

TOWNSHIP OF PELEE
Regular Council Meeting
Tuesday June 25, 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
Eric Chamberlain, Drainage Superintendent

Delegations: None.

1.) Agenda

The agenda was presented for adoption and adopted with the addition of 7 .e) Friends of Pelee Island Library Hunt Licence Request.

Moved by: Aurella Moritz

Seconded by: Dave DeLellis

Carried.

2.) Minutes

- (a) The Minutes for the Regular Meeting of Council on June 5, 2018 were presented and adopted with the following changes: page 3, Resolution 2018-104 to read as “Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to create the position of Operations Manager and further that a job posting be made internally as soon as possible.” Page 3, under Old Business to change 1.5\$ to 1.5% under tax rate increase recommendations.

Moved by: Darlene Wiper

Seconded by: Dave DeLellis

Carried.

3.) Disclosure of Pecuniary Interest

Councillor Wiper declared a conflict with item 7. e) Friends of Pelee Island Library Hunt Licence Request

4.) Petitions and Delegations

None

5.) Old Business

(a) **Treasurer-2018 Budget Deliberations**

- a. Surplus
- b. Tax Rate

Michelle Feltz, Treasurer outlined Section 290 (4) of the Municipal Act and made recommendations to Council with respect to the 2017 surplus. She stressed the importance of building reserves for emergencies and year end deficits and maintaining this strategy for long term financial planning. The Treasurer recommended that Council maintain moderate tax rate increases to provide an opportunity to set aside funds to mitigate for unforeseen expenditures or year-end deficit positions in future years and distribute increases more evenly from year to year. Mayor Masse commented that the rate of inflation is close to 2% and proposed that Council adopt a 2% tax rate increase to plan for future needs such as shoreline protection. The Treasurer explained that the 2% would allow for \$139,742 to be transferred to reserves in the 2018 budget. The 2018 budget estimates of \$4,156,496 were passed by by-law.

The following Resolution was passed:

Resolution 2018-132:

Moved By:

Dave DeLellis

Seconded By:

Darlene Wiper

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2018-25 being a by-law to set the 2018 Tax Rates.”

Carried.

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The following Resolution was passed:

Resolution 2018-133:

Moved By: Dave DeLellis

Seconded By: Aurella Moritz

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2018-26 being a by-law to set the 2018 Tax Ratios.”

Carried.

The following Resolution was passed:

Resolution 2018-134:

Moved By: Dayne Malloch

Seconded By: Aurella Moritz

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2018-27 being a by-law to adopt the 2018 Budget Estimates as presented.

Carried.

(b) CAO/Clerk-NDMP Risk Assessment; Golder Proposal

Katrina DiGiovanni, CAO provided a summary of the Detailed Risk Assessment of West Shoreline Proposal under the National Disaster Mitigation Fund guidelines.

The following Resolution was passed:

Resolution 2018-115:

Moved By: Dave DeLellis

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Seconded By:

Dayne Malloch

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the proposal from Golder for a targeted risk assessment to complete criteria under the National Disaster Mitigation Fund guidelines”.

Carried.

(c) OCIF Application-Project Update and Decision

The CAO provided an update on the project possibilities for the Ontario Community Infrastructure Fund application. Discussion ensued regarding projects that fell under the scope of OCIF and that were a priority. It was decided to submit an application to move Centre Dyke Road and stabilize the slope and replace the Parsons Road bridge.

The following Resolution was passed:

Resolution 2018-116:

Moved By:

Seconded By:

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the report on the OCIF project update and further that an application be made to move Centre Dyke Road to stabilize and replace the Parsons Road bridge.”

Carried.

(d) CAO/Clerk-Quarry Project Update & Council Support

The CAO provided a recap of the Pelee Quarry Series plan for an amphitheater and request for Council’s support and donation.

The following Resolution was passed:

Resolution 2018-117:

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Moved By:

Dayne Malloch

Seconded By:

Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby supports the Pelee Quarry amphitheater project pending building and ERCA permits and will donate \$1,000 upon approval.”

Carried.

(e) CAO/Clerk-Fire Department Minimum Requirements (2018-15-KD)

The CAO presented a report on the minimum requirements for the Township of Pelee Volunteer Fire Department as requested by Council. She requested that the amended by-law be reviewed to establish and regulate the fire department and the services that it provides. She stated that a comprehensive Community Risk Assessment should be completed by the end of the year to identify gaps and update the community’s demographics and infrastructure. Discussion ensued about the levels and types of services. Council directed administration to make changes and confirm information and provide Council with an amended by-law at a future date.

6.) New Business

(a) Drainage Superintendent-Drainage 101-Council Information

Eric Chamberlain, Drainage Superintendent presented a drainage education session to Council. He discussed municipal drains, drainage laws and processes under the Drainage Act.

(b) Drainage Superintendent –Big Marsh Drainage Scheme (2018-13-EC)

The Drainage Superintendent provided a report and update on the Big Marsh Drainage Scheme, Drain No. 2 and West Branch Drain No. 1 as directed by Council. He recommended that the report be received and that administration be directed to hold a Public Information Meeting with the assessed land owners on the Big Marsh Drainage Scheme project. Additionally, he recommended that Rood Engineering be directed to prepare the final report with the information gathered at the aforementioned meeting. He informed Council about the impact of DFO and

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MNRF legislation and regulations with respect to mussel species on the project. Deputy Mayor DeLellis expressed concerns about the timelines for the project.

The following Resolution was passed:

Resolution 2018-118:

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 Drainage Superintendents Report on the Big Marsh Drainage Scheme under the Small Communities Fund Grant”.

Carried.

The following Resolution was passed:

Resolution 2018-119:

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 schedule a public drainage meeting for the Big Marsh Drainage Scheme Project.”

Carried.

The following Resolution was passed:

Resolution 2018-120:

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 agrees to direct Rood Engineering to prepare the final Engineer’s Report for the Big Marsh Drainage Scheme Project after the public meeting is held.”

Carried.

(c) Drainage Superintendent-Pre-Qualified Contractor Process (2018-20-EC)

Eric Chamberlain, Drainage Superintendent presented his Pre-Qualified Contract Report. He recommended that Council proceed with an application process to pre-qualified contractors for various works for the Township of Pelee. Mayor Masse asked for specification on the scope of the projects that this process was directed. The Drainage Superintendent stated that this application process should be used for small scale projects and that the Municipality should still tender larger projects.

The following Resolution was passed:

Resolution 2018-121:

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 Drainage Superintendents Report for a Pre-Approved Contractors Process and further that this policy be implemented.”

Carried.

(d) CAO/Clerk: Declaration of Surplus Equipment (2018-19-KD)

The CAO provided a report with the list of the surplus equipment and a recommendation for advertisement. A request was made to transfer the 1999 Farm King Snow Blower to the Roads Department. Council declared the remainder of the items on the list as surplus and added the Round Marsh pump station engine to the list and made adjustments to minimum bids on two

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items. Councillor Malloch requested that the surplus equipment be advertised on GovDeals.com for better exposure.

The following Resolution was passed:

Resolution 2018-122:

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 transfer the 1999 Farm King 9600 8’ Snow Blower to the Roads Department.”

Carried.

The following Resolution was passed:

Resolution 2018-123:

Moved By: Dayne Malloch

Seconded By: Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the CAO/Clerks report on surplus equipment and further that the Round Marsh Pump Engine be added and the 1999 Snow Blower be removed”

Carried.

The following Resolution was passed:

Resolution 2018-124:

Moved By: Dayne Malloch

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Seconded By:

Darlene Wiper

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby agrees to list surplus items on GovDeals.com and further that the commission be borne by the buyer and further still that minimum bids be placed on items as presented.”

Carried.

(e) **Treasurer**-Revenue Report May 31, 2018 (2018-18- MF)

The Treasurer presented the Revenue Report as at May 31, 2018 for Campground, Marina, Pheasant Farm, Transfer Station and Water Systems. She summarized variance from 2017 revenues.

The following Resolution was passed:

Resolution 2018-125:

Moved By:

Dayne Malloch

Seconded By:

Dave DeLellis

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby accepts the Treasurer’s Revenue Report for the period under May 31, 2018”.

Carried.

7. Correspondence

(a) **OPP Letter**-Municipals Policing Initiatives

Mayor Masse introduced the OPP Letter regarding Municipal Policing Initiatives and it was read, noted and filed.

(b) **Anne Marie Fortner**-Tree Pruning

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Explore Pelee submitted a request to have all trees pruned for coach bus clearance. The roads travelled during the tours were specified as West Shore, Sheridan Point, North Shore, Scudder, Harris-Garno, East Shore, Parson's, Centre Dyke, East West, South Shore, and McCormick. The CAO stated that Kevin Long, Roads Manager has marked trees that are of concern and has already completed part of East West Road. The Roads Department will continue with trimming as time permits.

(c) **Legion-2018** Pheasant Hunt License Request

The following Resolution was passed:

Resolution 2018-126:

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 donate one 2018 pheasant hunt license to the Royal Canadian Legion”.

Carried.

(d) **Quality Deer Management-2019** Pheasant Hunt License Request

The following Resolution was passed:

Resolution 2018-127:

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 donate two 2019 pheasant hunt license to Quality Deer Management Southwestern Chapter”.

Carried.

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(e)Friends of the Pelee Island Public Library -2018 Pheasant Hunt License Request

The following Resolution was passed:

Resolution 2018-128:

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 give a 2018 pheasant hunt license to the Friends of the Pelee Library”.

Carried.

8. Disbursements

- (a) June 6, 2018
- (b) June 8, 2018
- (c) June 13, 2018
- (d) June 18, 2018

The following resolution was passed:

Resolution 2018-129:

Moved By:

Darlene Wiper

Seconded By:

Dayne Malloch

“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 \$144,765.27.”

Carried.

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9.) Boards and Committees

(a) **Policing Committee**-Meeting Minutes, May 25, 2018

Deputy Mayor DeLellis expressed concern about the handling of 911 calls when the OPP are not on the Island and has requested that a record be kept.

The following resolution was passed:

Resolution 2018-130:

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 accept the Policing Committee Minutes from May 25, 2018.”

Carried.

10.) Councillor and Miscellaneous Reports

Councillor Moritz requested that administration look into properties that needed to be addressed under the Property Standards By-Law. The CAO will have the By-law Enforcement Officer follow up and letters will be sent.

Mayor Masse was approached by another local Mayor to attend the AMO conference for the purpose of an inter-ministerial meeting regarding shoreline protection. Rick will plan on attending the conference in August.

Deputy Mayor DeLellis updated Council on the proposed locations for the directional signage. It was decided that if it cannot be located on MTO property then it will be placed on the municipal portion of the grass median to the south of the Heritage Centre.

11.) In Camera

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

The following resolution was passed:

Resolution 2018-136:

Moved By:

Dayne Malloch

Seconded By:

Aurella Moritz

“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 10:32_p.m.”.

Carried.

The following resolution was passed:

Resolution 2018-137:

Moved By:

Dayne Malloch

Seconded By:

Dave DeLellis

“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 11:18 p.m.”.

Carried.

12.) By-Laws

(a) By-Law 2018-19; Being a By-law to Enter into an Agreement with CWWF

The following resolution was passed:

Resolution 2018-131:

Moved By:

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Seconded By:

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2018-19 “being a By-Law to Enter into an Agreement with CWWF.”

Carried.

(b) By-Law 2018-28; Being a By-Law to Confirm Proceedings

The following resolution was passed:

Resolution 2018-135:

Moved By:

Dayne Malloch

Seconded By:

Aurella Moritz

“Be it Resolved that the Council of the Corporation of the Township of Pelee hereby adopts By-Law 2018-28 being a By-Law to Confirm Proceedings”.

Carried.

13.) Adjournment.

Rick Masse, Mayor

Katrina DiGiovanni, CAO/Clerk