

REGULAR MEETING OF COUNCIL

AMENDED AGENDA

Tuesday January 28, 2025, 6:00 pm

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

- 1. Call to Order**
- 2. Amendments to the Agenda**
 - A. Addition of item 10. F.**
- 3. Disclosure of Pecuniary Interest**
- 4. Confirmation of Previous Minutes**
 - A. Regular Meeting of Council – January 14th, 2025**
- 5. Consent Agenda**
 - A. Disbursements – January 7th to January 23rd, 2025**
 - B. MTO / OSTC / Pelee Meeting Minutes – January 15th, 2025**
 - C. Destination Development Committee Meeting Minutes – October 16th, 2024**
 - D. Committee of Adjustment Meeting Minutes – July 23rd, 2024**
 - E. Destination Development Committee Resolution 2025 – DD03 – Budget recommendation to allocate \$5,000 for the purchase and installation of directional and wayfinding signage**
 - F. Essex County OPP Detachment Board – South Meeting Minutes – July 25th, 2024**
- 6. Reports**
 - A. Treasurer Michelle Feltz**
 - i. Report No. 2025 – 06 MF: 2025 Proposed Operations Budget
 - ii. Report No. 2025 – 07 MF: Council/Committee Remuneration and Expenses
 - B. Township Administrator & Clerk Kristine Horst**
 - i. Report No. 2025 – 08: Leasing of Property Policy and Disposition of Land
- 7. Correspondence**
 - A. The Honourable Lisa Thompson, Ministry of Rural Affairs – Enabling Opportunity: Ontario’s Rural Economic Development Strategy**
- 8. Notices of Motion**

9. Recognitions and Announcements

10. By-laws

- A. **By-law 2025 – 10**; Being a By-law to establish Fees and Charges effective February 1, 2025 unless otherwise noted.
- B. **By-law 2025 – 11**; Being a By-law to enter into an Agreement with WSP Canada Inc. for 2025 to 2027 groundwater and storm water monitoring & annual reporting for the closed Pelee Island Landfill.
- C. **By-law 2025 – 12**; Being a By-law to establish a policy and procedures governing the sale and other disposition of land.
- D. **By-law 2025 – 13**; Being a By-law to amend By-law 2023 – 13 to appoint Members to the Township of Pelee Committee of Adjustment.
- E. **By-law 2025 – 14**; Being a By-law to confirm the proceedings of the January 28th Regular Meeting of Council.
- F. **By-law 2025 – 15**; Being a By-law to authorize the execution of a Regional Mutual Aid Agreement for an Emergency Mutual Aid Assistance with Information Technology Services.

11. Closed Session

Pursuant to Section 239 of the *Municipal Act, 2001*, Council will enter into Closed Session to address the following item:

- A. **North Wharf Divestiture**

Closed to the public under Section 239 (2) (c) acquisition or disposition of land.

12. Adjournment



REGULAR MEETING OF COUNCIL

MINUTES

Tuesday January 14, 2025, 6:00 p.m.

Electronic Meeting via Zoom

Members of Council: Mayor Cathy Miller
Deputy Mayor Dayne Malloch
Councillor Dave DeLellis
Councillor Stephanie Briggs-Crawford
Councillor Michelle Taylor

Members of Administration: Township Administrator & Clerk Kristine Horst
Treasurer Michelle Feltz

Other Staff Present: Community Services Manager Danielle Truax

1. Call to Order

Mayor Miller called the meeting to order at 6:01 p.m.

2. Amendments to the Agenda

There were no amendments to the agenda.

3. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest.

4. Confirmation of Previous Minutes

A. Regular Meeting of Council Minutes – December 10, 2024

Resolution 2025 – 01

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Councillor Stephanie Briggs-Crawford

**That Council confirm the Regular Meeting of Council minutes from
December 10, 2024.**

CARRIED

5. Delegations

There were no delegations.

6. Matters Subject to Notice

A. Zoning By-law Amendment Application ZBA 05-2024: 390 North Shore Road (1681259 Ontario Limited)

- i. Notice of Public Meeting
- ii. Report No. 2025 – 01 DT: Zoning By-law Amendment Application ZBA 05-2024 390 North Shore Road
- iii. By-law 2025 – 01

The Community Services Manager presented and reviewed the Zoning By-law Amendment Application ZBA 05-2024. Noting written comments were received from ERCA with no objection.

The Community Services Manager stated that the application is consistent with the Provincial Policy Statement, conforms to the relevant land use policies of the Official Plan, and that the amending by-law as proposed can be supported.

The applicant was provided the opportunity to speak to the matter. Nikki Bonnet was present as authorized agent and had nothing to add but was prepared to answer any questions should there be any.

The public was provided the opportunity for comments. No oral comments were received during the public meeting and no additional written comments were received.

Council was provided the opportunity for questions and comments. No comments or questions were provided from Council.

Resolution 2025 – 02

Moved By: Councillor Stephanie Briggs-Crawford

Seconded By: Councillor Michelle Taylor

That the Council of the Corporation of the Township of Pelee hereby receive the report from the Community Services Manager dated January 2, regarding the Zoning By-law Amendment Application ZBA 05-2024 390 North Shore Road.

AND FURTHER THAT Council approve Zoning By-law Amendment Application ZBA 05-2024 to amend the zoning of the residential property municipally addressed as 390 North Shore Road from Residential (R1) Zone to Residential (R1-10) Zone to permit a single detached dwelling unit and detached additional dwelling unit, including site specific zone regulations.

AND FINALLY THAT amending By-law 2025-01 be brought forward for Council consideration at the Regular Meeting of Council on January 14, 2025.

CARRIED

7. Consent Agenda

- A. Disbursements** – December 4th, 2024 to January 6th, 2025
- B. MTO / Pelee Meeting Minutes** – December 18th, 2024
- C. Hunting and Fishing Committee Meeting Minutes** – October 15th, 2024

Resolution 2025 – 03

Moved By: Councillor Michelle Taylor

Seconded By: Councillor Stephanie Briggs-Crawford

That Council receive Consent Agenda items A. to C.

CARRIED

8. Reports

A. Treasurer Michelle Feltz

- i. Report No. 2025 – 02 MF: 2025 Proposed Fees and Charges By-law

The Treasurer presented the report to Council, noting a correction to the planning cancellation fee from \$1,000 to \$500.

Councillor DeLellis states he agreed with the fees and charges, but believes the municipality needs to focus on generating revenue from assets such as the marina and campground, that will also better tourism and visitor experience.

Resolution 2024 – 04

Moved By: Councillor Michelle Taylor

Seconded By: Deputy Mayor Dayne Malloch

That Council receive the report from the Treasurer dated January 8, 2025 regarding the 2025 Proposed Fees and Charges By-Law;

AND that the Fees and Charges By-law (less building fees) be adopted at the January 28, 2025 Regular Meeting of Council with any changes.

AND FINALLY that a Public Meeting for the proposed Building Fee changes be held February 11, 2025 and the public notice pursuant to the Building Code be provided to the public.

CARRIED

B. Township Administrator & Clerk Kristine Horst

- i. Report No. 2025 – 03 KH: 2025 Committee of Adjustment Council Member Appointment

The Township Administrator & Clerk presented the report.

Resolution 2024 – 205

Moved By: Councillor Stephanie Briggs-Crawford

Seconded By: Councillor Michelle Taylor

That Council receive the report from the Township Administrator & Clerk dated January 6, 2025 regarding the 2025 Committee of Adjustment Council Member Appointment, and that the appointment By-law be adopted at the January 14 Regular Meeting of Council.

CARRIED

- ii. Report No. 2025 – 04 KH: 2024 Pelee Island Pheasant Hunt Summary and 2025 Hunt Recommendations

The Township Administrator & Clerk presented the report and recommendations.

Councillor DeLellis commented that he would still like the ability to trap shoot during the pheasant hunts to be revisited, and ensure everyone is on the same page when it comes to the rules and enforcement during the pheasant hunts in advance of the hunts.

Resolution 2025 – 06

Moved By: Councillor Michelle Taylor

Seconded By: Councillor Stephanie Briggs-Crawford

That Council receive the report from the Township Administrator & Clerk dated December 18, 2024, regarding the 2024 Pelee Island Pheasant Hunt Summary & 2025 Hunt Recommendations.

AND FURTHER THAT the 2025 Pelee Island Pheasant Hunt dates, licence fees, and licence maximums be approved as presented.

AND FINALLY THAT the licensing and regulating of hunting for Ring Necked Pheasants and Cottontail in the Township of Pelee be adopted by By-law at the Regular Meeting of Council on January 14, 2025.

CARRIED

9. Correspondence

- A. Ministry of Municipal Affairs and Housing – Proposed Municipal Accountability Act**
- B. Essex Region Conservation Authority – 2025 Draft Budget and Municipal Cost Apportionment**

10. Notices of Motion

There were no notices of motion.

11. Recognitions and Announcements

- A. Mayor Cathy Miller recognized staff and volunteers for their efforts to create winter light displays at various sites around the island, including the lighting of the Lighthouse from January 12th to 17th.

12. By-laws

A. By-law 2025 – 01

Resolution 2025 – 07

Moved By: Councillor Michelle Taylor

Seconded By: Deputy Mayor Dayne Malloch

That Council adopt By-law 2025 – 01; Being a By-law to amend the Comprehensive Zoning By-law No. 2012-24, as amended.

CARRIED

B. By-law 2025 – 02

Resolution 2025 – 08

Moved By: Councillor Stephanie Briggs-Crawford

Seconded By: Councillor Dave DeLellis

That Council adopt By-law 2025 – 02; Being a By-law to provide for an interim tax levy, the payment of taxes, and for penalty and interest of 1.25 percent.

CARRIED

C. By-law 2025 – 03

Resolution 2025 – 09

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Councillor Michelle Taylor

That Council adopt By-law 2025 – 03; Being a By-law to authorize the borrowing of money to meet current expenditures of the Corporation of the Township of Pelee.

CARRIED

D. By-law 2025 – 04

Resolution 2025 – 10

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Councillor Michelle Taylor

That Council adopt By-law 2025 – 04; Being a By-law to enter into a Term Loan Renewal Agreement with Libro Credit Union.

CARRIED

E. By-law 2025 – 05

Resolution 2025 – 11

Moved By: Councillor Michelle Taylor

Seconded By: Councillor Stephanie Briggs-Crawford

That Council adopt By-law 2025 – 05; Being a By-law to appoint Council Members to the Township of Pelee Committee of Adjustment for 2025.

CARRIED

F. By-law 2025 – 06

Resolution 2025 – 12

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Councillor Michelle Taylor

That Council adopt By-law 2025 – 06; Being a By-law for the licensing and regulating of hunting during the open season for Ring Necked Pheasants and Cottontail in the Township of Pelee.

CARRIED

G. By-law 2025 – 07

Resolution 2025 – 13

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Councillor Michelle Taylor

That Council adopt By-law 2025 – 07; Being a By-law to enter into an Extension Agreement for Operator Support with the Ontario Clean Water Agency.

CARRIED

H. By-law 2025 – 08

Resolution 2025 – 14

Moved By: Councillor Stephanie Briggs-Crawford

Seconded By: Councillor Dave DeLellis

That Council adopt By-law 2025 – 08; Being a By-law to enter into a Transfer Payment Agreement for a Fire Protection Grant with His Majesty the King in right of Ontario as represented by the Office of the Fire Marshall.

CARRIED

I. By-law 2025 – 09

Resolution 2025 – 15

Moved By: Councillor Michelle Taylor

Seconded By: Councillor Stephanie Briggs-Crawford

That Council adopt By-law 2025 – 01; Being a By-law to confirm the proceedings of the January 14th Meeting of Council.

CARRIED

Prior to entering into a closed session, Mayor Miller called for a brief recess at 6:57 p.m. and passed the following motion:

Resolution 2025 – 16

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Councillor Michelle Taylor

That Council enter into closed session at 7:02 p.m. pursuant to Section 239 of the *Municipal Act, 2001* to discuss the following items:

- A. Subsection 239 (2) (c) acquisition or disposition of land**
 - i. North Wharf Divestiture**

CARRIED

13. Closed Session

Pursuant to Section 239 of the *Municipal Act, 2001*, Council will enter into Closed Session to address the following item:

- A. Subsection 239 (2) (c) acquisition or disposition of land**
 - i. North Wharf Divestiture**

Mayor Miller called the meeting back to order and entered a closed session at 7:02 p.m. to discuss the North Wharf Divestiture.

Council rose from the closed session and entered into open session at 7:26 p.m.

The following motion was made in open session:

Resolution 2025 – 17

Moved By: Councillor Michelle Taylor

Seconded By: Councillor Dave DeLellis

That Council reaffirms resolution 2022 – 41 dated April 11, 2022, requesting the Province of Ontario – Ministry of Transportation to remove the on/off ramp and docking platform from the Transport Canada site at Scudder Wharf, and return the wharf to its original condition by a mutually agreed upon date.

CARRIED

14. Adjournment

Mayor Miller adjourned the meeting at 7:29 p.m.

**MAYOR,
Catherine Miller**

**TOWNSHIP ADMINISTRATOR & CLERK,
Kristine Horst**

Township of Pelee
List of Accounts for Approval
Batch: 2024-00156 to 2025-00002

Bank Code - General - General Bank Account

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount	
6819	12/31/2024	Bell Canada	2024-11	Watt Line	13.64	13.64	
6820	12/31/2024	Xerox Canada Ltd.	F63441124	Alta C8145	169.21		
			F63439923	B405DN Printer	19.40	188.61	
6821	01/22/2025	VOID - Cheque Confirmation					
6822	01/22/2025	VOID - Cheque Confirmation					
6823	01/22/2025	VOID - Cheque Confirmation					
6824	01/22/2025	VOID - Cheque Confirmation					
6825	01/22/2025	Bell Canada Public Access	174969	Airport Phone	56.50	56.50	
6826	01/22/2025	CF Industrial	00012837	Accrual Generator Package	1,985.92	1,985.92	
6827	01/22/2025	Delage Landen Financial Serv.	9913554	Accrual Back Copier/Printer Lease	233.44		
			9913553	Accrual Copier/Lease	75.65		
			9964604	Back Copier/Printer Lease	237.71		
			9964603	Copier/Lease	77.03	623.83	
6828	01/22/2025	Del Sol Greenhouses Inc.	001	Accrual Concrete Pad Generator	480.25	480.25	
6829	01/22/2025	Owen Sound Transportation	300004283	Accrual Freight	54.80		
			300004266	Accrual Freight	75.00	129.80	
6830	01/22/2025	Pitney Bowes	3202302137	Postage Meter Lease	194.48	194.48	
6831	01/22/2025	Royal Canadian Legion	2025-01	Donation in Memory	75.00	75.00	
					Total Computer Cheque:	3,748.03	

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
202501	01/21/2025	Mackenzie Feltz	2024-09	Accrual Supplies	71.17	71.17
2024003	01/10/2025	Essex, County of	INV-000102	Accrual 4th Quarter EMS Services	21,775.00	21,775.00
2024777	12/31/2024	Bell Canada	7242200/24-12	Campground	155.19	155.19
2024778	12/31/2024	Bell Canada	7242200/24-13	Campground	5.17	5.17
2024779	12/31/2024	Bell Canada	7242265/24-13	Airport	423.75	423.75
2024780	12/31/2024	Bell Canada	7242161/24-13	CM	427.45	427.45

Township of Pelee
List of Accounts for Approval
Batch: 2024-00156 to 2025-00002

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2024781	12/31/2024	Bell Canada	7242343/24-13	BM(W)	322.52	322.52
2024783	12/31/2024	GFL Environmental Inc.	GW0001216985	TS Bin Removal/Swap	4,675.53	4,675.53
2025002	01/10/2025	Software N Systems Computing	00029801	Annual DynDNS Subscription	22.60	22.60
2025005	01/10/2025	Leamington Sanitation	28632	Accrual Septic	960.50	960.50
2025006	01/14/2025	Receiver General	2024-13	Accrual Source Deductions	19,430.85	19,430.85
2025007	01/21/2025	McTague Law Firm	33023	Accrual Legal Admin	3,980.99	3,980.99
2025008	01/22/2025	Grand & Toy	V430007	Supplies	288.93	288.93
2025009	01/22/2025	Grand & Toy	V430008	Mobile Drive 5TB	280.26	280.26
20254004	01/21/2025	Town of Amherstburg	20320	Accrual Membership	2,260.00	2,260.00
					Total Other:	<u>55,079.91</u>
					Total General:	<u>58,827.94</u>

Certified Correct This January 23, 2025

Mayor, Catherine Miller

Treasurer, Michelle Feltz

MTO / Pelee Meeting Minutes

January 15, 2024

ATTENDEES

Township of Pelee: Mayor Cathy Miller, Deputy Mayor Dayne Malloch, Township Administrator & Clerk Kristine Horst

MTO: Zsolt Katzirz, Candice Link, Isaac Ferreira

OSTC: Emma Nolan

DISCUSSIONS

1. PITSAC Meeting

- a. Zsolt stated the meeting has been pushed to mid-February and will circulate potential dates in a week.

2. Kingsville Dredging

- a. Kingsville may potentially start dredging in March to continue with needed dredging that was started in 2024, but not completed.

3. Pelee Islander 2 Dry Dock

- a. The PI2 dry dock is proceeding as scheduled with the vessel having been relocated to Hamilton in December to be ready for its mid-winter dry dock
- b. The goal continues to be to limit the impact to the start of the ferry season

4. 2025 Schedule

- a. Previous Pelee Asks:
 - i. *Will added Saturday and Monday midday trips continue in shoulder season and can they be extended through October?*
 - ii. *Can summer schedule continue into September?*
 - iii. *Can Sandusky ferry season be extended into October?*
 - iv. *Will the PI2 begin April 1 or can we consider starting it the weekend before?*
- b. The 2025 schedule has been mostly drafted
- c. MTO is currently in conversations with Sandusky to determine if an extension of the Sandusky service is possible, some amendments to the schedule may be dependant on the Sandusky service extension request
- d. Pelee has suggested that a draft of the 2025 schedule be shared with Pelee in advance of the final schedule



THE CORPORATION OF THE

Township Of Pelee

**DESTINATION DEVELOPMENT COMMITTEE MEETING
MINUTES**

**WEDNESDAY, OCTOBER 16, 2024
VIRTUAL MEETING VIA ZOOM at 5:00PM**

Members of Committee: Mayor Cathy Miller
Councilor Michelle Taylor
Alyssa Dreiman-Staples
Emma Nolan

Melissa Malloch – ABSENT
Troy Dunn - ABSENT

Members of Administration: Community Services Manager Danielle Truax

1. CALL TO ORDER

Mayor Cathy Miller called the virtual Destination Development Committee Meeting to order at 5:04 p.m.

2. AMENDMENTS TO THE AGENDA

Mayor Miller requested the Community Safety and Well Being Plan be added as Item 5 F. for information purposes only.

3. DISCLOSED OF PECUNIARY INTEREST

There were no disclosures of interest.

4. CONFIRMATION OF PREVIOUS MINUTES

Resolution 2024-DD08

Moved By: Alyssa Dreiman-Staples

Seconded By: Councilor Michelle Taylor

That the July 17, 2024 Destination Development Committee Minutes BE ADOPTED.

CARRIED

5. REPORTS/DISCUSSIONS

**A. Spatial Engage Digital Community Engagement and Mapping Platform
Presentation**

John Clark, Vice President of Strategic Partnerships and Aaron Bernard provided the

Committee with a demonstration of the features of the Spatial Engage Visual Community Engagement and Mapping Platform.

It was confirmed for the Committee that Council has not made a decision as to whether the Township will utilize the platform. Staff will bring back a further report to Council with information regarding how the platform would be administered, including anticipated staff time, required Township resources, how business can utilize and anticipated costs to Township and businesses.

Committee Member Nolan noted the platform would be useful on the ferry and at the ferry terminals. In particular, it would be preferred over current brochure rack system. A wall mount kiosk could likely be accommodated in available space on the ferry and Leamington terminal. This type of information, in the form of a QR Code or other publication directing ferry riders to the platform would also be useful at the Sandusky terminal. In general the platform would be useful to maintain up to the minute changes in hours of operations, accommodate language translation services and ensure accurate information is made available by each business. It was noted that the use of “QR” codes and the mobile Parking App have been successfully implemented in ferry terminal parking lots and this platform would also likely be very successful.

Be it resolved that the Destination Development Committee hereby supports consideration of the Spatial Engage Digital Community Engagement and Mapping Platform by Council as a viable and useful tool to improve the delivery of visitor information.

Moved: Councillor Michelle Taylor

Second: Emma Nolan

B. CARRIED

B. Fall Open House Agenda

Virtual Fall Open House to be held on Monday November 4th between 2:00 pm to 3:30 pm.

The following were considered as possible delegations for presentations to businesses at the virtual open house:

1. Windsor Essex County Health Unit
2. Spatial Engage Digital Community
3. Community Futures Essex County
4. Structured Roundtable

Mayor Miller to circulate an email to committee members with possible questions to encourage sharing of information.

Be it resolved that the Destination Development Committee hereby request support from the Council of the Township of Pelee in hosting annual Open Houses for

commercial for-profit and not-for-profit tourism businesses each spring and fall for the purpose of sharing information and having an open forum and facilitating discussion regarding business community building.

Moved: Alyssa Dreiman-Staples
Second: Michelle Taylor

CARRIED

C. Review of updated Tourism Asset Inventory
Discussion deferred to next meeting

D. Correspondence from J. Davies
Mayor Miller reviewed the correspondence.

E. Tourism Industry Association of Ontario Accessibility and Accessibility for Ontarians with Disabilities Act (AODA) Slide Deck October 2, 2024
Community Services Manager D. Truax noted the slide deck contained Ministry contacts for businesses with questions regarding AODA requirements for businesses.

F. Community Safety and Well Being Plan Survey
Mayor Miller requested the survey be completed by Committee Members.

6. NOTICES OF MOTION

There were no notices of motion.

7. RECOGNITIONS AND ANNOUNCEMENTS

Mayor Miller recognized Administrative Assistant Cassie Hamill for her contribution to the Committee.

Mayor Miller advised Committee Members the Township was not successful in its application to the Libro Credit Union Annual Grant Program.

8. ADJOURNMENT

Destination Development Committee Meeting adjourned at 5:59 p.m.

Signature on File

**Catherine Miller,
Mayor**

Signature on File

**Danielle Truax,
Community Services Manager**

COMMITTEE OF ADJUSTMENT

MINUTES

Tuesday July 23, 2024

4:30 PM

ELECTRONIC MEETING

Held via Zoom

Members: Mayor Cathy Miller, Chair
Deputy Mayor Dayne Malloch
Marlene Pierce
Gordon Pow
Sue Rice

Municipal Staff: Administrator & Clerk Kristine Horst, Secretary Treasurer
Community Services Manager Danielle Truax

1. CALL TO ORDER

Called to order at 4:41 p.m. with all members present.

2. INTRODUCTION AND ADOPTION OF THE AGENDA

No amendments to the agenda were made.

3. DISCLOSURE OF PECUNIARY INTEREST

A. Deputy Mayor Dayne Malloch disclosed a pecuniary interest for items 5. B. and 5. C.

4. MINUTES

A. September 20, 2023

Resolution 2024 – CoA01

Moved By: Gordon Pow

Seconded By: Deputy Mayor Dayne Malloch

That the Committee of Adjustment adopt the minutes dated September 20, 2023.

CARRIED

5. REPORTS/DISCUSSIONS

A. CO-06-2024 – 1033 Centre Dyke Road, DeLellis Farms Limited

i) Introduction of Matter

The Chair introduced the application and the Community Services Manager presented the Report to the Committee.

ii) Method of Notice

The Community Services Manager noted that the application has been circulated to property owners within 120m (400 ft) of the subject lands, prescribed agencies, internal staff and was posted to the Township website. Signage which provides details of the application and meeting was posted the subject property as well.

iii) Presentation from Applicant

Dave DeLellis, Owner was present and had no additional comments.

iv) Response from Public

1. Essex Region Conservation advised they have no objection to the application; further details can be found in the Report from the Community Services Manager.
2. No written or verbal comments were received from the public.
3. Comments from Township staff were included in the Report from the Community Services Manager.

v) Committee Discussion

Committee members asked several questions for clarification to the Community Services Manager including confirming the zoning of the property will remain agricultural.

vi) Decision of Application

Resolution 2024 – CoA02

Moved By: Deputy Mayor Dayne Malloch

Seconded By: Marlene Pierce

That Report 02-2024 from the Community Services Manager be received and grant consent application CO 06-2024 to sever an existing dwelling deemed to be surplus to the farming operation on a lot measuring approximately 67m by 100m subject to the conditions as outlined in Schedule A to Consent Application CO 06-2024.

CARRIED

B. MV 01-2024 – 265 Homeward Road, Deb Crawford

i) Introduction of Matter

The Chair introduced the application and the Community Services Manager presented the Report to the Committee.

ii) **Method of Notice**

The Community Services Manager noted that the application has been circulated to property owners within 60m (200 ft) of the subject lands, agencies prescribed under the provisions of the Planning Act, posted to the Township website and internal staff. Signage providing details of the application and meeting particulars was posted on-site.

iii) **Presentation from Applicant**

Dayne Malloch was present on behalf of the applicant, and had no additional comments.

iv) **Response from Public**

1. Essex Region Conservation advised they have no objection to the application; further details can be found in the Report from the Community Services Manager.
2. No written or verbal comments were received from the public.
3. Comments from Township staff were included in the Report from the Community Services Manager.

v) **Committee Discussion**

Committee members had no further comments or questions.

vi) **Decision of Application**

Resolution 2024 – CoA03

Moved By: Sue Rice

Seconded By: Gordon Pow

That Report 01-2024 from the Community Services Manager be received and grant minor variance application MV 01-2024 to allow an increase to the maximum height of an accessory building from 4.5m. to 5.08m to permit the construction of a detached storage building subject to the noted conditions.

CARRIED

C. CO-01-2024, Co-02-2024, CO-03-2024, CO-04-2024, CO-05-2024 – 1 Sheridan Point Road, Pelee Island Land & Building Corp.

i) **Introduction of Matter**

The Chair introduced the application and the Community Services Manager presented the Report to the Committee.

ii) **Method of Notice**

The Community Services Manager noted that the application was circulated to property owners within 120m (400 ft) of the subject lands, prescribed agencies, internal staff and posted to the Township website. Signage providing details of the application and meeting was posted in a visible location on the property.

iii) **Presentation from Applicant**

Jeremy Truax and Planner Robert Brown were present and had no additional comments.

iv) **Response from Public**

1. Essex Region Conservation advised they have no objection to the application; further details can be found in the Report from the Community Services Manager.
2. One letter from T. Gardonio was received in support of the application and included with the Report from the Community Services Manager. No further written or verbal comments were received from the public.
3. Comments from Township staff were included in the Report from the Community Services Manager.

v) **Committee Discussion**

Member Sue Rice asked a question regarding the potential for increased road usage. The Community Services Manager confirmed that the proposed lot creation is suitable for a local road. Further the applicant has been in contact with the Operations Manager regarding driveways and culverts.

No further discussions were had regarding this application.

vi) **Decision of Application**

Resolution 2024 – CoA04

Moved By: Sue Rice

Seconded By: Marlene Pierce

That Report 03-2024 from the Community Services Manager be received and grant consent applications CO 01-2024, CO 02-2024, CO 03-2024, CO 04-2024, and CO 05-2024 to sever 5 residential lots subject to the conditions as listed in Schedule A to Consent Application CO 01-05 2024.

D. CO-02-2022 – Vacant Land East Side McCormick Road – (Pierce)

i) Introduction of Matter

The Chair introduced the application and the Community Services Manager presented the Report to the Committee.

ii) Committee Discussion

Member Gordon Pow asked for clarity on why there was no notification sent to abutting property owners. Community Services Manager clarified that notice of request for a change in conditions is not required. If a change in conditions is considered major, circulation of the amended Notice of Decision and conditions must be circulated.

No further discussions were had regarding this application.

iii) Resolution of Committee

Resolution 2024 – CoA05

Moved By: Gordon Pow

Seconded By: Deputy Mayor Dayne Malloch

That Report 04-2024 from the Community Services Manager and support a change to the lot dimensions for the residential lots granted by Consent Application 02-2022 from the approved depth of 92.48m to a new depth of approximately 65m to be in line with the existing residential lots to the south.

AND FURTHER THAT The Notice of Decision be amended to include the following additional conditions:

- a. Provide a REVISED draft for review and approval by the Township, including a final registered electronic reference plan prepared by an OLS;
- b. The applicant to confirm that there are no private farm tiles that will be impacted by the severing the newly created lots. If there are private tiles within the severed property, the applicant must provide a plan for protecting or moving the tiles on retained farmland.
- c. The applicant must obtain a legal drainage outlet for the newly severed properties under the provisions of the Drainage Act.
- d. The subject property will require a drain apportionment agreement that will be prepared by the Contract Drainage Superintendent for the applicable Municipal Drains;

AND FURTHER THAT the Committee of Adjustment deem the requested change to be minor in nature, not requiring circulation of the changed conditions in accordance with the provisions of subsection 53(24) of the Planning Act.

CARRIED

E. Committee Code of Conduct Materials

Committee reviewed Code of Conduct materials.

F. 2024 Committee of Adjustment Meeting Dates

Community Services Manager presented the 2024 dates to the Committee.

Resolution 2024 – CoA06

Moved By: Sue Rice

Seconded By: Deputy Mayor Dayne Malloch

That the Committee approve the 2024 Meeting Schedule for the Committee of Adjustment, to be held electronically via Zoom, as follows:

- Tuesday July 23 at 4:30pm
- Wednesday August 28 at 5:00pm
- Wednesday September 25 at 5:00pm
- Wednesday October 23 at 5:00pm
- Wednesday November 27 at 5:00pm
- Thursday November 27 at 5:00pm
- Thursday December 19 at 5:00pm
- Wednesday January 22, 2025, at 5:00pm

CARRIED

6. ADJOURNMENT

The Chair adjourned the meeting at 5:45 p.m.

Signature on File

**Catherine Miller,
Mayor & Chair**

Signature on File

**Kristine Horst,
Township Administrator & Clerk / Secretary Treasurer**

The Corporation of the Township of Pelee
 DESTINATION DEVELOPMENT COMMITTEE
 RESOLUTION

Date: January 15, 2025

Resolution 2025 – DD03	
Moved by: M. Taylor	Seconded by: A. Drieman Staples

Whereas the Pelee Island Destination Development Plan (2021) recommends improvements to tourism supportive infrastructure such as directional and wayfinding signage to meet visitor needs and enhance the visitor experience.

Be it resolved that the Destination Development Committee hereby recommends that \$5000 be allocated for the purchase and installation of directional and wayfinding signage in public locations around Pelee Island in accordance with the goals and objections of the Pelee Island Destination Development Plan (2021).

And be it further resolved that Destination Development Committee requests that the Treasurer include that amount in the 2025 Township of Pelee budget for presentation to and consideration by Council.

RESOLUTION RESULT		RECORDED VOTE		
√	CARRIED		YES	NO
	DEFEATED			
	DEFERRED			
	REFERRED			
	PECUNIARY INTEREST DECLARED			
	RECORDED VOTE (SEE RIGHT)			
	WITHDRAWN			
CHAIR – MAYOR CATHERINE MILLER		COMMUNITY SERVICES MANAGER DANIELLE TRUAX		

The above is a certified to be true copy of resolution number 2025 – DD03

Essex County OPP Detachment Board - South

Meeting Minutes

Thursday, July 25, 2024 at 1:00 PM

Council Chambers

Leamington Municipal Office

Members Present: Mayor Hilda MacDonald, Municipality of Leamington
Mayor Dennis Rogers, Town of Kingsville
Harpreet Singh, Community Representative, Leamington
Deiba Wigle, Provincial Appointee
Councillor Douglas Heil, Caldwell First Nation
Councillor Stephanie Briggs-Crawford, Pelee Island
Douglas Cowper, Community Representative, Kingsville

Staff Present: Jameson Pritiko, Lawyer, Municipality of Leamington
Jennifer Bavetta, Legal Assistant, Municipality of Leamington
John Norton, Chief Administrative Officer, Town of Kingsville
Michelle Lettner, Caldwell First Nation

Others Present: Ron LeClair, Advisor – Zone 6, Inspectorate of Policing
Acting Inspector Jamie Smith, OPP
Acting Superintendent Mark Loucas, OPP
Staff Sergeant Pat Lenehan, OPP
Staff Sergeant Bryan Andrusyk, OPP
Julia Danes, Detachment Admin Clerk, OPP

A. Call to Order

Jameson Pritiko of the Municipality of Leamington called the meeting to order and welcomed everyone to the first meeting of the Essex County OPP Detachment Board – South.

B. Roll Call

1. Welcome and Introductions

The Board members introduced themselves.

2. Oath of Office

Each member read the oath of office.

Jameson Pritiko noted that he expects to have two more members at future meetings as there are outstanding Provincial and joint representative appointments

C. Land Acknowledgement

The Essex County OPP Detachment Board - South acknowledges that this land is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Odawa, and the Potawatomie Peoples and specifically, the traditional territory of the Caldwell First Nation.

The Essex County OPP Detachment Board - South values the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island – North America who have been living and working on the land from time immemorial.

D. Disclosures of Pecuniary Interest

None

E. Election of Chair and Vice Chair

1. Election of Chair

Jameson Pritiko called for nominations for position of chair and asked that anyone who is nominated confirm whether they will stand.

Hilda MacDonald nominated Dennis Rogers as Chair for the Board and Mr. Rogers confirmed that he would stand in the position.

Mr. Pritiko asked if there were any other nominations. There were none.

Moved by: Hilda MacDonald

Seconded by: Douglas Cowper

That Dennis Rogers serve as the Chair of the Essex County OPP Detachment Board – South.

Carried

Mr. Rogers took over as Chair of the meeting.

2. Election of Vice Chair

Dennis Rogers asked for nominations for the Vice-Chair of the Essex County OPP Detachment Board – South.

Moved by: Deiba Wigle

Seconded by: Douglas Cowper

That Hilda MacDonald serve as the Vice-Chair of the Essex County OPP Detachment Board – South.

Carried

F. Approval of the Agenda

Dennis Rogers asked the representatives of the OPP to introduce themselves.

Moved by: Stephanie Briggs-Crawford

Seconded by: Douglas Cowper

That the agenda for the July 25, 2024 Essex County OPP Detachment Board – South be approved.

Carried

G. Approval of the Previous Minutes None

H. Delegations None

I. OPP Monthly Reports

1. OPP Police Services Board Reports – June, 2024 – Leamington and Kingsville

Acting Inspector Jamie Smith congratulated the Chair and Vice-Chair on their nominations and stated it was nice to be a part of the meeting. He noted the Board is ahead of the curve across the Province.

The Acting Inspector informed the Board that there would be some changes coming to Essex County and explained that currently there is one Inspector. There will be one Superintendent and two Inspectors as it is the largest detachment in the Province.

Acting Inspector Smith reviewed the monthly Overview, noting there was a significant increase in total calls for service in Leamington. There was an increase in Kingsville and a slight increase on Pelee Island.

With respect to property crimes, Acting Inspector Smith explained that property checks are included in the statistics. He noted that there was a decrease in property crimes in Leamington while there were slight increases in Kingsville and Pelee Island.

Acting Inspector Smith reminded the Board that there is now a Collision Reporting Centre in Leamington, which prevents officers from being tied up at minor accident scenes.

It was noted that the RIDE programs have been effective and have caught drivers that are impaired by alcohol and drugs.

The Board was informed that Criminal Code and drug charges declined in Leamington and Kingsville.

It was noted there was a decrease in Mental Health Response Unit (MHRU) calls for service, however mental health continues to be an issue across Essex County.

Staff Sergeant Lenehan reviewed the notable investigations, noting the recent seizure of street drugs was the largest in Essex County OPP history. Chair Dennis Rogers commended the OPP on the large drug seizure.

Mr. Rogers asked if there were any questions and reminded everyone to raise their hand if they have one.

There were no questions.

Moved by: Douglas Cowper

Seconded by: Harpreet Singh

That the Board receive the OPP Police Services Board Reports for Leamington and Kingsville for the month of June, 2024.

Carried

2. Crime Stoppers Windsor and Essex County – June, 2024

Staff Sergeant Lenehan noted the information is provided for the Board's information.

Moved by: Stephanie Briggs-Crawford

Seconded by: Douglas Heil

That the Board receive the Crime Stoppers Windsor and Essex County Report for the month of June, 2024.

Carried

J. Reports None

K. Communications – Action Required None

L. Communications – For Information Purposes None

M. Unfinished Business None

N. New Business

1. Updates on the Community Safety and Planning Act, 2019

Ron LeClair, Advisor – Zone 6, Inspectorate of Policing, thanked the Chair and congratulated the Board for establishing itself and holding its first meeting. He noted that both Essex County Boards have now held their first meetings and that is a large task that is being undertaken across the Province and that there is a great deal of work that still needs to be done in many areas.

Mr. LeClair explained that with respect to the Provincial Appointments, it is a slow process however one has been completed for this Board. He noted that many Boards have not had any Provincial Appointments as of yet.

With respect to naming of the Board, Mr. LeClair explained that the North Detachment was advised at their meeting that they could not change their name, however, as long as the name is appropriate it can be used. He noted that from a formal perspective the Boards still have detachment numbers assigned to the names.

Mr. LeClair noted the insurance issue has been resolved through the Ontario Association of Police Services Boards (OAPSB) and that the issue is outside the scope of the Inspectorate of Policing.

Mr. LeClair informed the Board that there are many questions regarding the Community Safety and Policing Act (CSPA) and it seems like when one question is asked, many follow up questions are unearthed. He noted he suspected there was a similar situation in 1990 when the previous Act was introduced.

Mr. LeClair described what the Inspectorate of Policing is, noting it is at arms length of the Solicitor General's Office. He explained that the goal is to achieve better safety for communities across the Province through four pillars, namely:

- Public Complaints and Investigations
- Inspections
- Data Intelligence
- Liaison, Advisory and Monitoring Services

Mr. LeClair noted that his role is part of the Liaison Unit and that he is available to answer questions and give direction.

In response to an inquiry from Harpreet Singh, Mr. LeClair explained that from an operational perspective, the Board provides advise and raises concerns regarding gaps in policing to the OPP. It is then up to the leadership of the local OPP to address those gaps

or explain why that is not possible. He further explained that the new Act prescribes that the Board can provide input into planning how the region will be managed.

Mr. LeClair reminded the Board members that while they may reside in different locales, they are representing the entire detachment base. They have a responsibility not only to their home municipality's but also to the entire detachment area.

In response to an inquiry from Mr. Singh, Mr. LeClair explained that there are avenues that can be taken to address if someone is unhappy with the manner in which the police are providing services. With respect to contract billing, the matter is out of his scope however people can speak with local leadership.

Hilda MacDonald clarified that the Board does not debate the policing budget as the costs are based on calls for service.

Hilda MacDonald reminded the Board members that their role does not involve debating police operations and that they cannot direct the OPP on how to police.

Hilda MacDonald noted that she has a great relationship with Staff Sergeant Pat Lenehan and informed the other members that if there is anything that they would like her to bring forward to him, she will. She further noted that Leamington has had an excellent relationship with him and up the chain of command.

Dennis Rogers agreed with Hilda MacDonald that it starts with the relationship. He noted that she "hit it on the head" as they are sitting on an advisory board and that building on the existing relationship is important for doing the best for our communities.

Deiba Wigle noted the Board members also provide insight on what people tell them but will not tell the police directly so that the information can be considered when developing policies. Ms. Wigle noted there should be a hand in hand relationship and that they are not there to point fingers, but rather to discuss gaps.

Ms. Wigle thanked the OPP officers for all that they do.

Douglas Cowper noted that Mr. LeClair stated the insurance issue had been settled and asked if he could expand on the matter.

Mr. LeClair stated that he could provide the Board Chair with the most recent information he received from the Ontario Association of Police Services Boards (OASBS). The Chair can then distribute the information to the member if he sees fit.

Mr. LeClair stated that he had two last comments. First, he confirmed Hilda MacDonald's comment that this is a governance Board and that part of his role is to make sure that the Boards focus on governance and do not stray into operational matters. Secondly, with respect to Deiba Wigle's comments he noted that the reasons that Boards exist is the tenant in policing that they are policing the people. Without civilian governance regarding policing, how is it possible to know that the police are functioning in the best interest of the community. Mr. LeClair stated that there is nothing wrong with raising community concerns for the OPP to address from an operational perspective.

Chair Dennis Rogers noted the detachment structure versus the board area structure for Essex County is unique. Mr. LeClair explained the decision on how the two Boards was created locally and that proposals were submitted some time ago. Mr. LeClair noted that past Boards decided on the structure and that he was not aware of any discussions above him.

Dennis Rogers noted that there was discussion regarding staff liaisons for the detachment Boards and asked Mr. LeClair if he had any comments on the matter.

Mr. LeClair explained there are many factors that determine whether a Board will use a staff liaison or remain autonomous, such as preference and size, however the decision boils down to the Board's will. Mr. LeClair recommended that one municipality take the lead with regard to "keeping the purse" so that there is greater transparency and for ease of accounting.

Dennis Rogers thanked Mr. LeClair for his time.

2. Other New Business None.

O. Next Meeting Date

Following a brief discussion it was decided that the next meeting date will be determined.

P. Adjournment

Moved by: Deiba Wigle

Seconded by: Harpreet Singh

That the meeting adjourn at 1:42 PM.

Carried

JB



THE CORPORATION OF THE
Township Of Pelee
THE CORPORATION OF THE TOWNSHIP OF PELEE REPORT
NO. 2025 – MF

Author's Name: Michelle Feltz	Report Date: January 21, 2025
Resolution #:	Date to Council: January 28, 2025

To: Mayor and Members of Council

Subject: 2025 Proposed Operations Budget

1. RECOMMENDATION:

It is recommended that:

1. The report from the Treasurer dated January 21, 2025 regarding the 2025 Proposed Operations Budget **BE RECEIVED**; and
2. That Council continues with budget deliberations at the next meeting of Council on February 11, 2025.

2. EXECUTIVE SUMMARY:

Introduction

The 2025 budget deliberations begin with an overview of the proposed operations estimates and follow Report No. 2025 – 02 MF: 2025 Proposed Fees and Charges By-law at the January 14, 2025 Regular Meeting of Council. Deliberations will continue at the Regular Meeting of Council on February 11, 2025 with presentation of proposed capital estimates, tax modeling, and funding source allocations.

The 2025 proposed budget supports planning to guide growth with a focus on work plans, maintenance, analysis of service delivery, and as in previous years, cost efficiencies and staff support. The proposed operations budget and upcoming capital budget allocate financial resources to build solid foundations to guide the municipality over the next few decades.

An important component of the 2024 budget was directed to staffing support and expertise, internal and external policy updates, well-informed support for property development, and long-term infrastructure planning to support the vision of the Township of Pelee. Many of these implementations and changes are completed or well underway with positive impacts. The 2025 budget continues to support those initiatives.

The municipal budget is an annual, mandatory and vital process that is undertaken with collaboration from staff, council, consultants, shared service providers and feedback from residents and community partners. As a team, we discuss proposed operational and capital budget estimates with the following criteria:

- What is an emergency, required or needed;
- What is suggested for efficiency and effectiveness;
- What will contribute to growth for the community and the Municipality?

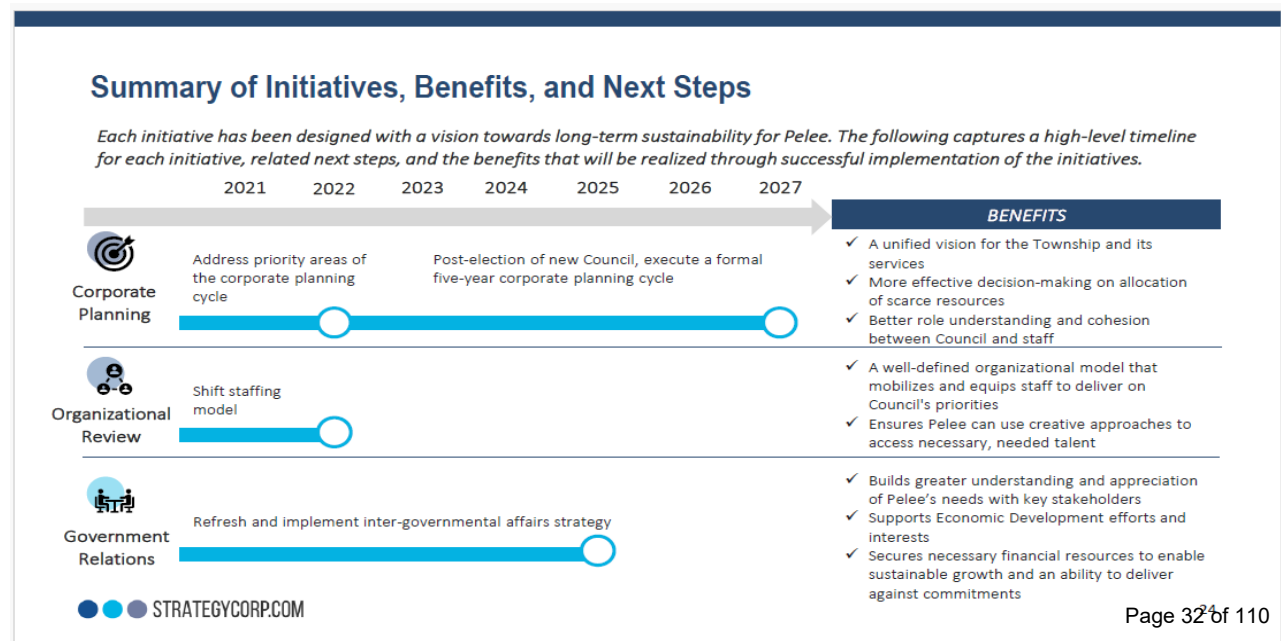
The 2025 Budget Survey Report (2024), 2022-2026 Council Term Plan (2023) and the third party Township of Pelee Service Delivery Review (2021) are three of the various navigational documents referenced for budget development. Several goals and findings of these reports align with the 2025 Proposed Operations Budget.

Council Term Plan 2022-2026

Strategic Activities

Update	Enforce	Plan	Review	Increase	Support
<ul style="list-style-type: none"> • Official Plan • Departmental Work Plans • Strategic Plan • Transportation Priorities • Update of CIP to support small biz / ecdev • Policy + Procedure Audit • 360 review of By-Laws reviewing a quarter of by-laws annually. 	<ul style="list-style-type: none"> • Contract By-Law Services to: <ul style="list-style-type: none"> • assist in the 360 review of all by-laws. • amendment of current by-laws • creation of new by-laws • enforcement of by-laws. • Review Zoning by-laws and regulations that support affordable housing 	<ul style="list-style-type: none"> • Plan for and Invest in: <ul style="list-style-type: none"> • Creation of a "roads" plan that meets minimum standards of compliance for bridge inspections and scheduled repairs, • completion of Broadband Project, • prioritize a plan for repair or replacement of all assets in AMP that are beyond usable life (EMS / OPP / Service Provider Accommodations) • Plan for expanded potable water availability: • West Shore Road Revetment funding and repair plan. • Assess options to support affordable housing 	<ul style="list-style-type: none"> • Review of Staffing Compliment to: <ul style="list-style-type: none"> • Have the appropriate number of staff in place to carry out service delivery and priorities as identified by Council. • Consider restructure plan with expanded senior leadership roles per SDR 2021. • Prioritize succession planning + continuing education opportunities. • Pursuit of formalized shared service agreements to scale up or fill gaps 	<ul style="list-style-type: none"> • Increase Revenues to the Township through: <ul style="list-style-type: none"> • Appropriate user fees and permitting • Collection of fines and penalties associated with by-laws • Engaging MPAC for assessment reviews • Strategic application for grants and requests of transfer payments • Private sponsorship / donation where appropriate • Municipal Taxation • Focus on profitability of Municipal Parks and Rec Assets 	<ul style="list-style-type: none"> • Support small business through promotion of a visitor friendly-environment by: <ul style="list-style-type: none"> • Prioritization of visitor safety • Addition of simple visitor amenities • Building relationships with regional tourism organizations • Improving service offerings at Municipal Parks and Rec Assets • Focus on trail development

Township of Pelee: Service Delivery Review (2021)



Methodology

The 2025 Proposed Operations Budget was completed using several budgeting approaches including incremental and traditional but most notably the priority driven methodology.

- Incremental-making changes to the previous year's budget while considering inflation
- Traditional-consideration of previous year's budget as the base. Changes done based on inflation rate, consumer demand, and market situations.
- Priority Driven
 - Prioritize services
 - Do the important things well
 - Question past spending patterns
 - Spend within your means
 - Know true cost of doing business
 - Provide transparent community priorities
 - Provide transparent service impacts

Importance of the Budget

- Required legislatively
- Provides fiscal accountability
- Allocates financial and staff resources to deliver services
- Demonstrates fiscal management and planning
- Manages internal controls
- Aids in achieving strategic goals

Revenue

The 2025 revenue estimates illustrate the Council and administrative commitment to expand and diversify the funding options for the municipality. The planning for some of these funding sources is still on going, as such these revenue estimates will not be part of the 2025 budget, however there is significant potential for positive impacts in the next few years and well beyond.

Confirmed and Potential Funding Sources:

- Public partnerships
- Private partnerships
- Sponsorships and advertising
- Donations
- Transfer payments (grants)
- User directed fees
- Permitting and licensing
- Capital Levies
- Municipal Accommodation Tax
- Land lease agreements
- Facility lease agreements
- Development and building supports to aid growth
- Financial instruments

Expenses

The 2025 operations expense estimates reflect a focus on planning for the future and directing financial resources to help maintain and improve the Township's infrastructure and service delivery which will include practical work plans. Administration and staff maintain a conservative approach to expenses and pursue cost saving measures where feasible. The balance to deliver services and control costs is challenging for a small, remote municipality both financially and operationally.

Items to Note-Operation Expenses

- 5 year Official Plan Review \$67,750
- Additional planning and consulting financial allocations and redirection of other expenses to help create business plans, as well as operational, maintenance, marketing, and future direction including:
 - Airport \$25,000
 - Campground \$25,000
 - Drainage \$12,500
 - Fire \$7,500
 - Marina \$25,000
 - Pheasant Hunt \$2,500
 - Roads \$35,000
 - Water \$25,000
 - Courses and Training:\$20,000
 - Health and Safety Training and Supplies: \$20,000
 - Tourism and visitor supports through marketing, digital tools, and directional signage \$21,000
 - Operational expenses have been adjusted in accordance with inflation, historical data, and projected industry costing
 - Staffing costs include phases of equity adjustments, actual employee related costs, a 3% cost of living increase for permanent staff and the projections to fill staffing gaps because of vacancies and operational needs.
- Cost efficiency examples:
 - Change in telephone and internet provider (\$10,000/year over next 7 years)
 - Switching to electronic invoicing for taxation and accounts receivable in spring (\$2,000)
 - User directed fees to mitigate expenses (\$20,000)
 - Remote equipment monitoring (savings TBD)
 - Equipment maintenance schedules (savings TBD)
 - Review shared service costs (savings TBD)
 - Planning to guide growth and cost efficient spending (savings TBD)

The 2025 Proposed Budget estimates as presented total \$3,582,906.

Operations Budget Comparison

Budget Year	Operations Expense Estimates
2022	3,301,169
2023	3,603,032
2024	3,532,860
Proposed 2025	3,582,906



Michelle Feltz
Treasurer

MF/

Attachments: 2025 Proposed Departmental Budgets-

Note: 2024 actual amounts are unaudited and subject to change because of yearend entries and incoming late invoices.

DEPARTMENTS/OTHERS CONSULTED: All departments and shared service providers.

Name:

Title:

Email:

Township of Pelee 2025 Proposed Budget

Airport

UNAUDITED

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Revenue:										
15-310-5500 Airport Landing Fees	\$2,000	\$579.69	\$2,000	\$1,773.00	\$2,000	\$2,184.00	\$3,500	\$2,474.00	\$3,500	
15-310-5503 Currency Exchange										
15-310-5600 Donations									\$30,000	
15-310-5601 Airport and Donations				\$45.00						
15-310-6999 Transfer from Reserves	\$40,000	\$40,000.00	\$32,650	\$32,650.00						
15-310-7900 Capital Borrowing										
Revenue Total	\$42,000	\$40,579.69	\$34,650	\$34,468.00	\$2,000	\$2,184.00	\$3,500	\$2,474.00	\$33,500	\$0.00
Expenses:										
17-310-7020 Employee Costs	\$18,102	\$12,877.77	\$18,466	\$12,458.33	\$14,857	\$5,356.95	\$29,880	\$11,353.10	\$27,818	
18-310-7030 Travel Expense Airport										
18-310-7140 Courses and Seminars	\$1,000		\$1,000						\$500	
18-310-7153 Telephone/Fax Airport	\$1,400	\$1,373.12	\$1,375	\$1,485.56	\$1,500	\$1,487.14	\$1,500	\$1,942.73	\$1,050	
18-310-7154 Hydro Airport	\$4,000	\$4,071.73	\$4,000	\$4,526.83	\$4,500	\$3,550.65	\$4,500	\$3,278.74	\$4,000	
18-310-7192 Materials and Supplies	\$2,000	\$2,470.97	\$5,500	\$4,854.37	\$3,500		\$3,500	\$1,946.39	\$3,500	
18-310-7193 Vehicle Expense	\$3,500		\$3,500	\$1,007.32	\$2,500	\$2,293.02	\$2,575	\$1,864.27	\$2,000	
18-310-7194 Equipment Rental										
18-310-7196 Licenses and Permits	\$1,000	\$990.15	\$1,000	\$767.85	\$2,000	\$2,196.60	\$1,500	\$49.17	\$1,500	
18-310-7230 Equipment Maintenance	\$5,000	\$7,497.22	\$5,000	\$4,219.67	\$5,000	\$1,740.53	\$5,000	\$1,817.36	\$5,000	
18-310-7235 Drainage Charges	\$2,439	\$2,242.79	\$2,489	\$1,424.69	\$8,756	\$4,768.52	\$7,927		\$3,090	
18-310-7240 Building & Lot Maintenance	\$7,000	\$1,272.05	\$3,500	\$420.85	\$2,500	\$1,733.23	\$2,500	\$2,332.99	\$5,500	
18-310-7242 Fuel Expense	\$2,000	\$1,289.96	\$1,800	\$1,943.77	\$2,060	\$2,346.67	\$2,417	\$1,861.14	\$2,500	
18-310-7245 Septic Maintenance	\$500		\$500		\$500		\$500			
18-310-7300 Insurance	\$8,345	\$9,256.62	\$10,645	\$13,440.74	\$11,771	\$11,343.12	\$13,500	\$5,454.80	\$13,500	
18-310-7303 Planning & Consulting							\$5,000		\$25,000	
18-310-7353 LOAN PRINC-AIRPORT	\$3,302	\$3,301.80	\$3,302	\$3,301.80	\$3,302	\$3,301.80	\$3,302	\$3,301.80	\$3,413	
18-310-7800 Capital Expense	\$40,000	\$9,729.47	\$65,000				\$10,000	\$14,245.32		
18-310-7801 Capital Fleet/Equipment					\$10,000					
18-310-7900 Transfer to Reserves		\$30,250.00		\$32,650.00		\$10,000.00				
Expense Total	\$99,588	\$86,623.65	\$127,077	\$82,501.78	\$72,746	\$50,118.23	\$93,601	\$49,447.81	\$98,371	\$0.00
Net Surplus (Deficit)	(\$57,588)	(\$46,043.96)	(\$92,427)	(\$48,033.78)	(\$70,746)	(\$47,934.23)	(\$90,101)	(\$46,973.81)	(\$64,871)	\$0.00

Township of Pelee 2025 Proposed Budget

Ambulance

		2021		2022		2023		2024		2025	2025
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Revenue:											
15-530-7154	Hydro Reimbursements	\$5,600	\$4,999.92	\$5,000	\$5,486.48	\$5,500	\$4,748.87	\$5,500	\$5,113.73	\$5,500	
Revenue Total		\$5,600	\$4,999.92	\$5,000	\$5,486.48	\$5,500	\$4,748.87	\$5,500	\$5,113.73	\$5,500	\$0.00
Expenses:											
18-530-7154	Hydro Ambulance Bay	\$5,600	\$4,397.95	\$5,000	\$4,852.84	\$5,500	\$4,383.09	\$5,500	\$4,981.86	\$5,500	
18-530-7147	Transfer Station Fees	\$225	\$357.00	\$350	\$282.00	\$465	\$325.00	\$350	\$364.00	\$400	
18-530-7230	Equipment Maintenance										
18-530-7240	Building and Lot Maintenance	\$1,000		\$1,000		\$500		\$500	\$450.29	\$1,000	
18-530-7300	Insurance	\$695	\$901.17	\$1,036	\$945.21	\$1,122	\$1,110.60	\$1,156		\$1,191	
18-530-7320	Ambulance Contributions	\$69,600	\$63,210.00	\$67,500	\$67,500.00	\$79,100	\$82,259.99	\$87,100	\$87,231.84	\$93,070	
Expense Total		\$77,120	\$68,866.12	\$74,886	\$73,580.05	\$86,687	\$88,078.68	\$94,606	\$93,027.99	\$101,161	\$0.00
Net Surplus (Deficit)		(\$71,520)	(\$63,866.20)	(\$69,886)	(\$68,093.57)	(\$81,187)	(\$83,329.81)	(\$89,106)	(\$87,914.26)	(\$95,661)	\$0.00

By-Law Enforcement

		2021		2022		2023		2024		2025	2025
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Revenue:											
15-250-5810	Weed Control	\$500		\$500		\$1,000		\$1,000		\$1,000	
15-250-5812	Dog Licensing	\$200	\$220.00	\$200	\$430.00	\$600	\$570.00	\$600	\$650.00	\$650	
15-250-5816	Parking Fees	\$6,500	\$725.28	\$6,500	\$4,569.64	\$7,000	\$8,807.82	\$9,000	\$9,473.59	\$9,750	
15-250-5817	By-law Enforcement Fees		\$500.00	\$500		\$1,500	\$740.00	\$1,500	\$560.00	\$1,000	
15-250-5818	Trailer Fees	\$10,000	\$7,625.00	\$10,000	\$11,156.45	\$11,000	\$16,603.04	\$11,000	\$12,220.15	\$9,000	
Revenue Total		\$17,200	\$9,070.28	\$17,700	\$16,156.09	\$21,100	\$26,720.86	\$23,100	\$22,903.74	\$21,400	\$0.00
Expenses:											
17-250-7020	Employee Costs					\$3,538	\$448.00	\$3,056	\$974.50	\$14,312	
18-250-7010	Weed Control					\$500		\$500		\$500	
18-250-5812	Dog Licences				\$70.00	\$125	\$102.62	\$250	\$66.97	\$250	
18-250-7015	Towing										
18-250-7030	Travel Expense	\$250		\$250		\$3,275	\$1,493.81	\$1,500	\$1,537.77	\$1,500	
18-250-7055	By Law Operator Contract	\$4,462		\$2,158	\$73.80	\$31,320	\$31,234.13	\$44,000	\$24,300.34	\$43,000	
18-250-7140	Courses									\$1,750	
18-250-7156	Advertising and Promotion										
18-250-7192	Materials and Supplies	\$1,250	\$303.59	\$1,250	\$7.11	\$1,000	\$705.30	\$1,000	\$1,012.29	\$1,000	
18-250-7193	Vehicle Expense	\$750		\$750							
Expense Total		\$6,712	\$303.59	\$4,408	\$150.91	\$39,758	\$33,983.86	\$50,306	\$26,917.37	\$62,312	\$0.00
Net Surplus (Deficit)		\$10,488	\$8,766.69	\$13,292	\$16,005.18	(\$18,658)	(\$7,263.00)	(\$27,206)	(\$4,013.63)	(\$40,912)	\$0.00

Township of Pelee 2025 Proposed Budget

Building Services

		UNAUDITED																			
		2021	BUDGET	2021	ACTUAL	2022	BUDGET	2022	ACTUAL	2023	BUDGET	2023	ACTUAL	2024	BUDGET	2024	ACTUAL	2025	BUDGET	2025	ACTUAL
Expenses:																					
18-230-7030	Travel Expense - Staff		\$550		\$420.96		\$550		\$618.66		\$650		\$530.46		\$650		\$637.82		\$650		
18-230-7055	Building Service Fees		\$9,500		\$10,762.80		\$10,000		\$4,238.60		\$2,000		\$2,351.10		\$2,000		\$0.00				
18-230-7140	Courses and Seminars		\$2,000		\$2,000.00		\$2,000		\$2,000.00		\$2,000		\$2,000.00		\$2,000		\$2,000.00		\$2,000		
Expense Total			\$12,050		\$13,183.76		\$12,550		\$6,857.26		\$4,650		\$4,881.56		\$4,650		\$2,637.82		\$2,650		\$0.00
Net Surplus (Deficit)			(\$12,050)		(\$13,183.76)		(\$12,550)		(\$6,857.26)		(\$4,650)		(\$4,881.56)		(\$4,650)		(\$2,637.82)		(\$2,650)		\$0.00

Cemeteries

		UNAUDITED																			
		2021	BUDGET	2021	ACTUAL	2022	BUDGET	2022	ACTUAL	2023	BUDGET	2023	ACTUAL	2024	BUDGET	2024	ACTUAL	2025	BUDGET	2025	ACTUAL
Revenue:																					
15-500-5500	Interest Revenue Cemetery								\$9.76												
15-500-5600	Other Revenue																				
15-500-5960	Perpetual Care Fees		\$550		\$50.00		\$550		\$50.00		\$50		\$1,448.00		\$50		\$130.00		\$50		
15-500-5950	Lot Sales		\$1,360				\$1,360		\$542.00		\$1,360		\$1,758.00		\$1,360		\$663.00		\$1,360		
15-500-5970	Plot Preparation Fees		\$780		\$892.00		\$780		\$950.00		\$780		\$4,207.00		\$780		\$2,173.99		\$780		
15-500-6999	Transfers Perpetual Care Fund														\$5,000						
Revenue Total			\$2,690		\$942.00		\$2,690		\$1,542.00		\$2,190		\$7,413.00		\$7,190		\$2,966.99		\$2,190		\$0.00
Expenses:																					
17-500-7020	Employee Costs		\$4,061		\$1,751.08		\$3,251		\$1,379.55		\$3,053		\$1,629.69		\$5,483		\$3,111.06		\$10,865		
17-500-7240	Building and lot maint.		\$1,500		\$1,287.01		\$500				\$500		\$29.00		\$5,000		\$50.32		\$7,500		
Expense Total			\$5,561		\$3,038.09		\$3,751		\$1,379.55		\$3,553		\$1,658.69		\$10,483		\$3,161.38		\$18,365		\$0.00
Net Surplus (Deficit)			(\$2,871)		(\$2,096.09)		(\$1,061)		\$162.45		(\$1,363)		\$5,754.31		(\$3,293)		(\$194.39)		(\$16,175)		\$0.00

Campground

										UNAUDITED										
										2024										
		2021	BUDGET	2021	ACTUAL	2022	BUDGET	2022	ACTUAL	2023	BUDGET	2023	ACTUAL	2024	BUDGET	ACTUAL	2025	BUDGET	2025	ACTUAL
Revenue:																				
15-610-5211	Grants - Canada Summer Jobs-Pending					\$100,000		\$17,510.00									\$6,020			
15-610-5503	Currency Exchange							\$48.10				\$35.84				\$105.78				
15-610-5815	Campground Fees		\$33,000		\$39,492.10	\$44,000		\$43,832.61		\$50,000		\$49,046.60		\$63,000		\$58,370.44		\$78,000		
15-610-5816	Revenue-AdminFee Campground							\$3,245.00		\$3,700		\$3,490.00		\$4,500		\$3,460.00		\$5,500		
15-610-5817	Concession Sales Revenue		\$24,000		\$8,238.76	\$10,000		\$11,375.28		\$12,000		\$16,556.45		\$25,000		\$19,807.24		\$25,000		
15-610-5610	Donations Campground							\$140.00				\$240.00								
15-600-5620	Lease & Other Agreements																\$25,000			
15-610-6999	Transfer from Reserves/Reserve Fund		\$22,905			\$14,200		\$14,200.00												
Revenue Total			\$79,905		\$47,730.86	\$168,200		\$72,840.99		\$65,700		\$69,368.89		\$92,500		\$81,743.46		\$139,520		\$0.00
Expenses:																				
17-610-7020	Employee Costs		\$37,858		\$20,952.18	\$41,056		\$16,051.58		\$40,061		\$31,886.65		\$54,556		\$38,866.92		\$57,379		
18-610-7030	Travel Expense - Staff		\$300			\$150						\$197.20						\$700		
18-610-7130	Memberships																	\$500		
18-610-7140	Courses & Seminars											\$60.95				\$54.95				
18-610-7147	Transfer Station Fees		\$550		\$825.00	\$800		\$840.00		\$800		\$677.00		\$800		\$952.00		\$500		
18-610-7151	Office Expense																	\$5,500		
18-610-7153	Telephone/Internet		\$1,700		\$1,891.51	\$1,900		\$1,980.84		\$2,000		\$2,290.12		\$2,300		\$1,826.67		\$430		
18-610-7154	Hydro East Park Campground		\$1,750		\$1,332.46	\$1,750		\$1,816.69		\$1,800		\$1,828.75		\$1,850		\$1,893.93		\$2,000		
18-610-7155	Water Usage Charges		\$980		\$467.70	\$980		\$1,028.57		\$1,050		\$807.84		\$1,000		\$1,726.14		\$1,500		
18-610-7156	Advertising/Promotion											\$150				\$133.34		\$2,000		
18-610-7157	Payment and Reservation Processing Fees				\$1,695.72	\$2,000		\$1,964.32		\$2,220		\$1,979.78		\$2,500		\$2,395.77		\$3,300		
18-610-7191	Health and Safety													\$600		\$132.74		\$1,500		
18-610-7160	Other Expenses																			
18-610-7192	Materials and Supplies		\$3,850		\$2,454.33	\$3,850		\$2,580.16		\$4,000		\$4,602.61		\$4,000		\$3,105.91		\$5,000		
18-610-7196	Licences & Permits																			
18-610-7230	Equipment Maintenance															\$207.94		\$750		
18-610-7235	Drainage Charges		\$409		\$551.80	\$418		\$239.00		\$1,469		\$799.94		\$1,330				\$519		
18-610-7240	Building and Lot Maintenance		\$2,000		\$726.11	\$2,000		\$1,600.44		\$2,000		\$6,231.90		\$3,000		\$4,475.16		\$12,000		
18-610-7242	Fuel Expense				\$68.62	\$100		\$48.18		\$100		\$38.01		\$100		\$57.96		\$100		
18-610-7245	Septic Maintenance		\$1,000		\$800.00	\$1,000		\$946.00		\$1,000				\$1,000		\$1,000.00		\$4,500		
18-610-7300	Insurance		\$340		\$440.86	\$507		\$462.52		\$549		\$536.58		\$565				\$582		
18-610-7303	Planning & Consulting																	\$25,000		
18-610-7305	Concession Store Purchases		\$12,750		\$6,437.37	\$5,000		\$5,110.43		\$6,000		\$11,887.00		\$7,500		\$6,072.80		\$10,000		
18-610-7354	Loan Payment - Campground		\$1,606		\$1,605.96	\$1,606		\$1,605.96		\$1,606		\$1,605.96		\$1,606		\$1,605.96		\$1,670		
18-610-7355	Cash Over/Short				\$189.63			(\$16.43)				\$14.99				(\$10.09)				
18-610-7800	Grant Expenses					\$100,000		\$17,510.00												
18-610-7800	Capital Expenses		\$28,905			\$14,200														
18-610-7900	Transfer to Reserves							\$14,200.00				\$3,500.00								
Expense Total			\$93,998		\$40,439.25	\$177,317		\$67,968.26		\$64,805		\$69,078.62		\$82,707		\$64,364.76		\$135,430		\$0.00
Net Surplus (Deficit)			(\$14,093)		\$7,291.61	(\$9,117)		\$4,872.73		\$895		\$290.27		\$9,793		\$17,378.70		\$4,090		\$0.00

Township of Pelee 2025 Proposed Budget

Council

UNAUDITED

		2021	BUDGET	2021	ACTUAL	2022	BUDGET	2022	ACTUAL	2023	BUDGET	2023	ACTUAL	2024	BUDGET	2024	ACTUAL	2025	BUDGET	2025	ACTUAL		
Expenses:																							
17-180-7020	Municipal Officers Allowance	\$40,000		\$40,000.00		\$40,000		\$40,000.00		\$40,000		\$39,611.78		\$40,000		\$40,000.00		\$40,000		\$40,000			
18-180-7030	Travel and Conference Expense	\$6,000		\$814.09		\$1,000				\$1,000		\$1,539.71		\$2,000		\$1,229.93		\$2,000		\$2,000			
18-180-7031	CPP Expense	\$430		\$367.52		\$370		\$434.63		\$1,140		\$1,235.04		\$1,250		\$1,338.72		\$1,400		\$1,400			
18-180-7034	EHT Expense	\$780		\$780.08		\$780		\$780.06		\$803		\$772.50		\$800		\$780.08		\$800		\$800			
18-180-7150	Council Grants	\$2,000		\$3,318.00		\$2,500		\$38.00		\$2,500		\$1,227.18		\$3,000		\$1,799.57		\$3,000		\$3,000			
18-180-7160	Other Expenses	\$3,000		\$122.11		\$500		\$314.70		\$500		\$350.81		\$500		\$55.96		\$500		\$500			
18-180-7180	Council Meeting Expenses (Rental, etc.)	\$725		\$244.20		\$2,500		\$1,385.40		\$2,500		\$1,406.27		\$2,000		\$692.98		\$2,000		\$1,500			
Expense Total		\$53,435		\$45,646.00		\$47,650		\$42,952.79		\$48,443		\$46,143.29		\$49,550		\$45,897.24		\$49,200		\$49,200		\$0.00	
Net Surplus (Deficit)		(\$53,435)		(\$45,646.00)		(\$47,650)		(\$42,952.79)		(\$48,443)		(\$46,143.29)		(\$49,550)		(\$45,897.24)		(\$49,200)		(\$49,200)		\$0.00	

Township of Pelee 2025 Proposed Budget

Big Marsh Drainage

		2021		2022		2023		2024		2025	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Revenue:											
14-420-5100	Big Marsh Drainage Charges	\$71,816	\$50,257.80	\$89,580	\$39,856.90	\$256,345	\$133,403.10	\$ 218,887	\$50,110.78	\$85,314	
15-420-5200	Grants Provincial	\$25,980	\$18,961.30	\$32,346	\$14,957.65	\$95,516	\$49,707.06	\$ 85,509	\$19,575.97	\$33,328	
15-420-5210	Grant-Federal		\$5,929.20	\$6,667	\$5,899.70	\$6,667	\$5,870.21				
15-420-5200	Grant Enabling Water							\$ 300,037			
15-420-5300	Municipal Transfers	\$13,581	\$9,641.24	\$16,983	\$7,513.39	\$49,010	\$25,504.65	\$ 42,398	\$9,706.38	\$16,525	
Revenue Total		\$111,377	\$84,789.54	\$145,576	\$68,227.64	\$407,538	\$214,485.02	\$ 646,831	\$79,393.13	\$135,167	\$0.00
Expenses:											
17-420-7020	Employee Costs	\$29,000	\$24,988.89	\$26,945	\$14,148.96	\$31,060	\$38,619.74	\$ 48,452	\$23,390.15	\$49,992	
18-420-7030	Travel/Accommodation/Courses	\$900	\$214.00	\$900	\$38.93	\$750	\$205.85	\$ 750		\$1,500	
18-420-7153	Telephone/Fax Big Marsh	\$1,500	\$1,626.88	\$1,650	\$1,738.42	\$1,700	\$1,687.16	\$ 1,700	\$2,191.57	\$860	
18-420-7154	Hydro Big Marsh	\$16,750	\$15,924.00	\$16,000	\$11,718.98	\$15,000	\$12,262.88	\$ 15,000	\$9,374.17	\$12,500	
18-420-7160	Other Expense										
18-420-7156	Advertising and Promotion										
18-420-7191	Health & Safety	\$500	\$78.25	\$500		\$500		\$ 500		\$1,500	
18-420-7192	Materials and Supplies	\$1,000	\$147.33	\$1,000	\$80.54	\$750	\$977.29	\$ 750	\$1,365.23	\$1,500	
18-420-7193	Vehicle Expense				\$55.94		\$324.65		\$238.11		
18-420-7230	Equipment Maintenance	\$10,000	\$2,794.88	\$10,000	\$746.24	\$10,000		\$ 10,000	\$5,811.25	\$10,000	
18-420-7240	Building and Lot Maintenance	\$1,000	\$12,050.24	\$12,000	\$10,611.50	\$6,000	\$9,969.19	\$ 16,000	\$3,988.65	\$3,000	
18-420-7242	Fuel Expense	\$45,000	\$22,314.10	\$45,000	\$29,088.13	\$70,000	\$94,047.94	\$ 80,000	\$33,034.00	\$45,000	
18-420-7300	Insurance	\$1,060	\$1,374.45	\$1,581	\$1,442.14	\$1,711	\$1,684.62	\$ 1,762		\$1,815	
18-420-7304	Planning & Consulting - Big Marsh		\$3,276.52			\$10,667				\$7,500	
18-420-7800	Capital Expense	\$4,667		\$30,000		\$259,400	\$46,635.09	\$ 471,917			
Expense Total		\$111,377	\$84,789.54	\$145,576	\$69,669.78	\$407,538	\$206,414.41	\$ 646,831	\$79,393.13	\$135,167	\$0.00
Net Surplus (Deficit)		\$0	\$0.00	\$0	(\$1,442.14)	\$0	\$8,070.61	\$0	\$0.00	\$0	\$0.00

Township of Pelee 2025 Proposed Budget

Curry Marsh Drainage

UNAUDITED

		2021		2022			2023			2024			2025	
		BUDGET	2021 ACTUAL	BUDGET	2022 ACTUAL	ACTUAL	BUDGET	2023 ACTUAL	BUDGET	2024 ACTUAL	BUDGET	2025 ACTUAL	ACTUAL	
Revenue:														
14-440-5100	Curry Marsh Drainage Charges	\$22,528	\$11,852.85	\$35,512	\$26,372.49		\$29,371	\$28,953.39	\$38,814	\$11,983.32	\$32,012			
15-440-5200	Grants - Provincial	\$8,664	\$4,564.83	\$13,676	\$10,156.80		\$11,312	\$11,150.67	\$14,948	\$4,615.07	\$12,329			
15-440-5210	Grants - Federal		\$2,920.35	\$3,333	\$2,949.85		\$3,333	\$2,935.10						
15-440-5300	Municipal Transfers	\$3,461	\$1,800.64	\$5,395	\$4,006.31		\$4,462	\$4,398.49	\$5,896	\$1,820.47	\$4,863			
Revenue Total		\$34,653	\$21,138.67	\$57,916	\$43,485.45		\$48,478	\$47,437.65	\$59,658	\$18,418.86	\$49,204		\$0.00	
Expenses:														
17-440-7020	Employee Costs	\$8,000	\$4,368.22	\$6,764	\$3,513.61		\$7,847	\$9,293.71	\$15,409	\$5,374.09	\$15,889			
17-440-7030	Travel/Accom/Training	\$900	\$107.00	\$900	\$22.68		\$500		\$500		\$750			
18-440-7153	Telephone/Fax Curry Marsh	\$1,000	\$898.28	\$900	\$972.36		\$900	\$934.12	\$900	\$1,428.98	\$430			
18-440-7154	Hydro Curry Marsh	\$3,800	\$3,734.59	\$3,800	\$3,853.36		\$3,800	\$3,133.11	\$3,800	\$1,892.70	\$3,250			
18-440-7156	Advertising and Promotion													
18-440-7191	Health & Safety	\$500		\$500			\$500		\$500		\$1,500			
18-440-7192	Materials and Supplies	\$500	\$17.40	\$500	\$63.15		\$500	\$796.35	\$500	\$1,039.22	\$1,500			
18-440-7193	Vehicle Expense				\$23.97			\$162.23		\$119.05				
18-440-7230	Equipment Maintenance	\$3,000	\$366.20	\$3,000	\$373.12		\$2,500		\$2,500	\$304.74	\$5,000			
18-440-7240	Building and Lot Maintenance	\$750	\$4,728.05	\$6,000	\$5,304.25		\$6,000	\$8,014.39	\$11,000	\$875.14	\$1,750			
18-440-7242	Fuel Expense	\$13,500	\$5,930.55	\$10,000	\$5,548.96		\$20,000	\$21,759.31	\$20,600	\$7,384.94	\$13,500			
18-440-7304	Planning & Consulting						\$5,333				\$5,000			
18-440-7300	Insurance	\$370	\$479.76	\$552	\$503.47		\$598	\$586.50	\$616		\$635			
18-440-7800	Curry Marsh -Bridge													
18-440-7800	Capital Expense			\$25,000	\$23,775.56				\$3,333					
Expense Total		\$32,320	\$20,630.05	\$57,916	\$43,954.49		\$48,478	\$44,679.72	\$59,658	\$18,418.86	\$49,204		\$0.00	
Net Surplus (Deficit)		\$2,333	\$508.62	\$0	(\$469.04)		\$0	\$2,757.93	\$0	\$0.00	\$0		\$0.00	

Township of Pelee 2025 Proposed Budget

Drainage Superintendent

UNAUDITED

		2021	BUDGET	2021	ACTUAL	2022	BUDGET	2022	ACTUAL	2023	BUDGET	2023	ACTUAL	2024	BUDGET	2024	ACTUAL	2025	BUDGET	2025	ACTUAL
Revenue:																					
15-460-5200	Grants - Provincial	\$25,185		\$12,112.86		\$25,185		\$15,429.48		\$25,437		\$19,858.52		\$26,226		\$15,181.81		\$24,750			
15-400-5820	Custom Work-Drainage							\$300.00													
Revenue Total		\$25,185		\$12,112.86		\$25,185		\$15,729.48		\$25,437		\$19,858.52		\$26,226		\$15,181.81		\$24,750			\$0.00
Expenses:																					
18-460-7120	Drainage Superintendent Contracted Services	\$45,870		\$20,717.96		\$45,870		\$26,075.84		\$46,300		\$37,178.08		\$47,800		\$27,449.82		\$46,500			
18-460-7130	Memberships/Training	\$2,000		\$2,035.20		\$2,000		\$2,035.20		\$2,000				\$2,000		\$2,000.00		\$2,000			
18-460-7131	Travel Expense	\$2,500		\$1,472.57		\$2,500		\$4,145.19		\$2,575		\$1,782.95		\$2,652		\$913.80		\$1,000			
18-460-5600	Other Expense											\$28.49									
Expense Total		\$50,370		\$24,225.73		\$50,370		\$32,256.23		\$50,875		\$38,989.52		\$52,452		\$30,363.62		\$49,500			\$0.00
Net Surplus (Deficit)		(\$25,185)		(\$12,112.87)		(\$25,185)		(\$16,526.75)		(\$25,438)		(\$19,131.00)		(\$26,226)		(\$15,181.81)		(\$24,750)			\$0.00

Township of Pelee 2025 Proposed Budget

East Shore Water

UNAUDITED

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Revenue:										
15-415-5210 Grants										
15-415-5801 East Shore Water User Charges	\$7,500	\$7,200.00	\$7,575	\$7,402.07	\$7,650	\$7,755.57	\$7,900	\$9,352.45	\$9,750	
Revenue Total	\$7,500	\$7,200.00	\$7,575	\$7,402.07	\$7,650	\$7,755.57	\$7,900	\$9,352.45	\$9,750	\$0.00
Expenses:										
17-415-7020 Employee Costs	\$14,589	\$13,968.83	\$18,615	\$12,750.49	\$13,434	\$17,140.79	\$18,579	\$17,600.73	\$24,491	
18-415-5201 CWWF Grant Expenses										
18-415-7030 Travel Expense - Staff										
18-415-7130 Memberships										
18-415-7140 Courses and Seminars	\$500	\$50.88	\$500	\$142.50	\$250	\$64.70	\$250	\$58.51	\$500	
18-415-7151 Office Expense										
18-415-7153 Telephone East Shore Water	\$1,710	\$349.07	\$350	\$103.30	\$350		\$350		\$430	
18-415-7154 Hydro East Shore Water	\$2,500	\$2,105.66	\$2,250	\$2,396.99	\$2,300	\$2,338.90	\$2,300	\$1,844.55	\$2,300	
18-415-7156 Advertising and Promotion										
18-415-7161 Delivery Charges										
18-415-7191 Health & Safety	\$100		\$100							
18-415-7192 Materials and Supplies	\$200	\$235.62	\$4,500	\$1,966.99	\$2,500	\$60.03	\$2,500	\$548.76	\$2,500	
18-415-7193 Vehicle Expense	\$1,000		\$1,000	\$1,038.56	\$1,500		\$1,000		\$1,000	
18-415-7197 Water Testing	\$500	\$433.73	\$500	\$445.45	\$500	\$564.12	\$600	\$552.67	\$600	
18-415-7230 Equipment Maintenance	\$4,000	\$2,782.86	\$4,000	\$3,679.13	\$4,000	\$6,351.51	\$4,500	\$3,879.61	\$4,500	
18-415-7240 Building & Lot Maintenance	\$1,500		\$1,500	\$564.02	\$1,500		\$1,000	\$495.94	\$1,000	
18-415-7242 Fuel Expense	\$1,500		\$1,500	\$2,974.76	\$1,545					
18-415-7300 Insurance	\$165	\$213.95	\$246	\$224.43	\$266	\$262.05	\$274		\$282	
18-415-7800 Capital Expense-				\$254.39						
Expense Total	\$28,264	\$20,140.60	\$35,061	\$26,541.01	\$28,145	\$26,782.10	\$31,353	\$24,980.77	\$37,603	\$0.00
Net Surplus (Deficit)	(\$20,764)	(\$12,940.60)	(\$27,486)	(\$19,138.94)	(\$20,495.00)	(\$19,026.53)	(\$23,453)	(\$15,628.32)	(\$27,853)	\$0.00

Township of Pelee 2025 Proposed Budget

Fire Services

UNAUDITED

	2021	BUDGET	2021	ACTUAL	2022	BUDGET	2022	ACTUAL	2023	BUDGET	2023	ACTUAL	2024	BUDGET	2024	ACTUAL	2025	BUDGET	2025	ACTUAL
Revenue:																				
15-200-5500				\$21.90				\$20.26				\$18.15								
15-200-5600				\$200.00				\$1,250.00				\$2,558.38				\$12,416.91				
15-200-5200		\$4,600		\$4,600.00												\$381.70		\$8,964		
15-200-6999																				
15-200-7160																				
Revenue Total		\$4,600		\$4,821.90		\$0		\$1,270.26		\$0		\$2,576.53		\$0		\$12,798.61		\$8,964		\$0.00
Expenses:																				
17-200-7020		\$7,000		\$8,485.65		\$7,000		\$13,802.07		\$10,000		\$18,642.94		\$15,000		\$17,928.75		\$18,000		
18-200-7030		\$500				\$500		\$119.38		\$500		\$186.22		\$500		\$67.61		\$500		\$500
18-200-7130																				
18-200-7135																				
18-200-7140		\$6,100		\$1,633.25		\$6,000		\$2,524.98		\$4,000		\$2,041.64		\$4,000		\$239.80		\$2,500		
18-200-7147		\$30		\$27.00		\$30		\$25.00		\$30		\$36.00		\$30		\$4.00		\$9		
18-200-7151																				
18-200-7153																				\$430
18-200-7154		\$960																		
18-200-7156		\$200		\$20.00		\$50		\$90.00		\$100		\$35.83		\$100						\$100
18-200-7161																				
18-200-7191										\$2,000		\$117.62		\$2,000						\$1,500
18-200-7192		\$300		\$2,060.72		\$2,000		\$1,765.72		\$2,000		\$1,729.16		\$2,000		\$958.78		\$1,500		
18-200-7193		\$7,500		\$9,752.54		\$9,750		\$4,990.19		\$10,000		\$9,633.45		\$10,000		\$8,556.03		\$10,000		
18-200-7195		\$750		\$67.84		\$750		\$2,526.22		\$800		\$1,431.68		\$1,500		\$1,027.65		\$1,500		
18-200-7196		\$750		\$964.02		\$975		\$911.88		\$1,000		\$917.88		\$1,000		\$954.52		\$1,000		
18-200-7230		\$4,000		\$4,013.85		\$4,000		\$6,931.67		\$7,000		\$7,260.30		\$7,000		\$5,766.31		\$7,000		
18-200-7235		\$8,000		\$6,178.09		\$8,000		\$3,861.82		\$8,000		\$7,247.35		\$8,000		\$4,248.83		\$5,000		
18-200-7235																				\$8,592
18-200-7240		\$1,000				\$1,000		\$306.41		\$500				\$500						\$500
18-200-7303														\$3,200		\$1,465.35		\$7,500		
18-200-7242		\$300		\$499.04		\$700		\$774.49		\$775		\$1,024.23		\$1,000		\$845.58		\$775		
18-200-7300		\$5,980		\$7,753.98		\$8,917		\$8,134.55		\$9,656		\$9,508.75		\$9,946				\$10,244		
18-200-7700								\$2,422.97				\$760.89								
18-200-7800																				
18-200-7801																				
18-200-7900																				
Expense Total		\$43,370		\$41,455.98		\$49,672		\$49,187.35		\$56,361		\$60,573.94		\$65,776		\$42,063.21		\$76,650		\$0.00
Net Surplus (Deficit)		(\$38,770)		(\$36,634.08)		(\$49,672)		(\$47,917.09)		(\$56,361)		(\$57,997.41)		(\$65,776)		(\$29,264.60)		(\$67,686)		\$0.00

Township of Pelee 2025 Proposed Budget

Transfer Station

UNAUDITED

	2021	BUDGET	2021	ACTUAL	2022	BUDGET	2022	ACTUAL	2023	BUDGET	2023	ACTUAL	2024	BUDGET	2024	ACTUAL	2025	BUDGET	2025	ACTUAL
Revenue:																				
15-400-5503	Currency Exchange			(\$89.49)				\$132.86				\$133.67				\$232.11				
15-400-5250	AMO Canada Community-Building Fund																			
15-400-5815	Mulch Revenue	\$350		\$308.00	\$350		\$362.00		\$350		\$257.00		\$350		\$68.00		\$350			
15-400-5817	Metal Disposal Fees Collected	\$2,500		\$2,306.00	\$2,500		\$1,936.00		\$2,500		\$2,910.00		\$2,500		\$1,980.00		\$2,500			
15-400-5818	Bag Tag Sales	\$30,000		\$28,816.77	\$30,000		\$33,514.50		\$40,000		\$45,363.52		\$42,000		\$44,867.00		\$51,000			
15-400-5819	Metal Fees Received on Deposit	\$1,200		\$2,277.49	\$2,277		\$1,127.95		\$2,000		\$2,150.98		\$2,000		\$959.73		\$2,000			
15-400-5820	Blue/Red Box Composter Sales	\$50		\$7.97	\$50		\$210.00		\$50		\$38.00		\$50		\$14.16		\$50			
15-400-5825	Blue Box Program-Provincial												\$8,000		\$7,881.20		\$24,000			
15-400-5830	Appliance/Electronic Disposal Expenses			\$730.00	\$720		\$745.00		\$750		\$909.00		\$750		\$595.00		\$800			
15-400-6900	Transfer from Reserves																			
15-400-5840	Other Income-consultation										\$12,000.00		\$12,000							
15-400-7022	Bulk Load Fees	\$10,000		\$7,301.88	\$10,000		\$7,672.00		\$10,000		\$10,957.28		\$11,500		\$9,369.10		\$13,000			
Revenue Total		\$44,100		\$41,658.62	\$45,897		\$45,700.31		\$55,650		\$74,719.45		\$79,150		\$65,966.30		\$93,700			\$0.00
Expenses:																				
17-400-7020	Employee Costs	\$25,996		\$29,874.86	\$30,722		\$40,220.92		\$40,880		\$43,182.11		\$56,432		\$60,958.38		\$67,306			
18-400-7053	Disposal Fees Bagged Garbage	\$6,000		\$7,256.69	\$6,500		\$9,201.22		\$9,000		\$13,925.31		\$10,000		\$8,237.14		\$10,000			
18-400-7054	Disposal Fees Bulk Loads	\$5,500		\$6,178.72	\$6,000		\$5,993.70		\$6,000		\$1,887.57		\$6,000		\$2,801.06		\$4,500			
18-400-7055	Bin Delivery/Removal Bulk Loads	\$13,000		\$10,845.70	\$13,000		\$10,067.13		\$13,000		\$13,827.98		\$13,000		\$18,516.87		\$15,000			
18-400-7056	Bin Delivery/Removal Recyclables	\$10,500		\$8,371.28	\$10,500		\$7,907.17		\$8,000		\$10,761.71		\$8,000		\$9,911.84		\$10,000			
18-400-7057	Bin Del /Removal Bagged/Tagged Waste	\$13,000		\$7,324.87	\$13,000		\$19,047.83		\$13,000		\$31,422.98		\$13,000		\$20,525.38		\$20,000			
18-400-7058	Fuel Surcharge Contract																			
18-400-7059	Appliance/Electronic Disposal Expenses	\$500		\$5,073.43	\$3,500		\$2,164.94		\$3,500		\$950.85		\$3,500		\$4,508.70		\$3,500			
18-400-7140	Courses and Seminars														\$135.00		\$500			
18-400-7153	Telephone	\$950		\$813.45	\$825		\$824.11		\$850		\$843.58		\$850		\$1,237.96		\$430			
18-400-7154	Hydro Expense	\$500		\$498.78	\$500		\$617.48		\$600		\$541.28		\$600		\$588.10		\$600			
18-400-7156	Advertising and Promotion			\$200.00	\$200		\$220.00		\$250		\$50.00		\$250		\$250.00		\$250			
18-400-7160	Other Expense																			
18-400-7161	Delivery Charges																			
18-400-7191	Health and Safety	\$250		\$224.89	\$250		\$225.13		\$250		\$225.13		\$1,300		\$263.56		\$1,500			
18-400-7192	Materials and Supplies	\$1,200		\$609.62	\$1,000		\$1,148.17		\$1,000		\$672.59		\$1,000		\$486.94		\$1,000			
18-400-7193	Vehicle Expense	\$1,000		\$676.27	\$1,000		\$522.78		\$1,000				\$1,000		\$610.15		\$3,500			
18-400-7194	Equipment Rental Contract	\$10,000		\$11,013.20	\$12,000		\$11,202.50		\$12,360		\$12,915.72		\$13,000		\$11,257.48		\$20,750			
18-400-7230	Equipment Maintenance	\$2,500		\$358.88	\$2,500		\$1,404.45		\$2,000		\$479.66		\$2,000		\$703.87		\$2,000			
18-400-7240	Building and Lot Maintenance	\$1,000		\$159.00	\$1,000		\$923.18		\$750		\$876.62		\$1,000		\$1,824.01		\$2,500			
18-400-7242	Fuel Expense - Vehicles	\$2,750		\$1,698.17	\$2,400		\$2,746.82		\$2,850		\$2,649.23		\$3,000		\$1,838.75		\$3,000			
18-400-7300	Insurance	\$245		\$317.68	\$365		\$333.08		\$395		\$2,117.16		\$407				\$420			
18-400-7303	Landfill Planning & Consulting	\$15,500		\$7,518.29	\$15,500		\$16,370.39		\$15,000		\$19,590.61		\$20,000		\$16,281.63		\$20,600			
18-400-7355	Cash Over/Short			\$0.51			(\$39.55)				(\$36.14)				(\$0.75)					
18-400-7800	Capital Expense																			
18-400-7801	Capital Fleet Equipment												\$2,500							
Expense Total		\$110,391		\$99,014.29	\$120,762		\$131,101.45		\$130,685		\$156,883.95		\$156,839		\$160,936.07		\$187,356			\$0.00
Net Surplus (Deficit)		(\$66,291)		(\$57,355.67)	(\$74,865)		(\$85,401.14)		(\$75,035)		(\$82,164.50)		(\$77,689)		(\$94,969.77)		(\$93,656)			\$0.00

Township of Pelee 2025 Proposed Budget

Marina

							UNAUDITED			
	2021 BUDGET	2021 ACTUAL	2022 DRAFT BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Revenue:										
15-600-5210 Federal Grant - DFO										
15-600-5211 Provincial Grants				\$82,490.00		\$6,510.00				
15-600-5210 Grants - Canada Summer Jobs (pending)	\$11,973	\$8,979.60	\$8,400	\$6,300.00	\$8,652				\$12,040	
15-600-5220 Sale of Assets-Marina						\$200.00		\$490.00		
15-600-5503 Currency Exchange		(\$88.37)		\$104.25		\$7.26		\$0.01		
15-600-5600 Other Revenue										
15-600-5620 Lease & Other Agreements		\$250.00							\$25,000	
15-600-5812 Seasonal Dockage	\$63,000	\$32,624.37	\$58,000	\$45,947.27	\$58,000	\$59,015.92	\$62,000	\$68,355.98	\$70,000	
15-600-5813 Transient Dockage	\$80,000	\$39,181.26	\$80,000	\$44,118.36	\$98,000	\$60,845.52	\$147,000	\$67,326.41	\$196,000	
15-600-5814 Concessions	\$37,500	\$2,725.88	\$10,000	\$2,458.26	\$15,000	\$5,891.51	\$25,000	\$5,801.73	\$25,000	
15-600-5815 Concessions Other										
15-600-5816 Fuel Sales	\$27,000	\$9,452.50	\$20,000	\$631.66			\$15,000			
15-600-5817 Fishing License Sales	\$500		\$500		\$500		\$500		\$500	
15-600-6999 Transfer from Reserves	\$50,000	\$50,000.00					\$32,000			
15-600-7900 Capital Borrowing	\$300,000		\$458,500							
Revenue Total	\$569,973	\$143,125.24	\$635,400	\$182,049.80	\$180,152	\$132,470.21	\$281,500	\$141,974.13	\$328,540	\$0.00
Expenses:										
17-600-7020 Employee Costs	\$59,343	\$51,060.39	\$62,330	\$50,465.54	\$54,673	\$54,720.29	\$62,313	\$61,318.13	\$74,946	
18-600-7030 Scudder Marina Travel Expense - Staff	\$500		\$150	\$1,052.71	\$150	\$11.98	\$150		\$100	
18-600-7140 Courses and Seminars	\$200		\$300		\$400	\$213.34	\$400		\$850	
18-600-7147 Transfer Station Fees	\$850	\$336.00	\$850	\$639.00	\$800	\$835.00	\$900	\$764.00	\$800	
18-600-7150 Computer Expense								\$149.99	\$5,000	
18-600-7151 Office Expense	\$500	\$60.00	\$2,000	\$629.07	\$1,000	\$88.49	\$1,000	\$620.75	\$2,000	
18-600-7153 Telephone/Internet	\$2,300	\$2,189.78	\$2,200	\$2,565.42	\$2,500	\$2,801.58	\$3,000	\$2,581.67	\$430	
18-600-7154 Hydro	\$4,500	\$2,674.48	\$4,500	\$2,899.30	\$4,500	\$3,219.74	\$4,500	\$3,650.62	\$3,750	
18-600-7156 Advertising/Promotion					\$200	\$133.34			\$2,800	
18-600-7160 Other Expenses										
18-600-7191 Health & Safety	\$500	\$86.50	\$500		\$500		\$500	\$1,532.52	\$1,500	
18-600-7192 Materials and Supplies	\$3,500	\$6,280.34	\$3,500	\$1,322.70	\$3,500	\$4,082.65	\$3,500	\$3,386.10	\$6,500	
18-600-7194 Equipment Rental	\$350	\$532.72	\$425	\$421.22	\$500	\$371.70	\$500	\$480.42	\$500	
18-600-7196 Licenses and Permits	\$300	\$692.02	\$700	\$454.10	\$700	\$520.70	\$700	\$497.17	\$700	
18-600-7230 Equipment Maintenance	\$2,000	\$2,095.53	\$2,000	\$13.98	\$2,000	\$225.00	\$2,000		\$500	
18-600-7240 Scudder Marina Building and Lot Maintenance	\$2,500	\$3,788.82	\$5,000	\$1,113.54	\$6,000	\$3,338.04	\$5,000	\$4,071.67	\$7,000	
18-600-7241 Bonnet Building Repairs and Maintenance	\$15,500	\$1,027.60	\$1,500	\$369.05	\$500	\$396.75	\$500	\$411.86	\$500	
18-600-7242 Fuel Expense	\$21,500	\$4,349.23	\$16,000	\$107.80		\$133.91	\$7,000			
18-600-7245 Septic Maintenance	\$600	\$400.00	\$600		\$500		\$500		\$500	
18-600-7250 Weed Control	\$1,500	\$14,399.07	\$15,000		\$15,000		\$15,000			
18-600-7255 Signage			\$0						\$1,000	
18-600-7280 Concession Supplies	\$24,000	\$1,485.64	\$5,000	\$2,171.92	\$7,500	\$8,573.29	\$7,500	\$1,762.23	\$12,500	
18-600-7300 Insurance	\$10,670	\$13,835.28	\$15,911	\$15,534.97	\$13,200	\$16,958.52	\$17,000		\$18,000	
18-600-7303 Planning & Consulting									\$25,000	
18-600-7306 Water Lot Leasing	\$28,600		\$27,600	\$18,013.13	\$31,200	\$38,333.42	\$41,800	\$27,636.48	\$53,200	
18-600-7308 Fishing License Expense	\$450		\$450		\$460		\$460		\$485	
18-600-7353 Loan Principal/Int - Marina Docks										
18-600-7354 Loan Principal/Int - Marina Docks East Dock (to 203	\$23,589	\$23,347.56	\$23,589	\$23,347.56	\$24,297	\$23,347.56	\$23,348	\$23,347.56	\$23,348	
18-600-7354 Loan Principal/Int - New Centre Dock			\$13,000							
18-600-7354 Centre Dock Repair										
18-600-7355 Cash Over/Short		(\$29.42)		\$103.65		\$110.24		\$231.55		
18-600-7500 Internet Expense	\$650	\$330.25	\$650		\$600					
18-600-7800 Capital Expense	\$355,500		\$478,500	\$502,608.25	\$40,000	\$15,471.46	\$40,000	\$6,500.00		
18-600-7850 Transfer to Reserve		\$50,000.00								
Expense Total	\$559,902	\$178,941.79	\$682,255	\$623,832.91	\$210,680	\$173,887.00	\$237,571	\$138,942.72	\$241,909	\$0.00
Net Surplus (Deficit)	\$10,071	(\$35,816.55)	(\$46,855)	(\$441,783.11)	(\$30,528)	(\$41,416.79)	\$43,929	\$3,031.41	\$86,631	\$0.00

Township of Pelee 2025 Proposed Budget

Medical Centre

UNAUDITED

	2021	BUDGET	2021	ACTUAL	2022	BUDGET	2022	ACTUAL	2023	BUDGET	2023	ACTUAL	2024	BUDGET	2024	ACTUAL	2025	BUDGET	2025	ACTUAL
Revenue:																				
15-520-5810																				
15-520-5600																\$696.98				
15-520-7154		\$5,600		\$4,999.92		\$5,000		\$5,486.48		\$5,500		\$4,748.86		\$5,500		\$5,113.73		\$5,500		
15-520-5600														\$20,000				\$20,000		
Revenue Total		\$5,600		\$4,999.92		\$5,000		\$5,486.48		\$5,500		\$4,748.86		\$25,500		\$5,810.71		\$25,500		\$0.00
Expenses:																				
18-520-5611																				
18-520-7154		\$5,600		\$4,398.02		\$5,000		\$4,852.86		\$5,500		\$4,383.07		\$5,500		\$4,981.88		\$5,500		
18-520-7192																				
18-520-7230				\$475.14																
18-520-7240		\$1,500		\$73.26		\$1,500		\$637.41		\$1,545		\$181.49		\$1,500		\$1,149.95		\$1,500		
18-520-7245		\$350				\$350				\$350				\$350				\$350		
18-520-7300		\$695		\$901.17		\$1,036		\$607.60		\$1,010		\$1,110.60		\$1,040				\$1,071		
18-520-7317		\$5,576		\$6,700.00		\$7,410		\$4,115.00		\$7,752		\$3,876.00		\$7,985		\$3,926.00		\$8,225		
18-520-7800														\$20,000						
Expense Total		\$13,721		\$12,547.59		\$15,296		\$10,212.87		\$16,157		\$9,551.16		\$36,375		\$10,057.83		\$16,646		\$0.00
Net Surplus (Deficit)		(\$8,121)		(\$7,547.67)		(\$10,296)		(\$4,726.39)		(\$10,657)		(\$4,802.30)		(\$10,875)		(\$4,247.12)		\$8,854		\$0.00

Township of Pelee 2025 Proposed Budget

Administration

\$2,009,688

UNAUDITED

		2021	2021	2022	2022	2023		2024	2024	2025	2025
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	2023 ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Revenue:											
14-100-5001	Taxes - General	\$1,781,805	\$1,781,804.02	\$1,840,705	\$1,840,704.53	\$1,962,480	\$1,962,480.13	\$2,036,754	\$2,036,754.05		
14-100-5002	Supplementary Taxes		\$20,147.54		\$2,437.04		\$5,389.57		\$22,244.39		
14-100-5003	Other Charges to Tax Cards		\$58.00		\$87.00		\$29.00		\$29.00		
14-100-5055	PIL Taxes - Provincial Properties	\$18,125	\$18,124.91	\$18,669	\$18,668.64	\$19,415	\$19,415.38	\$20,483	\$20,483.24		
14-100-5060	PIL Taxes -Federal Properties	\$21,658	\$21,658.41	\$22,308	\$22,308.15	\$23,201	\$23,200.47	\$24,477	\$24,476.51		
14-100-5070	PIL Taxes - Hydro Properties	\$1,909	\$1,909.08	\$1,966	\$1,966.35	\$2,045	\$2,045.01	\$2,157	\$2,157.48		
14-100-5080	PIL Taxes- Twp CF properties	\$2,378	\$2,378.05	\$2,449	\$2,449.40	\$2,547	\$2,547.37	\$2,688	\$2,687.47		
14-100-5500	Interest on Taxes	\$45,000	\$12,778.45	\$35,000	\$38,368.80	\$35,000	\$32,429.42	\$35,000	\$40,538.98	\$35,000	
14-100-5501	NSF Fees Administration										
15-100-5200	Ontario Municipal Partnership Fund	\$107,900	\$107,900.00	\$107,900	\$107,900.00	\$154,200	\$154,200.00	\$149,200	\$149,200.00	\$216,700	
15-100-5230	POA Transfers	\$3,700	\$493.33	\$3,700	\$2,511.20	\$2,500	\$5,588.20	\$4,460	\$2,151.75	\$2,750	
15-100-5255	AGCO-Cannabis Legislation Transfer		\$5,000.00								
15-100-5253	Federal Grant		\$50,000.00		\$4,600.00						
15-100-5253	Federal Grants-Canada Summer Jobs	\$2,993	\$2,988.40	\$2,100							
15-100-5253	Federal Grants-Heritage Canada				\$2,500.00	\$3,000	\$3,000.00		\$5,000.00		
15-100-5251	Ontario Arts Council Grant								\$5,000.00		
15-100-5251	Emergency Preparedness Grant							\$50,000	\$50,000.00		
15-100-5253	Ontario Trillium-Not Funded							\$191,100			
15-100-5260	Rental Income	\$3,000	\$3,000.00	\$3,000	\$3,000.00	\$3,000	\$3,000.00	\$3,000	\$3,045.00	\$3,045	
15-100-5502	Interest on Bank Accounts		\$1,593.15		\$6,278.01		\$11,750.07		\$6,749.24		
15-100-5251	Provincial Grants		\$46,638.00		\$743.00						
15-100-5251	FCM Asset Management Grant			\$45,400							
	Provincial Grant-ICIP West Pump/West										
15-100-5256	Shore (PENDING)	\$100,000	\$100,000.00								
15-100-5503	Currency Exchange				(\$3.41)		\$510.47		\$4.53		
15-100-5504	Interest on Receivables		\$341.65		\$721.90	\$500	\$536.71	\$500	\$4,559.61	\$1,500	
15-100-5511	Tax Registration - Administration										
15-100-5600	Other Revenue	\$500	\$1,864.42	\$500	\$251.98	\$500	\$2,372.87	\$500	\$3,183.52	\$500	
15-100-5601	Photocopies and Faxes	\$250	\$147.07	\$250	\$93.57	\$200	\$88.10	\$200	\$103.46	\$200	
15-100-5604	Marriage Certificates and Fees	\$250	\$820.00	\$820	\$1,205.00	\$820	\$960.00	\$1,605	\$535.00	\$1,605	
15-100-5605	Tax Certificates	\$2,000	\$2,780.00	\$2,500	\$3,060.00	\$4,000	\$2,665.00	\$2,550	\$2,300.00	\$3,000	
15-100-5615	Lottery Licenses	\$50	\$10.00	\$50	\$10.00	\$50	\$10.00	\$50	\$20.00	\$50	
15-100-5617	Farm Revenue	\$23,000	\$23,682.00	\$26,050	\$26,050.19	\$26,050	\$26,050.19	\$26,050	\$26,050.00	\$26,642	
15-100-5618	Aggregate Fees	\$900	\$1,384.03	\$1,000	\$704.32	\$1,000	\$642.37	\$1,000	\$1,021.86	\$1,000	
15-100-5620	Wharfage		\$211.55								
15-100-5624	Island Marketing & Development	\$7,000	\$2,537.52	\$3,500	\$3,598.73	\$4,150	\$4,489.49	\$5,700	\$6,471.48	\$7,000	

15-100-5825	Prov Hunt License Sales (NON PHEAS)	\$500	\$295.64	\$500	\$291.94	\$500		\$500	\$947.99	\$500	
15-100-5850	Payment Processing Fees									\$6,000	
15-100-5901	Discounts Earned	\$900	\$1,118.05	\$1,200	\$775.52	\$1,000	\$2,222.50	\$1,000	\$587.37		
15-100-7021	Omers Debt Repayment		\$2,784.53		\$1,456.00		\$1,400.00		\$9,244.60		
15-100-7190	Insurance Claims								\$24,605.74		
15-100-7150	Donations						\$750.00				
15-100-7150	Hell on Heels-Defibrillator Donation								\$11,624.16		
15-100-7355	Election Nomination Fees				\$900.00						
15-100-7804	North Harbour Divestiture (Reserve)		\$90,005.00	\$71,316		\$65,978	\$65,978.00	\$65,978			
15-100-7900	Capital Borrowing			\$250,000		\$250,000		\$250,000			
15-100-7950	Surplus from Previous Year			\$317,689	\$317,689.00	\$599,023	\$599,023.00	\$151,920			
15-100-6999	Transfer from Reserve	\$181,016									
15-100-6999	Transfer from Reserve (Other)	\$109,453	\$250,135.63	\$15,431	\$39,457.72						
Revenue Total		\$2,414,287	\$2,554,588.43	\$2,774,003	\$2,450,784.58	\$3,161,159	\$2,932,773.32	\$3,026,872	\$2,461,776.43	\$305,492	\$0.00
Expenses:											
17-100-7020	Employee Costs	\$335,426	\$336,034.79	\$443,954	\$371,830.96	\$348,956	\$366,998.60	\$365,340	\$373,390.04	\$494,720	
18-100-5230	POA Distribution						\$506.84				
18-100-5253	Community Grant Expenses								\$4,500.00		
18-100-5604	Marriage Licences		\$550.00	\$500	\$1,305.00	\$550	\$825.00	\$550	\$300.00	\$550	
18-100-5624	Island Marketing & Development	\$24,650	\$10,932.96	\$28,922	\$14,457.80	\$25,000	\$12,733.64	\$15,000	\$14,116.61	\$21,000	
18-100-5825	Prov Licence Exp (Non Pheasant Hunt)	\$440	\$282.06	\$440	\$195.05	\$480	\$802.43	\$480	\$990.57	\$488	
18-100-7030	Travel Expense - Staff	\$3,500		\$2,000		\$2,000	\$1,256.84	\$2,000	\$427.39	\$1,500	
18-100-7130	Memberships	\$2,500	\$2,410.37	\$2,500	\$426.91	\$2,500	\$6,279.31	\$2,500	\$3,095.63	\$3,500	
18-100-7135	Subscriptions and Books	\$250	\$318.93	\$300	\$416.52	\$500	\$173.16	\$500	\$543.23	\$750	
18-100-7140	Courses and Seminars	\$4,000	\$4,079.57	\$8,000	\$3,370.34	\$5,000	\$4,006.51	\$5,000	\$553.57	\$2,500	
18-100-7142	Payroll Expense										
18-100-7146	Printing and Stationery	\$1,250	\$1,191.47	\$1,250	\$772.25	\$1,250	\$1,279.35	\$1,250	\$675.99	\$1,250	
18-100-7147	Transfer Station Fees	\$100	\$152.00	\$150	\$141.00	\$175	\$158.00	\$175	\$128.00	\$175	
18-100-7149	Photocopier Leasing and Supplies	\$4,750	\$2,378.42	\$3,000	\$4,771.32	\$4,500	\$5,699.45	\$4,500	\$5,482.25	\$4,500	
18-100-7150	Computer Expense	\$10,500	\$10,575.96	\$20,000	\$13,590.63	\$25,000	\$12,299.49	\$15,000	\$13,614.67	\$20,000	
18-100-7151	Office Expense	\$5,500	\$4,270.74	\$5,500	\$3,475.37	\$6,500	\$5,010.20	\$6,500	\$7,294.74	\$6,500	
18-100-7152	Postage	\$6,000	\$3,700.32	\$6,000	\$6,117.05	\$6,000	\$5,077.43	\$6,000	\$4,083.54	\$5,000	
18-100-7153	Telephone/Fax Office	\$5,400	\$5,427.71	\$5,400	\$5,731.88	\$5,500	\$6,804.23	\$5,500	\$6,807.51	\$4,500	
18-100-7154	Hydro	\$3,000	\$3,124.10	\$3,125	\$3,099.43	\$3,125	\$3,511.86	\$3,125	\$2,961.36	\$3,125	
18-100-7155	Water Fees	\$350	\$99.00	\$100	\$221.34	\$200	\$159.78	\$206	\$575.19	\$500	
18-100-7156	Advertising/Promotion		\$130.00		\$120.00		\$285.67		\$40.00		
18-100-7160	Other Expense		\$27,473.02		\$3,779.96		\$1,558.24		\$784.87		
18-100-7190	Insurance Claims								\$26,470.74		
18-100-7191	Health & Safety- Courses, Supplies		\$1,401.40		\$143.74					\$10,000	
18-100-7192	Materials and Supplies	\$2,000	\$829.46	\$2,000	\$1,715.84	\$2,000	\$3,181.86	\$3,200	\$3,394.22	\$2,500	
18-100-7193	Vehicle Expense	\$1,000	\$120.00	\$1,000	\$1,258.24	\$1,000	\$14.96	\$1,000	\$475.06		

18-100-7230	Equipment Maintenance					\$915.84					
18-100-7235	Drainage Charges	\$53,901	\$989.07	\$1,032	\$7,095.74	\$20,162	\$1,972.57	\$3,275		\$1,269	
18-100-7240	Building and Lot Maintenance	\$3,500	\$336.05	\$3,500	\$1,530.15	\$3,500	\$584.15	\$3,500		\$3,500	
18-100-7241	Heating	\$3,850	\$3,372.49	\$3,850	\$6,187.50	\$6,000	\$4,573.21	\$6,180	\$5,515.90	\$6,000	
18-100-7242	Fuel	\$250	\$277.23	\$300	\$90.09	\$309		\$300			
18-100-7245	Septic Maintenance	\$2,000	\$1,506.05	\$2,000	\$2,450.38	\$2,500	\$1,943.62	\$2,575	\$2,594.88	\$2,750	
18-100-7300	Insurance	\$12,120	\$21,403.16	\$24,614	\$24,262.20	\$38,042	\$29,174.98	\$39,183	\$88,685.72	\$40,358	
18-100-7301	Legal/Integrity Commissioner	\$10,000	\$1,990.13	\$20,000	\$23,361.15	\$25,000	\$12,233.08	\$45,000	\$58,561.86	\$75,000	
18-100-7302	Audit	\$19,500	\$21,354.38	\$19,500	\$13,060.92	\$19,500	\$17,858.92	\$20,085	\$18,392.90	\$25,000	
18-100-7303	Planning & Consulting		\$46,039.41	\$110,400	\$32,862.31	\$30,000	\$34,353.66	\$30,000	\$36,499.26	\$35,000	
18-100-7305	Essex Region Conservation Authority	\$10,025	\$10,612.05	\$10,400	\$9,004.05	\$11,500	\$13,548.02	\$11,845	\$5,563.88	\$12,000	
18-100-7306	Emergency Measures Expense	\$1,000	\$881.40	\$1,000	\$556.22	\$1,000	\$693.71	\$1,500	\$1,849.10	\$1,500	
18-100-7310	MPAC Billings	\$25,300	\$24,900.60	\$24,650	\$24,633.12	\$24,350	\$24,333.80	\$25,184	\$24,577.72	\$25,162	
18-100-7325	Election Expenses	\$500		\$5,000	\$5,318.08	\$750	\$1,208.80	\$750	\$508.80	\$750	
18-100-7340	Uncollectible Expense				\$1,183.76		\$750.00				
18-100-7350	Other Interest										
18-100-7351	Bank Rec Adjustments		\$290.91		\$555.26		(\$3,643.18)		(\$2,650.72)		
18-100-7352	Bank Charges	\$1,500	\$487.30	\$1,500	\$1,649.85	\$1,750	(\$141.17)	\$1,750	\$673.00	\$1,250	
18-100-7352	Operating Loan Interest										
18-100-7353	Loan Payment -Entrance/Computers	\$1,388	\$1,387.68	\$1,388	\$1,387.68	\$1,430	\$1,387.68	\$1,388	\$1,387.68	\$2,749	
18-100-7354	POS Machine Charges/Fees	\$9,500	\$6,196.04	\$7,500	\$7,409.06	\$7,725	\$10,227.09	\$10,500	\$10,546.08	\$10,750	
18-100-7355	Cash Over/Short				\$60.33		\$1.77				
18-100-7378	Tax Write Offs - General	\$25,000	\$31,777.76	\$25,000	\$28,842.76	\$65,000	\$64,255.51	\$15,000	\$29,833.53	\$15,000	
18-510-7317	Audit Adjustment						\$5,004.05				
18-100-7500	Internet Access Expenses	\$2,000	\$3,497.16	\$3,000	\$3,291.40	\$3,500	\$101.76	\$3,605	\$2,515.09		
18-100-7501	Web Expense	\$450			\$101.76				\$101.76		
18-100-7800	Capital Expense-Emergency Prep Grant		\$4,070.41		\$9,474.53			\$50,000	\$37,010.74		
18-100-7801	Capital Project Grant							\$191,000			
18-100-7803	Capital Shoreline Protection Annual	\$200,000	\$115,208.89	\$450,000		\$200,000		\$200,000			
18-100-7803	Capital Emergency Shoreline Protection					\$250,000		\$250,000			
18-100-7804	North Harbour Divestiture		\$18,683.17	\$71,316	\$5,343.42	\$65,978		\$65,978			
18-100-7805	Shoreline Protection -West Shore Project 2020		\$20,060.75								
18-100-7806	Provincial Grant-ICIP West Pump/West Shore (PENDING)	\$100,000	\$119,850.99								
18-100-5254	Main Street Revitalization Int. Service Delivery Review-Implementation (PENDING)	\$200,000	\$14,606.73								
18-100-5251	Transfer to Reserves		\$170,900.00	\$231,872	\$440,953.71	\$385,420	\$267,822.68				
18-100-7910	Capital Funding Allocation							\$100,000	\$100,000.00	\$100,000	
18-100-7950	Previous Year Deficit	\$181,016									
Expense Total		\$1,273,551	\$1,056,293.93	\$1,552,098	\$1,087,733.99	\$1,603,827	\$927,783.40	\$1,516,599	\$892,872.36	\$941,272	\$0.00
Net Surplus (Deficit)		\$1,140,736	\$1,498,294.50	\$1,221,905	\$1,363,050.59	\$1,557,332	\$2,004,989.92	\$1,510,273	\$1,568,904.07	(\$635,780)	\$0.00

Township of Pelee 2025 Proposed Budget

Parks and Recreation

								UNAUDITED			
		2021	2021	2022	2022	2023	2023	2024	2024	2025	2025
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Revenue:											
15-150-5211	Grants	\$86,400	\$30,000.00	\$90,000	\$60,000.00						
15-150-5215	Donation			\$1,667		\$3,500		\$3,500			
15-150-5230	PIHC Fundraiser-Public Washrooms		\$5,613.68								
15-150-5600	Other Revenue	\$5,000	\$1,940.00	\$5,000	\$1,940.00	\$2,500	\$2,500.00	\$3,750	\$14,153.01	\$5,000	
15-150-6999	Transfer from Reserves			\$34,080	\$34,080.00	\$93,500	\$93,500.00				
Revenue Total		\$91,400	\$37,553.68	\$130,747	\$96,020.00	\$99,500	\$96,000.00	\$7,250	\$14,153.01	\$5,000	\$0.00
Expenses:											
17-150-7020	Employee Costs	\$68,009	\$73,923.76	\$77,800	\$90,785.94	\$95,342	\$93,913.46	\$115,499	\$81,583.94	\$68,753	
18-150-7030	Travel Expense - Staff	\$300		\$350		\$350	\$23.44	\$350	\$30.09	\$150	
18-150-7140	Courses and Seminars	\$300		\$300		\$300		\$300	\$270.00	\$500	
18-150-7147	Transfer Station Fees	\$1,000	\$642.00	\$1,000	\$1,078.00	\$1,100	\$1,248.00	\$1,100	\$1,032.00	\$1,200	
18-150-7153	Telephone	\$500	\$112.71	\$500							
18-150-7154	West Washroom Hydro	\$600	\$737.04	\$600	\$714.19	\$750	\$1,212.59	\$1,000	\$911.37	\$1,000	
18-150-7155	Water Usage-West Washrooms						\$434.00	\$500	\$565.56	\$600	
18-150-7156	Advertising and Promotion										
18-150-7190	PIHC Fundraiser Expenses-Washrooms			\$2,500	\$2,260.62						
18-150-7191	Health & Safety	\$250	\$225.13	\$500	\$484.92	\$500	\$408.29	\$1,100	\$281.89	\$600	
18-150-7192	Materials and Supplies	\$2,000	\$2,185.41	\$2,000	\$2,338.73	\$3,000	\$2,500.66	\$3,000	\$3,407.23	\$3,500	
18-150-7193	Vehicle Expense	\$2,000	\$2,345.35	\$2,500	\$165.91	\$2,500	\$906.38	\$2,500	\$3,624.92	\$2,500	
18-150-7194	Equipment Rental	\$500									
18-150-7195	Propane	\$1,000	\$67.85	\$1,000	\$2,526.25	\$2,500	\$1,431.66	\$2,500	\$1,027.63	\$2,500	
18-150-7196	Licenses and Permits	\$150	\$360.00	\$360	\$12.75						
18-150-7230	Equipment Maintenance	\$4,000	\$1,813.06	\$4,000	\$1,214.78	\$4,000	\$3,643.74	\$4,000	\$1,504.05	\$4,000	
18-150-7235	Equipment	\$2,000	\$147.70	\$2,000		\$2,000	\$974.80	\$1,750		\$2,000	
18-150-7238	Trail Maintenance	\$10,000	\$5,361.00	\$10,000		\$5,000		\$7,500		\$5,000	
18-150-7240	Building & Lot Maintenance	\$2,500	\$2,121.59	\$2,500	\$2,365.02	\$2,500	\$2,751.33	\$2,500	\$1,312.40	\$2,500	
18-150-7242	Fuel Expense	\$4,500	\$5,489.82	\$7,900	\$8,276.50	\$8,500	\$8,471.97	\$8,755	\$8,011.06	\$8,500	
18-150-7500	Internet Expense	\$500	\$574.95	\$575	\$582.17	\$590	\$1,354.26	\$610	\$670.16		
18-150-7300	Insurance	\$6,110	\$7,922.55	\$9,111	\$8,311.49	\$9,866	\$9,708.41	\$10,162		\$10,467	
18-150-7354	Loan Payment - Trailer	\$320	\$308.64	\$309	\$308.64	\$309	\$308.64	\$309	\$308.64	\$319	
18-150-7400	Friends of Pelee Expenses	\$1,000	\$666.91	\$1,000	\$1,000.00	\$1,000	\$898.59	\$1,000	\$903.17	\$1,000	
18-150-7800	Capital Expense	\$18,000		\$17,500	\$500.00	\$20,000	\$17,598.41				
18-150-7801	Grant Projects	\$86,400		\$110,000	\$41,397.82	\$70,000	\$71,856.21				
18-150-7802	Capital-Fleet/Equipment					\$7,000		\$10,000	\$5,179.54		
18-150-7900	Transfer to Reserves		\$15,000.00		\$93,247.00						
Expense Total		\$211,939	\$120,005.47	\$254,305	\$257,570.73	\$237,107	\$219,644.84	\$174,435	\$110,623.65	\$115,089	\$0.00
Net Surplus (Deficit)		(\$120,539)	(\$82,451.79)	(\$123,558)	(\$161,550.73)	(\$137,607)	(\$123,644.84)	(\$167,185)	(\$96,470.64)	(\$110,089)	\$0.00

Township of Pelee 2025 Proposed Budget

Pheasant Farm

UNAUDITED

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Revenue:										
15-620-5600 Other Revenue		\$250.00				\$960.00				
15-620-5503 Currency Exchange						\$536.61		\$76.12		
15-620-5650 Trail Maintenance-Non Township										
15-620-5820 Fall Hunt Licensing	\$181,750	\$188,252.25	\$200,000	\$194,515.32	\$217,500	\$216,828.47	\$240,000	\$240,129.73	\$261,000	
15-620-5821 Winter Hunt Licensing		\$25.00				\$228.00				
15-620-5822 Rabbit Hunt Licensing	\$50	\$294.50	\$125	\$125.00	\$450	\$450.00	\$450	\$113.00	\$100	
15-620-5824 Clean Up Hunt	\$23,500	\$31,256.09	\$34,375	\$29,525.00	\$30,000	\$22,607.67	\$30,000	\$26,648.01	\$28,000	
15-620-5825 Small Game Non-Resident License Sale/E	\$8,000	\$2,311.79	\$2,500	\$6,550.65	\$6,500	\$7,946.17	\$8,000	\$5,394.69	\$5,500	
15-620-7453 Hunt Merchandise								\$8,908.95	\$9,500	
18-620-6999 Transfer from Reserves										
Revenue Total	\$213,300	\$222,389.63	\$237,000	\$230,715.97	\$254,450	\$249,556.92	\$278,450	\$281,270.50	\$304,100	\$0.00
Expenses:										
17-620-7020 Employee Costs	\$30,497	\$10,832.30	\$11,715	\$7,395.98	\$10,763	\$5,014.17	\$12,085	\$6,588.76	\$21,062	
18-620-5823 Hunt Refunds		\$500.00		\$765.39		\$308.00		\$469.90		
18-620-7030 Travel Expenses Staff	\$200									
18-620-7130 Memberships										
18-620-7140 Courses & Seminars										
18-620-7146 Printing and Stationery	\$450	\$559.22	\$650	\$734.59	\$750	\$2,440.03	\$750	\$1,885.32	\$2,500	
18-620-7147 Transfer Station Fees	\$15	\$6.00	\$15		\$12			\$172.00	\$200	
18-620-7151 Office Expense-fees	\$1,500	\$341.06								
18-620-7152 Payment Processing Fees	\$3,500	\$2,424.63	\$2,750	\$3,483.08	\$3,000	\$3,458.32	\$3,500	\$3,864.69	\$5,000	
18-620-7153 Telephone/Fax Pheasant Farm	\$1,400	\$860.00	\$860	\$867.53	\$875	\$843.58	\$875	\$1,315.72	\$430	
18-620-7154 Hydro Pheasant Farm	\$1,500	\$1,283.10	\$1,300	\$1,439.19	\$1,325	\$1,464.51	\$1,500	\$1,349.64	\$1,500	
18-620-7156 Advertising/Promotion										
18-620-7160 Other Expense										
18-620-7161 Delivery Charges										
18-620-7190 Insurance Claims				\$500.00		\$1,000.00				
18-620-7191 Health & Safety	\$250									
18-620-7192 Materials and Supplies	\$4,600	\$84.97	\$500	\$783.14	\$500	\$225.00	\$500	\$864.10	\$750	
18-620-7193 Vehicle Expense	\$1,000		\$1,000	\$326.09	\$500					
18-620-7196 Licenses and Permits	\$140	\$20.80	\$140							
18-620-7230 Equipment Maintenance	\$3,000	\$330.53	\$1,000							
18-620-7235 Trail Maintenance										
18-620-7240 Building and Lot Maintenance	\$3,000		\$3,000	\$33.00		\$25,440.05				
18-620-7241 Heating										
18-620-7242 Fuel Expense	\$2,500	\$483.02	\$750	\$750.82	\$775	\$518.62	\$800	\$526.79	\$675	
18-620-7300 Insurance	\$3,970		\$3,970	\$520.12	\$1,000		\$150		\$155	
18-620-7303 Planning & Consulting									\$2,500	
18-620-7308 Provincial Licence Expense	\$7,680	\$2,264.32	\$2,425	\$6,185.22	\$6,240	\$7,043.10	\$7,680	\$5,265.81	\$5,368	
18-620-7450 Feed										
18-620-7451 Medications										
18-620-7452 Birds	\$114,321	\$114,576.64	\$143,000	\$138,137.25	\$158,125	\$164,893.89	\$178,500	\$176,727.38	\$189,000	
18-620-7453 Hunt Merchandise								\$7,243.29	\$7,500	
18-620-7800 Capital Expense					\$26,000					
Expense Total	\$179,523	\$134,566.59	\$173,075	\$161,921.40	\$209,865	\$212,649.27	\$206,340	\$206,273.40	\$236,640	\$0.00
Net Surplus (Deficit)	\$33,777	\$87,823.04	\$63,925	\$68,794.57	\$44,585	\$36,907.65	\$72,110	\$74,997.10	\$67,461	\$0.00

2023 Year End- Less Pheasant Farm Property Clean up	
Revenue	\$ 249,556.92
Total Expenses	\$ 212,649.27
Property Maintenance	\$ (25,440.05)
Revenue from Hunt	\$ 62,347.70

Township of Pelee 2025 Proposed Budget

Planning Services

		2022		2023		2024		2025	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Revenue:									
18-700-5500	ERCA Planning Fees						\$2,150.00		
15-700-5806	Application Fees	\$2,500	\$1,500.00	\$3,500		\$5,000	\$10,200.00	\$5,000	
15-700-6999	Transfer from Reserves/Reserve funds	\$35,648	\$35,468.00			\$35,000		\$44,250	
Revenue Total		\$38,148	\$36,968.00	\$3,500	\$0.00	\$40,000	\$12,350.00	\$49,250	\$0.00
Expenses:									
17-700-7020	Employee Costs					\$35,060	\$52,570.86	\$74,896	
18-700-5500	ERCA Planning Fees						\$550.00		
18-700-7030	Travel Expense							\$500	
18-700-7130	Courses & Seminars							\$500	
18-700-7151	Office Expense-Planning					\$2,500	\$1,391.97		
18-700-7160	Other Expense							\$3,000	
18-700-7301	Legal Fees- Planning							\$10,000	
18-700-7303	Consulting Fees-Planning	\$35,000	\$10,739.33	\$15,000	\$10,563.78	\$15,000	\$4,447.81	\$10,000	
18-700-7304	Official Plan Review Fees	\$5,000				\$45,000	\$750.00	\$47,750	
18-700-7304	Plan Reviews/Studies (Other)								
18-700-7305	Zoning By-Law Update	\$5,000							
19-700-7850	Transfer to Reserves		\$35,000.00				\$44,250.00		
Expense Total		\$45,000	\$45,739.33	\$15,000	\$10,563.78	\$97,560	\$103,960.64	\$146,646	\$0.00
Net Surplus (Deficit)		(\$6,852)	(\$8,771.33)	(\$11,500)	(\$10,563.78)	(\$57,560)	(\$91,610.64)	(\$97,396)	\$0.00

Police Services

		2022		2023		2024		2025	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
Revenue:									
15-210-5810	Rent and Expenses	\$4,134	\$7,580.43	\$3,445	\$3,445.65				
15-210-6999	Transfer from Reserves-Police		\$316,587.00	\$139,800	\$139,800.55				
Revenue Total		\$4,134	\$324,167.43	\$143,245	\$143,246.20	\$0	\$0.00	\$0	\$0.00
Expenses:									
18-210-7192	Materials and Supplies								
18-210-7240	Building and Lot Maintenance						\$1,370.11		
18-210-7315	Policing Contributions	\$112,776	\$112,776.00	\$148,872	\$167,226.00	\$122,195	\$118,273.00	\$109,367	
18-210-7316	Policing Contributions Payable			\$167,218					
18-210-7317	Police board							\$15,000	
18-210-7900	Transfer to Reserves								
Expense Total		\$112,776	\$112,776.00	\$316,090	\$167,226.00	\$122,195	\$119,643.11	\$124,367	\$0.00
Net Surplus (Deficit)		(\$108,642)	\$211,391.43	(\$172,845)	(\$23,979.80)	(\$122,195)	(\$119,643.11)	(\$124,367)	\$0.00

Township of Pelee 2025 Proposed Budget

West Water Plant

UNAUDITED

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
Revenue:										
15-410-5201 Grants -CWWF										
15-410-5210 Grant - Provincial										
15-410-5600 Postable Water fund-Hell on Heels						\$6,220.93				
15-410-5801 West Shore Water User Charges	\$17,000	\$13,314.90	\$17,200	\$15,757.93	\$17,550	\$17,265.47	\$19,250	\$18,432.08	\$19,750	
15-410-5802 West Shore Water Bulk Station	\$14,000	\$18,102.63	\$18,750	\$23,367.50	\$25,000	\$30,472.19	\$31,500	\$32,258.11	\$33,250	
15-410-5803 West Shore Water Bottle Station	\$6,250	\$6,497.20	\$6,750	\$8,372.18	\$10,000	\$10,489.55	\$11,000	\$14,294.61	\$16,000	
15-410-5804 Water Service - School		\$5,000.00	\$5,000	\$5,000.00	\$5,000	\$5,000.00	\$5,000	\$5,000.00	\$5,000	
15-410-7900 Capital Borrowing										
15-410-7032 Transfer from Reserve					\$9,200	\$9,200.00				
15-410-7032 West Water Installation/Repair				\$348.59	\$4,000					
Revenue Total	\$37,250	\$42,914.73	\$47,700	\$52,846.20	\$70,750	\$78,648.14	\$66,750	\$69,984.80	\$74,000	\$0.00
Expenses:										
17-410-7020 Employee Costs	\$60,767	\$52,192.56	\$53,236	\$60,924.93	\$61,743	\$61,083.66	\$81,853	\$57,187.64	\$81,462	
18-410-5201 CWWF Grant Expenses										
18-410-5600 Potable Water Fund Allocations						\$4,000.00		\$1,750.00		
17-410-7021 Pelee Is. Public School-Employees		\$697.78		\$637.40		\$638.40		\$837.53		
18-410-7021 Pelee Is. Public School Water-Expense		\$541.75		\$435.92		\$555.21		\$552.27		
18-410-7030 Travel Expense - Staff	\$100		\$100		\$100	\$175.42	\$100	\$90.12	\$250	
18-410-7055 Operator Contract								\$767.01	\$2,500	
18-410-7130 Memberships	\$170									
18-410-7140 Courses and Seminars	\$2,000	\$50.88	\$2,000	\$529.19	\$2,000	\$242.52	\$3,500	\$175.53	\$5,000	
18-410-7145 Computer Expense	\$2,500		\$2,500		\$3,000		\$3,000		\$3,000	
18-410-7147 Transfer Station Fees	\$12	\$6.00	\$12	\$65.00	\$20	\$8.00	\$20		\$20	
18-410-6999 Transfer to Reserves										
18-410-7151 Office Expense	\$500									
18-410-7152 Water Alarms Expense										
18-410-7153 Telephone West Shore Water	\$2,650	\$2,243.94	\$2,250	\$1,919.84	\$2,250	\$1,930.40	\$2,250	\$1,512.31	\$750	
18-410-7154 Hydro West Shore Water	\$11,200	\$8,866.97	\$9,000	\$10,550.22	\$10,750	\$10,414.02	\$10,750	\$7,752.15	\$10,750	
18-410-7156 Advertising and Promotion										
18-410-7157 Cell Phone										
18-410-7160 Other Expenses										
18-410-7161 Delivery Charges										
18-410-7191 Health and Safety	\$250		\$250		\$500	\$122.10	\$600	\$193.32	\$1,500	
18-410-7192 Materials and Supplies	\$3,500	\$991.35	\$12,000	\$6,904.13	\$15,000	\$10,712.99	\$12,000	\$14,961.13	\$15,000	
18-410-7193 Vehicle Expense	\$4,000	\$3,802.48	\$4,000	\$2,394.36	\$10,000	\$9,610.69	\$4,000	\$6,407.84	\$7,500	
18-410-7194 Equipment Rental										
18-410-7195 Internet Expense Bell Stick										
18-410-7196 Licences & Permits	\$950	\$947.50	\$950	\$565.75	\$950	\$2,149.50	\$950	\$32.50	\$950	
18-410-7197 Water Testing	\$4,000	\$1,524.14	\$4,000	\$2,184.18	\$2,500	\$2,305.22	\$2,575	\$4,277.64	\$5,000	
18-410-7230 Equipment Maintenance	\$15,000	\$13,486.31	\$15,000	\$18,989.76	\$15,000	\$23,390.76	\$15,000	\$7,804.36	\$15,000	
18-410-7240 Building and Lot Maintenance	\$500		\$500	\$216.24	\$500	\$4.50	\$500		\$500	
18-410-7242 Fuel Expense	\$2,200	\$2,634.92	\$3,500	\$2,808.65	\$3,500	\$5,695.52	\$6,600	\$4,579.24	\$6,000	
18-410-7245 Septic Maintenance	\$900	\$814.08	\$900	\$525.08	\$900	\$641.08	\$900		\$750	
18-410-7275 Purifying Supplies										
18-410-7300 Insurance	\$4,235	\$5,491.32	\$6,315	\$5,760.86	\$3,838	\$6,738.49	\$3,953		\$4,072	
18-410-7303 Planning & Consulting	\$29,500	\$2,346.95	\$29,500	\$1,738.00	\$5,000		\$15,000		\$25,000	
18-410-7354 Water Plant Upgrade Loan	\$16,189	\$16,188.36	\$16,189	\$16,188.36	\$16,189	\$16,188.36	\$16,189	\$12,141.27	\$16,789	
18-410-7800 Capital Expense	\$9,500	\$8,237.66	\$9,500	\$254.40	\$9,200					
18-410-7801 Capital Fleet/Equipment					\$10,000					
18-410-7900 Transfer to Reserves				\$9,200.00		\$19,200.00				
Expense Total	\$170,623	\$121,064.95	\$171,702	\$142,792.27	\$172,940	\$175,806.84	\$179,740	\$121,021.86	\$201,793	\$0.00
Net Surplus (Deficit)	(\$133,373)	(\$78,150.22)	(\$124,002)	(\$89,946.07)	(\$102,190)	(\$97,158.70)	(\$112,990)	(\$51,037.06)	(\$127,793)	\$0.00



THE CORPORATION OF THE
Township Of Pelee
THE CORPORATION OF THE TOWNSHIP OF PELEE
REPORT NO. 2025 – 07 MF

Author's Name: Michelle Feltz	Report Date: January 22, 2025
Resolution #:	Date to Council: January 28, 2025

To: Mayor and Members of Council

Subject: Council/Committee Remuneration and Expenses

1. RECOMMENDATION:

It is recommended that:

1. The report from the Treasurer dated January 28, 2025 regarding Council/Committee Remuneration **BE RECEIVED**;

2. BACKGROUND:

The Municipal Act, Section 284 (1) states:

The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:

- a) Each member of Council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- b) Each member of council in respect of his or her service as an officer or employee of the municipality or other body described in clause (a); and
- c) Each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

Authorizing By-Law: 2019-16

The following is the required information for 2024:

Council Disbursements:

Council Member	Municipal Officer's Allowance	Council Expenses	Total
Briggs-Crawford, S.-Councillor	\$ 7,000.00	\$ -	\$ 7,000.00
DeLellis, D.-Councillor	\$ 7,000.00	\$ -	\$ 7,000.00
Malloch, D.-Deputy Mayor	\$ 8,000.00	\$ -	\$ 8,000.00
Miller, C.-Mayor	\$ 11,000.00	\$ 1,463.48	\$ 12,463.48
Taylor, M.-Councillor	\$ 7,000.00	\$ -	\$ 7,000.00



Michelle Feltz
Treasurer

MF/

Attachments:

DEPARTMENTS/OTHERS CONSULTED: Administration Name: Title: Email:
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THE CORPORATION OF THE
Township Of Pelee
THE CORPORATION OF THE TOWNSHIP OF PELEE
REPORT NO. 2025 – 8 KH

Author’s Name: Kristine Horst	Report Date: January 9, 2024
Resolution #:	Date to Council: January 28, 2025

To: Mayor and Members of Council

Subject: Leasing of Property Policy and Disposition of Land

1. RECOMMENDATION:

It is recommended that:

1. The report from the Township Administrator & Clerk dated January 9, 2025, regarding the Leasing of Property Policy and Disposition of Land **BE RECEIVED**;
2. The Policies **BE APPROVED** and effective as of January 28th, 2025; and
3. The Disposition of Land By-law **BE ADOPTED** at the Regular Meeting of Council on January 28th, 2025.

2. BACKGROUND:

The Township of Pelee does not have an active policy for the leasing of municipal property, however there are several municipal properties currently being leased with the potential for other leases in the future.

The purpose of introducing a policy regarding the leasing of municipal property is to provide a framework for managing leases that is fair, reasonable and in the best interests of the Township and in support of approved projects, programs, policies and the Council Term Plan. This policy would also ensure returns to the municipality are fair, reasonable and in the best interest of the Township, as well as ensuring compliance with the provisions of the *Municipal Act*, the *Assessment Act*, and other applicable statues and Township policies with respect to leasing of property.

3. DISCUSSION:

The attached proposed policy outlines general practices that can be used going forward to ensure each lease of municipal property is treated fairly and in compliance with required and applicable statutes.

The Policy lays out how property will be allocated, allocation of costs, insurance requirements and other standard requirements for leasing of municipal properties. The Policy will not replace leasing agreements, but rather a document to guide and establish consistent and transparent controls and procedures for the leasing of property owned by the Township, while ensuring that the Township's assets and interests are safeguarded.

To better align the Township's policy and procedures governing the sale and other disposition of land, it is recommended that By-law 2016 – 20 be repealed and replaced with a new Disposition of Land By-law with similar procedures that are updated to align with current Township practices and the proposed Leasing of Property Policy. The most notable change is recognizing that disposition of property can come in several forms beyond the standard sale of a property, including leases that extend beyond 35 years. Therefore, the proposed By-law centres around disposition of land rather than solely the sale of property.

4. CONCLUSION:

The proposed policies and By-law regarding leasing of property and the updated Disposition of Land By-law will benefit the Township by providing fair and consistent policies and procedures.

The Township of Pelee will continue to review and amend policies on a regular basis, as well as introduce new policies from time to time to continue to improve the Township's commitment to establishing consistent and transparent controls and procedures.

Kristine Horst

Kristine Horst

Township Administrator & Clerk

KH

Attachments:

Leasing of Property Policy

Disposition of Land Draft By-law

Subject: **Leasing of Property**

Policy #: **24 – 25**

Date Approved:

Resolution:

Amendments:

1. POLICY STATEMENT

The Corporation of the Township of Pelee (the “**Township**”) is committed to establishing consistent and transparent controls and procedures for the leasing of property owned by the Township, while ensuring that the Township’s assets and interests are safeguarded.

2. PURPOSE

The purpose of this policy is to:

- (a) provide a framework for managing leasing and sub-leasing of Township property that is fair, reasonable and in the best interests of the Township and in support of approved projects, programs, policies and the Council Term Plan.
- (b) seek returns to the Township that are fair, reasonable and in the best interest of the Township.
- (c) ensure compliance with the provisions of the Municipal Act, the Assessment Act, and any other applicable statutes and Township policies with respect to leasing of property.

3. SCOPE

3.1 This policy applies to all parties entering lease agreements with the Township for Property (as defined below) for the lease or sublease of such Property. This includes any agents,

assignees, or authorized consultants acting on behalf of the Township for use of Township-owned properties.

3.2 This policy applies to all new agreements and existing agreements upon renewal for occupancy or Township property defined as Revenue Leases (as defined below).

3.3 This policy does not apply to facility rentals agreements for recreational purposes and encroachments on Municipal rights-of- way.

4. DEFINITIONS

- (a) **“Appraisal”** means an estimate or opinion of the rental value of lands and/or buildings.
- (b) **“Assessment Act”** means the *Assessment Act*, R.S.O. 1990, c. A.31, as amended.
- (c) **“Council”** means the municipal council of the Township.
- (d) **“Direct Negotiation”** means the non-competitive bargaining process between the Township and one or more parties seeking to reach an agreement.
- (e) **“Gross Lease”** means an agreement in which the Tenant pays a fixed rate of rent and the Township pays all maintenance, utilities, taxes and capital costs without further adjustment from the Tenant.
- (f) **“Lease”** means the lease or sublease of all or a proportion of a Property by a Tenant for exclusive or non-exclusive occupancy for a specified period of time and for a specified consideration (rent).
- (g) **“Lease Agreement”** means a written agreement between the Township and a Tenant with respect to a Lease.
- (h) **“Market Value”** means the rate that a property would most likely command on the open market, as evidenced by rent/fees being paid for comparable properties with similar characteristics including, without limitation, the use thereof.
- (i) **“Municipal Act”** means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- (j) **“Not-For-Profit Organization”** means a legal entity that operates to serve the public by providing products or services to improve or benefit a community, as opposed to an entity that operates as a business aiming to generate a profit.
- (k) **“Property”** means, real property, including land, buildings, and structures, owned or leased by the Township.
- (l) **“Revenue Lease”** is a contract by which the owner (lessor) of a property grants a second party the right to its exclusive possession and use under specific conditions.
- (m) **“Staff”** means the staff and employees of the Township.
- (n) **“Tenant”** means a tenant occupying a Property in accordance with a Lease.

5. INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to

time. Any references to a Township policy or by-law shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. GENERAL CONDITIONS

6.1 Allocation of Property

- (a) Use of Property shall be subject to the following order of priority:
 - (i) Municipal purposes, including administration, program, and service delivery;
 - (ii) Municipally funded agencies, boards, and committees;
 - (iii) Agencies with fee for service agreements; and
 - (iv) Not-for-Profit Organizations, other levels of government, and the general public.
- (b) The Township may enter into Direct Negotiations on unsolicited requests to lease or sublease Property where Council deems it is in the best interests of the Township.
- (c) In the event the Township seeks to lease or sublease Property and intends to solicit offers, the Township will invite offers through open advertisement. For clarity, the foregoing is not required in the event of Direct Negotiations but Direct Negotiations shall not prohibit the Township from advertising in the event that Council intends to solicit offers.
- (d) Occupancy of any and all Property by a Tenant will require terms and conditions to be approved by the Township including, without limitation, by Council. Council reserves the right to refuse, in its sole discretion, any submission to Lease any Property or part thereof, regardless of whether the applicant has met all policies herein for purposes which it deems to be in the best interests of the Township.

6.2 Market Value

The Lease of Property will be for Market Value for such Property taking into account the specific characteristics of the Property and the intended uses by the Tenant.

6.3 Appraisal

In determining Market Value, Council may or may not require an Appraisal of the subject Property to be leased to assist in making such determination.

6.4 Written Leases

The Township will enter into a Lease Agreement, in a form satisfactory to the Township, for all Leases with Tenants.

6.5 Approval of Leases

The approval of all Leases and occupancy of any Property by a Tenant will require terms and conditions of such Lease, including the Lease Agreement to be approved by Council or their delegate.

6.6 Allocation of Costs

- (a) Unless specified in a Lease Agreement, all Leases will be on a net basis to the Township with the Tenant responsible for payment of all operating costs included, but not limited to taxes, utilities, maintenance, insurance, and any other costs incurred related to the Tenant's occupancy of the property, or their proportionate share thereof, as the case may be. The Township may enter into a Gross Lease in relation to Property depending on the nature of such Lease and proposed use of the Property provided that in entering into such Gross Lease, the Township will consider all operating costs associated with the Property in establishing the rent payable pursuant to such Lease.
- (b) Unless there is a compelling business case to suggest otherwise, all capital improvements to Property subject to a Lease will be paid for by the Tenant either as an upfront capital contribution or to be recovered by the Township as additional rent in the terms of the Lease.
- (c) Leasing of the Township Property will be for Market Value based on similar uses of the Property and best estimations of the Township based on available information.

6.7 Environmental Due Diligence

Prospective Tenants will be required to complete a pre-screening survey to identify in detail, all materials, pollutants, including but not limited to, chemicals and related items that may be used and/or stored on the Property during the Tenant's occupancy. Staff will seek required assistance as deemed necessary to assist in determining suitability of the Tenant for occupancy and/or terms and conditions regarding any materials of concern.

6.8 Pre-consultation

Unsolicited requests to Lease Property will require a pre-consultation with the Township Administrator & Clerk or designate to determine the suitability of the Tenant and the Property.

6.9 Rent Increases

Leases will be negotiated with appropriate terms that will allow the Municipality to increase rents annually.

6.10 Insurance

- (a) The Township will require all Tenants to carry their own insurance as determined by the Township but not limited to property and liability coverage in amounts deemed appropriate for the business and Tenant.
- (b) All Tenants will be required to name the Township as an additional insured.

6.11 Sub-Leasing

Tenants wishing to sublet Property are required to seek the prior written consent of Council, such consent to be in the Council's sole discretion.

7 RESPONSIBILITIES

7.1 **Council** has the authority and responsibility to:

- (a) Adopt the Policy.
- (b) Approve all individual Leases.

7.2 The **Township Administrator & Clerk** has the authority and responsibility to:

- (a) Negotiate and finalize terms of all individual Leases.
- (b) Review policies related to leasing and make recommendations to Council.
- (c) Review all agreements, Leases and/or contracts with the Township solicitor.

7.3 The **Treasurer** has the authority and responsibility to:

- (a) Maintain financial accounting systems necessary to:
 - a. Track payment of rents;
 - b. Issue invoices as necessary; and,
 - c. Assist Staff with annual reconciliation of rents.

7.4 **Staff** have the authority and responsibility to:

- (a) Review policies related to leasing and make recommendations to Council and the Township Administrator & Clerk as applicable.

8 LEGISLATIVE REFERENCES

- (a) *Municipal Act, 2001*, S.O. 2001, c. 25
- (b) *Assessment Act*, R.S.O. 1990, c. A.31

REVIEW CYCLE

This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the Township Administrator & Clerk or designate.

**THE CORPORATION OF
THE TOWNSHIP OF
PELEE**

BY-LAW NO. 2025 – 12

“Disposition of Land”

(January 28, 2025)

A by-law to establish a policy and procedures governing the sale and
other disposition of land

WHEREAS The Municipal Act (as defined below) has been amended by the *Municipal Statute Law Amendment Act 2006*, S.O. 2006, c.32 and Section 268 which previously governed the sale of real property has been repealed.

AND WHEREAS Section 270 of the Municipal Act enacted on January 1, 2008, now only requires The Corporation of the Township of Pelee to adopt and maintain policies with respect to the sale and other disposition of land.

AND WHEREAS it is deemed expedient to pass a by-law to establish procedures governing the sale and other disposition of land owned by the Municipality;

NOW THEREFORE, the Council of The Corporation of the Township of Pelee
HEREBY ENACTS as follows:

1. SHORT TITLE

This By-law may be referred to as the "Disposition of Land By-law".

2. DEFINITIONS

In this by-law:

"Municipal Act" means the *Municipal Act, 2001*, S.O. 2001, C.25, as amended.

"Appraisal" means an opinion of the fair market value of the Surplus Land provided by a land appraiser or such other qualified person as Council may provide in this policy.

"Certificate" means the Clerk's Certificate verifying that, to the best of his/her knowledge, the requirements of the *Municipal Act, 2001* and a policy which applies to the sale of surplus land have been complied with.

"Clerk" means the Township Clerk of The Corporation of the Township of Pelee or a person designated by Council.

"Council" means the Council of The Corporation of the Township of Pelee.

"Disposition" means the transfer, sale, conveyance, exchange or grant by the Township of an interest in Lands, which may include a lease (including any renewal or extensions of the term provided for in the lease) where the term of such lease exceeds thirty-five (35) years

"Roadway" means a common and public roadway and includes any bridge, trestle, viaduct or other structure forming part of the roadway and, except as otherwise provided, includes a portion of a roadway.

"Land" means lands owned by the Township, whether vacant or not, or any other proprietary interest in lands by the Township, and, without limited the generality of the foregoing, includes easement, rights-of- way, road allowances, leaseholds exceeding thirty-five (35) years, and an interest in lands under an agreement of purchase and sale. Without limiting the generality of the foregoing, lands temporarily conveyed to the Township for municipal purposes intended to be reconveyed to the grantor, and any land or interest in land Quit Claimed or released by the Township shall be excluded from the definition of "Land".

"Local Board" means a municipal service board, public library board, police services board, planning board or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities.

"Newspaper" means a printed publication in sheet form, intended for general circulation in the Township of Pelee, published regularly at intervals of no longer than two weeks, consisting in great part of news of current events of general interest that may or may not be sold to the public and to regular subscribers.

"Notice" means a written, printed, published, or posted notification or announcement.

"Planning Act" means the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

"Public Register" means a listing and description of real property owned or leased by the Township or Board to be maintained in the Clerk's Office and to be made available to the public, but shall not include those classes of lands deemed to be exempt.

"Published" means published in bi-weekly newspaper that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby, and "publication" has a corresponding meaning.

"Surplus Land" means any Land declared surplus by the Council of the Township.

"Township" means The Corporation of the Township of Pelee.

3. DECLARATION OF SURPLUS LAND

- a) Prior to the Disposition of any Land, Council shall, by a resolution or by-law, at a meeting open to the public, declare the land to be Surplus Land.

4. PROCEDURE FOR DISPOSITION OF SURPLUS LAND

4.1 Appraisal

- a) Before the Disposition any Surplus Land, the Township shall obtain an Appraisal or Letter of Opinion of the fair market value of the Surplus Land from:
 - i. An independent qualified appraiser who shall be registered member in good standing of the Appraisal Institute of Canada, or
 - ii. A real estate brokerage firm or an independent real estate agent, or
 - iii. Any other person deemed by the Township to be qualified for this purpose, including a qualified land assessor in the Province of Ontario.
- b) Notwithstanding the above requirement, the Township shall not be required to obtain an Appraisal for any class of Surplus Land or Disposition of Surplus Land to any public body as follows:
 - a. Land 0.3 metres or less in width acquired in connection with an approval or decision under the Planning Act.
 - b. Closed roadways if sold to an owner of land abutting the closed roadways.
 - c. Roadways, including road allowances.
 - d. Land that does not have direct access to a roadway if sold to the owner of land abutting that land.
 - e. Land repurchased by an owner in accordance with the *Expropriations Act* (Ontario).

- f. Easements granted to public utilities, cable or to telephone companies.
- g. Land sold under the Municipal Act for tax arrears.
- h. The entering into an Agreement to provide for a long-standing encroachment.
- i. The granting of a license to use property which is less than a lease.
- j. The granting of Municipal consents to utilities companies for the placement of physical property on municipal right-of-way.
- k. Land sold to another municipality.
- l. Land sold to the Crown in Right of Ontario or Canada and their agencies.

4.2 Notice

- a) Before a Disposition of any Surplus Land, the Township shall publish a Notice in at least one (1) newspaper and on the Township's website. Additional Notice, including publication in newspapers which provide general distribution within or beyond the geographic area of the Township shall be at the discretion of the Township Clerk.
- b) The Township shall give Notice no later than 14 days prior to the Disposition of the Surplus Land and shall include the following:
 - i) A brief description of the reason for the Disposition;
 - ii) The proposed date of the Disposition and/or the date, time and location of the meeting where Council will consider the Disposition;
 - iii) A legal description, municipal address and/or key map which in the opinion of the Clerk is sufficient to identify the Surplus Lands to be subject to the proposed Disposition;
 - iv) When and where information pertaining to the Disposition will be available for public viewing; and
 - v) Name and contact information of the person handling the Surplus Land Disposition and/or the deadline for any written submissions to the Township.

4.3 Survey

- a} Before the Disposition of any Surplus Land, the Township shall obtain a survey of the Surplus Land from an independent surveyor in accordance with the laws of the Province of Ontario. This requirement is deemed to be waived if:
 - (a) in the opinion of the Clerk, a current survey exists; or
 - (b) if an alternate legal description for the Surplus Land exists.

4.4 Other Actions

- a) Before a Disposition of any Surplus Land, the Township shall be satisfied that it is legally able to complete such Disposition of the Surplus Land and shall obtain approval from any other agencies, as may be required by law.

4.5 Due Diligence

- a) The purchaser/lessor in any Disposition is responsible to complete any and all due diligence to ensure the Surplus Land is useable for the intended purposes.

5. METHOD OF DISPOSITION

Council shall determine the appropriate method of Disposition for each parcel of Land declared Surplus Land. Based on such method chosen, the following procedures shall be followed:

5.1 Tender or Quotation

- a) Where the method of Disposition is by tender or quotations the Township shall:
 - i) estimate the costs incurred or required for the proposed Disposition of the Surplus Land including any Appraisal, public notice, survey, legal fees, encumbrances, improvements or such other costs associated with the Disposition;
 - ii) determine a reserve bid amount based on the appraised value of the Surplus Land plus estimated costs above;
 - iii) prepare an Invitation to Tender or Request for Quotations which shall be reviewed by the Treasurer before publication;
 - iv) include in all Invitations to Tender or Request for Quotations the statement that "the highest or any offer may not necessarily be accepted"; and
 - v} give notice by way of posting on the Township website and publishing in at least one (1) newspaper of general circulation at least 14 days prior to

the date when the tenders or quotations will be considered by Council.

- b) Council reserves the right to accept a tender or quotation less than the received bid amount where, in the opinion of Council, it is in the best interests of the Township to do so.

5.2 Real Estate Broker

- a) Where the method of Disposition is by way of the use of a real estate brokerage or broker, the Township shall:
 - i) Invite proposals from not less than three (3) real estate brokerages or brokers operating in the Township or part of the Township. Said proposals are to include a recommendation to Council on the listing price based on an evaluation of the fair market value of the Surplus Land, the proposed term of the listing agreement, services to be provided, and the real estate commission payable by the Township.
 - ii) Ensure that the real estate broker or agent posts at least one "For Sale/Lease" sign at the subject Surplus Land including the name of the broker and telephone number;
 - iii) Ensure that the real estate broker or agent lists the Surplus Land for sale/lease on the Multiple Listing Service and actively and aggressively market the lands;
 - iv) Ensure that all prospective purchasers/lessors are made aware that "the highest or any offer may not necessarily be accepted"; and
 - v) Have all offers submitted to the Clerk for presentation to Council, prior to the Disposition being completed;
- b) Council reserves the right to adjust the listing price in consultation with the listing brokerage, broker and agents and/or accept an offer less than the listing price where, in the opinion of Council, it is in the best interests of the Township to do so.

5.3 Sale of Closed Roadway

- a) Where the Surplus Land is a closed roadway or is being closed under the provisions of the Municipal Act, the Township shall:

- i) Estimate the costs incurred or required to close and/or complete the Disposition of the roadway including public notice, survey, legal fees, realty fees, encumbrances, improvements or such other costs associated with the land sale;
 - ii) All costs incurred are the responsibility of the applicants for the purchase;
 - iii) Determine a sale price based on the value of the Surplus Land plus estimated costs above;
 - iv) Where the purpose of the proposed road closure and sale is to permit development of the Surplus Land either as part of an application under the Planning Act or the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended, the Township shall determine the value of the Surplus Land in a manner consistent with this By-Law;
 - v) The Township may, at its sole discretion, place a nominal value on Surplus Land where the purpose of the road closure and Disposition is to resolve a long-standing encroachment on the roadway or to bring a pre-existing building into compliance with the Township zoning by-law;
 - vi) Give notice in the same time, form and manner as set out in the By-law as Council may pass from time to time, for the purpose of giving notice of the permanent closure of a road under the Municipal Act.
 - vii) Where the Disposition of the road is being carried out in conjunction with the road closure, the Notice of Intent may be issued for both purposes provided that the form of the notice references both the closure and sale of the roadway; and
 - viii) Establish any special terms or conditions of the sale;
 - ix) Follow the policy outlined in Schedule "A" to this by-law when presented with an application to stop up, close and sell the road allowance.
- b) Council may reserve the right to adjust the Disposition price where, in the opinion of Council, it is in the best interests of the Township to do so.

6. CLOSED SESSION

- a) All tenders, quotations or offers shall be presented to Council in Closed Session for deliberation unless Council direction has been given to staff to negotiate the Disposition within certain terms or an alternate method of Disposition approved by Council determines otherwise.

7. NO FURTHER NOTICE REQUIRED

- a) If a final decision is not made at the Council meeting specified in a notice given under this policy and Council refers consideration of the matter to a future Council or Committee meeting for discussion, no further notice is required provided that a resolution is passed indicating Council's decision.
- b) The provisions of this section shall also apply to any further referrals of the matter, including a Committee recommendation to pass the by-law.
- c) Notwithstanding the above, a Disposition may not be invalidated on the basis that Council or Committee failed to pass a resolution or that a resolution failed to specify to which meeting the matter was referred provided that a public statement was made of the Township's intent to continue its deliberations on the matter.

8. CLASSES OF PROPERTY EXEMPT FROM PROCEDURES

- a) That the provisions of this By-law shall apply to all classes of Land owned or leased by the Township, save and except:
 - i) the sale of Lands for the arrears of taxes which shall be subject to the procedures set out in Part XI of the Municipal Act.
 - ii) The sale of lands under the *Expropriations Act* (Ontario); and
 - iii) The sale of the classes of land exempted under the Municipal Act, as follows:
 - a) land sold under Municipal Capital Facilities;
 - b) land to be used for the establishment and carrying on of industries and industrial operations and incidental uses subject to the Municipal Act.

9. OFFER OF DISPOSITION

- a) Any offers received for Surplus Land to be disposed of by the Council must be made in writing and must include the following:
 - a. a proper legal description of the Surplus Land;
 - b. the full name of the person making the offer;
 - c. the price to be paid for the Disposition;
 - d. a deposit by cash or certified cheque to the Township in the amount of not less than ten percent (10%) of the entire Disposition price;
 - e. a date set for closing of the transaction
- b) Notwithstanding the public notice of the proposed Disposition is given and that one or more interested parties may present to Council an offer to for the Disposition of the Surplus Land, nothing shall fetter the absolute discretion of Council to retain the Surplus Land or to dispose of the Surplus Land on such terms and conditions as may be fixed by Council, which shall include:
 - i) the power to list the property with a real estate broker;
 - ii) the power to sell or lease the property for nominal consideration and to whomever it wishes, regardless of whether the Disposition is to the party which presented the best offer.
- c) Upon acceptance of an offer, the Council shall pass any and all by-laws necessary to complete the disposal of the Surplus Lands, including any by-law necessary to authorize the Mayor and Clerk to execute any documentation necessary to complete the transaction.

10. AUTHORIZING BY-LAW

- a) That any Disposition of Surplus Land by the Township shall be ratified by a by-law authorizing the sale.

11. CERTIFICATE OF COMPLIANCE

- a) That the Clerk shall issue a certificate with respect to a Disposition by the Township verifying that to the best of his or her knowledge the requirements of the Municipal Act and this By-Law which apply to the Disposition of Surplus Land have been complied with.
- b) That the Clerk's Certificate shall, when issued, be included in applicable deeds or transfers of Land and, unless a person to whom the Surplus Land is sold has notice to the contrary, shall be deemed to be sufficient proof that this section has been complied with.

12. CONFLICT WITH LEGISLATION & REGULATIONS

- a) That in the event the provisions of this By-law are inconsistent with the provisions of the Municipal Act, its Regulations or any other laws or legislation to which the Township is subject, the provisions of the Municipal Act or Regulation shall prevail.

13. SCHEDULES

- a) That the Schedules attached hereto form a part of this By-law. Schedules may be amended from time to time without an amendment to this by-law.

14. PUBLIC REGISTRY

- a) That a public registry be established and maintained listing and describing the Land owned and leased by the Township or local board.
- b) The register shall be maintained at the Office of the Clerk and shall be available to the public during regular office hours.
- c) Notwithstanding the above, the following classes of Land are not required to be kept in the public register:
 - i) land 0.3 meters or less in width acquired in connection with an approval or decision under the Planning Act.
 - ii) All roadways, road and road allowances, whether or not opened, unopened, closed or stopped up, as well as land acquired for road widening.

15. ADMINISTRATION AND REVIEW PERIOD

- a) This By-law and Disposition of Surplus Land shall be administered by the Clerk's Office.
- b) This By-law shall be reviewed every five (5) years by the Clerk or as required under the Municipal Act, and will be revised in light of any changes in legislation.

16. REPEAL PREVIOUS BY-LAWS

By-Law No. 2016 – 20 and all previous by-laws, resolutions and policies and parts of by-laws, resolutions and policies inconsistent with the provisions of this By-law regarding procedures for the sale and other disposition of land are hereby repealed.

17. EFFECTIVE DATE

This By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 28TH DAY OF JANUARY, 2025.

MAYOR, Catherine Miller

TOWNSHIP ADMINISTRATOR & CLERK, Kristine Horst

SCHEDULE "A" to BY-LAW NO. 2025 – 12
POLICY FOR ROAD ALLOWANCE CLOSURE AND SALES

Preamble

Road allowances are one of a variety of roads that are defined as “highways” in the Municipal Act. Within a municipality, common and public roadways are vested in the council of the municipality having jurisdiction over them in accordance with Sections 28 of the Municipal Act, except to the extent that they have been stopped up according to law (and sold).

There are a variety of road allowances located within the municipal boundaries.

Consideration of the sale of a road allowance or a portion of a road allowance will be given if it is not used for public access, emergency access, or public waterfront activities. Adjoining landowners in the neighborhood or the community must not be deprived of access to water in the case of a shoreline road allowance. The Township must also look to the future to ensure that the subject road allowance will not be required for municipal purposes at some later date.

Shoreline Road Allowances:

Many waterfront properties are fronted by road allowances.

In some cases, owners of land adjacent to waterways have, over the years, constructed valuable cottages, residences and other structures on the road allowance (or made improvements) in front of their properties or partly on land that they do not own.

In recognition of this situation and the fact that this area is primarily utilized by the abutting landowner, Council will generally entertain requests to purchase shoreline road allowances within the Township.

Shoreline Road Allowances will only be sold to owners of abutting land.

Road Allowances Leading to Water:

In general, Council encourages the preservation of road allowances leading to water.

Council will consider very carefully applications for the Disposition of road allowances leading to water. The focus of debate shall be based on the merits of the applicant's proposed use and need for the Lands versus the preservation of the road allowance leading to water while considering any effects or outcomes that may result from the proposed disposition. The applicant must show compelling reasons why the

Township should proceed with a Disposition of the road allowance.

Careful consideration shall be given to the Disposition of road allowances leading to the water to ensure that the sale will not have any negative effect on the neighborhood emergency access, present or potential public access and public waterfront activities. Area land owners will not be deprived of access to water.

Unopened Road Allowances Not Leading to Water:

These would include road allowances made by crown surveyors and road allowances on a registered plan of subdivision.

In some cases, a roadway does not follow a boundary line and deviates so that parts of it, although declared as a public roadway, do not constitute an open publicly maintained road. There are also road allowances that have not been constructed and assumed by the Township. From time-to-time requests to purchase portions of these road allowances are received. Careful consideration will be given to the future potential of these road allowances.

Rights of Ingress and Egress

A road allowance shall not be stopped up and sold that will deprive any person of the means of ingress and egress to and from the person's land or place of residence or another convenient road or way of access to the land is provided.

Offer to Abutting Owners

A road allowance that has been declared Surplus Land shall be offered for sale to the owners of the land abutting the Surplus Land to subject to the proposed Disposition. The owner of each parcel on opposite sides of the Surplus Land to subject to the proposed Disposition has the right of first refusal to purchase the land to its middle line, unless otherwise determined by Council (for example, encroachments).

If the person entitled to purchase the Surplus Land and does not exercise the right to purchase within a period of time as determined, the Township may proceed with a Disposition of the Surplus Land to any other person as Council determines.

Notice & Procedure

All proposed Dispositions of road allowances will be subject to the Disposition of Land By-law and Notice requirements, as deemed appropriate by the Clerk.

Application

An application for the purchase of an unopened road allowance can be in the form of a letter. The letter must clearly state the reason for the request and as much information as possible with regards to the road allowances as is known. A plan/sketch must be attached to show the applicant's property and the land proposed to be purchased.

The application will be circulated to various agencies and operating departments, as required. Once comments have been received, a report will be presented to Council for a recommendation to declare the property surplus or not. The applicant can attend to answer questions. The public can attend to express support or opposition to the proposal. After proper notice has been given, Council will consider the application for a decision whether or not to sell the property.

SCHEDULE "B"
CERTIFICATE OF COMPLIANCE
In Compliance with By-Law No. 2025 – 12, as amended, of The
Corporation of the Township of Pelee

Certificate of Compliance in the Disposition of the Land described as:

I HEREBY CERTIFY THAT:

1. The Corporation of the Township of Pelee adopted By-law 2025 – 12, being a procedural by-law governing the disposition of property and was in force on the date of the disposition of the property described above.

2. The Land was deemed surplus land under By-Law or Resolution No. _____ enacted or passed on _____

3. Either:

(a) An Appraisal of the fair market value of the Land deemed Surplus Land was obtained on _____:

OR

(b) The Disposition is exempt from the requirement to obtain an Appraisal of its fair market value under the following exemption:

4. Public notice of intent to proceed with the Disposition of the Surplus Land was given by the following method:

Clerk

Date

Ministry of Rural Affairs

Ministère des Affaires rurales

Office of the Minister

Bureau du ministre

777 Bay, 17th Floor
Toronto, Ontario M7A 2J3
Tel: 647-329-1485

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 647-329-1485



January 19, 2025

Cathy Miller
Mayor
Township of Pelee
cathy.miller@pelee.ca

Dear Her Worship Miller:

It is my pleasure to share our government's new plan to support rural economic development, increase and nurture a rural workforce, and strengthen rural communities.

[Enabling Opportunity: Ontario's Rural Economic Development Strategy](#) is designed to help rural communities leverage new economic opportunities and prepare themselves for growth.

The Strategy focuses on three key pillars:

- **Safe and Strong Rural Communities** – Improving local economic development capacity and championing local leadership, supporting the rehabilitation of municipal and community infrastructure, optimizing rural connectivity, and supporting communities in developing plans for housing and transportation to ensure rural communities are places where people want to live, work and play.
- **Business Development and Attraction**- Supporting rural and Indigenous communities and other economic development partners in strengthening and growing rural business, encouraging entrepreneurship and innovation, attracting investment, revitalizing downtowns and diversifying regional economies.
- **Growing the Rural Workforce** – Helping grow local talent, raising awareness of job opportunities available in rural Ontario, supporting workers in obtaining the skills needed to succeed, and attracting and retaining workers so that rural communities and small towns thrive.

We brought together municipal and Indigenous leaders and rural stakeholders to provide input into the development of the new strategy. We held 13 regional roundtables to hear the thoughts, experiences, ideas, and inspiration of those living and working in rural Ontario and received many online submissions through our website.

By listening to rural residents, we created a Strategy that represents their concerns. My thanks go out to all of those who participated in the consultation process and I look forward to continuing these conversations.

.../2

Our government has a vision for thriving rural communities and believes that a strong and dynamic rural Ontario is essential for the success of the province's economy. As a proud resident of rural Ontario, I am confident in saying the future is bright for rural Ontario, especially when we work together

By working together, we can continue to build strong economies and position rural Ontario as a destination of choice for individuals, families, and businesses.

Sincerely,

A handwritten signature in blue ink that reads "Lisa M. Thompson". The signature is fluid and cursive, with the first name "Lisa" being more prominent than the last name "Thompson".

Lisa M. Thompson
Minister of Rural Affairs

THE CORPORATION OF THE TOWNSHIP OF PELEE

BY-LAW 2025 – 10

“2025 FEES AND CHARGES”

(January 2025)

A By-law to establish Fees and Charges effective February 1, 2025 unless otherwise noted.

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. The attached 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 2024-41 is hereby repealed.

AND THAT this By-law shall come into force and take effect on the 28th day of January, 2025.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 28TH DAY OF JANUARY, 2025.

Catherine Miller, Mayor

Kristine Horst, Township Administrator & Clerk

Schedule A

Planning Services		
	2024 Fees and Charges By-law 2024-41	2025 Proposed Fees and Charges
Consent to Sever:		
Lot Creation per Lot	\$500.00	\$1000.00
per additional adjacent lot	n/a	\$250.00
Lot Addition per Lot	n/a	\$1000.00
per additional adjacent per lot	n/a	\$250.00
Easement per Lot	n/a	\$1000.00
Lease 21 Years +	n/a	\$1000.00
Validation of Title	n/a	\$500.00
Certificate Cancellation	n/a	\$1000.00
Retained Lot Certificate	n/a	\$500.00
Issuance of Certificate	n/a	\$100.00
Parkland Dedication per Lot	n/a	\$500.00
Change of Conditions	n/a	\$250.00
Drainage Apportionment plus costs	n/a	\$100.00
Proof of Drainage Review and Clearance plus costs	n/a	\$100.00
Installation of New 911 Sign	n/a	\$100.00
Minor Variance:		
	\$500.00	\$500.00
Combined Consent and Minor Variance	n/a	\$1,250.00
Zoning By-law Amendment:		
	\$1,000.00 plus additional costs	\$1,500.00 plus additional costs
Zoning By-law Amendment Temporary	\$500.00 plus additional costs	\$1,500.00 plus additional costs
Zoning By-law Amendment Temporary Extension	n/a	\$250.00
Combined Consent & Zoning By-law Amendment	n/a	\$2,500.00
Official Plan Amendment:		
	\$1,000.00 plus additional costs	\$1,500.00 plus additional costs
Combined Official Plan Amendment and Zoning By-law	n/a	\$2,500.00 plus additional costs
Other Planning Functions:		
Site Plan Application	n/a	\$500.00 plus additional fees
Deeming By-law	n/a	\$500.00
Telecommunication Tower Letter of Concurrence	n/a	\$500.00
Third Party Review Study	n/a	Costs plus 2% administrative fee
Zoning Certification Letter (TSSA, OMVIC, etc..)	n/a	\$100.00
Planning Certificate	\$100.00	\$150.00
Planning Certificate Urgent - within 3 business days	\$200.00	\$250.00
Essex Region Conservation Authority Planning Review Fee	n/a	ERCA Fees
Deferral/Recirculation applicant request	n/a	\$200.00
Certified copy of Official Plan	\$50.00	\$50.00
Certified copy of Zoning By-law	\$50.00	\$50.00

Administrative Services		
	2024 Fees and Charges By-law 2024-41	2025 Proposed Fees and Charges
Accounts Receivable Account Setup-Water/Transfer Station/Ongoing	\$30.00	\$30.00
Accounts Receivable (accounts outstanding after 30 days of invoice date)	1.25% per month	1.25% per month
Administration Fee-Misdirected Payment by Customer	n/a	\$30.00
Credit Card Convenience Fee (excluding Pheasant Hunt as cost is included in licence fee)	n/a	2% on transactions in excess of \$2,000
Refund charge	n/a	\$25.00
NSF Fee	\$35.00	\$35.00
Photocopies	\$0.35/page	\$0.50/page
Lamination	\$1.00/page	\$1.00/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
Property File Document Retrieval (picked up at municipal office or emailed)	n/a	\$10.00
Property File Document Retrieval (delivered by mail)	n/a	\$12.50
Statement of Account (picked up at office or emailed)	n/a	\$10.00
Statement of Account (delivered by mail)	n/a	\$12.50
Tax Notice Duplicate (picked up at municipal office or emailed)	n/a	\$10.00
Tax Notice Duplicate (delivered by mail)	n/a	\$12.50
Accounts Receivable Duplicate (picked up at municipal office or emailed)	n/a	\$10.00
Accounts Receivable Duplicate (delivered by mail)	n/a	\$12.50
Tax Certificate-Sec 352 MA (includes outstanding accounts receivable)	\$100.00 per roll number	\$100.00 per roll number
Tax Certificate Urgent - Sec 352 MA within 3 business days (includes outstanding accounts receivable)	\$200.00 per roll number	\$200.00 per roll number
Tax Registration	Cost	Cost
Signing of Document as a Commissioner for Taking Affidavits (no charge for property owners)	\$0.00	\$25.00
Lottery Licence (minimum fee \$10.00)	\$10.00	3% of prize value (minimum fee \$10.00)
Damage to Municipal Property	Costs	Costs
Fireworks Permit	\$50.00	\$52.00
Special Events Permit	n/a	\$100.00
Special Events Permit Deposit (refunded following event)	n/a	\$400.00
Wedding Solemnization (non-refundable deposit \$100)	\$400.00	\$400.00
Marriage Licence	\$135.00	\$135.00

By-law Enforcement Services		
	2024 Fees and Charges By-law 2024-41	2025 Proposed Fees and Charges
By-law Violation Administrative Fee - minimum 1 hour	\$120.00 per hour	\$120.00 per hour
Property Standards Order - minimum 1 hour	\$120.00 per hour	\$120.00 per hour
Property Standards Order Reinspection - minimum 1 hour	\$120.00 per hour	\$120.00 per hour
Appear before Property Standards Committee	\$120.00	\$120.00
Dog Licences (Annual):		
Annual	\$20.00	\$21.00
Late fee added to cost of licence after June 30	n/a	\$25.00
Intact Dog Annual	\$30.00	\$31.00
Late fee added to cost of licence after June 30	n/a	\$25.00
Kennel (5 or more dogs)	\$100.00	\$105.00
Late fee added to cost of licence after June 30	n/a	\$25.00
Impound Fee	\$50.00 plus costs	\$52.00 plus costs
Parking:		
Parking Pass - Winter November 1 to April 30 each year	\$30.00	\$31.00
Parking Pass - Annual	\$50.00	\$51.50
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	\$250.00
Storage of towed vehicles	\$10.00/day	\$10.00/day
Trailers (until December 1, 2025)		
Trailer on land that contains a residential, commercial, industrial or institutional	\$50.00/month	\$50.00/month
In any other case except for storage	\$300.00/month	\$300.00/month
Golf Car Permits:		
Non-Commercial Permit Fee	\$100.00	\$103.00
Commercial Permit Fee	\$150.00	\$155.00

Waste Services (Transfer Station)		
	2024 Fees and Charges By-law 2024-41	2025 Proposed Fees and Charges
White Goods/Appliances (containing Freon)	\$50.00/unit	\$52.00/unit
Non-Freon White Goods/Appliances	\$25.00/unit	\$26.00/unit
Vehicles	\$200.00	\$250.00
Bag Tags/Solid Waste	\$4.00/bag	\$4.50/bag
Bulk Waste (Construction/Demolition)	\$42.00/cubic yard	\$47.00/cubic yard
Electronics	\$5.00/item	\$5.00/item
Brush	n/a	\$10.00 per load
Water Services		
Metered Charge	\$37.49/month	\$38.61/month
Metered Usage Rate	\$3.21/cubic metre	\$3.31/cubic metre
Non-Metered Charge	80.37/month	82.78/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	\$68.29 plus per cubic metre rate	\$70.34 plus per cubic metre rate
Request for water to be delivered after 4:30 p.m., on weekends, statutory holidays or within less than 48 hours notice.	n/a	\$50.00 per incident
Bulk Water Pickup Monthly Usage Fee - up to 30 cubic metres	\$10.30/month plus per cubic	\$10.61/month plus per cubic
Bulk Water Pickup Monthly Usage Fee- over 30 cubic metres	n/a	\$30.00/month plus per cubic metre rate
Bulk Water Rate	4.28/cubic metre	\$4.41/cubic metre
1 Gallon Refill – Bottle Filling Station	\$1.25	\$1.50
2 Gallon Refill – Bottle Filling Station	\$2.25	\$2.50
3 Gallon Refill – Bottle Filling Station	\$2.75	\$3.00
5 Gallon Refill – Bottle Filling Station	\$4.00	\$4.50
Drainage Services		
Tile Loan Inspection Fee	\$150.00	\$150.00
Capital Works Debenture Administration	\$100.00	\$100.00
Fire Services		
Fire Certificate	\$60.00	\$70.00
Fire Occurrence Report	\$40.00	\$70.00
Repeat Fire Inspection Fee	\$100.00	\$105.00
Non-rate Payers	Cost Recovery	Cost Recovery
Marketing Services plus HST		
Brochure Business Listing	\$100.00	\$103.00
"What's Open" Business Listing	Free	Free
Digital Business Listing (full listing on pelec.org)	\$100.00	\$103.00
Brochure and Digital Listing	\$175.00	\$180.00

Recreational Services plus HST

	2024 Fees and Charges By-law 2024-41	2025 Proposed Fees and Charges
Scudder Marina:		
Seasonal Serviced Dock (25' and Over)	\$53.00/foot	\$54.60/foot
Seasonal Serviced Dock (Under 25')	\$46.50/foot	\$47.90/foot
Seasonal Non-Serviced Dock (25' and Over)	\$48.50/foot	\$49.95/foot
Seasonal Non-Serviced Dock (Under 25')	\$41.50/foot	\$42.75/foot
Transient Serviced Dock	\$2.00/ft/night	\$2.05/ft/night
Transient Non-Serviced Dock	\$1.75/ft/night	\$1.80/ft/night
Transient (Jet Ski/up to 10 ft)	\$13.00/night	\$13.40/night
Transient – Week Discount	Stay 7 nights, pay for 5 nights	Stay 7 nights, pay for 5 nights
Transient Non-Serviced – Month Discount	\$16.50/foot	\$17.00/foot
Transient Serviced – Month Discount	\$19.50/foot	\$20.10/foot
Day Dockage (30' and Over)	\$22.00/day	\$22.70/day
Day Dockage (Under 30')	\$17.00/day	\$17.50/day
Day Dockage (Jet Ski/up to 10 ft)	\$7.00/day	\$7.20/day
Ramp Fee - Seasonal	\$125.00	\$128.75
Ramp Fee - One Week	\$55.00	\$56.65
Ramp Fee - One Day	\$12.00	\$12.35
Campground:		
Non-Refundable Administration Fee (per booking)	\$5.00	\$5.00
Non-Electric Campsite Off Season Rate (Spring opening to June 15/September 16 to fall closing)	n/a	\$40.00/night
Non-Electric Campsite Rate (June 16 to September 15)	\$40.00/night	\$41.25/night
Additional Campers (above 5 people per non- electrical site)	\$8.00/person/night	\$8.25/person/night
Group Camping (minimum 7 people)	\$8.00/person/night	\$8.25/person/night
Non-profit Organizations	20% discount on regular fees	20% discount on regular fees
Day Camping	\$1.99/person	\$2.04/person
Entire Campground Rental	\$1,000.00/day	\$1030.00/day
Damage Deposit & Septic Fees	\$50.00	\$100.00
Pheasant Hunt:		
Main Pheasant Hunt Licence (10 birds)	\$285.00	\$298.50
Clean Up Pheasant Licence (5 birds)	\$142.50	\$149.25
Licence Transfer (Between individuals or hunts within the same year)	\$25.00	\$30.00
Licence Replacement(Lost/Forgotten)	\$25.00	\$30.00
Winter Rabbit Licence (5 rabbits)	\$25.00	\$30.00
Winter Pheasant Licence (5 pheasants)	\$25.00	\$30.00
Mentor Licence Discount	10% off main licence	10% off main licence

Cemetery Services plus HST		
	2024 Fees and Charges By-law 2024-41	2025 Proposed Fees and Charges
Resident Lot Sales:		
Burial Rights	\$542.00	\$542.00
Perpetual Care	\$363.00	\$363.00
Total	\$905.00	\$905.00
Non-Resident Lot Sales:		
Burial Rights	\$813.00	\$813.00
Perpetual Care	\$545.00	\$545.00
Total	\$1,358.00	\$1,358.00
Interment Casket		
Summer Weekdays	\$779.00	\$779.00
Summer Weekends	\$1,238.00	\$1,238.00
Summer Holidays	\$1,315.00	\$1,315.00
Winter Weekdays	\$885.00	\$885.00
Winter Weekends	\$1,323.00	\$1,323.00
Winter Holidays	\$1,405.00	\$1,405.00
Interment Cremated Remains		
Summer Weekdays	\$587.00	\$587.00
Summer Weekends	\$932.00	\$932.00
Summer Holidays	\$1,008.00	\$1,008.00
Winter Weekdays	\$667.00	\$667.00
Winter Weekends	\$996.00	\$996.00
Winter Holidays	\$1,077.00	\$1,077.00
Interment - Infants		
Summer Weekdays	\$396.00	\$396.00
Summer Weekends	\$779.00	\$779.00
Summer Holidays	\$779.00	\$779.00
Winter Weekdays	\$449.00	\$449.00
Winter Weekends	\$832.00	\$832.00
Winter Holidays	\$832.00	\$832.00
Other		
Headstone Moving	\$425.00	\$425.00
Lot Transfers	\$130.00	\$130.00
Markers		
Flat Marker< 68.11024 cu.cm.(173 square inches)	\$0.00	\$0.00
Flat Marker> 68.11024 cu.cm.(173 square inches)	\$100.00	\$100.00
Upright Monument - up to 1.22 metres (4ft. Height/width)	\$200.00	\$200.00
Upright Monument>than 1.22 metres 4ft. Height/Width	\$400.00	\$400.00
Lots purchased prior to January 1, 1955 where no previous care and maintenance has been paid - Resident	\$363.00	\$363.00
Lots purchased prior to January 1, 1955 where no previous care and maintenance has been paid - Non Resident	\$545.00	\$545.00



THE CORPORATION OF THE
Township Of Pelee

1045 West Shore Road | Pelee Island, ON NOR 1M0 | Website: www.pelee.org
Telephone: 519-724-2931 | Fax: 519-724-2470 | 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 February 11, 2025 at 6:00 p.m. at <https://us02web.zoom.us/j/84313204637> 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 or contact Municipal Administration at info@pelee.ca.

For comments prior to the meeting please email: 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
NOR 1M0

DATED at The Township of Pelee this 14th day of January, 2025.

	2024 Fees and Charges By-law 2024-41	2025 Proposed Fees and Charges Effective February 11, 2025
Building Services		
New & Additions	\$1.35/sq. ft.	\$1.40/sq. ft.
Renovations & Alterations	\$15.00/\$1,000.00	\$15.45/\$1,000.00
Detached Accessory Structure	\$1.05/sq. ft.	\$1.10/sq. ft.
Revised Plan Review	\$0.75/sq. ft.	\$200.00
Minimum Fee	n/a	\$225.00
Industrial, Commercial, Institutional, Assembly Building Permits:		
New & Additions (Building Shell)	\$1.15/sq. ft.	\$1.25/sq. ft.
Renovations & Alterations	\$15.00/\$1,000.00	\$15.45/\$1,000.00
Detached Accessory Structures	\$1.05/sq. ft.	\$1.10/sq. ft.
Minimum Fee	n/a	\$225.00
Plumbing Permits:		
New Residential	\$200.00/unit	\$225.00/unit
Plumbing Renovations – Residential	\$15.00/fixture	\$15.45/fixture
New Plumbing – Other	\$15.00/fixture	\$15.45/fixture
Plumbing Renovations – Other	\$15.00/fixture	\$15.45/fixture
New Installation	\$900.00	\$925.00
Repair or Alteration to Existing System	\$550.00	\$565.00
Other Inspections/Minimum Permit Fee	\$225.00	\$225.00
Minimum Permit Fee	\$225.00	\$225.00
Other Building Items:		
Development Charge-Public School Board-per unit- to April 1, 2029		\$1,230.00
Demolition Permit (per \$1,000 value)	\$15.00 Minimum \$100.00	\$15.45/\$1000.00 - Minimum Charge \$225.00
Tent	\$100.00	\$100.00
Liquor Licence Permit Review	\$200.00	\$225.00
Repeat Inspections	\$150.00	\$150.00
Deposit – New Building	\$1,000.00	\$1,000.00
Deposit – Other	\$500.00	\$500.00

**THE CORPORATION OF THE TOWNSHIP OF PELEE
BY-LAW NUMBER: 2025 – 11**

“2025-2027 Monitoring & Annual Reporting Services for the Closed Landfill”

(January 28, 2025)

Being a By-law to enter into an Agreement with WSP Canada Inc. for 2025 to 2027 groundwater and storm water monitoring & annual reporting services for the closed Pelee Island Landfill.

WHEREAS pursuant to Section 9 of the *Municipal Act, 2001*, S.O. 2001, c 25, a Council may enter into Agreements;

AND FURTHER that the Municipal Council for the Township of Pelee deems it expedient to enter into an agreement with WSP Canada Inc. for annual monitoring and reporting services for the closed landfill.

THEREFORE the Council of the Corporation of the Township of Pelee enacts as follows:

1. That authority is hereby granted to the Mayor and Clerk to enter into an agreement with WSP Canada Inc. for the closed landfill’s 2025 to 2027 monitoring and reporting services.
2. That the agreement attached as Schedule ‘A’ forms part of this by-law.
3. That any and all actions taken and required to be taken by the Mayor and Clerk on behalf of the Corporation of the Township of Pelee to complete this matter including the execution of the Agreement and any other associated documentation are hereby authorized; confirmed and ratified.
4. That this by-law shall come into force and take effect immediately upon the approval of Township Council.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 28th DAY OF
JANUARY, 2025.**

**Catherine Miller
Mayor**

**Kristine Horst
Township Administrator & Clerk**

**THE CORPORATION OF
THE TOWNSHIP OF
PELEE**

BY-LAW NO. 2025 – 12

“Disposition of Land”

(January 28, 2025)

A by-law to establish a policy and procedures governing the sale and
other disposition of land

WHEREAS The Municipal Act (as defined below) has been amended by the *Municipal Statute Law Amendment Act 2006*, S.O. 2006, c.32 and Section 268 which previously governed the sale of real property has been repealed.

AND WHEREAS Section 270 of the Municipal Act enacted on January 1, 2008, now only requires The Corporation of the Township of Pelee to adopt and maintain policies with respect to the sale and other disposition of land.

AND WHEREAS it is deemed expedient to pass a by-law to establish procedures governing the sale and other disposition of land owned by the Municipality;

NOW THEREFORE, the Council of The Corporation of the Township of Pelee
HEREBY ENACTS as follows:

1. SHORT TITLE

This By-law may be referred to as the "Disposition of Land By-law".

2. DEFINITIONS

In this by-law:

"Municipal Act" means the *Municipal Act, 2001*, S.O. 2001, C.25, as amended.

"Appraisal" means an opinion of the fair market value of the Surplus Land provided by a land appraiser or such other qualified person as Council may provide in this policy.

"Certificate" means the Clerk's Certificate verifying that, to the best of his/her knowledge, the requirements of the *Municipal Act, 2001* and a policy which applies to the sale of surplus land have been complied with.

"Clerk" means the Township Clerk of The Corporation of the Township of Pelee or a person designated by Council.

"Council" means the Council of The Corporation of the Township of Pelee.

"Disposition" means the transfer, sale, conveyance, exchange or grant by the Township of an interest in Lands, which may include a lease (including any renewal or extensions of the term provided for in the lease) where the term of such lease exceeds thirty-five (35) years

"Roadway" means a common and public roadway and includes any bridge, trestle, viaduct or other structure forming part of the roadway and, except as otherwise provided, includes a portion of a roadway.

"Land" means lands owned by the Township, whether vacant or not, or any other proprietary interest in lands by the Township, and, without limited the generality of the foregoing, includes easement, rights-of- way, road allowances, leaseholds exceeding thirty-five (35) years, and an interest in lands under an agreement of purchase and sale. Without limiting the generality of the foregoing, lands temporarily conveyed to the Township for municipal purposes intended to be reconveyed to the grantor, and any land or interest in land Quit Claimed or released by the Township shall be excluded from the definition of "Land".

"Local Board" means a municipal service board, public library board, police services board, planning board or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities.

"Newspaper" means a printed publication in sheet form, intended for general circulation in the Township of Pelee, published regularly at intervals of no longer than two weeks, consisting in great part of news of current events of general interest that may or may not be sold to the public and to regular subscribers.

"Notice" means a written, printed, published, or posted notification or announcement.

"Planning Act" means the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

"Public Register" means a listing and description of real property owned or leased by the Township or Board to be maintained in the Clerk's Office and to be made available to the public, but shall not include those classes of lands deemed to be exempt.

"Published" means published in bi-weekly newspaper that, in the opinion of the Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby, and "publication" has a corresponding meaning.

"Surplus Land" means any Land declared surplus by the Council of the Township.

"Township" means The Corporation of the Township of Pelee.

3. DECLARATION OF SURPLUS LAND

- a) Prior to the Disposition of any Land, Council shall, by a resolution or by-law, at a meeting open to the public, declare the land to be Surplus Land.

4. PROCEDURE FOR DISPOSITION OF SURPLUS LAND

4.1 Appraisal

- a) Before the Disposition any Surplus Land, the Township shall obtain an Appraisal or Letter of Opinion of the fair market value of the Surplus Land from:
 - i. An independent qualified appraiser who shall be registered member in good standing of the Appraisal Institute of Canada, or
 - ii. A real estate brokerage firm or an independent real estate agent, or
 - iii. Any other person deemed by the Township to be qualified for this purpose, including a qualified land assessor in the Province of Ontario.
- b) Notwithstanding the above requirement, the Township shall not be required to obtain an Appraisal for any class of Surplus Land or Disposition of Surplus Land to any public body as follows:
 - a. Land 0.3 metres or less in width acquired in connection with an approval or decision under the Planning Act.
 - b. Closed roadways if sold to an owner of land abutting the closed roadways.
 - c. Roadways, including road allowances.
 - d. Land that does not have direct access to a roadway if sold to the owner of land abutting that land.
 - e. Land repurchased by an owner in accordance with the *Expropriations Act* (Ontario).

- f. Easements granted to public utilities, cable or to telephone companies.
- g. Land sold under the Municipal Act for tax arrears.
- h. The entering into an Agreement to provide for a long-standing encroachment.
- i. The granting of a license to use property which is less than a lease.
- j. The granting of Municipal consents to utilities companies for the placement of physical property on municipal right-of-way.
- k. Land sold to another municipality.
- l. Land sold to the Crown in Right of Ontario or Canada and their agencies.

4.2 Notice

- a) Before a Disposition of any Surplus Land, the Township shall publish a Notice in at least one (1) newspaper and on the Township's website. Additional Notice, including publication in newspapers which provide general distribution within or beyond the geographic area of the Township shall be at the discretion of the Township Clerk.
- b) The Township shall give Notice no later than 14 days prior to the Disposition of the Surplus Land and shall include the following:
 - i) A brief description of the reason for the Disposition;
 - ii) The proposed date of the Disposition and/or the date, time and location of the meeting where Council will consider the Disposition;
 - iii) A legal description, municipal address and/or key map which in the opinion of the Clerk is sufficient to identify the Surplus Lands to be subject to the proposed Disposition;
 - iv) When and where information pertaining to the Disposition will be available for public viewing; and
 - v) Name and contact information of the person handling the Surplus Land Disposition and/or the deadline for any written submissions to the Township.

4.3 Survey

- a} Before the Disposition of any Surplus Land, the Township shall obtain a survey of the Surplus Land from an independent surveyor in accordance with the laws of the Province of Ontario. This requirement is deemed to be waived if:
 - (a) in the opinion of the Clerk, a current survey exists; or
 - (b) if an alternate legal description for the Surplus Land exists.

4.4 Other Actions

- a) Before a Disposition of any Surplus Land, the Township shall be satisfied that it is legally able to complete such Disposition of the Surplus Land and shall obtain approval from any other agencies, as may be required by law.

4.5 Due Diligence

- a) The purchaser/lessor in any Disposition is responsible to complete any and all due diligence to ensure the Surplus Land is useable for the intended purposes.

5. METHOD OF DISPOSITION

Council shall determine the appropriate method of Disposition for each parcel of Land declared Surplus Land. Based on such method chosen, the following procedures shall be followed:

5.1 Tender or Quotation

- a) Where the method of Disposition is by tender or quotations the Township shall:
 - i) estimate the costs incurred or required for the proposed Disposition of the Surplus Land including any Appraisal, public notice, survey, legal fees, encumbrances, improvements or such other costs associated with the Disposition;
 - ii) determine a reserve bid amount based on the appraised value of the Surplus Land plus estimated costs above;
 - iii) prepare an Invitation to Tender or Request for Quotations which shall be reviewed by the Treasurer before publication;
 - iv) include in all Invitations to Tender or Request for Quotations the statement that "the highest or any offer may not necessarily be accepted"; and
 - v} give notice by way of posting on the Township website and publishing in at least one (1) newspaper of general circulation at least 14 days prior to

the date when the tenders or quotations will be considered by Council.

- b) Council reserves the right to accept a tender or quotation less than the received bid amount where, in the opinion of Council, it is in the best interests of the Township to do so.

5.2 Real Estate Broker

- a) Where the method of Disposition is by way of the use of a real estate brokerage or broker, the Township shall:
 - i) Invite proposals from not less than three (3) real estate brokerages or brokers operating in the Township or part of the Township. Said proposals are to include a recommendation to Council on the listing price based on an evaluation of the fair market value of the Surplus Land, the proposed term of the listing agreement, services to be provided, and the real estate commission payable by the Township.
 - ii) Ensure that the real estate broker or agent posts at least one "For Sale/Lease" sign at the subject Surplus Land including the name of the broker and telephone number;
 - iii) Ensure that the real estate broker or agent lists the Surplus Land for sale/lease on the Multiple Listing Service and actively and aggressively market the lands;
 - iv) Ensure that all prospective purchasers/lessors are made aware that "the highest or any offer may not necessarily be accepted"; and
 - v) Have all offers submitted to the Clerk for presentation to Council, prior to the Disposition being completed;
- b) Council reserves the right to adjust the listing price in consultation with the listing brokerage, broker and agents and/or accept an offer less than the listing price where, in the opinion of Council, it is in the best interests of the Township to do so.

5.3 Sale of Closed Roadway

- a) Where the Surplus Land is a closed roadway or is being closed under the provisions of the Municipal Act, the Township shall:

- i) Estimate the costs incurred or required to close and/or complete the Disposition of the roadway including public notice, survey, legal fees, realty fees, encumbrances, improvements or such other costs associated with the land sale;
 - ii) All costs incurred are the responsibility of the applicants for the purchase;
 - iii) Determine a sale price based on the value of the Surplus Land plus estimated costs above;
 - iv) Where the purpose of the proposed road closure and sale is to permit development of the Surplus Land either as part of an application under the Planning Act or the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended, the Township shall determine the value of the Surplus Land in a manner consistent with this By-Law;
 - v) The Township may, at its sole discretion, place a nominal value on Surplus Land where the purpose of the road closure and Disposition is to resolve a long-standing encroachment on the roadway or to bring a pre-existing building into compliance with the Township zoning by-law;
 - vi) Give notice in the same time, form and manner as set out in the By-law as Council may pass from time to time, for the purpose of giving notice of the permanent closure of a road under the Municipal Act.
 - vii) Where the Disposition of the road is being carried out in conjunction with the road closure, the Notice of Intent may be issued for both purposes provided that the form of the notice references both the closure and sale of the roadway; and
 - viii) Establish any special terms or conditions of the sale;
 - ix) Follow the policy outlined in Schedule "A" to this by-law when presented with an application to stop up, close and sell the road allowance.
- b) Council may reserve the right to adjust the Disposition price where, in the opinion of Council, it is in the best interests of the Township to do so.

6. CLOSED SESSION

- a) All tenders, quotations or offers shall be presented to Council in Closed Session for deliberation unless Council direction has been given to staff to negotiate the Disposition within certain terms or an alternate method of Disposition approved by Council determines otherwise.

7. NO FURTHER NOTICE REQUIRED

- a) If a final decision is not made at the Council meeting specified in a notice given under this policy and Council refers consideration of the matter to a future Council or Committee meeting for discussion, no further notice is required provided that a resolution is passed indicating Council's decision.
- b) The provisions of this section shall also apply to any further referrals of the matter, including a Committee recommendation to pass the by-law.
- c) Notwithstanding the above, a Disposition may not be invalidated on the basis that Council or Committee failed to pass a resolution or that a resolution failed to specify to which meeting the matter was referred provided that a public statement was made of the Township's intent to continue its deliberations on the matter.

8. CLASSES OF PROPERTY EXEMPT FROM PROCEDURES

- a) That the provisions of this By-law shall apply to all classes of Land owned or leased by the Township, save and except:
 - i) the sale of Lands for the arrears of taxes which shall be subject to the procedures set out in Part XI of the Municipal Act.
 - ii) The sale of lands under the *Expropriations Act* (Ontario); and
 - iii) The sale of the classes of land exempted under the Municipal Act, as follows:
 - a) land sold under Municipal Capital Facilities;
 - b) land to be used for the establishment and carrying on of industries and industrial operations and incidental uses subject to the Municipal Act.

9. OFFER OF DISPOSITION

- a) Any offers received for Surplus Land to be disposed of by the Council must be made in writing and must include the following:
 - a. a proper legal description of the Surplus Land;
 - b. the full name of the person making the offer;
 - c. the price to be paid for the Disposition;
 - d. a deposit by cash or certified cheque to the Township in the amount of not less than ten percent (10%) of the entire Disposition price;
 - e. a date set for closing of the transaction
- b) Notwithstanding the public notice of the proposed Disposition is given and that one or more interested parties may present to Council an offer to for the Disposition of the Surplus Land, nothing shall fetter the absolute discretion of Council to retain the Surplus Land or to dispose of the Surplus Land on such terms and conditions as may be fixed by Council, which shall include:
 - i) the power to list the property with a real estate broker;
 - ii) the power to sell or lease the property for nominal consideration and to whomever it wishes, regardless of whether the Disposition is to the party which presented the best offer.
- c) Upon acceptance of an offer, the Council shall pass any and all by-laws necessary to complete the disposal of the Surplus Lands, including any by-law necessary to authorize the Mayor and Clerk to execute any documentation necessary to complete the transaction.

10. AUTHORIZING BY-LAW

- a) That any Disposition of Surplus Land by the Township shall be ratified by a by-law authorizing the sale.

11. CERTIFICATE OF COMPLIANCE

- a) That the Clerk shall issue a certificate with respect to a Disposition by the Township verifying that to the best of his or her knowledge the requirements of the Municipal Act and this By-Law which apply to the Disposition of Surplus Land have been complied with.
- b) That the Clerk's Certificate shall, when issued, be included in applicable deeds or transfers of Land and, unless a person to whom the Surplus Land is sold has notice to the contrary, shall be deemed to be sufficient proof that this section has been complied with.

12. CONFLICT WITH LEGISLATION & REGULATIONS

- a) That in the event the provisions of this By-law are inconsistent with the provisions of the Municipal Act, its Regulations or any other laws or legislation to which the Township is subject, the provisions of the Municipal Act or Regulation shall prevail.

13. SCHEDULES

- a) That the Schedules attached hereto form a part of this By-law. Schedules may be amended from time to time without an amendment to this by-law.

14. PUBLIC REGISTRY

- a) That a public registry be established and maintained listing and describing the Land owned and leased by the Township or local board.
- b) The register shall be maintained at the Office of the Clerk and shall be available to the public during regular office hours.
- c) Notwithstanding the above, the following classes of Land are not required to be kept in the public register:
 - i) land 0.3 meters or less in width acquired in connection with an approval or decision under the Planning Act.
 - ii) All roadways, road and road allowances, whether or not opened, unopened, closed or stopped up, as well as land acquired for road widening.

15. ADMINISTRATION AND REVIEW PERIOD

- a) This By-law and Disposition of Surplus Land shall be administered by the Clerk's Office.
- b) This By-law shall be reviewed every five (5) years by the Clerk or as required under the Municipal Act, and will be revised in light of any changes in legislation.

16. REPEAL PREVIOUS BY-LAWS

By-Law No. 2016 – 20 and all previous by-laws, resolutions and policies and parts of by-laws, resolutions and policies inconsistent with the provisions of this By-law regarding procedures for the sale and other disposition of land are hereby repealed.

17. EFFECTIVE DATE

This By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 28TH DAY OF JANUARY, 2025.

MAYOR, Catherine Miller

TOWNSHIP ADMINISTRATOR & CLERK, Kristine Horst

SCHEDULE "A" to BY-LAW NO. 2025 – 12
POLICY FOR ROAD ALLOWANCE CLOSURE AND SALES

Preamble

Road allowances are one of a variety of roads that are defined as “highways” in the Municipal Act. Within a municipality, common and public roadways are vested in the council of the municipality having jurisdiction over them in accordance with Sections 28 of the Municipal Act, except to the extent that they have been stopped up according to law (and sold).

There are a variety of road allowances located within the municipal boundaries.

Consideration of the sale of a road allowance or a portion of a road allowance will be given if it is not used for public access, emergency access, or public waterfront activities. Adjoining landowners in the neighborhood or the community must not be deprived of access to water in the case of a shoreline road allowance. The Township must also look to the future to ensure that the subject road allowance will not be required for municipal purposes at some later date.

Shoreline Road Allowances:

Many waterfront properties are fronted by road allowances.

In some cases, owners of land adjacent to waterways have, over the years, constructed valuable cottages, residences and other structures on the road allowance (or made improvements) in front of their properties or partly on land that they do not own.

In recognition of this situation and the fact that this area is primarily utilized by the abutting landowner, Council will generally entertain requests to purchase shoreline road allowances within the Township.

Shoreline Road Allowances will only be sold to owners of abutting land.

Road Allowances Leading to Water:

In general, Council encourages the preservation of road allowances leading to water.

Council will consider very carefully applications for the Disposition of road allowances leading to water. The focus of debate shall be based on the merits of the applicant's proposed use and need for the Lands versus the preservation of the road allowance leading to water while considering any effects or outcomes that may result from the proposed disposition. The applicant must show compelling reasons why the

Township should proceed with a Disposition of the road allowance.

Careful consideration shall be given to the Disposition of road allowances leading to the water to ensure that the sale will not have any negative effect on the neighborhood emergency access, present or potential public access and public waterfront activities. Area land owners will not be deprived of access to water.

Unopened Road Allowances Not Leading to Water:

These would include road allowances made by crown surveyors and road allowances on a registered plan of subdivision.

In some cases, a roadway does not follow a boundary line and deviates so that parts of it, although declared as a public roadway, do not constitute an open publicly maintained road. There are also road allowances that have not been constructed and assumed by the Township. From time-to-time requests to purchase portions of these road allowances are received. Careful consideration will be given to the future potential of these road allowances.

Rights of Ingress and Egress

A road allowance shall not be stopped up and sold that will deprive any person of the means of ingress and egress to and from the person's land or place of residence or another convenient road or way of access to the land is provided.

Offer to Abutting Owners

A road allowance that has been declared Surplus Land shall be offered for sale to the owners of the land abutting the Surplus Land to subject to the proposed Disposition. The owner of each parcel on opposite sides of the Surplus Land to subject to the proposed Disposition has the right of first refusal to purchase the land to its middle line, unless otherwise determined by Council (for example, encroachments).

If the person entitled to purchase the Surplus Land and does not exercise the right to purchase within a period of time as determined, the Township may proceed with a Disposition of the Surplus Land to any other person as Council determines.

Notice & Procedure

All proposed Dispositions of road allowances will be subject to the Disposition of Land By-law and Notice requirements, as deemed appropriate by the Clerk.

Application

An application for the purchase of an unopened road allowance can be in the form of a letter. The letter must clearly state the reason for the request and as much information as possible with regards to the road allowances as is known. A plan/sketch must be attached to show the applicant's property and the land proposed to be purchased.

The application will be circulated to various agencies and operating departments, as required. Once comments have been received, a report will be presented to Council for a recommendation to declare the property surplus or not. The applicant can attend to answer questions. The public can attend to express support or opposition to the proposal. After proper notice has been given, Council will consider the application for a decision whether or not to sell the property.

SCHEDULE "B"
CERTIFICATE OF COMPLIANCE
In Compliance with By-Law No. 2025 – 12, as amended, of The
Corporation of the Township of Pelee

Certificate of Compliance in the Disposition of the Land described as:

I HEREBY CERTIFY THAT:

1. The Corporation of the Township of Pelee adopted By-law 2025 – 12, being a procedural by-law governing the disposition of property and was in force on the date of the disposition of the property described above.

2. The Land was deemed surplus land under By-Law or Resolution No. _____ enacted or passed on _____

3. Either:

(a) An Appraisal of the fair market value of the Land deemed Surplus Land was obtained on _____:

OR

(b) The Disposition is exempt from the requirement to obtain an Appraisal of its fair market value under the following exemption:

4. Public notice of intent to proceed with the Disposition of the Surplus Land was given by the following method:

Clerk

Date

**THE CORPORATION OF THE TOWNSHIP OF PELEE
BY-LAW NUMBER: 2025 – 13**

(January 28, 2025)

Being a By-law to amend By-law 2023 – 13 to appoint Members to the Township of Pelee
Committee of Adjustment.

WHEREAS the Council of the Township of Pelee hereby deems it necessary to amend By-law 2023 – 13, being a By-law to appoint Members to the Township of Pelee Committee of Adjustment.

AND WHEREAS it is necessary to amend the appointment of the Secretary-Treasurer in section 2.

AND WHEREAS section 2 of By-law 2023 – 13 states the following:

2. The Municipal Clerk for the Township of Pelee, or their designate, is hereby appointed to serve as Secretary-Treasurer of the Committee, to fulfill the requirements of the Secretary-Treasurer as set out in section 45 of the *Planning Act*.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PELEE AMENDS AND REPLACES SECTION 2. OF BY-LAW 2023 – 13 WITH THE FOLLOWING:

2. The Community Services Manager for the Township of Pelee, or their designate, is hereby appointed to serve as Secretary-Treasurer of the Committee, to fulfill the requirements of the Secretary-Treasurer as set out in section 45 of the *Planning Act*.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ENACTED THIS 28TH DAY OF JANUARY, 2025.

Catherine Miller
Mayor

Kristine Horst
Township Administrator & Clerk

**THE CORPORATION OF THE TOWNSHIP OF
PELEE**

BY-LAW: 2025 – 14

"CONFIRMATION OF PROCEEDINGS"

(January 28, 2025)

A By-law to confirm the proceedings of the January 28th Meeting of Council.

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 28th day of January, 2025 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" (January 28th, 2025).
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 FINALLY PASSED THIS 28th
DAY OF JANUARY 2025.**

MAYOR, CATHERINE MILLER

**TOWNSHIP ADMINISTRATOR &
CLERK, KRISTINE HORST**

**THE CORPORATION OF THE TOWNSHIP OF PELEE
BY-LAW NUMBER: 2025 – 15**

“Regional Mutual Aid Agreement”

(January 28, 2025)

Being a By-law to authorize the execution of a Regional Mutual Aid Agreement for an
Emergency Mutual Aid Assistance with Information Technology Services.

WHEREAS to plan proactively to mitigate technology outages, the Township along with neighbouring municipalities wish to make pre-arrangements for prompt emergency action in support of the municipality affected or threatened by an information technology emergency and requires assistance to restore services as soon as possible;

AND WHEREAS an Information Technology (“IT”) emergency could affect any of the Municipalities to such a degree that its resources would be insufficient to manage the situation;

AND WHEREAS the Municipalities wish to make pre-arrangement for prompt emergency action in support of the municipality affected or threatened by an IT emergency and requires assistance.

AND WHEREAS The Council of the Corporation of The Township of Pelee is desirous of entering into an agreement with the Municipality of Chatham-Kent, County of Essex, and all seven lower tier municipalities within the County of Essex with respect to providing Emergency Mutual Aid for Information Technology Services;

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

1. **THAT** the Mayor and Township Administrator & Clerk be authorized and empowered on behalf of The Corporation of the Township of Pelee, to execute an Agreement between The Corporation of the Township of Pelee, Municipality of Chatham-Kent, County of Essex, and all of the seven lower tier municipalities within the County of Essex for a Regional Mutual Aid Agreement.
2. **THAT** a copy of which Agreement is attached hereto and forms part of the by-law.
3. **THAT** any and all actions taken and required to be taken by the Mayor and Clerk on behalf of the Corporation of the Township of Pelee to complete this matter including the execution of the Agreement and any other associated documentation are hereby authorized; confirmed and ratified.

4. That this by-law shall come into force and take effect immediately upon the approval of Township Council.
5. That By-law 2024 – 49 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ENACTED THIS 28TH DAY OF JANUARY, 2025.

Catherine Miller
Mayor

Kristine Horst
Township Administrator & Clerk