

**AGENDA**

**Tuesday March 28, 2023, 6:00 pm**

**Royal Canadian Legion, Branch 403  
1169 West Shore Road  
Pelee Island, ON, N0R 1M0**

**1. Call to Order**

*Chair to call the Meeting to order as soon after the hour fixed for the meeting as a quorum is present. Stating meeting type, date and time.*

**2. Amendments to the Agenda**

*Any changes, additions or deletions from the agenda shall be mentioned at this time.*

**3. Disclosure of Pecuniary Interest**

*It is the responsibility of each Member at a Meeting to identify any conflict of interest/pecuniary interest, as set out in the Municipal Conflict of Interest Act, in any matter that is the subject of consideration at the Meeting.*

**4. Confirmation of Previous Minutes**

*Confirmation of the previous minutes of council. Motion shall be made to approve Minutes.*

A. Regular Meeting of Council, March 14, 2023.

**5. Consent Agenda**

*Items listed in the “Consent Agenda” may include Staff information reports which do not require a decision, Staff reports with recommendations which are considered minor or non-controversial, minutes of committees, adoption of accounts, and/or communications.*

*If a Member wishes to speak to an item on the Consent Agenda, or wishes to amend a recommendation of any item(s) on the Consent Agenda, the Member shall request the item(s) be removed for subsequent consideration.*

*One resolution will encompass all of the above consent agenda items.*

**A. OSTC/MTO Minutes** – Wednesday March 22<sup>nd</sup>, 2023.

**B. Township of Pelee Disbursements** – March 9<sup>th</sup> to March 23, 2023, in the amount of \$127,551.14.

**C. Corporation of the Municipality of Calvin** – Requesting the provincial government to extend the moratorium on most pupil accommodation reviews.

**D. Municipality of Chatham-Kent** – Re: Reducing municipal insurance costs.

**E. Town of Greater Napanee** – Expressing support for the Chatham-Kent re: reducing municipal insurance costs.

**F. Municipality of Chatham-Kent** – Expressing support for Bill 5: Stopping Harassment and Abuse by Local Leaders Act.

**G. Township of Malahide** – Expressing support for the County of Huron regarding Call to Action: Review of the Cannabis Act.

- H. Western Ontario Wardens’ Caucus** –Expressing support for the County of Huron regarding Call to Action: Review of the Cannabis Act.
- I. Town of Petrolia** – Expressing support for the Township of Ashfield-Colborne-Wawanosh regarding Future Accuracy of the Permanent Register of Electors.
- J. Township of Lucan Biddulph** – Re: future accuracy of permanent register of electors.
- K. Town of Petrolia** – Re: a call to the provincial government to end homelessness in Ontario.
- L. Town of Essex** – Expressing support for Niagara Region regarding the Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction.
- M. Town of Essex** – Re: the reinstatement of legislation permitting a municipality to retain surplus proceeds from tax sales.
- N. Town of Essex** – Re: tax classification of short-term rental units.
- O. Municipality of North Perth** – Re: school bus stop arm cameras.
- P. Township of East Garafraxa** – Expressing support for the Town of Petrolia regarding school board elections.
- Q. Town of Lincoln** – Expressing support for the Town of Essex and Town of Deep River regarding Ontario school board elections.

## 6. Reports

*Items that require a decision and/or may be cause for debate to some extent.*

### A. Treasurer Michelle Feltz:

- i. Report 2023 – 21 MF: Transfer to Reserves and Reserve Funds for the 2022 Fiscal Yearend.
- ii. Report 2023 – 22 MF: Amendment to Fees and Charges By-Law.

## 7. Notices of Motion

*Notices of Motion shall be given in writing to the Clerk not later than 7 days prior to the next regular meeting so that the matter may be included in the Council agenda package for consideration and debate at the upcoming Council meeting.*

*Notices of Motion introduced during a Meeting will be read out to the Members, and recorded in the Minutes, but will be placed on the agenda for the next Meeting unless time sensitive or in an emergency.*

## 8. Recognitions and Announcements

*Opportunity for any Township or community recognitions or announcements to be made.*

## 9. By-Laws

*No By-Law, except a By-Law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by Council.*

- A. By-Law 2023 – 21;** Being a By-law to amend Schedule “A” of By-Law 2022 – 55 and to establish Fees and Charges effective January 1, 2023 unless otherwise noted.
- B. By-Law 2023 – 22;** Being a By-Law to amend By-Law 2012 – 13, being a By-Law to provide for imposing a licence fee on owners of dogs and for regulating the being at large or trespassing of dogs.
- C. By-Law 2023 – 23;** Being a By-Law to confirm proceedings.

**10. Closed Session**

*List of any items to be discussed in Closed Session, including general item and section of Municipal Act approving the discussion.*

**A. Employee Matter**

- i. 239 (2) (b) Personal matters about an identifiable individual.

**11. Adjournment**

*Chair shall adjourn Meeting.*

**REGULAR MEETING OF COUNCIL**

**MINUTES**

**TUESDAY, MARCH 14, 2023  
6:00PM**

**ELECTRONIC MEETING  
Held Via Zoom**

Members of Council: Mayor Cathy Miller  
Deputy Mayor Dayne Malloch  
Councillor Sherri Smith Ouellette  
Councillor Stephanie Briggs-Crawford  
ABSENT – Councillor Dave DeLellis

Members of Administration: Interim Clerk Kristine Horst  
Treasurer Michelle Feltz

Others Present: Drainage Superintendent Eric Chamberlain  
Josh Warner, P. Eng., R Dobbin Engineering  
Members of the Public

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**1. CALL TO ORDER**

Mayor Cathy Miller called the Regular Meeting of Council to order at 6:00 p.m. with all members present, with the exception of Councillor Dave DeLellis.

**2. AMENDMENTS TO THE AGENDA**

There were no amendments to the agenda.

**3. DISCLOSED OF PECUNIARY INTEREST**

There were no disclosures of interest.

**4. CONFIRMATION OF PREVIOUS MINUTES**

**Resolution 2023 – 052**

**Moved By:** Deputy Mayor Dayne Malloch  
**Seconded By:** Councillor Sherri Smith Ouellette

**That the March 28 Regular Meeting of Council Minutes BE ADOPTED.**

**CARRIED**

**5. MATTERS SUBJECT TO NOTICE**

There were no matters subject to notice.

**6. CONSENT AGENDA**

- A. Township of Pelee Disbursements** – March 2<sup>nd</sup> to March 8th, 2023, in the amount of \$51,840.19.
- B. Township of Moonbeam**– Supporting the Township of Moonbeam regarding the extension of the moratorium on most pupil accommodation reviews.
- C. Township of Ashfield-Colborne-Wawanosh** – Supporting the Township of Ashfield-Colborn-Wawanosh regarding the request that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors.
- D. Town of Grimsby** – Supporting the Town of Grimsby regarding the support for an inclusive political environment and in supporting women in politics and promoting gender equality in all areas of society.

**Resolution 2023 – 053**

**Moved By:** Deputy Mayor Dayne Malloch

**Seconded By:** Councillor Stephanie Briggs-Crawford

**That Consent Agenda items 6. A. to 6. D. BE ADOPTED.**

**CARRIED**

**7. REPORTS**

**A. Treasurer Michelle Feltz:**

- i) Report 2023 – 19 MF: Financial Update at February 28,2023

Treasurer Michelle Feltz introduced the report and recommendation.

**Resolution 2023 – 054**

**Moved By:** Councillor Sherri Smith Ouellette

**Seconded By:** Deputy Mayor Dayne Malloch

**That Report No. 2023 – 19 MF: Financial Update at February 28, 2023 BE RECEIVED.**

**CARRIED**

- ii) Report 2023-20 MF: Asset Management Plan Compliancy with Ontario Regulation 588/17 under the MFOA AMP it UP 3.0 Program.

Treasurer Michelle Feltz introduced the report and recommendation.

**Resolution 2023 – 042**

**Moved By:** Councillor Stephanie Briggs-Crawford

**Seconded By:** Councillor Sherri Smith Ouellette

**That Report No. 2023 – 20 MF: Asset Management Plan Compliancy with Ontario Regulation 588/17 under the AMP it Up 3.0 Program BE RECEIVED.**

**CARRIED**

**8. Correspondence (Action Required)**

- A. Thorold Wild Game Dinner-**Request for 2 licences for Hunt #1 and 2 licences for Hunt #2.

Administration recognized that in 2022, Council had made the decision that due to the new hunt format and as the Township recovers from Covid-19, it was not in favour of providing any licences to organizations for the 2022 hunt season but did plan to revisit in 2023.

Administration recommended providing two licences for hunt one only, due to hunt two's popularity, and further recommended that no requests be excepted beyond April 1<sup>st</sup>, being the close of main pheasant hunt licence sales.

Further Council discussion followed regarding the Township providing licence at no cost to organizations. Formulating a policy on the matter was suggested to guide future decisions on providing licences at no cost.

Deputy Mayor Malloch supported Administration in developing a policy for no cost licences, understanding there is a difference in benefit to the Township between licence donations to organizations versus providing no cost licences to potential influencers of the hunts (i.e. TV shows, magazines, etc.).

**Resolution 2023 – 056**

**Moved By:** Deputy Mayor Dayne Malloch

**Seconded By:** Councillor Stephanie Briggs-Crawford

**That the request from Thorold Wild Game Dinner for Pheasant Hunt licences**

**BE DENIED as it no longer fits into the new pheasant hunt format.**

**CARRIED**

**Resolution 2023 – 057**

**Moved By:** Deputy Mayor Dayne Malloch

**Seconded By:** Councillor Sherri Smith Ouellette

**That Administration BE DIRECTED to develop a policy for providing pheasant hunt licences at no cost to external organizations.**

**CARRIED**

**9. NOTICES OF MOTION**

Mayor Cathy Miller vacated her seat as Chair, Deputy Mayor Dayne Malloch acted in the place of the Mayor as Chair.

**A. Mayor Cathy Miller may move, or cause to have moved:**

That the Township of Pelee direct administration to perform a cost-recovery analysis and recommendations for an increased fee for commercial permits for golf cars.

Mayor Cathy Miller introduced the motion, recognizing that many fees and charges are reviewed annually, however the golf car fee has not been reviewed since its adoption. Mayor Miller also amended the motion to read as follows:

That the Township of Pelee direct administration to perform a cost-recovery analysis and recommendations for an increased fee for permits for golf cars.

**Resolution 2023 – 058**

**Moved By:** Mayor Cathy Miller

**Seconded By:** Councillor Sherri Smith Ouellette

**That the Township of Pelee direct administration to perform a cost-recovery analysis and recommendations for an increased fee for permits for golf cars.**

**CARRIED**

Deputy Mayor Dayne Malloch vacated his seat as Chair, Mayor Cathy Miller returned to preside as Chair.

**10. RECOGNITIONS AND ANNOUNCEMENTS**

- A. Mayor Cathy Miller recognized Pelee Island Transportation Services for added an early sailing to the schedule on June 3<sup>rd</sup> for the Pelee Island Winery Half Marathon.

**11. BY-LAWS**

**A. By-Law 2023 – 20**

**Resolution 2023 – 059**

**Moved By:** Councillor Sherri Smith Ouellette

**Seconded By:** Councillor Stephanie Briggs-Crawford

**Being a By-Law to confirm the proceedings of Council.**

**CARRIED**

**12. ADJOURNMENT**

Regular Meeting of Council adjourned at 6:17 p.m.

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**Catherine Miller,  
Mayor**

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**Kristine Horst,  
Interim Clerk**





**MTO/OSTC Bi-weekly Meeting Minutes**

Wednesday February 22<sup>nd</sup>, 2023

**Attendees:**

Township of Pelee: Mayor Cathy Miller, Deputy Mayor Dayne Malloch, Interim Clerk Kristine Horst  
OSTC: Carl Kuhnke, Yuumi Currah  
MTO: Mario Frechette, Candice Link

**1. Operations**

- a. Winter air service has continued to operate well.
- b. Pelee Islander 2 sailings in advance of dry docking to accommodate large vehicles and dangerous goods run on March 20<sup>th</sup> and 21<sup>st</sup> went smoothly with no issues and were well received.

**2. Pelee Islander 2 Dry Docking**

- a. Pelee Islander 2 dry docking is on schedule and weather is looking good to support this moving forward.
- b. Pelee Islander 2 began its journey to dry docking from Kingsville in the morning of March 22<sup>nd</sup>.

**3. MTO ROMA Delegation Update**

- a. This item is underway and Geoffrey Gladdy is continued to do research on this item and will reach out to the Township when needed for further information or discussions.

**4. Potential Public Consultation Opportunities**

- a. There may be opportunities in the future for the Township to participate in public consultations for both the broader Marine Strategy and Provincial Ferry Review.
- b. MTO will keep the Township informed of any opportunities moving forwards towards fall 2023.

**5. Mariner Shortage**

- a. Province wide mariner shortage was discussed, with MTO expressing their intentions and hope to improve the current shortage through additional programs, recruitment techniques and training strategies.
- b. Discussion was had on the potential for the Township to advocate in the future at events like ROMA and AMO for the need of more mariners and their importance.

Report Date  
03/23/2023 2:18 PM

Township of Pelee  
**List of Accounts for Approval**  
As of 03/23/2023  
Batch: 2023-00031 to 2023-00039

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
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**Bank Code: General - General Bank Account**

Computer Cheques:

5984	03/09/2023	Bell Canada	Wattline	13.86
5985	03/09/2023	L. J. Fleming	Pump Repairs	680.40
5986	03/14/2023	D & T Auto Parts	2006 GMC Maint	81.57
5987	03/14/2023	Ministry of Finance	2022 EHT Annual	13,260.96
5988	03/16/2023	D & T Auto Parts	Diamond Mower Pin Tool	53.10
5989	03/16/2023	Delage Landen Financial Serv.	Copier/Lease	309.09
5990	03/16/2023	Employer Reimbursement	Mileage	124.44
5991	03/16/2023	Purolator Courier Ltd.	Valve Repair Freight	274.84
5992	03/16/2023	The Main Station Ltd.	Dr. Super Accommodations	904.00
5993	03/16/2023	Xerox Canada Ltd.	B405DNPrinter	28.92
5994	03/21/2023	Conseil Scholaire Viamonde	1st Quarter Payable	300.51
5995	03/21/2023	Delta Power Equipment	Blade Kit	805.90
5996	03/21/2023	JBK Trucking	Water Testing	26.44
5997	03/21/2023	Windsor Essex Catholic	1st Quarter Payables	4,031.85
5998	03/23/2023	Barrette's Small Engines	Recoil Starter Assembly	66.66

Other:

2023103-Man	03/08/2023	Pelee Island Co-Op	Fuel, Supplies	4,766.88
2023104-Man	03/08/2023	Pelee Island Co-Op	Fuel, Supplies	8,084.18
2023106-Man	03/09/2023	Hydro One Networks Inc.	BM(N)	1,001.39
2023107-Man	03/09/2023	Hydro One Networks Inc.	Farm	243.75
2023108-Man	03/09/2023	Hydro One Networks Inc.	EWS	330.78
2023109-Man	03/09/2023	Hydro One Networks Inc.	Marina Office	35.01
2023110-Man	03/09/2023	Hydro One Networks Inc.	Marina Docks	35.01
2023111-Man	03/09/2023	Hydro One Networks Inc.	Bonnett Building	38.56
2023112-Man	03/09/2023	Hydro One Networks Inc.	Airport	812.06
2023113-Man	03/09/2023	Hydro One Networks Inc.	Roads	199.57
2023114-Man	03/09/2023	Hydro One Networks Inc.	WWS	1,643.22
2023115-Man	03/09/2023	Bell Conferencing Inc.	conference line	33.90
2023116-Man	03/10/2023	Caduceon Enterprises Inc.	West Coliforms	98.74
2023117-Man	03/10/2023	Caduceon Enterprises Inc.	PIPS Sampling	39.96
2023118-Man	03/10/2023	Caduceon Enterprises Inc.	East Sampling	39.96
2023119-Man	03/09/2023	OMERS	Monthly Remittances	5,956.38
2023120-Man	03/17/2023	OMERS	Monthly Remittances	8,450.62
2023121-Man	03/17/2023	OMERS	Monthly Remittances	6,035.46
2023122-Man	03/13/2023	Receiver General	Source Deductions	14,181.77
2023123-Man	03/13/2023	Bell Canada	Roads	133.23
2023124-Man	03/13/2023	Bell Canada	TS	82.97
2023125-Man	03/13/2023	Bell Canada	Farm	82.97
2023126-Man	03/13/2023	Bell Canada	Marina	224.67
2023127-Man	03/13/2023	Bell Canada	Office	478.91
2023128-Man	03/13/2023	Bell Canada	CM	91.56
2023129-Man	03/13/2023	Bell Canada	WSW	141.82
2023130-Man	03/13/2023	Bell Canada	Big Marsh (W)	82.97
2023131-Man	03/13/2023	Bell Canada	Big Marsh (N)	82.97
2023132-Man	03/13/2023	Bell Canada	Office Emerg Line	67.21

Report Date  
03/23/2023 2:18 PM

Township of Pelee  
**List of Accounts for Approval**  
As of 03/23/2023  
Batch: 2023-00031 to 2023-00039

Page 2

Payment #	Date	Vendor Name	Reference	Payment Amount
2023133-Man	03/13/2023	Bell Canada	Airport	82.97
2023134-Man	03/13/2023	Bell Canada	Office Fax	60.43
2023135-Man	03/17/2023	Conseil Scholaire	1st Quarter Payable	1,146.77
2023136-Man	03/17/2023	Greater Essex County District	1st Quarter Payable	20,000.00
2023137-Man	03/20/2023	Grand & Toy	Rubber Bands	7.89
2023138-Man	03/17/2023	Essex Region Conservation Auth	Risk Management Services	410.79
2023139-Man	03/21/2023	Greater Essex County District	2023 1st Quarter Payable	20,000.00
2023140-Man	03/21/2023	Hydro One Networks Inc.	EMS/CLINIC	1,070.75
2023141-Man	03/17/2023	Collabria VISA	Various Dept.	1,198.74
2023142-Man	03/17/2023	Collabria VISA	Various Dept.	2,221.93
2023143-Man	03/22/2023	Greater Essex County District	2023 1st Quarter Payable	6,751.34
2023144-Man	03/22/2023	Bell Canada	Campground	140.51
Total for General:				127,551.14

Certified Correct This March 23, 2023

\_\_\_\_\_  
Mayor, Catherine Miller

\_\_\_\_\_  
Treasurer, Michelle Feltz



## Corporation of the Municipality of Calvin

**Motion by: Councillor Moreton**

**Seconded by: Councillor Grant**

**WHEAREAS** an announcement in the media was made that the English Public School Boards Association, the largest school association in the Province, is asking for the end of the moratorium on most pupil accommodation reviews;

**AND WHEREAS** this announcement potentially threatens the future closure of schools in many single school municipalities;

**AND WHEREAS** access to education and the presence of a school in a community is an essential service and has a direct link to the quality of life in a community;

**AND WHEREAS** schools play a key role in improving services and quality of life in a community and are viewed as activity centres where children have access to education, health services, recreation and culture;

**AND WHEREAS** schools are an important factor in the retention and attraction of residents in a community and is essential in order to resolve labour shortages and allow economic development and growth in small rural municipalities;

**AND WHEREAS** demographics in many areas are currently shifting and changing quickly as we work on meeting the needs of many Ontario residents during a housing crisis;

**NOW THEREFORE BE IT RESOLVED** that Council is requesting the provincial government through the Minister of Education to extend the moratorium on most pupil accommodation reviews in order to allow municipalities, townships, neighbourhoods and subdivisions the opportunity to prosper, develop and grow without being hindered by school closures due to low enrollments that could quickly change.

**FURTHER BE IT RESOLVED** that this resolution be forwarded to Premier Doug Ford, MPP Victor Fedeli and all Ontario Municipalities. **Resolution Number: 2023: 054 Carried**

March 6, 2023

To All Ontario Municipalities

**Resolution re Reducing Municipal Insurance Costs**

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

“Whereas Chatham-Kent has faced multiple double digit increases to insurance premiums over the past years;

And Whereas the costs on insurance are having a significant impact on municipal budgets in Chatham-Kent and around the Province;

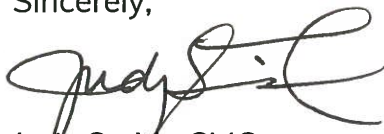
Now Therefore, Council direct administration to engage with other municipalities, the Association of Municipalities of Ontario, and any other relevant municipal associations, to determine what tools may be available to reduce insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities.

And administration report back to Council regarding the result of this engagement and any recommended Council resolutions to support improvements to municipal insurance in Ontario.

Further that administration be directed to forward this motion to all other municipalities in Ontario seeking support and collaboration on this issue.”

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance/Clerk

C AMO



Legislative Services  
99 Advance Ave Napanee, ON K7R 3Y5 TEL 613-354-3351 [www.greaternapanee.com](http://www.greaternapanee.com)

March 20, 2023

*via email*

To All Ontario Municipalities

**Re: Resolution re Reducing Municipal Insurance Costs**

Further to the meeting on March 14, 2023, the Council of the Corporation of the Town of Greater Napanee passed the following motion:

Motion #148/23

Moved by *Councillor Schenk*

Seconded by *Councillor Pinnell Jr.*

That the correspondence from Chatham-Kent dated March 6, 2023, be received;

That Council send a letter supporting the Town of Chatham-Kent calling for action to reduce insurance costs,

And that, Council direct Staff to investigate any joint municipal efforts to reduce insurance costs.

Yours truly,

Katy Macpherson  
Deputy Clerk

Copy: Association of Municipalities of Ontario (AMO)

March 6, 2023

The Honourable Doug Ford  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

**Re: Support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act**

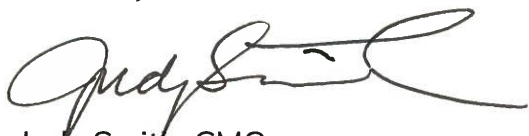
Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

“That Chatham-Kent Council express its support for Bill 5 - Stopping Harassment and Abuse by Local Leaders Act which would require the code of conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s inquiry determines that the member has contravened this requirement;

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs.”

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance/Clerk

C

Minister of Municipal Affairs and Housing  
Local MPPs  
Ontario Municipalities

87 John Street South  
Aylmer ON N5H 2C3  
Phone: 519-773-5344  
Fax: 519-773-5334  
www.malahide.ca



*A proud tradition, a bright future.*



March 9, 2023

Sent via email.

**Re: Call to Action: Review of the Cannabis Act**

Please note that on March 2, 2023 Malahide Township Council ("Malahide") passed the following motion:

**No. 23-101**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

**THAT the City of Port Colborne correspondence in support of the Corporation of the County of Huron regarding Call to Action: Review of the Cannabis Act be supported;**

**AND THAT the Council of the Township of Malahide approve forwarding a Call to Action Letter for support.**

**Carried**

Malahide supports the recent calls from Huron County and other municipalities for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada. Malahide's support in this letter is in addition to the comments provided by Malahide in an earlier letter to the Cannabis Act Legislative Review Secretariat (re: Federal Cannabis Act Review, letter dated November 17, 2022).

In conclusion, and to reiterate, Malahide strongly recommends further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Respectfully,

Dominique Giguère  
Mayor

On behalf of Malahide Township Council





Monday, March 13, 2023

**WOWC Supports Huron County's Call for Cannabis Act Review**

At the regular meeting of the Western Ontario Wardens' Caucus held on March 10, 2023, the following resolution was passed:

Moved by R. Ehgoetz, seconded by K. Marriott:

THAT the Huron County resolution, re Call to Action - Cannabis Act Review, be supported." –  
CARRIED

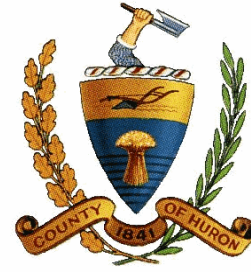
The Huron County Warden's letter is attached for your reference.

Sincerely,

Glen McNeil  
Chair, Western Ontario Wardens' Caucus

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



February 1, 2023

Sent via email.

**Re: Call to Action: Review of the Cannabis Act**

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;  
AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen McNeil". The signature is written in a cursive style with a small dot at the beginning.

Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council

March 14, 2023

The Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
Via email: [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

RE: Future Accuracy of the Permanent Register of Electors

Dear Minister Clark,

During the February 27, 2023 regular meeting of council, the resolution received from the Township of Ashfield-Colborne-Wawanosh was brought forward and discussed, the following resolution was carried:

Moved: Bill Clark                      Seconded: Ross O'Hara

THAT the Council of the Town of Petrolia support the Township of Ashfield-Colborne-Wawanosh regarding Future Accuracy of the Permanent Register of Electors.  
AND THAT the Council of the Town of Petrolia requests that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors;  
AND FURTHER THAT this resolution be circulated to the Township of Ashfield-Colborne-Wawanosh, Minister of Municipal Affairs and Housing, Elections Ontario, MPP Lisa Thompson, MPP Bob Bailey and Ontario Municipal Councils for their support.

Carried

Thank you for circulating this item for County of Lambton Council consideration.

Kind regards,

*Original Signed*

Mandi Pearson  
Clerk/Operations Clerk

cc: file  
Township of Ashfield-Colborne-Wawanosh [clerk@acwtownship.ca](mailto:clerk@acwtownship.ca)  
Elections Ontario [info@elections.on.ca](mailto:info@elections.on.ca)  
MPP Lisa Thompson, [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)  
MPP Bob Bailey, Sarnia-Lambton [bob.baileyco@pc.ola.org](mailto:bob.baileyco@pc.ola.org)  
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

[www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)





# Township of Lucan Biddulph

270 Main Street  
P.O Box 190, Lucan, Ontario N0M 2J0  
Phone (519) 227-4491; Fax (519) 227-4998

March 22, 2023

The Honorable Steve Clark  
Minister of Municipal Affairs and Housing

## **RE: Future Accuracy of Permanent Register of Electors**

Please be advised that the Council of the Corporation of the Township of Lucan Biddulph at its meeting held on March 21, 2023 passed the following resolution:

Resolution No. 2023-094  
Moved by Councillor D. Regan  
Seconded by Deputy Mayor D. Manders

WHEREAS concerns surrounding the accuracy of the Voters' List has been highlighted in elections past and inaccuracies continue to plague municipal elections;

AND WHEREAS the Chief Electoral Officer for the Province of Ontario now has the responsibility to prepare and maintain a Permanent Register of Electors, under the Elections Act, for future municipal elections;

AND WHEREAS an accurate Permanent Register of Electors is paramount in upholding the integrity of democratic government;

AND WHEREAS an accurate Permanent Register of Electors could increase voter turnout statistics and possibly contribute to positive voter apathy;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Lucan Biddulph requests that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors;

AND FURTHER THAT this resolution be circulated to the Minister of Municipal Affairs and Housing, Elections Ontario, MPP Monte McNaughton and Ontario Municipal Councils for their support.

CARRIED

If you require any additional information, please contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Reymmer', with a stylized flourish at the end.

Ron Reymmer  
CAO/Clerk

cc. All Ontario Municipalities  
Greg Essensa, Chief Electoral Officer for Ontario  
Monte McNaughton, MPP – Lambton, Kent, Middlesex

March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Via email: [premier@ontario.ca](mailto:premier@ontario.ca)

RE: A Call to the Provincial government to End Homelessness in Ontario

Dear Premier Ford,

During the February 27, 2023 regular meeting of council, the AMO request calling on the province to calling on the province to end homelessness was brought forward and discussed, the following resolution was carried:

Moved: Chad Hyatt                      Seconded: Debb Pitel

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;  
WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;  
WHEREAS homelessness requires a range of housing, social service and health solutions from government;  
WHEREAS homelessness is felt most at the level of local government and the residents that they serve;  
WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,  
WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT Council of the Town of Petrolia calls on the Provincial Government to urgently:

- a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- b. Commit to ending homelessness in Ontario;
- c. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; to the Association of Municipalities of Ontario; County of Lambton Social Services.

Carried



Kind regards,

*Original Signed*

Mandi Pearson

Clerk/Operations Clerk

cc: file  
Minister of Municipal Affairs and Housing [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
Minister of Children, Community and Social Services [MinisterMCCSS@ontario.ca](mailto:MinisterMCCSS@ontario.ca)  
Minister of Health [sylvia.jones@ontario.ca](mailto:sylvia.jones@ontario.ca)  
MPP Bob Bailey, Sarnia-Lambton [bob.bailey@pc.ola.org](mailto:bob.bailey@pc.ola.org)  
County of Lambton Social Services [melissa.fitzpatrick@county-lambton.on.ca](mailto:melissa.fitzpatrick@county-lambton.on.ca)  
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

[www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)





**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**Ann-Marie Norio**

Regional Clerk, Niagara Region  
1815 Sir Isaac Brock Way, PO Box 1042  
Thorold, ON L2V 4T7  
[clerk@niagararegion.ca](mailto:clerk@niagararegion.ca)

March 16, 2023

RE: Letter of Support – Niagara Region Motion Respecting Declarations of Emergency of Homelessness, Mental Health and Opioid Addiction

---

Dear Ann-Marie Norio,

At its Regular Council Meeting held on March 6, 2023, Council discussed your motion respecting declarations of emergency for homelessness, mental health and opioid addiction from the Niagara Region. In particular, Councillor Hammond indicated the importance of supporting this motion as the Town of Essex and other municipalities should consider similar strategies as struggles with homelessness, mental health and addictions continue to afflict our communities.

As a result of that discussion, Council passed the following resolution:

**R23-03-078**

Moved by: Councillor Hammond

Seconded by: Councillor Verbeek

**That** the correspondence dated February 24, 2023 from the Niagara Region regarding the Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction be received and supported; and

**That** a letter of support be sent to the Niagara Region and all other municipalities.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

Yours truly,

A handwritten signature in blue ink that reads "Shelley Brown".

**Shelley Brown**

Acting Clerk, Legal and Legislative Services

[sbrown@essex.ca](mailto:sbrown@essex.ca)

**c.c.** All Ontario Municipalities



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**Honourable Steve Clark**

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

March 22, 2023

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

---

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

**R23-03-081**

Moved by: Mayor Bondy

Seconded by: Councillor Allard

**That** Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in blue ink, appearing to read "Shelley Brown".

**Shelley Brown**

Acting Clerk

[sbrown@essex.ca](mailto:sbrown@essex.ca)



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**c.c.** Honourable Peter Bethlenfalvy, Minister of Finance  
[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

Mary Birch, Interim Chief Administrative Officer  
[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

Anthony Leardi, MPP  
[anthony.leardi@pc.ola.org](mailto:anthony.leardi@pc.ola.org)

Association of Municipalities of Ontario ("AMO")  
[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

All other municipalities in Ontario



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**Honourable Steve Clark**

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

March 17, 2023

RE: Tax Classification of Short-Term Rental Units

---

At its Regular Council Meeting held on March 6, 2023, Councillor Hammond brought forward a Notice of Motion for Council's consideration regarding the current tax classification of Short-Term Rental Units. In particular, Council discussed the implications of having Short-Term Rental Units operate as a business within a residential community. Council noted that allowing Short-Term Rental Unit Operators to pay residential property taxes is inequitable to those business owners who must pay commercial property taxes, solely due to the location of their business.

As a result of this discussion, Council passed the following resolution:

**R23-03-082**

Moved by: Councillor Hammond

Seconded by: Councillor Matyi

**That** Council direct Administration to send a letter to the Municipal Property Assessment Corporation ("MPAC"), the Ministry of Municipal Affairs, and any other relevant bodies, to investigate the tax classification of short-term rental units and consider taxing them as commercial as opposed to residential.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in blue ink, appearing to read "Shelley Brown".

**Shelley Brown**

Acting Clerk, Legal and Legislative Services  
[sbrown@essex.ca](mailto:sbrown@essex.ca)

**c.c.** Tracy Pringle, Municipal Property Assessment Corporation

**[Tracy.Pringle@mpac.ca](mailto:Tracy.Pringle@mpac.ca)**



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

Anthony Leardi, MPP

**[Anthony.Leardi@pc.ola.org](mailto:Anthony.Leardi@pc.ola.org)**

Mary Birch, Interim CAO

**[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)**

All Ontario Municipalities



MUNICIPALITY OF

North Perth

www.northperth.ca

A Community of Character

330 Wallace Ave. N., Listowel, ON N4W 1L3

Phone: 519-291-2950

Toll Free: 888-714-1993

March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**RE: School Bus Stop Arm Cameras**

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

**Moved by** Councillor Rothwell **Seconded by** Councillor Blazek

**WHEREAS** almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS** the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

**AND WHEREAS** the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS** police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS** the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;



**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me at [lcline@northperth.ca](mailto:lcline@northperth.ca).

Sincerely,



Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



TOWNSHIP OF EAST GARAFRAXA

065371 DUFFERIN COUNTY ROAD 3 • UNIT 2

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T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812

[www.eastgarafraxa.ca](http://www.eastgarafraxa.ca)

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March 9, 2023

Sent Via Email (minister.edu@ontario.ca)

Honourable Stephen Lecce  
Minister of Education  
315 Front Street West, 14th Floor  
Toronto, ON M7A 0B8

Dear Honorable Lecce,

**Re: Ontario School Board Elections**

At the regular Electronic Council meeting held on February 28, 2023, the following resolution was passed:

**MOVED BY BANFIELD, SECONDED BY HALLS  
BE IT RESOLVED THAT:**

Council of the Township of East Garafraxa support the resolution passed by the Council of the Town of Petrolia regarding School Board Elections; and

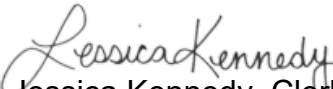
That staff be directed to forward the resolution to the Honourable Stephen Lecce, Minister of Education, and all Ontario Municipal Councils.

**CARRIED**

A copy of the Town of Petrolia resolution is enclosed for your reference.

Trusting you find this satisfactory.

Sincerely,

  
Jessica Kennedy, Clerk  
Township of East Garafraxa  
JK:sp

Enclosure

cc: All Ontario Municipalities

January 25, 2023

Hon. Steven Lecce, Minister of Education  
MPP Bob Bailey, Sarnia-Lambton  
County of Lambton  
Municipalities of Lambton County and Ontario

***Via email***

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark      Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imburement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,

*Original Signed*

Mandi Pearson  
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

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4800 SOUTH SERVICE RD.,  
BEAMSVILLE, ON L3J 1L3

905-563-2799

March 10, 2023

Sent via email: [minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

The Honourable Steven Lecce,  
Minister of Education  
Ministry of Education  
315 Front Street West, 14<sup>th</sup> Floor  
Toronto, ON M7A 0B8

Dear Minister Lecce:

**RE: Town of Lincoln Council Resolution – Ontario School Board Elections**

Please be advised that Council of the Corporation of the Town of Lincoln at its Council Meeting held on March 6, 2023, passed the following motion:

Resolution Number: RC-2023-24

Moved by: Councillor JD Pachereva; Seconded by Councillor Greg Reimer

That Council receive and file for information, correspondence from the Town of Essex dated February 13, 2023 and Town of Deep River dated February 16, 2023, regarding Ontario School Board Elections; and,

That Council of the Town of Lincoln support the correspondence items to request that School Boards become responsible for conducting their own Trustee elections or at a minimum municipalities be compensated by the School Boards for overseeing such Trustee elections; and,

That staff forward this Resolution to the Town of Essex, Town of Deep River, the Honourable Steven Lecce, Minister of Education, MP Sam Oosterhoff, and to Ontario Municipal Councils.

**CARRIED**

If you have any questions, please do not hesitate to contact the undersigned.

Regards,

Julie Kirkelos  
Town Clerk

[jkirkelos@lincoln.ca](mailto:jkirkelos@lincoln.ca)

JK/dp

c.c. Town of Essex  
Town of Deep River  
Sam Oosterhoff, MPP Niagara West [Sam.Oosterhoffco@pc.ola.org](mailto:Sam.Oosterhoffco@pc.ola.org)  
Ontario Municipal Councils

 THE CORPORATION OF THE  
*Township Of Pelee*  
THE CORPORATION OF THE TOWNSHIP OF PELEE  
REPORT NO. 2023 – 21 MF

<b>Author’s Names: Michelle Feltz</b>	<b>Report Date: March 23, 2023</b>
<b>Resolution #:</b>	<b>Date to Council: March 28, 2023</b>

**To: Mayor and Members of Council**

**Subject: Transfer to Reserves and Reserve Funds for the 2022 Fiscal Yearend**

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**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Treasurer dated March 23, 2023, regarding the transfer to reserve and reserve funds for the 2022 fiscal yearend **BE RECEIVED**;
2. The amounts noted in the financial matters section of this report be transferred to the appropriate reserve or reserve funds as recommended and the balances at December 31, 2022 **BE ACCEPTED**.

**2. EXECUTIVE SUMMARY:**

The following by-laws provide the administrative structure required to set up reserves and reserve funds:

- By-law #2015-51 to establish a Federal Gas Tax Reserve Fund,
- By-law #2015-52, to establish Reserves and Reserve Funds,
- By-law #2015-53, to adopt a General Reserve and Reserve Fund Policy.

This report recommends specific transfers to reserves and reserve funds for the 2022 fiscal year end as part of the audit process.

### 3. FINANCIAL MATTERS:

It is recommended that the following amounts be transferred to reserves and reserve funds as of December 31, 2022.

Unexpended Capital – The funds for the following capital projects were not utilized in 2022. It is recommended that these amounts be transferred or retransferred to the funding source reserves as a result. These funds can be reallocated to 2023 as part of the budget process.

Description	2022 Year End Transfer to Reserves	Reserve Account Allocation
Shoreline-annual allocation	\$200,000	Capital-Shoreline
East Park Campground-upgrades	\$14,200	Capital-Campground
Parks -pavillion upgrades and equipment	\$33,247	Capital-Parks
Airport-runway	\$32,650	Capital-Airport
Water-equipment	\$9,200	Capital-Water

Ongoing Grant Projects –The following grant funds or funds receivable will be placed in reserves at 2022 year end and reallocated in the 2023 budget as required.

Description	2022 Year End Transfer to Reserves	Reserve Account Allocation
Improving Connectivity for Ontario-Broadband	\$4,796,102	Grants-Broadband
Universal Broadband Fund-Broadband	\$14,388,306	Grants-Broadband
Canada Community Revitalization Fund	\$60,000	Grants-East Park
Transport Canada-Pretransfer Process	\$65,978	Grants-North Wharf Pretransfer

Unexpended Operating Funds – Generally, unspent operating funds are allowed to lapse and become part of an overall surplus or deficit for the year in question. However, in certain circumstances Council may transfer all or part of a departmental items surplus to reserves for these funds to be directed to departments or projects as originally intended.

It is recommended that the following amounts be transferred to reserves.

Description	2022 Year End Transfer to Reserves	Reserve Account Allocation
Gravel	\$4,790	Capital-Roads
Planning-Zoning and Official Plan Review	\$35,000	Planning
Tourism	\$8,300	Tourism
Airport donation reallocated	\$200	Capital-Airport
Drainage-Hamel Drain Extension	\$72,000	Drainage

Policing – The amount for the policing reserve is the difference between the amount allocated by the Ministry to the Township of Pelee and the amount that was actually paid as directed by Council. Two payments of amounts owing were made in 2022. As of December 31, 2022 the remaining reserve balance is \$139,800. This balance has been allocated to the final payable amount that was made on February 28, 2023.

Drainage – The amount of the drainage reserves at December 31, 2022:

Description	2022 Year End Transfer to Reserves	Reserve Account Allocation
Big Marsh Drain	\$47,401	Drainage
Curry Marsh Drain	\$67,877	Drainage
Drain Maintenance-Hamel Drain Ext (as above)	\$72,000	Drainage

Reserve Funds

The amounts in a reserve fund must be segregated and accounted for separately. Amounts in reserve funds do not need to be funded. At this stage in our financial position, these will be paper entries and the funds will be co-mingled with general municipal funds. As our financial situation improves over time, it will be possible to actually fund the reserves. Establishment of these reserves is one step towards proper funding of an asset management plan.

Canada Community-Building Fund (formerly Federal Gas Tax) – The agreement between the Association of Municipalities of Ontario and the Government of Canada requires that all unspent CCBF funds be deposited in a reserve fund and at the end of each year. The Township received \$14,906.12 in CCBF funding in 2022. This amount plus interest earned will be transferred to the CCBF Reserve Fund as per the agreement and reporting requirements. This allocation plus previous transfers will result in a total of \$43,770.02 in the CCBF Reserve fund as at December 31, 2022.

Ontario Community Infrastructure Fund-Formula Component – The unspent funds as per the agreement with the provincial government are to be allocated in a reserve fund. The Township received \$100,000 in OCIF-FC funding in 2022. This amount plus interest earned will be transferred to the OCIF FC Reserve Fund as per the agreement and reporting requirements. This allocation plus previous transfers will result in a total of \$151,828.06 in the OCIF-FC Reserve fund as at December 31, 2022.

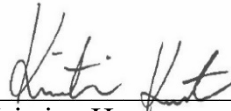


4. **SUMMARY:**

Description	Balance December 31, 2022 (rounded to the nearest \$)
CCBF-Formerly AMO Gas Tax	\$43,770
OCIF-Formula Component Reserve Fund	\$151,828
MMAH Modernization	\$119,041
Safe Restart Phase 1 and 2	\$52,000
North Wharf Pretransfer Process	\$65,978
ICON-Broadband	\$4,796,102
UBF-Broadband	\$14,388,306
CCRF-East Park	\$60,000
Drainage Reserve-Big and Curry Marshes	\$115,278
Drainage Maintenance-Other Drains	\$72,000
Public Transportation	\$20,000
Police Services	\$139,801
Official Planning Fees	\$35,000
Tourism	\$8,300
Community Groups	\$22,667
	\$20,090,071
<b>Capital Reserves</b>	
Shoreline	\$231,058
East Park Campground	\$34,294
Transfer Station	\$31,178
Parks/Airport	\$62,764
Roads	\$306,024
Fire	\$41,000
Water	\$90,091
	\$796,409
Total Reserve Balance at December 31, 2022	\$20,886,480



Michelle Feltz  
**Treasurer**



Kristine Horst  
**Interim Clerk**

/ MF

**Attachments:**  
None

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**

**Title:**            **Email:**

 THE CORPORATION OF THE  
*Township Of Pelee*  
THE CORPORATION OF THE TOWNSHIP OF PELEE  
REPORT NO. 2023 – 22 MF

<b>Author's Names: Michelle Feltz</b>	<b>Report Date: March 23, 2023</b>
<b>Resolution #:</b>	<b>Date to Council: March 28, 2023</b>

**To: Mayor and Members of Council**

**Subject: Amendment to Fees and Charges By-Law**

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**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Treasurer dated March 23, 2023 regarding an amendment to the Fees and Charges By-Law **BE RECEIVED**; and
2. The public meeting notice and proposed fees **BE PROVIDED** to the public; and
3. The amendment of fees (less building fee increases) **BE ADOPTED** by By-Law at the March 28<sup>th</sup> Regular Meeting of Council.

**2. EXECUTIVE SUMMARY:**

It is important and useful to note that the Fees and Charges By-law and its schedule(s) are not a static document. Every year and throughout the year this by-law can be amended as required. Amendments can be adopted as we progress with services such as By-Law Enforcement.

The amended schedule "A" reflects changes based on analysis by Administration and Staff regarding efficiency and cost recovery where appropriate and reasonable. Administration has tried to include all fees and charges including those that are captured in a specific regulating by-law.

Generally, the fees effective January 1<sup>st</sup> to April 30<sup>th</sup> are the previous year's fees while those effective May 1<sup>st</sup> are the proposed changes.

**Rationale:**

Building – Administration has consulted with the Town of Leamington building department and referenced local municipalities to establish building fees effective May 1, 2023. The rationale for

the increase is a cost recovery to offset the contract fees of Leamington Building Services and to mitigate the deficit applied to the general fund each year.

As per the *Building Code Act*, a public authority must hold a public meeting to introduce or change imposed fees with a 21 day notice of such meeting. The public notice and proposed rates are included with this report for Council's approval. The proposed date is April 25, 2023 which is a Regular Meeting of Council.

Water Services – A two percent increase has been applied to all water user fees. While this increase is nominal, administration will continue with gradual increase annually with consideration that delivery of potable water is an essential service that should be financially accessible.

A \$10 per month fee plus usage has been applied for bulk water customers who pick up their own water. If the service is not used in the month; the fee does not apply. Additionally, there are proposed increases to the water bottle filling station. Both increases acknowledge the staff costs required to monitor and operate these services.

Waste Services – A \$1.00 per bag increase has been proposed. This fee has not been increased since 2018. Based on last year's data the increase will provide a potential \$11,000 in additional revenue which could result in a near net zero deficit for this stream. The Transfer Station attendant will continue to encourage green initiatives such as composting and recycling that positively coincide with this increase.

Recreational and Marketing Services – Fees for the campground, marina, marketing and pheasant hunts were approved by Council previously.

Parking Services – Changes to parking fees are proposed with two options based on usage (November 1 to April: \$30.00 and Annual \$50) and an overall increase. It is the intention of staff that funds raised through parking be directed to municipal parking lot upgrades and the costs of by-law enforcement.

Dog Licencing – The second dog discount has been eliminated and the kennel fee has been increased proportionally to streamline the process.

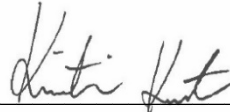
Tax and Zoning Certificates – These fees have been increased to reflect the cost of preparation and are in line with neighbouring municipalities.

Golf Car Permitting – Council directed Administration to perform a cost recovery analysis. Identified changes will be proposed for 2024.

Schedule A is attached and forms part of the by-law.



Michelle Feltz  
**Treasurer**



Kristine Horst  
**Interim Clerk**

/ MF

**Attachments:**

Schedule A Fees and Charges – 2023

Notice of Public Meeting for Proposed Building Code Fees

Proposed Building Fee Increases

**DEPARTMENTS/OTHERS CONSULTED:**

**Administration, Water, Transfer Station, Parks, Roads**

## Schedule "A" Fees and Charges - 2023

<b>Building Services:</b>	<b>January 1 to April 30, 2023</b>
New & Additions	\$1.10/sq. ft.
Renovations & Alterations	\$14.00/\$1,000.00
Detached Accessory Structure	\$0.80/sq. ft.
Revised Plan Review	\$0.50/sq. ft.

<b>Industrial, Commercial, Institutional, Assembly Building Permits</b>	<b>January 1 to April 30, 2023</b>
New & Additions (Building Shell)	\$0.90/sq. ft.
Renovations & Alterations	\$14.00/\$1,000.00
Detached Accessory Structures	\$0.80/sq. ft.

<b>Plumbing Permits</b>	<b>January 1 to April 30, 2023</b>
New Residential	\$200.00/unit
Plumbing Renovations – Residential	\$14.00/fixture
New Plumbing – Other	\$14.00/fixture
Plumbing Renovations – Other	\$14.00/fixture

<b>On-Site Sewage Systems</b>	<b>January 1 to April 30, 2023</b>
New Installation	\$800.00
Repair or Alteration to Existing System	\$500.00
Other Inspections/Minimum Permit Fee	\$200.00
<b>Minimum Permit Fee</b>	<b>\$200.00</b>

<b>Other Building Items</b>	<b>January 1 to April 30, 2023</b>
Demolition Permit (per \$1,000 value)	\$14.00/\$1000
Tent	
911 Signage Replacement	
Liquor Licence Permit Review	\$200.00
Repeat Inspections	\$150.00
Revised Plan Review (flat fee)	
Deposit – New Building	\$1,000.00
Deposit – Other	\$500.00

<b>Fire Services:</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Fire Certificate	\$60.00	\$60.00
Fire Occurrence Report	\$40.00	\$40.00
Repeat Fire Inspection Fee	\$100.00	\$100.00
Non-rate Payers	Cost Recovery	Cost Recovery

<b>Waste Services (Transfer Station):</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
White Goods/Appliances (containing Freon)	\$50.00/unit	\$50.00/unit
Non-Freon White Goods/Appliances	\$25.00/unit	\$25.00/unit
Vehicles	\$200.00	\$200.00
Bag Tags/Solid Waste	\$3.00/bag	\$4.00/bag
Bulk Waste (Construction/Demolition)	\$40.00/cubic yard	\$40.00/cubic yard

<b>Recreational Services -Scudder Marina: Seasonal Charges</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Seasonal Serviced Dock (25' and Over)	\$51.50/foot	\$51.50/foot
Seasonal Serviced Dock (Under 25')	\$45.00/foot	\$45.00/foot
Seasonal Non-Serviced Dock (25' and Over)	\$47.00/foot	\$47.00/foot
Seasonal Non-Serviced Dock (Under 25')	\$40.00/foot	\$40.00/foot
Seasonal Ramp Fee	\$120.00	\$120.00

<b>Transient &amp; Other Charges</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Transient Serviced Dock	\$1.75/ft./night	\$1.75/ft./night
Transient Non-Serviced Dock	\$1.50/ft./night	\$1.50/ft./night
Transient (Jet Ski/up to 10ft)	\$12.00/night	\$12.00/night
Transient – Week Discount	Stay 7 nights, pay for 5 nights	Stay 7 nights, pay for 5 nights
Transient Non-Serviced – Month Discount	\$16.00/ft.	\$16.00/ft.
Transient Serviced – Month Discount	\$19.00/ft.	\$19.00/ft.
Day Dockage (30' and Over)	\$20.00/day	\$20.00/day
Day Dockage (Under 30')	\$15.00/day	\$15.00/day
Day Dockage (Jet Ski/up to 10ft)	\$5.00/day	\$5.00/day
Ramp Fee – One Week	\$50.00	\$50.00
Ramp Fee – One Day	\$11.50	\$11.50

Recreational Services - Hunt Licences/Charges	January 1 to April 30, 2023	May 1, 2023
Main Pheasant Hunt Licence (10 birds)	\$250.00 plus HST	\$280 plus HST
Clean Up Pheasant Licence (5 birds)	\$125.00 plus HST	\$140 plus HST
Licence Transfer (Between individuals or hunts within the same year)	\$25.00 plus HST	\$25.00 plus HST
Licence Replacement (Lost/Forgotten)	\$25.00 plus HST	\$25.00 plus HST
Winter Rabbit Licence (5 rabbits)	\$25.00 plus HST	\$25.00 plus HST
Winter Pheasant Licence (5 pheasants)	\$25.00 plus HST	\$25.00 plus HST

**Recreational Services - East Park Campground:**

**Camping Fees**

	January 1 to April 30, 2023	May 1, 2023
Non-Refundable Administration Fee (per booking)	\$5.00	\$5.00
Non-electrical Campsite	\$32.00/night	\$32.00/night
Additional Campers (above 5 people per non-electrical site)	\$5.00/person/night	\$5.00/person/night
Group Camping (minimum 7 people)	\$5.00/person/night	\$5.00/person/night
Non-profit Organizations	20% discount on regular fees	20% discount on regular fees
Day Camping	\$1.99/person	\$1.99/person
Entire Campground Rental	\$1,000.00/day	\$1,000.00/day
Damage Deposit & Septic Fees	\$50.00	\$50.00

**Planning Services:**

Service/Item	January 1 to April 30, 2023	May 1, 2023
Consent to Sever	\$500.00	\$500.00
Minor Variance	\$500.00	\$500.00
*Zoning Amendment	\$1,000.00 plus external costs	\$1,000.00 plus external costs
*Zoning Amendment – Temporary Use By-Law	\$500.00 plus external costs	\$500.00 plus external costs
*Official Plan Amendment	\$1,000.00 plus external costs	\$1,000.00 plus external costs
Application to Appeal (OMB)	\$125.00	\$125.00

*\*Note: For Official Plan and Zoning Amendments, a deposit may be required towards external costs based on estimates.*

**Drainage Services:**

Service/Item	January 1 to April 30, 2023	May 1, 2023
Tile Loan Program Inspection Fee	\$150.00	\$150.00
Capital Works Debenture Administration Fee	\$100.00	\$100.00



**Parking:**

<b>Parking Infractions/Charges</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Parking Pass-Winter November 1 to April 30	\$30.00/year	\$30.00/year
Parking Pass -Annual May 1 to April 30		\$50.00/year
Parking in front of public or private driveway	\$25.00-\$50.00	\$25.00-\$50.00
Parking within an intersection	\$25.00-\$50.00	\$25.00-\$50.00
Parking on a bridge/causeway/approaches	\$50.00	\$50.00
Parking such to obstruct traffic	Nil	Nil
Parking such to prevent removal of other vehicle(s)	\$1,000.00 plus costs	\$1,000.00 plus costs
Parking on roadway for 3 days or more	\$25.00-\$50.00	\$25.00-\$50.00
Parking an unlicensed vehicle on a roadway	\$25.00-\$50.00	\$25.00-\$50.00
Parking on municipal property	\$25.00-\$50.00	\$25.00-\$50.00
Stopping on a bridge/causeway	\$25.00-\$50.00	\$25.00-\$50.00
Parking impeding winter maintenance	\$25.00-\$50.00	\$25.00-\$50.00
Towing improperly parked vehicles	\$95.00	\$95.00
Storage of towed vehicles	\$10.00/day	\$10.00/day

**Water Services:**

<b>Water Services/Charges</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Metered Charge	\$35.70/month	\$36.40/month
Metered Usage Rate	\$3.06/cubic metre	\$3.12/cubic metre
Non-Metered Charge	\$76.50/month	\$78.03/month
Water Hookup	\$1,500.00 plus all costs/parts	\$1,500.00 plus all costs/parts
Bulk Water Account Administration Fee	\$30.00	\$30.00
Bulk Water Delivery Fee	\$65.00 plus per cubic metre fee	\$66.30 plus per cubic metre fee
Bulk Water Pick up Fee	\$4.08/cubic metre	\$4.16/cubic metre
Bulk Water Monthly Usage Fee		\$10.00/month plus per cubic meter fee
1 Gallon Refill – Bottle Filling Station	\$1.00	\$1.25
2 Gallon Refill – Bottle Filling Station	\$2.00	\$2.25
3 Gallon Refill – Bottle Filling Station	\$2.50	\$2.75
5 Gallon Refill – Bottle Filling Station	\$3.50	\$4.00

**Marketing:**

<b>Marketing Initiatives</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Hunt Package Accommodation Listing	\$25 plus HST	\$25 plus HST
Brochure Business Listing	\$88.49 plus HST	\$100 plus HST
“What’s Open” Business Listing	Free	Free
Digital Business Listing (full listing on pelee.org)	\$125 plus HST (previously, also APP)	\$100 plus HST
Brochure & Digital Listing	\$175 plus HST	\$175 plus HST

**Miscellaneous:**

<b>Item</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Copy of Official Plan	\$50.00	\$50.00
Copy of Zoning By-Law	\$50.00	\$50.00
United State Service Air Landing Fee	\$1,000.00/year	\$1,000.00/year
Internet Admin Fee	0.04%/service/goods	0.04%/service/goods
NSF Fee	\$35.00	\$35.00
Wedding Solemnization	\$275.00	\$275.00
Marriage Licence	\$135.00	\$135.00
Lottery Licence	\$10.00	\$10.00
Lamination	\$1.00/page	\$1.00/page
Photocopies	\$0.35/page	\$0.35/page
Outgoing Fax (first page)	\$1.00	\$1.00
Outgoing Fax (Additional pages)	\$0.50/page	\$0.50/page
Incoming Fax	\$0.50/page	\$0.50/page
Fireworks Application	\$50.00	\$50.00
Tax or Zoning Certificates	\$75.00	\$100.00 per roll number, emailed 3-5 business days
Tax or Zoning Certificates (less than 48 hours' notice)	\$95.00	\$200.00 per roll number (rush tax certificate, emailed 1-3 business days)
Municipal Tax Sale - Part XI of the Municipal Act Third party preparation / services		100 % recovery of actual costs

**Other By-Law Fees:**

<b>Dog Licences: By-Law 2012-13</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Male or Spayed Female Dog	\$20.00/year	\$20.00/year
Additional Male or Spayed Female Dog	\$10.00/year	Eliminate 2nd fee/All dogs \$20.00
Intact Female Dog	\$30.00/year	\$30.00/year
Additional Intact Female Dog	\$20.00/year	Eliminate 2nd fee/All intact dogs \$30.00
Kennel (5 or more dogs)	\$75.00/year	\$100/year
Impound Fee	\$50.00 plus costs	\$50.00 plus costs

<b>Trailer Fees: By-Law 2016-22</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Trailer on land that contains a residential, commercial, industrial or institutional building	\$50.00/month	\$50.00/month
In any other case except for storage	\$250.00/month	\$250.00/month

<b>Golf Car Permits: 2021-21</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Permit Fee	\$75.00	\$75.00

<b>Cemetery Fees: 2012-16</b>			
<b>LOT SALES</b>	<b>BURIAL RIGHTS</b>	<b>Perpetual Care</b>	<b>Total</b>
Resident	\$542.00	\$363.00	\$905.00
Non-Resident	\$813.00	\$545.00	\$1,358.00

<b>INTERMENT CASKET</b>	<b>OPENING &amp; CLOSING</b>
<b>Summer</b>	
Weekdays	\$ 779.00
Weekends	\$1,238.00
Holidays	\$1,315.00
<b>Winter</b>	
Weekdays	\$ 885.00
Weekends	\$1,323.00
Holidays	\$1,405.00

<b>INTERMENT CREMATED REMAINS</b>	<b>OPENING &amp; CLOSING</b>
<b>Summer</b>	
Weekdays	\$ 587.00
Weekends	\$ 932.00
Holidays	\$1,008.00
<b>Winter</b>	
Weekdays	\$ 667.00
Weekends	\$ 996.00
Holidays	\$1,077.00
<b>INTERMENT- INFANTS</b>	
<b>Summer</b>	
Weekdays	\$396.00
Weekends	\$779.00
Holidays	\$779.00
<b>Winter</b>	
Weekdays	\$449.00
Weekends	\$832.00
Holidays	\$832.00
<b>Headstone Moving</b>	\$425.00
<b>Lot Transfer</b>	\$130.00

<b>Markers</b>	<b>Care and Maintenance</b>
Flat Marker < 68.11024 cu.cm.(173 square inches)	\$0.00
Flat Marker > 68.11024 cu.cm.(173 square inches)	\$50.00
Upright Monument - up to 1.22 metres (4ft.) height/width	\$100.00
Upright Monument > than 1.22 metres (4ft.); in height/width	\$200.00
Lots purchased prior to January 1, 1955 where no previous care and maintenance has been paid - Resident	\$363.00
Lots purchased prior to January 1, 1955 where no previous care and maintenance has been paid - Non Resident	\$545.00

Plus HST where applicable.



THE CORPORATION OF THE  
*Township Of Pelee*

1045 West Shore Road | Pelee Island, ON N0R 1M0 | Website: [www.pelee.org](http://www.pelee.org)

Telephone: 519-724-2931 | Fax: 519-724-2470 | [info@pelee.ca](mailto:info@pelee.ca)

**NOTICE OF PUBLIC MEETING**  
**FOR**  
**PROPOSED BUILDING FEE INCREASES**

The Corporation of the Township of Pelee will hold a Public Meeting on April 25, 2023 at 6:00 p.m. at the Royal Canadian Legion #403 at 1169 West Shore Road, Pelee Island to consider changes to the building permit fees and charges pursuant to Section 7 of the *Building Code Act*.

The Township of Pelee is proposing to amend building permit fees and charges pursuant to Section 7(6) of the *Building Code Act*. The effect will be to increase the existing fee structure. ANY PERSON may attend the public meeting and/or make written or verbal representation either in support or in opposition to the proposed fees.

FOR ADDITIONAL INFORMATION with respect to the proposed building permit fees, please visit the Municipal website at [www.pelee.org](http://www.pelee.org) or contact Municipal Administration at [info@pelee.ca](mailto:info@pelee.ca).

For comments prior to the meeting please email: [info@pelee.ca](mailto:info@pelee.ca) or fax 519-724-2470.

Written comments may also be mailed to:

The Township of Pelee  
1045 West Shore Road  
Pelee Island, Ontario  
N0R 1M0

**DATED at The Township of Pelee this 28th day of March 2023.**

**THE CORPORATION OF THE TOWNSHIP OF PELEE**

**BY-LAW 2023 – 23**

**“FEES AND CHARGES”**

**(March 28, 2023)**

A By-law to amend Schedule “A” of By-Law 2022-55 and to establish Fees and Charges effective January 1, 2023 unless otherwise noted.

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**WHEREAS** by-laws imposing fees and charges are authorized under Part XII of the *Municipal Act of 2001*, Section 69 of the *Planning Act*, R.S.O, as amended, and the *Building Code Act*, as amended.

**THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PELEE ENACTS THE FOLLOWING:**

1. A tariff of fees and charges is hereby established as set out on the attached Schedule “A”;
2. No request by any person for documentary, written or printed information relating to any land, building or structure in the municipality, or any application described in Schedule “A” will be processed, nor will any other municipal business be acknowledged unless and until the person requesting the information or submitting the application has paid the applicable fee(s) in the prescribed amount as set out in Schedule “A” to this By-Law.
3. Notwithstanding the tariff of fees prescribed in paragraph 1 of this By-Law and contained in Schedule “A” hereto, Council may at its discretion, reduce the amount of or waive the requirement for the payment of the fee in respect of the application or service where the Council is satisfied that it would be unreasonable to require payment in accordance with the tariff of fees described in the attached Schedule “A”.
4. Schedule “A” now forms part of this By-Law.
5. Should any part of this By-Law, including any part of Schedule “A” be determined by a Court of competent jurisdiction to be invalid or of no force or effect, it is the stated intention of Council that such invalid part of the By-Law shall be severable and that the remainder of this By-Law including the remainder of Schedule “A” as applicable shall continue to operate and be in force and effect.
6. That By-Law 2022-55 is hereby repealed.

AND THAT this By-law shall come into force and take effect on the 28<sup>th</sup> day of March, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 28<sup>TH</sup> DAY OF MARCH, 2023.**

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**Mayor, Catherine Miller**

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**Interim Clerk, Kristine Horst**

## Schedule "A" Fees and Charges - 2023

<b>Building Services:</b>	<b>January 1 to April 30, 2023</b>
New & Additions	\$1.10/sq. ft.
Renovations & Alterations	\$14.00/\$1,000.00
Detached Accessory Structure	\$0.80/sq. ft.
Revised Plan Review	\$0.50/sq. ft.

<b>Industrial, Commercial, Institutional, Assembly Building Permits</b>	<b>January 1 to April 30, 2023</b>
New & Additions (Building Shell)	\$0.90/sq. ft.
Renovations & Alterations	\$14.00/\$1,000.00
Detached Accessory Structures	\$0.80/sq. ft.

<b>Plumbing Permits</b>	<b>January 1 to April 30, 2023</b>
New Residential	\$200.00/unit
Plumbing Renovations – Residential	\$14.00/fixture
New Plumbing – Other	\$14.00/fixture
Plumbing Renovations – Other	\$14.00/fixture

<b>On-Site Sewage Systems</b>	<b>January 1 to April 30, 2023</b>
New Installation	\$800.00
Repair or Alteration to Existing System	\$500.00
Other Inspections/Minimum Permit Fee	\$200.00
<b>Minimum Permit Fee</b>	<b>\$200.00</b>

<b>Other Building Items</b>	<b>January 1 to April 30, 2023</b>
Demolition Permit (per \$1,000 value)	\$14.00/\$1000
Tent	
911 Signage Replacement	
Liquor Licence Permit Review	\$200.00
Repeat Inspections	\$150.00
Revised Plan Review (flat fee)	
Deposit – New Building	\$1,000.00
Deposit – Other	\$500.00

<b>Fire Services:</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Fire Certificate	\$60.00	\$60.00
Fire Occurrence Report	\$40.00	\$40.00
Repeat Fire Inspection Fee	\$100.00	\$100.00
Non-rate Payers	Cost Recovery	Cost Recovery

<b>Waste Services (Transfer Station):</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
White Goods/Appliances (containing Freon)	\$50.00/unit	\$50.00/unit
Non-Freon White Goods/Appliances	\$25.00/unit	\$25.00/unit
Vehicles	\$200.00	\$200.00
Bag Tags/Solid Waste	\$3.00/bag	\$4.00/bag
Bulk Waste (Construction/Demolition)	\$40.00/cubic yard	\$40.00/cubic yard

<b>Recreational Services -Scudder Marina: Seasonal Charges</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Seasonal Serviced Dock (25' and Over)	\$51.50/foot	\$51.50/foot
Seasonal Serviced Dock (Under 25')	\$45.00/foot	\$45.00/foot
Seasonal Non-Serviced Dock (25' and Over)	\$47.00/foot	\$47.00/foot
Seasonal Non-Serviced Dock (Under 25')	\$40.00/foot	\$40.00/foot
Seasonal Ramp Fee	\$120.00	\$120.00

<b>Transient &amp; Other Charges</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Transient Serviced Dock	\$1.75/ft./night	\$1.75/ft./night
Transient Non-Serviced Dock	\$1.50/ft./night	\$1.50/ft./night
Transient (Jet Ski/up to 10ft)	\$12.00/night	\$12.00/night
Transient – Week Discount	Stay 7 nights, pay for 5 nights	Stay 7 nights, pay for 5 nights
Transient Non-Serviced – Month Discount	\$16.00/ft.	\$16.00/ft.
Transient Serviced – Month Discount	\$19.00/ft.	\$19.00/ft.
Day Dockage (30' and Over)	\$20.00/day	\$20.00/day
Day Dockage (Under 30')	\$15.00/day	\$15.00/day
Day Dockage (Jet Ski/up to 10ft)	\$5.00/day	\$5.00/day
Ramp Fee – One Week	\$50.00	\$50.00
Ramp Fee – One Day	\$11.50	\$11.50



<b>Recreational Services - Hunt Licences/Charges</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Main Pheasant Hunt Licence (10 birds)	\$250.00 plus HST	\$280 plus HST
Clean Up Pheasant Licence (5 birds)	\$125.00 plus HST	\$140 plus HST
Licence Transfer (Between individuals or hunts within the same year)	\$25.00 plus HST	\$25.00 plus HST
Licence Replacement (Lost/Forgotten)	\$25.00 plus HST	\$25.00 plus HST
Winter Rabbit Licence (5 rabbits)	\$25.00 plus HST	\$25.00 plus HST
Winter Pheasant Licence (5 pheasants)	\$25.00 plus HST	\$25.00 plus HST

**Recreational Services - East Park Campground:**

**Camping Fees**

	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Non-Refundable Administration Fee (per booking)	\$5.00	\$5.00
Non-electrical Campsite	\$32.00/night	\$32.00/night
Additional Campers (above 5 people per non-electrical site)	\$5.00/person/night	\$5.00/person/night
Group Camping (minimum 7 people)	\$5.00/person/night	\$5.00/person/night
Non-profit Organizations	20% discount on regular fees	20% discount on regular fees
Day Camping	\$1.99/person	\$1.99/person
Entire Campground Rental	\$1,000.00/day	\$1,000.00/day
Damage Deposit & Septic Fees	\$50.00	\$50.00

**Planning Services:**

<b>Service/Item</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Consent to Sever	\$500.00	\$500.00
Minor Variance	\$500.00	\$500.00
*Zoning Amendment	\$1,000.00 plus external costs	\$1,000.00 plus external costs
*Zoning Amendment – Temporary Use By-Law	\$500.00 plus external costs	\$500.00 plus external costs
*Official Plan Amendment	\$1,000.00 plus external costs	\$1,000.00 plus external costs
Application to Appeal (OMB)	\$125.00	\$125.00

*\*Note: For Official Plan and Zoning Amendments, a deposit may be required towards external costs based on estimates.*

**Drainage Services:**

<b>Service/Item</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Tile Loan Program Inspection Fee	\$150.00	\$150.00
Capital Works Debenture Administration Fee	\$100.00	\$100.00

**Parking:**

<b>Parking Infractions/Charges</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Parking Pass-Winter November 1 to April 30	\$30.00/year	\$30.00/year
Parking Pass -Annual May 1 to April 30		\$50.00/year
Parking in front of public or private driveway	\$25.00-\$50.00	\$25.00-\$50.00
Parking within an intersection	\$25.00-\$50.00	\$25.00-\$50.00
Parking on a bridge/causeway/approaches	\$50.00	\$50.00
Parking such to obstruct traffic	Nil	Nil
Parking such to prevent removal of other vehicle(s)	\$1,000.00 plus costs	\$1,000.00 plus costs
Parking on roadway for 3 days or more	\$25.00-\$50.00	\$25.00-\$50.00
Parking an unlicensed vehicle on a roadway	\$25.00-\$50.00	\$25.00-\$50.00
Parking on municipal property	\$25.00-\$50.00	\$25.00-\$50.00
Stopping on a bridge/causeway	\$25.00-\$50.00	\$25.00-\$50.00
Parking impeding winter maintenance	\$25.00-\$50.00	\$25.00-\$50.00
Towing improperly parked vehicles	\$95.00	\$95.00
Storage of towed vehicles	\$10.00/day	\$10.00/day

**Water Services:**

<b>Water Services/Charges</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Metered Charge	\$35.70/month	\$36.40/month
Metered Usage Rate	\$3.06/cubic metre	\$3.12/cubic metre
Non-Metered Charge	\$76.50/month	\$78.03/month
Water Hookup	\$1,500.00 plus all costs/parts	\$1,500.00 plus all costs/parts
Bulk Water Account Administration Fee	\$30.00	\$30.00
Bulk Water Delivery Fee	\$65.00 plus per cubic metre fee	\$66.30 plus per cubic metre fee
Bulk Water Pick up Fee	\$4.08/cubic metre	\$4.16/cubic metre
Bulk Water Monthly Usage Fee		\$10.00/month plus per cubic meter fee
1 Gallon Refill – Bottle Filling Station	\$1.00	\$1.25
2 Gallon Refill – Bottle Filling Station	\$2.00	\$2.25
3 Gallon Refill – Bottle Filling Station	\$2.50	\$2.75
5 Gallon Refill – Bottle Filling Station	\$3.50	\$4.00

**Marketing:**

<b>Marketing Initiatives</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Hunt Package Accommodation Listing	\$25 plus HST	\$25 plus HST
Brochure Business Listing	\$88.49 plus HST	\$100 plus HST
“What’s Open” Business Listing	Free	Free
Digital Business Listing (full listing on pelee.org)	\$125 plus HST (previously, also APP)	\$100 plus HST
Brochure & Digital Listing	\$175 plus HST	\$175 plus HST

**Miscellaneous:**

<b>Item</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Copy of Official Plan	\$50.00	\$50.00
Copy of Zoning By-Law	\$50.00	\$50.00
United State Service Air Landing Fee	\$1,000.00/year	\$1,000.00/year
Internet Admin Fee	0.04%/service/goods	0.04%/service/goods
NSF Fee	\$35.00	\$35.00
Wedding Solemnization	\$275.00	\$275.00
Marriage Licence	\$135.00	\$135.00
Lottery Licence	\$10.00	\$10.00
Lamination	\$1.00/page	\$1.00/page
Photocopies	\$0.35/page	\$0.35/page
Outgoing Fax (first page)	\$1.00	\$1.00
Outgoing Fax (Additional pages)	\$0.50/page	\$0.50/page
Incoming Fax	\$0.50/page	\$0.50/page
Fireworks Application	\$50.00	\$50.00
Tax or Zoning Certificates	\$75.00	\$100.00 per roll number, emailed 3-5 business days
Tax or Zoning Certificates (less than 48 hours' notice)	\$95.00	\$200.00 per roll number (rush tax certificate, emailed 1-3 business days)
Municipal Tax Sale - Part XI of the Municipal Act Third party preparation / services		100 % recovery of actual costs

**Other By-Law Fees:**

<b>Dog Licences: By-Law 2012-13</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Male or Spayed Female Dog	\$20.00/year	\$20.00/year
Additional Male or Spayed Female Dog	\$10.00/year	Eliminate 2nd fee/All dogs \$20.00
Intact Female Dog	\$30.00/year	\$30.00/year
Additional Intact Female Dog	\$20.00/year	Eliminate 2nd fee/All intact dogs \$30.00
Kennel (5 or more dogs)	\$75.00/year	\$100/year
Impound Fee	\$50.00 plus costs	\$50.00 plus costs

<b>Trailer Fees: By-Law 2016-22</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Trailer on land that contains a residential, commercial, industrial or institutional building	\$50.00/month	\$50.00/month
In any other case except for storage	\$250.00/month	\$250.00/month

<b>Golf Car Permits: 2021-21</b>	<b>January 1 to April 30, 2023</b>	<b>May 1, 2023</b>
Permit Fee	\$75.00	\$75.00

<b>Cemetery Fees: 2012-16</b>			
<b>LOT SALES</b>	<b>BURIAL RIGHTS</b>	<b>Perpetual Care</b>	<b>Total</b>
Resident	\$542.00	\$363.00	\$905.00
Non-Resident	\$813.00	\$545.00	\$1,358.00

<b>INTERMENT CASKET</b>	<b>OPENING &amp; CLOSING</b>
<b>Summer</b>	
Weekdays	\$ 779.00
Weekends	\$1,238.00
Holidays	\$1,315.00
<b>Winter</b>	
Weekdays	\$ 885.00
Weekends	\$1,323.00
Holidays	\$1,405.00

<b>INTERMENT CREMATED REMAINS</b>	<b>OPENING &amp; CLOSING</b>
<b>Summer</b>	
Weekdays	\$ 587.00
Weekends	\$ 932.00
Holidays	\$1,008.00
<b>Winter</b>	
Weekdays	\$ 667.00
Weekends	\$ 996.00
Holidays	\$1,077.00
<b>INTERMENT- INFANTS</b>	
<b>Summer</b>	
Weekdays	\$396.00
Weekends	\$779.00
Holidays	\$779.00
<b>Winter</b>	
Weekdays	\$449.00
Weekends	\$832.00
Holidays	\$832.00
<b>Headstone Moving</b>	\$425.00
<b>Lot Transfer</b>	\$130.00

<b>Markers</b>	<b>Care and Maintenance</b>
Flat Marker < 68.11024 cu.cm.(173 square inches)	\$0.00
Flat Marker > 68.11024 cu.cm.(173 square inches)	\$50.00
Upright Monument - up to 1.22 metres (4ft.) height/width	\$100.00
Upright Monument > than 1.22 metres (4ft.); in height/width	\$200.00
Lots purchased prior to January 1, 1955 where no previous care and maintenance has been paid - Resident	\$363.00
Lots purchased prior to January 1, 1955 where no previous care and maintenance has been paid - Non Resident	\$545.00

Plus HST where applicable.

**CORPORATION OF THE TOWNSHIP OF PELEE**

**By-Law 2023 – 22**

**“Dog By-law”**

Being a By-Law to amend By-Law 2012 – 13, being a By-Law to provide for imposing a licence fee on owners of dogs and for regulating the being at large or trespassing of dogs.

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**WHEREAS** the Council of the Township of Pelee, in accordance with the provisions of the Municipal Act. S.O. 2001, Section 103, is authorized to impose a licence fee on every person who owns a dog.

**AND WHEREAS** the Council of the Township of Pelee is authorized and empowered by the aforementioned Act to pass a by-law for regulating the being at large or trespassing of dogs within the Municipality of the Township of Pelee and for seizing, impounding and adoption, whether before or after impounding, dogs being at large contrary to such by-law;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PELEE ENACTS AS FOLLOWS:**

1. Every owner of a dog within the Municipality of the Township of Pelee shall, on or before the last day of April, in every year, obtain a tag for the same from the municipal office and pay to the Township of Pelee the following licence fee:

For a male dog or spayed female	\$20.00
For a female dog, intact	\$30.00
For a kennel (required if five or more dogs)	\$100.00

2. A tag shall be supplied by the Township of Pelee for each dog in respect of which a licence fee is paid hereunder and the owner shall keep the tag securely fixed on the dog at all times during the year and until the owner procures a tag for the following year.
3. No person shall fix upon a dog a tag unless the same was issued for use upon such dog.
4. The said tag shall bear a serial number and the year in which it was issued and a record shall be kept by the Township of Pelee showing the name and address of the owner and the serial number of the tag.
5. Every dog which is found off the premises upon which it is habitually kept, without a tag, or with a tag and not under the control of any person, may be seized by an official of the

Township and may be taken to a shelter, after having been impounded for 72 hours. The owner of any dog impounded under this clause shall pay to the Township the sum of one hundred dollars (\$100.00) reclaiming fee on the first offence before obtaining the release of the dog and a fee of one hundred fifty dollars (\$150.00) reclaiming fee for each offence thereafter. The owner will also be responsible to pay any costs incurred by the Municipality for impounding the dog.

6. Any person who violates any of the provisions of this by-law shall be guilty of an offence and liable on conviction thereof to a penalty not exceeding two hundred dollars (\$200.00).
7. That By-law 2012 – 13 is hereby repealed.
8. All other By-laws heretofore passed respecting the licensing and regulating the running at large of dogs within the Municipality of the Township of Pelee shall be and the same are hereby repealed.
9. That this By-law shall be known by its short title “Dog By-law”.

AND THAT this By-law shall come into force and take effect on the 28<sup>th</sup> day of March, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 28<sup>TH</sup> DAY OF MARCH, 2023.**

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**Mayor, Catherine Miller**

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**Interim Clerk, Kristine Horst**

**THE CORPORATION OF THE TOWNSHIP OF  
PELEE**

**BY-LAW: 2023 – 23**

**"CONFIRMATION OF PROCEEDINGS"**

**(March 28, 2023)**

**A By-Law to confirm the proceedings of Council.**

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**WHEREAS** the Municipal Act 2001, as amended, states that the powers of a municipal corporation are to be exercised by by-law;

**AND WHEREAS** the Council of The Corporation of the Township of Pelee wishes to confirm the proceedings and business conducted by Council;

**NOW THEREFORE** the Council of The Corporation of the Township of Pelee does hereby enact as follows:

1. That the action of the Council at its Council meeting held on the 28<sup>th</sup> day of March, 2023 in respect to each motion, resolution and other action passed and taken by Council is hereby adopted, ratified and confirmed; save and except resolutions resulting from closed meetings.
2. That the Mayor and the proper Officers are hereby authorized and directed to execute all documents as may be necessary and the Clerk is authorized and directed to affix the Corporate Seal to all such documents.
3. That this by-law shall be cited as the "Confirmation of Proceedings By-law" (March 28, 2023).
4. That this by-law shall come into force and take effect on the date of passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 28<sup>th</sup> day of  
March, 2023.**

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**MAYOR, CATHERINE MILLER**

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**INTERIM CLERK, KRISTINE HORST**