natural Resources & Forestry, the CAO responded that the engineer had experience working in Essex County, he stated that the Drainage Superintendent received the recommendations from OMAFRA and followed up with all the engineers. Deputy Mayor DeLellis asked about the budget figures included for project hours, the CAO responded that the budget presented is a starting figure, and will be finalized with the project details.

The following resolution was passed:

Resolution 2016-52:

*Moved By: Dave DeLellis*

*Seconded By: Darlene Wiper*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the CAO’s report on appointing a drainage engineer and further that ROOD Engineering Limited be appointed to manage Project # SCF-0299”.

Carried.

1. **Island Dog Boats Rentals-Proposal for Rental of the Bonnet Building**

The CAO stated that the vendor would like to have access to hydro, the CAO suggested that the base rent price be low and include hydro costs and cleanup of the property. He stated that he would just be leasing the front porch area, and have no access to the rest of the building. Deputy Mayor DeLellis asked about insurance issues, the CAO stated that he would need his own insurance. Councillor Malloch said he would approve the request and suggested that the CAO and Marina Manager negotiate the best deal.

The following resolution was passed:

Resolution 2016-53:

*Moved By: Dayne Malloch*

*Seconded By: Dave DeLellis*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby grants the request from Island Dog Boat Rentals to lease space in the Bonnet Building for boat rentals and further that the CAO and Marina Manager negotiate a rental fee”.

Carried.

**c) Trailer License Application Form-Old Vineyard Road**

The following resolution was passed:

Resolution 2016-54:

*Moved By: Dave DeLellis*

*Seconded By: Pete Letkeman*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts Stephen McDowell’s Trailer License Application form for the placement of a seasonal trailer at 3 Old Vineyard Road, and further that future application approvals be delegated to staff”.

Carried.

**7.) Correspondence**

1. **Pre-transfer Funding Agreement-Transport Canada**

The CAO outlined what would need to be looked at prior to the transfer including environmental remediation costs. Deputy Mayor DeLellis asked about involving legal counsel to state that pollution is not coming from that property. Mayor Masse commented that the Ministry of the Environment & Climate Change would force cleanup on the municipality, no matter who caused the issue. Discussion continued on the parameters of what can be asked for in the assessment. The CAO commented that stated concerns, plus a monetary value should be asked for. The CAO commented that an engineer should review the plans and documents from Transport Canada. Councillor Malloch agreed with the recommendation, but suggested looking into the dollar amount that should be requested.

The following resolution was passed:

Resolution 2016-55:

*Moved By: Dayne Malloch*

*Seconded By: Dayne Malloch*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the CAO’s report on the Pre-Fund Transfer Agreement with Transport Canada for the Scudder Wharf and agrees to submit an application for review and further that the CAO determine a monetary amount to request”.

Carried.

**8.) Disbursements**

The following resolution was passed:

Resolution 2016-56:

*Moved By: Darlene Wiper*

*Seconded By: Dayne Malloch*

“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 $85.483.50”.

Carried.

**9.) Boards and Committees**

**a) Tourism Committee Minutes**

The following resolution was passed:

Resolution 2016-57:

*Moved By: Dayne Malloch*

*Seconded By: Darlene Wiper*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby resolves to accept the Tourism Committee Meeting Minutes from April 17, 2016”.

Carried.

**10.) Councillor and Miscellaneous Reports**

1. **911 Calls-Deputy Mayor DeLellis**

Deputy Mayor DeLellis stated that he would like to request the incident reports on the 911 calls in the last two years that have been faulty dials. He asked for a follow up when Bell came to investigate the issue.

1. **Lawn Mowing-Councillor Malloch**

Councillor Malloch asked if parking lot lawn can be mowed across from the marina.

**11.) In Camera**

1. **Personal matters about an identifiable individual, including municipal or local board employees**

The following Resolution was passed:

Resolution 2016-60

*Moved by: Dayne Malloch*

*Seconded by: Dave DeLellis*

1. “Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to move in-camera to discuss Personal matters about an identifiable individual, including municipal or local board employees

Carried.

The following Resolution was passed:

Resolution 2016-61

*Moved by: Dave DeLellis*

*Seconded by: Dayne Malloch*

1. “Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to move out of in-camera proceedings at 11:15 pm and hereby adjourns the meeting”.

Carried.

**12.) By-Laws**

**By-Law 2016-10;** being a by-law to adopt a policy for a Council & Committee Code of Conduct

The following Resolution was passed:

Resolution 2016-58

*Moved by:*

*Seconded by:*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2016-10 being a By-Law to adopt a policy for a Council & Committee Code of Conduct”.

Carried.

1. **By-Law 2016-13;** being a by-law to Confirm Proceedings

The following Resolution was passed:

Resolution 2016-59

*Moved by:*

*Seconded by:*

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2016-13 being a By-Law to confirm the proceedings of this May 9, 2016 council meeting”.

Carried.

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Rick Masse Wayne Miller

Mayor Chief Administrative Officer