



Agenda

Port Glasgow Trailer Park Committee
March 7, 2019
2:00 p.m. Council Chambers, Municipal Office

- 1. Call to Order**
- 2. Election of Chair**
- 3. Disclosure of Pecuniary Interest**
- 4. Adoption of the Minutes**

Recommendation: That the Port Glasgow Trailer Park Committee adopt the minutes of September 21, 2018 as printed and circulated.

- 5. Business Arising from the Minutes**
- 6. Reports**

6.1. Draft Port Glasgow Trailer Park 2019 Budget

Recommendation: That the Port Glasgow Trailer Park Committee hereby receives the Port Glasgow Trailer Park Draft 2019 Budget.

6.2. Port Glasgow Trailer Park Fees and Charges (By-Law 2019-15)

Recommendation: That the Port Glasgow Trailer Park Committee hereby receives the Port Glasgow Trailer Park 2019 Fees and Charges.

- 7. Correspondence**
- 8. New Business**

8.1. Terms of Reference

Recommendation: That the Port Glasgow Trailer Park Committee hereby recommends to West Elgin Council that the draft Terms of Reference for the Port Glasgow Trailer Park Committee be adopted.

9. Closed Session

Recommendation: That the Port Glasgow Trailer Park Committee hereby proceed in Closed Session at _____ in order to address advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

10. Adjournment

Recommendation: That the Port Glasgow Trailer Park Committee hereby adjourn at _____
p.m. to meet again on _____



Minutes

Port Glasgow Trailer Park Committee
September 21, 2018
2:00 p.m. in West Elgin Council Chambers

Present: Richard Leatham
Joe Seman
Marie Marsh
Shelley Higginbottom
Ona Fournie

Staff: Genevieve Scharback
Steve Storr

1. Call to Order

Chair Richard Leatham called the meeting to order at 2:05 p.m.

2. Adoption of Agenda

Moved: M. Marsh
Seconded: S. Higginbottom
That the agenda be adopted as presented.
Disposition: Carried.

3. Disclosure of Pecuniary Interest

None.

4. Minutes

Moved: S. Higginbottom
Seconded: M. Marsh
That the minutes of the August 10, 2018 meeting be approved as presented.
Disposition: Carried.

5. Reports – Verbal Update

5.1. Foot Bath Update – S. Storr
Mr. Storr advised that the necessary parts are now on site and installation should be completed next week.

5.2. Gate Update – R. Leatham

Mr. Leatham advised that another site visit to confirm project scope and costs will be completed by the factory owner as his foreman has left the company and the information from the previous site visit is unavailable to him. Mr. Leatham noted the plaque was removed from the monument for cleaning, he will follow up to ensure it is placed back on the monument.

5.3. Bingo hall RFP Update – G. Scharback

G. Scharback advised that the RFP for Bingo Hall refurbishment has been issued.

5.4. Accessibility – Washroom Doors – S. Storr

Mr. Storr advised that the contractor has been out to measure and hopes to install the automatic door opener later this week.

6. Correspondence

None.

The Committee recessed at 2:55 p.m. and reconvened at 3:03 p.m.

7. New Business

7.1 Appointment of Committee Members

Moved: O. Fournie

Seconded: M. Marsh

That the Port Glasgow Trailer Park Committee recommend to the Council of the Corporation of the Municipality of West Elgin that the following individuals be appointed to the Port Glasgow Trailer Park Committee:

Ben Howell

Marie Marsh

Shelley Higginbottom

Ona Fournie

Julie Reteff.

Disposition: Carried.

7.2 Gardening Sub-Committee

Moved: O. Fournie

Seconded: M. Marsh

That the Port Glasgow Trailer Park Committee hereby establishes a Gardening Sub-Committee for the purpose of garden maintenance within the Port Glasgow Trailer Park; and

That the following members are appointed:

Marie Marsh

Julie Reteff

Ona Fournie

Joyce Welsh

Missy Genoby

Disposition: Carried.

7.3 Tree Clearing

It was confirmed by Davey Trees that they were not able to clear trees on the slope within the Conservation Authority guidelines.

7.4 Sewer System In Park

S. Storr advised that he has shut off two pumps in the sheds but it may have been too far into the season as it has not resolved the issue of saturated land and offensive smell in that area of the park. David Weyms will be called to investigate as well as to present a report to Council regarding the overall park sewage systems and outstanding problems.

8. Adjournment

Moved: M. Marsh

Seconded: O. Fournie

That we hereby adjourn at 3:26 p.m. to meet again on October 26, 2018 at 2:00 p.m. in the West Elgin Council Chambers.

Disposition: Carried.

Chair - Richard Leatham

Recording Secretary – G. Scharback

Municipality of West Elgin - Port Glasgow Trailer Park

Statement of Financial Position

As of December 31, 2018

	<u>2018 Actuals</u>	<u>2018 Budget</u>
Revenues		
FSC - ADMINISTRATIVE FEES	(880.56)	(1,300.00)
PGTP - BOOTH RENTAL	(750.00)	(1,200.00)
PGTP - CAMP FEES SEASONAL	(224,716.00)	(219,730.00)
FSC - CAMP FEES-TRANSIENT	(23,319.30)	(30,000.00)
FSC - LAUNDROMAT	(4,629.00)	(3,200.00)
	<u>\$ (254,294.86)</u>	<u>\$ (255,430.00)</u>
Operating Expenses		
GARBAGE COLLECTION	6,710.18	-
PROPERTY TAXES	4,150.15	4,700.00
WAGES	46,122.40	46,200.00
CPP EXPENSE	2,475.69	1,485.00
EI EXPENSE	1,227.53	696.00
EHT EXPENSE	1,053.98	585.00
WSIB	1,729.65	915.00
TRAINING	353.77	-
WAGES TRANSFER IN	5,267.32	-
MEMBERSHIPS & DUES - Canadian TODS	305.28	-
MILEAGE	133.06	-
PERSONAL PROTECTIVE EQUIPMENT	101.00	500.00
HYDRO	51,088.45	60,000.00
GAS	443.07	700.00
WATER	4,694.08	5,500.00
SEWAGE EXPENSE	21,842.85	10,000.00
POSTAGE EXPENSE	400.00	400.00
INSURANCE	9,506.42	10,100.00
BUILDING REPAIR & MAINTENANCE - Note 1	10,390.16	6,500.00
JANITORIAL	2,092.06	2,000.00
GROUNDS MAINTENANCE	21,758.78	15,000.00
ADMINISTRATION EXPENSE	1,500.00	1,500.00
CONTRACTS & AGREEMENTS	2,216.18	-
PHONE & INTERNET	1,877.30	1,000.00
EQUIPMENT MAINTENANCE	3,188.09	5,000.00
EQUIPMENT PURCHASE	259.63	-
OFFICE SUPPLIES	503.19	1,000.00
ADVERTISING	365.53	800.00
OTHER SUPPLIES	1,237.60	-
CONTRACTED SERVICES	1,500.00	-
FUEL EXP	574.31	-
Total Operating Expenses	<u>205,067.71</u>	<u>189,581.00</u>
Net Operating Income	(49,227.15)	(65,849.00)

Municipality of West Elgin - Port Glasgow Trailer Park

Statement of Financial Position

As of December 31, 2018

	<u>2018 Actuals</u>	<u>2018 Budget</u>
Capital		
Bingo Hall Refurbishment	2,402.63	25,000.00
Accessible Doors	4,220.77	10,000.00
War Monument and Gates	-	15,000.00
Water lines replacement	-	10,000.00
Total Capital	\$ 6,623.40	\$ 60,000.00
Net Income	(42,603.75)	(5,849.00)

Municipality of West Elgin - Port Glasgow Trailer Park

2019 BUDGET

	<u>2019 Budget</u>
Revenues	
FSC - ADMINISTRATIVE FEES	(800.00)
PGTP - BOOTH RENTAL - Note 1	(900.00)
PGTP - CAMP FEES SEASONAL - Note 2	(233,450.00)
FSC - CAMP FEES-TRANSIENT - Note 3	(26,584.00)
FSC - LAUNDROMAT - Note 4	(4,600.00)
	<u>\$ (266,334.00)</u>
Operating Expenses	
GARBAGE COLLECTION	6,700.00
PROPERTY TAXES	4,200.00
WAGES - Note 5	47,275.46
CPP EXPENSE	2,363.77
EI EXPENSE	1,418.26
EHT EXPENSE	945.51
WSIB	1,891.02
TRAINING	300.00
WAGES TRANSFER IN - Note 6	5,300.00
MEMBERSHIPS & DUES - Canadian TODS	610.56
MILEAGE	150.00
PERSONAL PROTECTIVE EQUIPMENT	500.00
HYDRO	52,000.00
GAS	500.00
WATER	5,000.00
SEWAGE EXPENSE	22,000.00
POSTAGE EXPENSE	500.00
INSURANCE	10,114.83
BUILDING REPAIR & MAINTENANCE - Note 7	21,600.00
JANITORIAL	2,000.00
GROUNDS MAINTENANCE - Note 8	20,600.00
ADMINISTRATION EXPENSE	2,000.00
CONTRACTS & AGREEMENTS - Note 9	600.00
PHONE & INTERNET	2,000.00
EQUIPMENT MAINTENACE	5,000.00
EQUIPMENT PURCHASE - Note 10	5,000.00

OFFICE SUPPLIES	500.00
ADVERTISING	500.00
FUEL EXP	600.00
CAPITAL BUDGET - Note 11	<u>220,000.00</u>
Total Operating & Capital Expenses	443,669.42
Net Deficit	\$ 177,335.41

Reserves:

Balance as of December 31, 2018 - preliminary	\$ 245,613.49
Transfer from Reserves	<u>(177,335.41)</u>
Balance as of December 31, 2019	\$ 68,278.08

Municipality of West Elgin - Port Glasgow Trailer Park

2019 BUDGET

Notes:

Note 1 - Food Booth Rental - \$150.00 per month.

Note 2 - Camp Fees Seasonal - contains \$100 increase to all 155 seasonal sites and \$5.00 increase in additional charges such as airconditioning, boat storage, refrigerator, golf cart, etc.

Note 3 - Camp Fees Transient - proposing \$5.00 increase on all 25 Transient sites.

Note 4 - Laundromat will remain at \$2.00 per wash or dry

Note 5 - Wages - consist of 2 part-time seasonal employees (Park's Manager & Attendant)

Note 6 - Wages Transfer In - consist of Municipal Employees wages with the exception of Public Works.

Note 7 - Building Repair & Maintenance -

Replace floor in food booth	5,000.00
Repair of the Pavilion ceiling	5,000.00
Refurbish washroom (North & South) floors - epoxy flooring	600.00
Other	11,000.00
	<u>21,600.00</u>
	\$ 21,600.00

Note 8 - Grounds Maintenance

Tree Trimming	9,000.00
Public Works Employee Wages & Machine Time	5,000.00
Stairs to the beach repair	5,000.00
Other - small repairs	1,600.00
	<u>20,600.00</u>
	\$ 20,600.00

Note 9 - Contracts & Agreements - Easment Fee \$ 600.00

Note 10 - Equipment Purchase

Washer	4,500.00
Other	500.00
	<u>5,000.00</u>
	\$ 5,000.00

Note 11 - Capital Budget

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Bingo Hall Refurbishment	25,000.00				
Accessible Doors	-				
War Monument and Gates	15,000.00				
Water lines replacement		10,000.00	\$ 10,000.00	10,000.00	10,000.00
Consulting & Engineering for Septic system	180,000.00				
South washroom - steel roof	-	10,000.00	-	-	-
	<u>\$ 220,000.00</u>	<u>\$ 20,000.00</u>	<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>

Schedule "D" to By-Law 2019-15 -Port Glasgow Trailer Park Fees

Item	Fee	Tax
<u>Seasonal Fees</u>		
Lots with 30 amp service	\$ 1,330.00	HST
Addition charge for Lakefront	\$ 100.00	HST
Winter Storage	\$ 50.00	HST
Additional charge for:		
air conditioner	\$ 75.00	HST
freezer	\$ 75.00	HST
fridge	\$ 75.00	HST
electric dryer	\$ 75.00	HST
electric hot water heater	\$ 75.00	HST
combo electric/gas hot water heater	\$ 75.00	HST
electric golf carts	\$ 55.00	HST
Boat Trailer Parking	\$ 50.00	HST
Refundable deposit for key to laundry room	\$ 10.00	Exempt
Coin access washer	\$ 2.00	Exempt
Coin access dryer	\$ 2.00	Exempt
Rental of Dance Hall	\$ 25.00	HST
Clean up deposit for Dance Hall Rental	\$ 100.00	HST
Seasonal Lot Transfer of Lease	\$ 100.00	HST
Cleaning of yard at an individual trailer site (per hour)	\$ 40.00	HST
<u>Transient Fees</u>		
Per Night		
Tents	\$ 35.00	HST
1 Man Tent (no motorized vehicle)	\$ 10.00	HST
Sites with hydro and water	\$ 40.00	HST
Sites with hydro and water and sewer	\$ 45.00	HST
Weekly		
Sites with hydro and water and sewer	\$ 300.00	HST
Monthly		
Sites with hydro and water and sewer	\$ 1,000.00	HST



West Elgin Port Glasgow Trailer Park Committee Terms of Reference

Purpose of the Committee

The purpose of West Elgin _____ Committee is to assist Council in carrying out the work of the municipality by advising Council on matters regarding _____.

The Committee is guided by the Municipal Act, the _____ Act, the Conflict of Interest Act, the West Elgin procedural by-law and the Committee Terms of Reference.

Membership Composition and Responsibilities

The Committee of _____ will be composed of _____ (____) voting members consisting of _____ members of Council/ _____ Public.

The Council shall appoint all Committee members by By-law and the term of appointment for public members shall be concurrent with the four-year term of Council, and members of Council appointed to the Committee shall be appointed annually.

Staff Support

The Secretary to the Committee is a voting member of the Committee – or - the Municipal Clerk or designate.

Meeting Roles and Requirements

The Committee shall meet at _____ p.m. on the third Monday of the month, at _____ location_____ .

Annually, the Committee shall elect a Chair and Vice-Chair from the appointees.

Minutes and Agenda

The Secretary will prepare and distribute the Agenda and provide recording secretarial services. The Minutes of each meeting will be amended when necessary and adopted at the following Committee Meeting. Approved minutes shall be forwarded to the municipal clerk for inclusion in the next Council agenda. Recommendations to Council shall be made by Committee resolution and forwarded to the municipal clerk for inclusion in the next Council agenda for Council's consideration.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

General Conduct



**West Elgin

Committee
Terms of Reference**

The Committee meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

The meetings shall be held in public. Closed sessions shall comply with the Municipal Act, Section 239.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

DRAFT