

**TOWNSHIP OF PELEE**  
**Regular Meeting of Council**  
**Monday, January 7, 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  
          Stephanie Rodgers, Admin Asst.

Delegations: None.

**1.) Agenda**

The agenda was presented and adopted:

*Moved by:* Dayne Malloch

*Seconded by:* Dave Dawson

**Carried.**

**2.) Minutes**

**December 17, 2018**

*Moved by:* Dayne Malloch

*Seconded by:* Dave Dawson

**Carried.**

**3.) Disclosure of Pecuniary Interest**

None.

**4.) Petitions and Delegations**

None.

**5.) Old Business**

None.

**6.) New Business**

**(a) Treasurer-Outlined of Budget Process**

The Treasurer provided an overview of the budget process and revised budget schedule.

**7. Disbursements**

**(a) December 21, 2018**

The following Resolution was passed:

Resolution 2019-01:

*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 \$72,960.96.”

**Carried.**

**8. Boards and Committees**

**(a) Administration- Proposed Mandates, Meeting Schedule and Membership (2019-01SR)**

The following Resolution was passed:

Resolution 2019-02:

*Moved By:*

Dave Dawson

*Seconded By:*

Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the Committee and Board mandates, membership numbers and meeting schedules as outlined in report 2019-01SR, and will defer decisions on the Health and Safety Committee and Police Service Board until further research can be completed. Administration is directed to post advertisements requesting membership applications as soon as possible in the Pelee Grapevine and on the municipal website.”

**Carried.**

**9. Councillor and Miscellaneous Reports**

**(a) Council**

**Councillor Malloch-Scudder Marina Docks**

Docks at Scudder Marina are sinking again, after having previously been repair and being relatively new. Would like to have the issue addressed.

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**Deputy Mayor Dawson-Meetings with MP & MPP**

Would like arraignments to be made for Mayor Durocher to meet with both Dave Van Kesteren, MP and Rick Nicholls, MPP.

**Councillor Smith-Town Hall Meetings**

The following Resolution was passed:

Resolution 2019-03:

*Moved By:*

Sherri Smith

*Seconded By:*

Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to schedule spring and fall town hall meetings.”

**Carried.**

**Councillor Smith-Committee Involvement**

Would like marketing initiatives and hunt package passed through applicable committees, acknowledged barrier due to new term of Council. CAO/Clerk confirms validity of request moving forward, and issues related to reforming committees.

**Councillor Smith-HR**

Would like a flow chart of administrative roles, and weekly time management reports from managers. CAO/Clerk will provide flow chart, but given the current pressure on staff, will not burden managers at this time by requiring further reporting, but may in the future.

**(b) Administration**

**CAO/Clerk-Airport Septic**

An irrelevant pipe has been capped and will reduce cold air to prevent freezing. There may be a collapsed line that will need to be further address as resources permit. Will be address via budget to ensure that we have the means required.

**CAO/Clerk -OCWA**

Meeting scheduled on Wednesday morning and tomorrow with Craig Ryersee. Hope to gain better understanding of water plant, and receive guidance and direction in how to move forward with the vacant position.

**CAO/Clerk -OPP**

Belfor report on the mold remediation provided and administration will pursue that recommendation and advise council to potential options.

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**CAO/Clerk -HR Matters (Various Updates)**

Health & Safety committee not normally a committee of council.

Met with HR specialist who cautioned against filling vacancies simply because they are vacant. Requested funds in the amount of \$2000-2500 to access an HR specialist moving forward.

Legal Council has retired and at this moment we do not have council on retainer. We have been referred to Matt Todd as future council.

Salary inequities are a stand out issue. A review of the salary structure will be conducted and report prepared for Council at a later date on findings.

Draft sample of an advertisement for the Clerk Administrator including a salary that is within the budget. The process will take 4-6 weeks, and expense for advertising could run \$3000-5000, and there may be a relocation cost depending. I would like to run the final draft by an HR specialist to make sure we do not run into issues. Can be posted before the end of this month.

**CAO/Clerk -Meeting with MTO changed from January 17<sup>th</sup> to 18<sup>th</sup>, 2019**

**10. Correspondence**

**(a) Cedar Island Yacht Club - Scudder Marina Facilities**

**11. In Camera**

*(a) advice that is subject to solicitor-client privilege, including communications necessary for that purpose [239(2)(f)]*

The following Resolution was passed:

Resolution 2019-04:

*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 in to a closed meeting session regarding *advice that is subject to solicitor-client privilege, including communications necessary for that purpose [239(2)(f)]* at 6:03 pm.”**

**Carried.**

The following Resolution was passed:

Resolution 2019-05:

*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 out of** a closed meeting session regarding *advice that is subject to solicitor-client privilege, including communications necessary for that purpose [239(2)(f)]* at 6:29 pm.”

**Carried.**

**12. By-Laws**

**(a) By-Law 2019-01; Being a By-Law to Confirm Proceedings**

The following Resolution was passed:

Resolution 2019-06:

*Moved By:*

Dave Dawson

*Seconded By:*

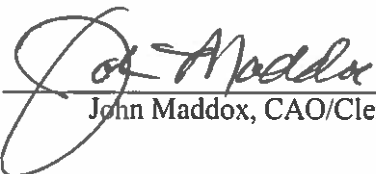
Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2019-01; Being a By-Law to Confirm Proceedings.”

**Carried.**

**13. Adjournment**

  
Raymond Durocher, Mayor

  
John Maddox, CAO/Clerk