

REGULAR COUNCIL AGENDA

C-21/2019 - Regular Council

Monday, December 16, 2019

5:30 PM

Town of Pelham Municipal Office - Council Chambers

20 Pelham Town Square, Fonthill

Doors will be open to the public at 5:15 pm. If you require any accommodation for a disability in order to attend and participate in meetings or events, please contact the Office of the Clerk at 905 892-2607, ext. 315 or 320. All cell phones, pagers, radios, etc. shall be switched off, set to non-audible, or muted upon entry to the Council Chamber. Taping and/or recording of meetings shall only be permitted in accordance with the Procedure By-law. Rules of Decorum apply to observers.

Pages

1. Call to Order and Declaration of Quorum
2. Singing of National Anthem
3. Approval of Agenda
4. Disclosure of Pecuniary Interests and General Nature Thereof
5. Hearing of Presentation, Delegations, Regional Report

5.1 Presentations

5.1.1 2019 Christmas Card Presentation

Serena Hounslow (cover of the card)

Mira Bussi

Lola Hughes

Evan LeMay

Lauren Letourneau
Kathleen Lowry
Ashley McWilliams
Isabella Moreno
Julia Policella
Emma Robinson
Charlotte Stone
Olivia Thiessen

5.1.2 E. L. Crossley Secondary School

Ontario Secondary School Championship Senior
Volleyball Team

Emma Hilts
Jessica Konkle
Katherine Konkle
Mya Newton
Emma Brownlee
Grace Teal
Emma Wintle
Kayleigh Smith
Taylor Dellemonache
Hannah Nicholls
Mady Smith
Sydney Grummett
Pooja Senthil

Coaches: Jessica Kropac and Michelle Gibson

5.2 Delegations

5.2.1 Del Leney - 1084 Quaker Road

5.3 Report of Regional Councillor

6 - 21

Regional Councillor Huson

6. Adoption of Minutes

6.1 SC-39/2019 Special Council Minutes December 2, 2019

22 - 24

6.2	C-20/2019 - Council Minutes of December 2, 2019	25 - 33
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7.	Business Arising from Council Minutes	
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9.2.1	P&P-09/2019 - Policy and Priorities Committee December 2, 2019	38 - 40
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9.7	Committee Minutes for Information	
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October 30, 2019

9.7.3	Library Board Minutes	52 - 55
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October 23, 2019

9.7.4	Committee of Adjustment Minutes	56 - 66
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August 13, 2019

10. Items for Separate Consideration, if Any

11. Presentation & Consideration of Reports

11.1 Reports from Members of Council:

11.2 Staff Reports Requiring Action

11.2.1	Proposed EarlyON Child and Family Centre - Old Pelham Town Hall , 2019-0156-Recreation	67 - 82
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12. Unfinished Business

13. New Business

14.	Presentation and Consideration of By-Laws	83 - 132
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1. By-law #4179(2019) - Being a by-law to amend By-law #3334(2013), being a by-law to adopt an Emergency Management Program, Emergency Management Plan and to Empower Mutual Assistance Agreements Governing Provision of Necessary Services During an Emergency.
2. By-law #4180(2019) - Being a by-law to authorize the Mayor and clerk to enter into an Agreement with The Herrington roup Ltd. for consulting services as per the Proposal to coordinate Accessibility for Ontarians with Disability Act compliance for the period February 1, 2020 to January 31, 2022, and to Repeal and Replace By-law #3574(2015).

3. By-law #4181(2019) - Being a by-law to assume the subdivision known as Cherry Ridge Extension Subdivision and to designate the streets within the subdivisions as a "public highway" in accordance with the Subdivision Agreement.
4. By-law 4182(2019) - Being a by-law to assume the subdivision known as Cherry Ridge Subdivision and to designate the streets within the subdivisions as a "public highway" in accordance with the Subdivision Agreements.

15. Motions and Notices of Motion

16. Matters for Committee of the Whole or Policy and Priorities Committee

17. Matters Arising Out of Committee of the Whole or Policy and Priorities Committee

18. Resolution to Move in Camera

Section 239 (b) - personal matters about an identifiable individual, including municipal employees; and Section 239 (d) - labour relations or employee negotiations (1 matter)

19. Rise From In Camera

20. Confirming By-Law

133 - 133

21. Adjournment

Town of Pelham | Regional Councilor Report

December 16, 2019

Budget Updates – ABC's (Agencies, Boards & Commissions)

- **Court Services**

Court services administers the Provincial Offences Court on behalf of the Region and twelve municipalities. The Region receives 50% of net revenues and the remainder is distributed to the municipalities.

- Funding request of less than 1%
- Total \$6.3 million gross base operating budget
- Net revenue projection of \$734,000

- **Niagara Regional Police Services**

- Funding increase of 5.3%
- Total \$154.4 million net expenditure budget
- Consists of:
 - 1.1% (1.7 million) - Increase for 2019 budget deferrals, leap year salary impact and loss of provincial grant funding
 - 2.6% (3.8 million) - Base increase for collective bargaining, software licensing and incremental critical technology infrastructure disaster recover costs.
 - 1.6% (\$2.2 million) - to staff member wellness needs and an additional 40 frontline constables (1.3% or 1.875 million) to attain a target response time of 7 minutes (urban) and 10 minutes (rural)
- Current staffing pressures have been impacted by the following:
 - There has been a 17.5% decrease in frontline offices since 1980
 - Calls for service have increased by 11.8% between 2014-2018
 - Niagara's population has increased by 11% from 1996 to 2016 and is projected to increase another 6.6% to 2020

- **Niagara Peninsula Conservation Authority**

- Funding increase of 5.9%
- Including 2% increase as per budget guidance plus 1.65% growth to address pressures in enforcement, planning and restoration – total of \$200,181
 - General Levy \$4.7 million – Operation costs and program expenses
 - Special Levy \$ 1.1 million – Debt financing and Land/Capital requirements
 - Capital Levy portion includes
 - Ball's Falls Historical Building Restoration
 - Floodplain Mapping – St. Catharines/Grimsby
 - Shriner's Creek Water Control Structure
 - Virgil Dam Safety Study

- **Niagara Regional Housing**
 - Funding increase of 2%
 - Total \$5.809 million net expenditure budget
 - Total increase of \$556,000
 - NRH operates and manages 2,850 public housing units
 - Programs & services includes both levy funded programs and ministry funded programs
 - Budget includes:
 - Decreases to:
 - Community assistance
 - Financial expenditures
 - Federal & Provincial grants
 - Increase to
 - Compensation
 - Occupancy & Infrastructure
 - Transfer to Reserves
 - Revenues

Waste Collection

- Waste collection contract was successfully awarded to:
 - GFL Environmental Inc – Collection Area One (Grimsby, Lincoln, Pelham, Thorold, Wainfleet and West Lincoln)
 - Miller Waste Systems Inc. - Collection Area Two (Fort Erie, Niagara Falls, Niagara-on-the-Lake, Port Colborne, St. Catharine's and Welland)
- New contracts represent 9.8% increase (\$3.5 million) - net budget of \$39 million

Verbal Updates & Reminders

- Cannabis Workshop – December 11
- Ending homelessness – Presentation by Iain DeJong – Dec. 19
- Niagara Biennial Awards – Nominations accepted until Fri., Jan. 24



Regional Report

December 2019



Presentation Highlights

- 1. Budget Updates – ABC's**
 1. Court Services
 2. Niagara Regional Police
 3. Niagara Peninsula Conservation Authority
 4. Niagara Regional Housing
- 2. Waste Collection Update**
- 3. Verbal Updates & Reminders**



Court Services

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- Funding request of less than 1%
- Total \$6.3 million gross base operating budget
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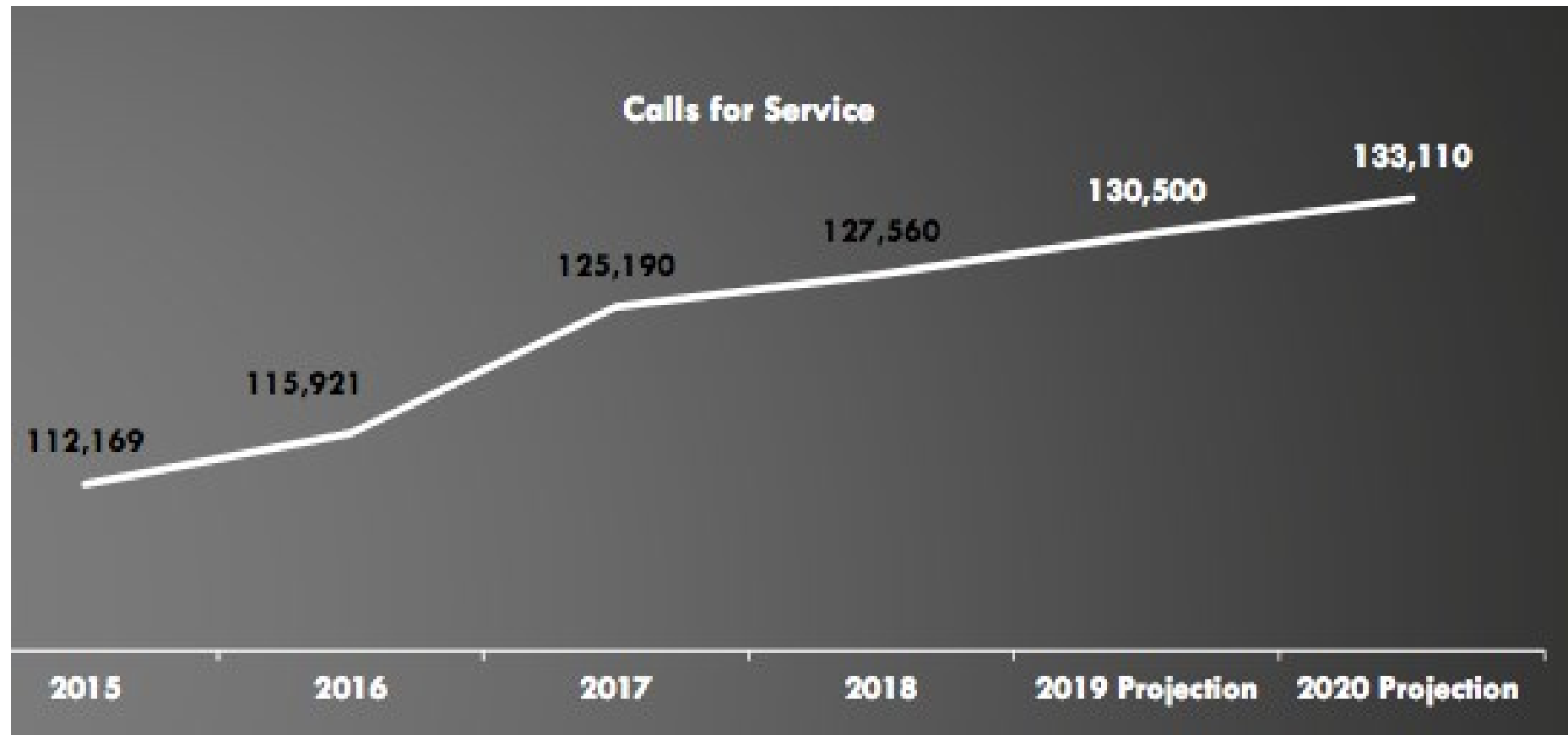
Niagara Regional Police

- Current staffing pressures have been impacted by the following:
 - There has been a 17.5% decrease in frontline offices since 1980
 - Calls for service have increased by 11.8% between 2014-2018
 - Niagara's population has increased by 11% from 1996 to 2016 and is projected to increase another 6.6% to 2020

	1980	1985	1990	1995	2000	2005	2010	2015	2019
Total Sworn Members	583	563	592	592	604	648	702	702	713
Frontline Patrol Constables	395	348	364	365	334	345	348	316	326
Percent Frontline	67.7	61.8	61.5	61.6	55.3	53.2	49.5	45.0	45.7

Since 1980, 69 Frontline Officers redeployed to Specialty Units

A 17.5% reduction to frontline



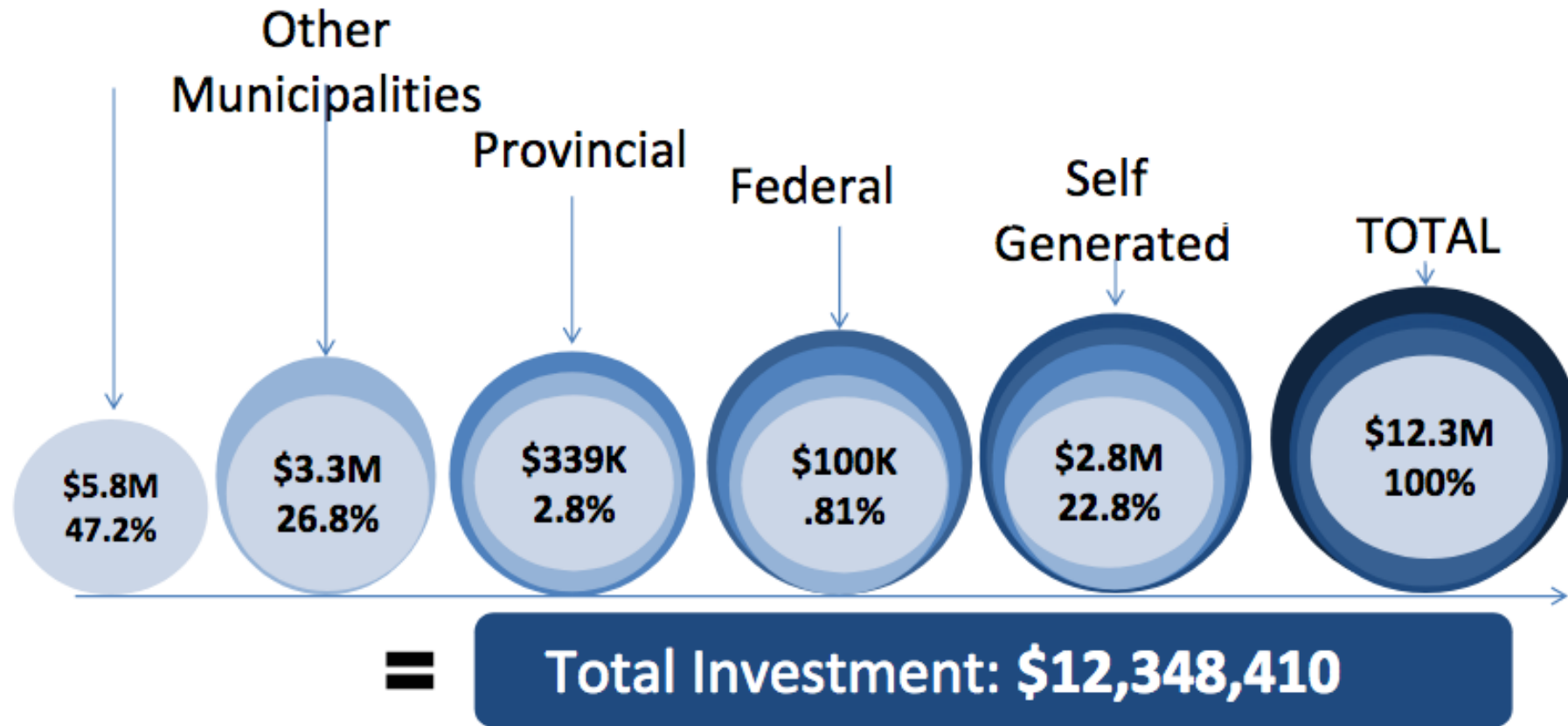


Niagara Peninsula Conservation Authority

- Funding increase of 5.9%
- Including 2% increase as per budget guidance plus 1.65% growth to address pressures in enforcement, planning and restoration – total of \$200,181
 - General Levy \$4.7 million – Operation costs and program expenses
 - Special Levy \$ 1.1 million – Debt financing and Land/Capital requirements
 - Capital Levy portion includes
 - Ball's Falls Historical Building Restoration
 - Floodplain Mapping – St. Catharines/Grimsby
 - Shriner's Creek Water Control Structure
 - Virgil Dam Safety Study

Niagara Region Investment:
\$5,809,372

Other Sources Investment:
\$6,539,038

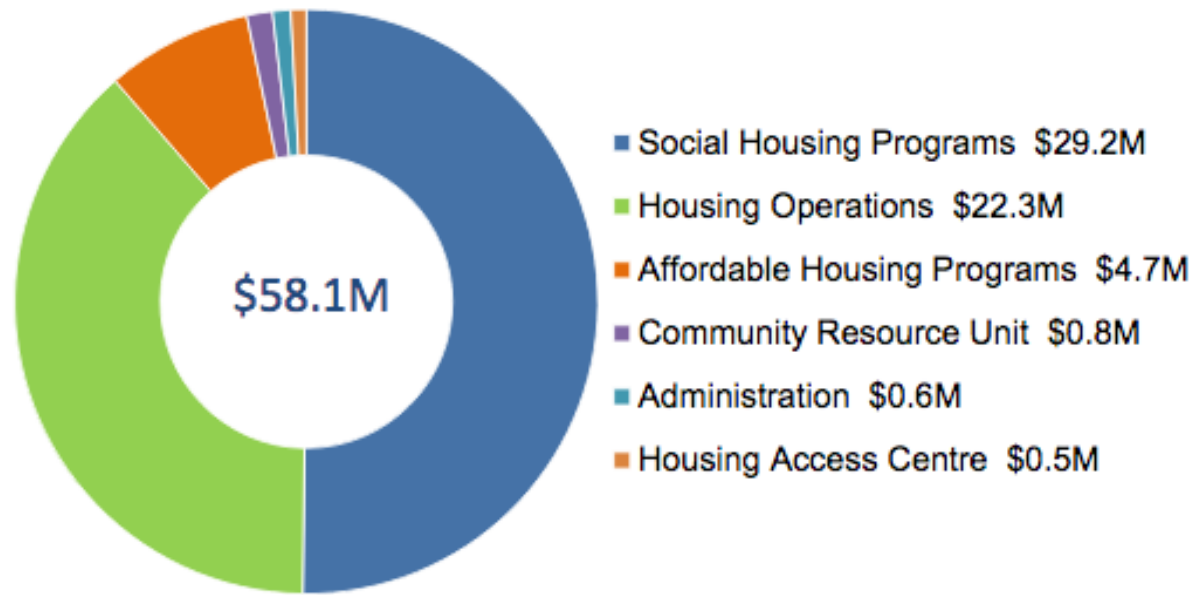


Niagara Regional Housing

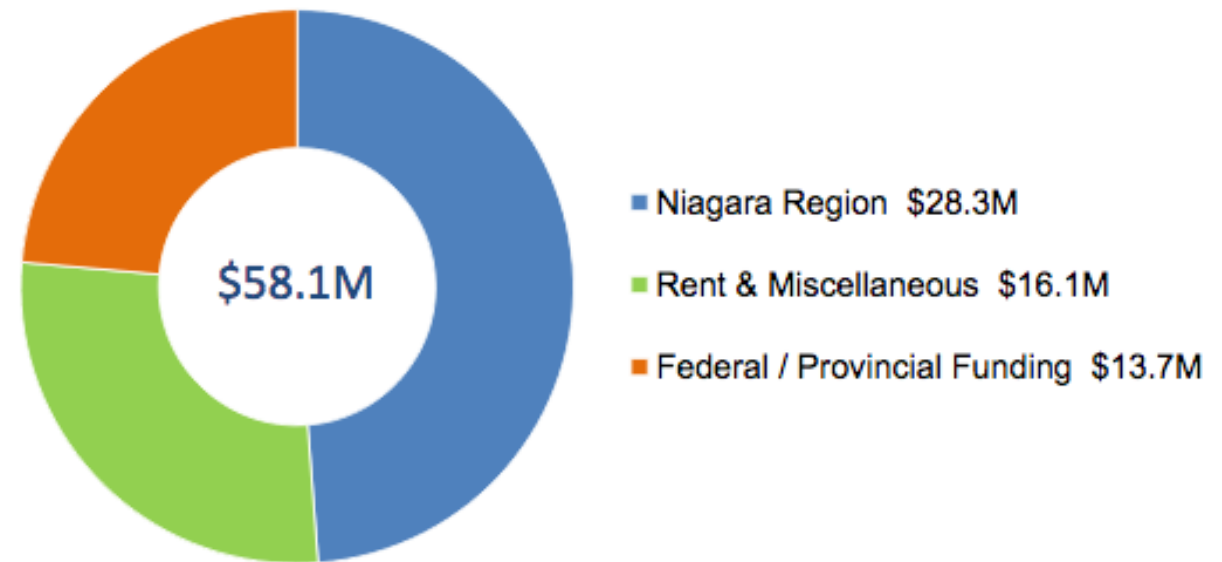


- Funding increase of 2%
- Total \$5.809 million net expenditure budget
- Total increase of \$556,000
- NRH operates and manages 2,850 public housing units
- Programs & services includes both levy funded programs and ministry funded programs
- Budget includes:
 - Decreases to:
 - Community assistance
 - Financial expenditures
 - Federal & Provincial grants
 - Increase to
 - Compensation
 - Occupancy & Infrastructure
 - Transfer to Reserves
 - Revenues

Where the Money Goes (Gross Expenditures)



Where the Money Comes From



General Levy Operating Budget

Status as at November 21, 2019

	\$	Yr/yr %	% Levy
Base Department Increase	3.7	2.0%	1.0%
Net Revenue Pressure/download	2.1		0.6%
Capital Financing Long-term Care Debt	5.6		1.5%
New and Enhanced Services	0.5		0.1%
Costs of Growth (including NRT)	6.7		1.8%
Assessment Growth			(1.4%)
Subtotal of Regional Departments	18.7	10.0%	3.7%
NRPS	7.7	5.3%	2.1%
NPCA	0.3	5.9%	0.1%
NRH	0.6	2.0%	0.2%
Courts	(0.1)	(21.5%)	(0.0%)
Subtotal of ABCs	8.5	4.7%	2.3%
Total Budget Increase	27.1		6.0%

Region estimating
1.0% on base plus
2.7% pressures for
total of 3.7%

ABCs proposing
2.3% increase in
the levy



Waste Collection Update

- Waste collection contract was successfully awarded to:
 - GFL Environmental Inc – Collection Area One (Grimsby, Lincoln, Pelham, Thorold, Wainfleet and West Lincoln)
 - Miller Waste Systems Inc. - Collection Area Two (Fort Erie, Niagara Falls, Niagara-on-the-Lake, Port Colborne, St. Catharine's and Welland)
- New contracts represent 9.8% increase (\$3.5 million) - net budget of \$39 million



Verbal Updates & Reminders

- Cannabis Workshop – December 11
- Ending homelessness – Presentation by Iain DeJong – Dec. 19
- Niagara Biennial Awards – Nominations accepted until Fri., Jan. 24

SPECIAL COUNCIL MINUTES

Meeting #: SC-39/2019 Special Council
Date: Monday, December 2, 2019, 4:30 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Marvin Junkin
Mike Ciolfi
Lisa Haun
Bob Hildebrandt
Ron Kore
Marianne Stewart
John Wink

Staff Present David Cribbs
Nancy Bozzato
Bob Lymburner
Jason Marr
Teresa Quinlin
Vickie vanRavenswaay
Barbara Wiens

Other: D. DeLorenzo, Legal Counsel (Item 1)

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 4:33 p.m.

2. Approval of the Agenda

Moved By Marianne Stewart

Seconded By John Wink

BE IT RESOLVED THAT the agenda for the December 2, 2019 Special Meeting of Council be adopted as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no pecuniary interests disclosed by any of the members present.

4. Resolution to Move in Camera

The closed meeting was recessed at 5:20 p.m. and reconvened following the Council and Policy and Priorities Committee meetings.

Moved By John Wink

Seconded By Bob Hildebrandt

BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider the following:

- 1. Pursuant to Section 239(2)(c) - acquisition or disposition of land by the municipality; 239(2)(f) - advice subject to solicitor-client privilege (1 item, File L07-2019-01-S)**
- 2. Pursuant to Section 239(2)(b) personal matters about an identifiable individual; and 239(2)(b) labour relations or employee negotiations (1 item)**
- 3. Pursuant to Section 239(2)(b) personal matters about an identifiable individual; and 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality (1 item)**
- 4. Pursuant to Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality and 239(2)(f) advice subject to solicitor-client privilege including communications necessary for that purpose (1 item, File L01-04-2019)**

Carried

5. Rise From In Camera

Moved By Bob Hildebrandt

Seconded By John Wink

BE IT RESOLVED THAT Council adjourn the In Camera Session and that Council do now Rise With Report.

Carried

Moved By Lisa Haun

Seconded By Mike Ciolfi

BE IT RESOLVED THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of December 2, 2019.

Carried

Moved By Bob Hildebrandt

Seconded By John Wink

BE IT RESOLVED that the Pelham Public Library board be instructed to defer the hiring process for a new Chief Executive Officer and appoint Vickie vanRavenswaay as Acting Library Chief Executive Officer on a six-month interim basis.

Carried

6. Confirming By-law

Moved By Ron Kore

Seconded By Lisa Haun

BE IT RESOLVED THAT the following By-law be read a first, second and third time and passed:

Being a By-law No. 4177(2019) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Special Meeting held on the 2nd day of December, 2019.

Carried

7. Adjournment

Moved By Mike Ciolfi

Seconded By Ron Kore

BE IT RESOLVED THAT this Special Meeting of December 2, 2019 be adjourned.

Carried

Mayor Marvin Junkin

Town Clerk, Nancy J. Bozzato

REGULAR COUNCIL MINUTES

Meeting #: C-20/2019 - Regular Council
Date: Monday, December 2, 2019
Time: 5:30 PM
Location: Town of Pelham Municipal Office - Council
Chambers
20 Pelham Town Square, Fonthill

Members Present: Marvin Junkin
Mike Ciolfi
Lisa Haun
Bob Hildebrandt
Ron Kore
Marianne Stewart
John Wink

Staff Present: Nancy Bozzato
David Cribbs
Bob Lymburner
Marc MacDonald
Jason Marr
Teresa Quinlin
Vickie vanRavenswaay
Barbara Wiens

Other: Fire Fighters
Interested Citizens
Media

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:30 p.m.

2. Singing of National Anthem

The National Anthem was sung by those present to officially open the meeting.

3. Approval of Agenda

Moved By Mike Ciolfi
Seconded By Ron Kore

BE IT RESOLVED THAT the agenda for the December 2, 2019 Regular meeting of Council be adopted

Amendment:

Moved By Bob Hildebrandt

Seconded By Mike Ciolfi

THAT an Agenda Item be added to Business Arising from Council Minutes

Carried

Moved By Mike Ciolfi

Seconded By Ron Kore

BE IT RESOLVED THAT the agenda for the December 2, 2019 Regular meeting of Council be adopted as amended

Carried

4. Disclosure of Pecuniary Interests and General Nature Thereof

There were no pecuniary interests disclosed by any of the members present.

5. Municipal Act Section 357 and 358 - Tax Write-Offs

Moved By Ron Kore

Seconded By Lisa Haun

BE IT RESOLVED THAT Council receive the Taxes Written-Off Report from the Corporate Services Department; and

THAT Council approve the Taxes Written-Off Report in the amount of \$857.87 as per the Municipal Act, Sections 357 and 358.

Carried

6. Hearing of Presentation, Delegations, Regional Report

6.1 Presentations

6.1.1 Pelham Fire Department Recognition Awards

1. Lafleur Family Donation to Fire Department and Recognition to the Lafleur Family

2. Longstanding Service Awards:

1. Henry Wutzke, 25 Years

2. Steven Racz, 25 Years

3. Terry Beckett, 25 Years

4. George Popko - 31 Years

David Lafleur outlined the Art Lafleur fund and the golf tournament which raised \$75,000 throughout this time. He presented a cheque to Mayor Junkin, and noted that this will be the final tournament of this nature.

Fire Chief Lymburner presented historical information on the significant contributions made by Art Lafleur as a member of the Fire Fighters, and the Lafleur Family in the past through this Memorial Golf Tournament and how the funds have been used.

On behalf of Council, the Mayor extended appreciation to the Lafleur Family for their dedication to the Town in this regard.

Mayor Junkin acknowledged the service of the longstanding Fire Fighters and all those who serve the community through fire services. Awards were presented by the Fire Chief and the Mayor, as follows:

25 Years of Service: Henry Wutzke, Steven Racz, Terry Beckett

31 Years of Service and Retirement: George Popko

6.1.2 Regional Inter Municipal Transit

Robert Salewytsch, Program Manager, Transit Services, Niagara Region

Mr. Salewytsch, Program Manager, Transit Services, Niagara Region presented information on the ongoing Regional Inter-Municipal Transit initiatives. He requested support, in principle, for the development of an agreement between the Town and the Region for the On Demand Transit Service. If all western local municipalities participate, this program would serve Grimsby, West Lincoln, Lincoln, Pelham and Wainfleet to be deployed in April 2020.

Moved By Lisa Haun

Seconded By John Wink

BE IT RESOLVED THAT Council receive the presentation made by the Niagara Region Transit Services regarding Inter Municipal Transit; and

THAT Council approve in principle the On Demand Transit Service concept; and

THAT Council hereby directs staff to prepare a partnership agreement between the Town and the Region of Niagara for the provision of On Demand Transit Service to replace the current Pelham Transit

system, at an amount not to exceed the approved 2020 Transit Budget provision.

Carried

6.2 Delegations

6.2.1 Hospitality Committee Chair, Patricia Shannon

Patricia Shannon, Chair of the Hospitality Committee, presented information relating to the work of this Committee and their goals for the remainder of the term.

Moved By Bob Hildebrandt

Seconded By John Wink

BE IT RESOLVED THAT Council receive the presentation by Patricia Shannon, Hospitality Committee chair, for information.

Carried

6.2.2 Sullivan Mahoney - Sara Premi on behalf of DeFazio, DeFazio and Grottola

- Correspondence from Ms. Premi has requested that this matter be deferred to January 2020. Ms. Premi will not be in attendance.

Moved By John Wink

Seconded By Bob Hildebrandt

BE IT RESOLVED THAT the previously scheduled Delegation by Sara Premi, Sullivan Mahoney, be postponed until January 2020, at the request of the presenter.

Carried

6.3 Report of Regional Councillor

No report

7. Adoption of Minutes

Moved By Marianne Stewart

Seconded By John Wink

BE IT RESOLVED THAT the following minutes be adopted as printed, circulated and read:

1. SC-38/2019 - Special Council Minutes November 18, 2019; and

2. C-19/2019 Council Minutes of November 18, 2019

Carried

8. Business Arising from Council Minutes

8.1 Item regarding Resolution Number 9.4.1 of November 18, 2019 Council Minutes.

Councillor Hildebrandt introduced a motion to rescind the \$5,000 rental fee exemption for the Community Health Centre programs.

Moved By Bob Hildebrandt

Seconded By Lisa Haun

THAT Resolution Number 9.4.1 adopted at the November 18, 2019 Regular Meeting of Council, being a motion to approve waiving the \$5,000 annual rental space fee for the 2019-2020 and 2020-2021 Community Health Centre (Centre de santé) (the CNC) Stay Fit and Keeping Balance community programs be RESCINDED; and

THAT staff be directed to advise the CNC forthwith.

Defeated

9. Request(s) to Lift Consent Agenda Item(s) for Separate Consideration

No items were lifted.

10. Consent Agenda Items to be Considered in Block

Moved By Mike Ciolfi

Seconded By Ron Kore

BE IT RESOLVED THAT the Consent Agenda items as listed on the December 2nd, 2019 Council Agenda be received and the recommendations contained therein be approved

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10.1 Presentation of Recommendations Arising from COW or P&P for Council Approval

BE IT RESOLVED THAT COUNCIL HEREBY approves the Recommendations Resulting from the following:

1. COW-08/2019 - Committee of the Whole - November 18, 2019

10.2 Minute Approval – Committee

10.2.1 COW-08/2019 - Committee of the Whole Minutes November 18, 2019

BE IT RESOLVED THAT Council receive the Committee of the Whole minutes, dated November 18, 2019, for information.

10.3 Staff Reports of a Routine Nature for Information or Action

10.3.1 Joint Accessibility Advisory Committee 2018-2022 Multi-Year Accessibility Plan Annual Update

BE IT RESOLVED THAT Council for the Town of Pelham receive and approve the 2018-2022 Multi-Year Accessibility Plan Annual Update, dated November 18, 2019.

10.7 Committee Minutes for Information

10.7.1 Cannabis Control Committee Minutes

BE IT RESOLVED THAT Council receive the Cannabis Control Committee minutes, dated September 18, 2019 for information.

10.7.2 Joint Accessibility Advisory Committee Minutes

BE IT RESOLVED THAT Council receive the Joint Accessibility Advisory Committee Minutes, dated October 2019 for information.

10.7.3 Summerfest Committee Minutes

BE IT RESOLVED THAT Council receive the Summerfest committee minutes dated September 25, 2019, for information.

10.7.4 MCC Hospitality Committee Minutes

BE IT RESOLVED THAT Council receive the MCC Hospitality committee minutes dated September 17, 2019; September 24, 2019 and October 16, 2019, for information.

10.7.5 Seniors Advisory Committee Minutes

BE IT RESOLVED THAT Council receive the Pelham Seniors Advisory committee minutes dated June 20, 2019 and September 12, 2019, for information.

Carried

10.1 Presentation of Recommendations Arising from COW or P&P, for Council Approval

1. COW-08/2019 - Committee of the Whole - November 18, 2019

BE IT RESOLVED THAT COUNCIL HEREBY approves the Recommendations Resulting from the following:

1. COW-08/2019 - Committee of the Whole - November 18, 2019

10.2 Minutes Approval - Committee

10.2.1 COW-08/2019 - Committee of the Whole Minutes November 18, 2019

BE IT RESOLVED THAT Council receive the Committee of the Whole minutes, dated November 18, 2019, for information.

10.3 Staff Reports of a Routine Nature for Information or Action

10.3.1 Joint Accessibility Advisory Committee 2018-2022 Multi-Year Accessibility Plan Annual Update

BE IT RESOLVED THAT Council for the Town of Pelham receive and approve the 2018-2022 Multi-Year Accessibility Plan Annual Update, dated November 18, 2019.

10.4 Action Correspondence of a Routine Nature

10.5 Information Correspondence Items

10.6 Regional Municipality of Niagara - Action Items

10.7 Committee Minutes for Information

10.7.1 Cannabis Control Committee Minutes

September 18, 2019

BE IT RESOLVED THAT Council receive the Cannabis Control Committee minutes, dated September 18, 2019 for information.

10.7.2 Joint Accessibility Advisory Committee Minutes

October 2019 JAAC Minutes

BE IT RESOLVED THAT Council receive the Joint Accessibility Advisory Committee Minutes, dated October 2019 for information.

10.7.3 Summerfest Committee Minutes

September 25, 2019

BE IT RESOLVED THAT Council receive the Summerfest committee minutes dated September 25, 2019, for information.

10.7.4 MCC Hospitality Committee Minutes

September 17, 2019

September 24, 2019

October 16, 2019

BE IT RESOLVED THAT Council receive the MCC Hospitality committee minutes dated September 17,

2019; September 24, 2019 and October 16, 2019, for information.

10.7.5 Seniors Advisory Committee Minutes

June 20, 2019

September 12, 2019

BE IT RESOLVED THAT Council receive the Pelham Seniors Advisory committee minutes dated June 20, 2019 and September 12, 2019, for information.

11. Items for Separate Consideration, if Any

There were no items lifted.

12. Presentation & Consideration of Reports

12.1 Reports from Members of Council:

No reports.

12.2 Staff Reports Requiring Action

12.2.1 2020 Operating Budget Update with Actual 2019 Assessment Growth, 2019-0141-Corporate Services

Moved By Lisa Haun

Seconded By Ron Kore

BE IT RESOLVED THAT Council receive Report #2019-0141 ; and Council approve the allocation of the additional growth revenue to fund the increase to the gypsy moth expenditure, net of the library budget reduction and an increase to the Roads Reserve and to a contingency fund. The overall tax levy increase after growth is reduced from the approved 6.05% to 5.95%.

Carried

12.2.2 Investing in Canada Infrastructure Program Green Stream, 2019-0139-Corporate Services

Moved By Bob Hildebrandt

Seconded By John Wink

BE IT RESOLVED THAT Council receive Report #2019-0139; and Council approve the list of capital projects for the grant submission of the ICIP: Green Stream.

Carried

13. Unfinished Business

None

14. New Business: None

15. Presentation and Consideration of By-Laws

There were no by-laws presented.

16. Motions and Notices of Motion: None

17. Matters for Committee of the Whole or Policy and Priorities Committee: None

18. Matters Arising Out of Committee of the Whole or Policy and Priorities Committee: None

19. Resolution to Move in Camera

No closed session was scheduled.

20. Rise From In Camera

Not applicable.

21. Confirming By-Law

Moved By Ron Kore

Seconded By Bob Hildebrandt

BE IT RESOLVED THAT the following By-law be read a first, second and third time and passed:

Being a By-law No. 4178(2019) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 2nd day of December, 2019.

Carried

22. Adjournment

Moved By Lisa Haun

Seconded By Ron Kore

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for December 16, 2019 at 5:30 pm.

Carried

Mayor: Marvin Junkin

Town Clerk: Nancy J. Bozzato

SPECIAL COUNCIL MINUTES

Meeting #: SC40/2019 - Special Meeting of Council
Date: Thursday, December 5, 2019, 4:30 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Marvin Junkin
Mike Ciolfi
Lisa Haun
Bob Hildebrandt
Ron Kore
Marianne Stewart
John Wink

Staff Present David Cribbs
Nancy Bozzato
Teresa Quinlin
Vickie vanRavenswaay
Barbara Wiens
Other: Don DeLorenzo, Counsel

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Deputy Mayor, Councilor Ciolfi called the meeting to order at approximately 4:33 pm.

2. Approval of the Agenda

Moved By Ron Kore

Seconded By Lisa Haun

BE IT RESOLVED THAT the agenda for the December 5th, 2019 Special Meeting of Council be adopted as circulated.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no pecuniary interests disclosed by any of the members present.

4. Resolution to Move in Camera

Moved By Ron Kore

Seconded By Lisa Haun

BE IT RESOLVED THAT the next portion of the meeting be closed to the public in order to consider a matter under Section 239 (2) of the Municipal Act, as follows:

Section 239 (2) (c) - proposed or pending acquisition or disposition of land by the municipality and Section 239 (2) (f) - advice that is subject to solicitor-client privilege, including communications necessary for that purpose (1 file)

Carried

5. Rise From In Camera

Moved By Lisa Haun

Seconded By Ron Kore

BE IT RESOLVED THAT Council adjourn the In Camera Session and that Council do now Rise With Report

Carried

Moved By Lisa Haun

Seconded By Ron Kore

BE IT RESOLVED THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of December 5, 2019.

Carried

6. Confirming By-law

Moved By John Wink

Seconded By Lisa Haun

BE IT RESOLVED THAT the following By-law be read a first, second and third time and passed:

Being a By-law No. 4183 (2019) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Special Meeting held on the 5th day of December, 2019.

Carried

7. Adjournment

Moved By John Wink

Seconded By Lisa Haun

BE IT RESOLVED THAT this Special Meeting of Council be adjourned until the next regular meeting scheduled for December 16th, 2019 at 5:30 pm.

Carried

Mayor Marvin Junkin

Town Clerk, Nancy J. Bozzato

Recommendations of the Policy and Priorities Committee Meeting Held December 2, 2019 (P&P-09/2019)

1. THAT the agenda for the December 2, 2019 regular meeting of Committee be adopted as amended.

Amendment

THAT Item 4.6 be referred to the Cannabis Control Committee for further input.

CARRIED

Amendment

THAT Items 4.3 and 4.4 be referred to the Pelham Active Transportation Committee for review and comment.

CARRIED

2. THAT Committee receive Report #2019-0143 and recommend to Council:

THAT the Town of Pelham Emergency Plan be approved; and

THAT staff be directed to prepare the necessary bylaw for Council consideration on December 16, 2019

3. THAT Committee receive Report #2019-0136 and recommend that Council assume the municipal services in Cherry Ridge Phase 1 and Cherry Ridge Extension subdivisions and open the street within the subdivisions as a 'public highway' by by-law in accordance with the subdivision agreements.

4. THAT Committee receive Report 2019-0137 and recommend to Council:

THAT Council support the proposed Ridgeville Hamlet Boundary as presented in this Report;

THAT the Director inform the Manager of Long Range Planning at the Region of Niagara of Council's decision.

5. THAT Committee receive Report #2019-0135 and recommend:

THAT Council: vest Roll # 2732 010 016 12510; PIN 64029-0272(LT); Part Lot 20 N/S Ontario St. Plan 703 Pelham as in RO112837 except RO107119 & Part 1 59R8830 into the name of the municipality, write-off the outstanding taxes, penalties, interest and tax sale fees, then subsequently sell the parcel of land on the market at an amount more attractive to potential purchasers.

6. THAT this Regular Meeting of Committee be adjourned until the next regular meeting scheduled for December 16, 2019 following Council.

POLICY AND PRIORITIES COMMITTEE MINUTES

Meeting #: P&P-09/2019 Immediately Following Council
Date: Monday, December 2, 2019
Location: Town of Pelham Municipal Office - Council
Chambers
20 Pelham Town Square, Fonthill

Members Present Marvin Junkin, Mike Ciolfi, Lisa Haun, Bob
Hildebrandt, Ron Kore, Marianne Stewart, John
Wink

Staff Present Teresa Quinlin, Nancy Bozzato, Bob Lymburner,
Marc MacDonald, Jason Marr, Vickie
vanRavenswaay, Barbara Wiens, David Cribbs

Other Interested Citizens
Media

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 7:40 p.m.

2. Adoption of Agenda

Moved By Marianne Stewart

THAT the agenda for the December 2, 2019 regular meeting of Committee be adopted

Amendment:

Moved By Marianne Stewart

THAT Item 4.6 be referred to the Cannabis Control Committee for further input.

Carried

Amendment:

Moved By John Wink

THAT Items 4.3 and 4.4 be referred to the Pelham Active Transportation Committee for review and comment.

Carried

Amendment:

Moved By Marianne Stewart

THAT the agenda for the December 2, 2019 regular meeting of Committee be adopted as amended.

Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests disclosed by any of the members present.

4. New Business

4.1 2019 Emergency Management Plan, 2019-0143-Fire Dept

Moved By John Wink

THAT Committee receive Report #2019-0143 and recommend to Council:

THAT the Town of Pelham Emergency Plan be approved; and

THAT staff be directed to prepare the necessary bylaw for Council consideration on December 16, 2019

Carried

4.2 Assumption of Cherry Ridge Phase 1 and 2, 2019-0136-Public Works

Moved By Bob Hildebrandt

THAT Committee receive Report #2019-0136 and recommend that Council assume the municipal services in Cherry Ridge Phase 1 and Cherry Ridge Extension subdivisions and open the street within the subdivisions as a 'public highway' by by-law in accordance with the subdivision agreements.

Carried

4.3 Revision of Policy S801-02 for Neighbourhood Traffic Management , 2019-0142-Public Works

Report #2019-0142 was referred to the Pelham Active Transportation Committee.

4.4 2019 Pedestrian Crossing on Pelham Street , 2019-0125-Public Works

Report #2019-0125 was referred to the Pelham Active Transportation Committee.

4.5 Ridgeville Hamlet Boundary, 2019-0137-Planning

Moved By Ron Kore

THAT Committee receive Report 2019-0137 and recommend to Council:

THAT Council support the proposed Ridgeville Hamlet Boundary as presented in this Report;

THAT the Director inform the Manager of Long Range Planning at the Region of Niagara of Council's decision.

Carried

4.6 Recommendation Report for CCC Proposed Bylaws, 2019-0134

Report #2019-0134 was referred to the Cannabis Control Committee.

4.7 Vesting of Property into Municipal Ownership for Subsequent Sale, 2019-0135-Corporate Services

Moved By John Wink

THAT Committee receive Report #2019-0135 and recommend:

THAT Council: vest Roll # 2732 010 016 12510; PIN 64029-0272(LT); Part Lot 20 N/S Ontario St. Plan 703 Pelham as in RO112837 except RO107119 & Part 1 59R8830 into the name of the municipality, write-off the outstanding taxes, penalties, interest and tax sale fees, then subsequently sell the parcel of land on the market at an amount more attractive to potential purchasers.

Carried

5. Old Business: None

6. Adjournment: Moved By Bob Hildebrandt

THAT this Regular Meeting of Committee be adjourned until the next regular meeting scheduled for December 16, 2019 following Council.

Carried

Mayor Marvin Junkin

Town Clerk, Nancy J. Bozzato

APPLICATION FOR PROCLAMATION

Organization	
Name:	<u>Crime Stoppers of Niagara</u>
Contact Name:	<u>Sara Stevens or Mark Stevens</u>
Address:	<u>198 Cushman Road Unit 2</u>
City:	<u>St. Catharines</u>
Postal Code:	<u>L2M 6T3</u>
Phone:	<u>905-938-5463</u>
Email:	<u>sara@niagaratips.com</u>
Proclamation Requested:	<u>January 2020 - Crime Stoppers Awareness Month</u>
Dates of Proclamation:	<input type="checkbox"/> Day(s) <input type="checkbox"/> Week <input checked="" type="checkbox"/> Month <u>January 2020</u> <small>Please check and insert dates</small>
Purpose of Proclamation:	<u>Proclaim January 2020 Crime Stoppers Awareness Month</u>
Description of Organization:	<u>Crime Stoppers of Niagara is a citizen, media, and police cooperative program designed to involve the community in the fight against crime. The program provides citizens with a means to supply police with information anonymously. Cash rewards are offered to persons who call the program with information which leads to an arrest.</u>
Has the same or a similar proclamation been requested of the Town of Pelham Council in past years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: _____
You must provide the draft wording for your proclamation in order to receive an official signed proclamation from the Mayor.	
Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of processing your request. Questions about this collection should be directed to the Town Clerk, 20 Pelham Town Square, P.O. Box 400, Fonthill, ON L0S 1E0 905-892-2607, ext. 315.	
Signature:	Date: <u>11/19/19</u>

Please complete and submit your completed form at least two weeks in advance of the occasion to:

Nancy J. Bozzato, Town Clerk
 20 Pelham Town Square, PO Box 400
 Fonthill, ON L0S 1E0

Email: njbozzato@pelham.ca Phone: (905) 892-2607 ext. 315

From the Clerk's Department

Proclamation

Crime Stoppers Awareness Month January 2020

WHEREAS, Crime Stoppers month promotes awareness through education campaigns, activities and events held across the Niagara Region and it also offers the community the opportunity to partner in solving crime in our area; and

WHEREAS, Crime Stoppers encourages everyone to See Something, Hear Something, Say Something to assist law enforcement; and

WHEREAS, Increased awareness and understanding of the Crime Stoppers program will promote the use of the 24 hour reporting services to reduce and solve crime; and

WHEREAS, Crime Stoppers Niagara actively works with members of the community, the media and the police as a community safety service partner;

THEREFORE, BE IT RESOLVED THAT the Corporation of the Town of Pelham does hereby proclaim the month of January 2020 as Crime Stoppers Awareness Month.

DATED AT the Town of Pelham this 16th day of December, 2019.

Mayor Marvin Junkin
Town of Pelham

Board of Directors Meeting Highlights-November 20th, 2019

Delegations:

J. Baker, Canadian Co-chair of the Niagara River Ramsar Designation Steering Committee and J. Burney, US Co-chair of the Niagara River Ramsar Designation Steering Committee presented before the Board resulting in a resolution of support by the NPCA for the Ramsar Designation.

Request from Friends of Fort Erie Creek (FOFEC):

The NPCA Board approved a request to allow the Friends of Fort Erie Creek to construct a new operational facility at the Stevensville Conservation Area.

Twelve Mile Creek Restoration:

The Board authorized a Memorandum of Agreement with Trout Unlimited Canada to partner in the restoration of Twelve Mile Creek, Niagara's only cold-water stream containing an existing population of brook trout.

NPCA Strategic Planning Committee:

The Board approved terms of reference for the creation of a strategic planning committee to guide the NPCA in 2020 toward establishing goals and direction for the organization in the coming years.

2020 Conservation Area Rates:

The Board approved the admission rates to Conservation Areas for the 2020 season.

Draft NPCA Volunteer Policy and Procedures:

The Board approved a Volunteer Policy and Procedure to ensure consistency in volunteer training, screening and recruitment.

Links to Minutes and Video:

<https://npca.ca/administration/board-meetings>

**MAYOR'S YOUTH ADVISORY COUNCIL
MINUTES**

MEETING DATE: Tuesday, October 22, 2019
4:15 p.m.
Meridian Community Centre

Attendance: Sofia Labricciosa (Prime Minister),
Ava Colangelo (Secretary),
Ben Bonisteel (Promotions Minister),
Natalie Anderson (Communications Officer),
Parker Triano (Deputy Prime Minister),
Olivia Warankie,
Abbey Rittner,
Mia Colangelo,
Tyler Anderson,
Adam Kleinsmith,
Laura Tremeer,
Merek Triano,
Jenna Diab,
Megan Metler,
Miria Diab,
Emma Worrall,
Ayden Mooney,
Aaron Bourdages,
Jessica Sung

Absent: Liam MacRae, Matthew Iannizzi, Mackenna Belding, Kaitlyn Palmateer,

1. Declaration of Quorum and Call to Order

The Prime Minister, Sofia Labricciosa, declared a quorum and welcomed everyone to the meeting.

2. Adoption of the Agenda

Moved by: Adam Kleinsmith
Seconded by: Jessica Sung



Mayor's Youth Advisory Council

MINUTES – OCTOBER 22 2019

THAT the Agenda for the October 22, 2019 Pelham Mayor's Youth Advisory Council meeting be approved.

CARRIED

3. Approval of Minutes

THAT the Minutes for September 24, 2019 Pelham Mayor's Youth Advisory Council meeting be approved.

Moved by: Oliva Wrankie

Seconded by: Laura Tremeer

CARRIED

4. Location of Meetings

informed that council chambers are not available for our meetings unless the date is changed. MYAC decided to keep the meetings and the date the same as past years.

Moved by: Megan Metler

Seconded by: Ben Bonisteel

THAT the meeting days will remain at the MCC in the Kinsmen room @ 4:15pm.

5. Logo Contest Voting

MYAC voted on the logo winner.

Winner: Olivia Butera, St. Ann

6. Halloween Skate

MYAC is reminded...

- Wear costumes
- MYAC members should attempt to attend
- MYAC to help set up before skate
- Skate will be held at the MCC
- *MYAC TO BE THERE FOR 6:45*

7. Town Committees

MYAC decided that there will be no MYAC reps on the town committees, and if the committee wants our opinion they may reach out and attend one of the MYAC meetings for youth input.



Mayor's Youth Advisory Council

MINUTES – OCTOBER 22 2019

8. Sub Committees

Short Term

Coffee House subcommittee:

- Emma, Jessica, Olivia, Laura, Abbey, Mia, Megan, Ayden, Ava, Sofia (*Possible Chairs; Ava, Sofia*)

Youth Forum:

- Adam, Mia, Laura, Megan, Abbey, Olivia, Jessica, Emma, Kaitlyn, Ava, Sofia (*Possible Chairs; Olivia, Kaitlyn*)

Long Term

Outdoor Ice Rink:

- Parker, Ben, Merek, Jenna, Miria, Tyler, Aaron (*Possible Chair; Ben*)

Moved by: Mia Colangelo

Seconded by: Miria Diab

THAT the above goals are MYAC's short term and long term goals for the 2019-2020 term.

9. Brock Study

- MYAC is encouraged to participate in the Brock study and was sent home with the surveys for those who were interested.

10. Other Business

- Follow and share the MYAC Social Media Pages
 - **Instagram:** Pelham_MYAC
 - **Facebook:** PMYAC
 - **Facebook:** PMYAC

****Ben to look into a remind for MYAC communication

11. Next Meeting

MYAC Regular Meeting scheduled for Tuesday, November 18th, 2019 at 4:15 p.m.

12. Adjournment

Moved by: Ben Bonisteel

Seconded by: Ayden Mooney

THAT the meeting of the Pelham Mayor's Youth Advisory Council October 22nd, 2019 is now adjourned.



Mayor's Youth Advisory Council

MINUTES – OCTOBER 22 2019

CARRIED

Other Information

Upcoming Meeting Dates & Events:

- MYAC Executive Meeting November 12, 2019 @ 4:15pm in the Boardroom at MCC
- FINAL-MYAC Regular Meeting November 18, 2019 @ 4:15pm in Kinsmen Room at MCC



Mayor's Youth Advisory Council

Cannabis Control Committee
Town of Pelham

Minutes of Meeting
Wednesday October 2, 2019 – 5:00 p.m.
Fire Station #1 – 177 Highway 20 W, Fonthill

Present: Mike Ciolfi, Councillor – Town of Pelham
Tim Nohara (**Chair**)
Jim Jeffs
Louie Damm
John Langendoen
Jim Steele
Bill Heska
Carla Baxter
Barbara Wiens, Director, Community Planning & Development – Town of Pelham
Shannon Larocque, Senior Planner, Community Planning & Development – Town of Pelham
Jodi Legros, Administrative Assistant, Community Planning & Development – Town of Pelham (**Secretary**)

Regrets: David Cribbs, CAO – Town of Pelham

1. Declaration of Quorum

Chair declared quorum at 5:09 p.m.

2. Approve Agenda

Moved by J. Langendoen, seconded by L. Damm that the agenda of October 2, 2019 be approved as amended to include review of the fencing by-law.

CARRIED

3. Minutes

- Moved by B. Heska, seconded by J. Langendoen that the minutes of September 4, 2019 be approved, as amended.
- Moved by J. Steele, seconded by J. Langendoen that the minutes of September 18, 2019 be deferred to the next meeting date of October 30, 2019.

CARRIED

4. The Committee discussed correspondence with MP and MPP offices, attendance at the LPAT hearing in Welland, and the 425 Kilman Rd. application to the Niagara Escarpment Commission with staff.

The Committee will strive to bring the nuisance and odour control by-laws to council. B. Wiens will discuss a November 25, 2019 special council meeting with the Town Clerk, otherwise the council meeting would take place on December 2, 2019 with staff report due November 19, 2019. The nuisance and odour control by-laws will be drafted by the committee and submitted to staff for review as soon as possible. The Committee intends to approve the final drafts that will be sent to Council on November 6th.

7

Motion approved by C. Baxter and J. Langendoen to accept its prepared legal questions and have the Town submit the legal questions to our solicitor for responding with written answers. Due to budget constraints, M. Ciolfi will request allowance for legal fees at the next council meeting.

CARRIED

5. Overview of Proposed Regulatory By-Laws

Fencing By-Law – J. Langendoen expressed serious concerns about Right of Entry as it would compromise biosecurity if site access protocols are not followed. B. Wiens indicated that enforcement reports to the Fire Chief who reports to the CAO. B. Wiens can request the Fire Chief to attend in order to answer any inquiries relating to right of entry if desired.

C. Baxter provided a sheet she prepared on Health Canada for information.

6. Next Meeting: October 30, 2019 at 5:00 pm – Fire Station 1, 177 Highway 20 West, Fonthill.


7. Adjournment

Moved by C. Baxter, seconded by J. Steele that the meeting be adjourned.

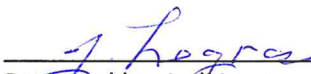
The meeting adjourned at approximately 7:28 p.m.

CARRIED.

Signed by:

Edited By: 

Tim Nohara (Chair)



Prepared by: Jodi Legros, Administrative Assistant
Community Planning & Development-Town of Pelham

Cannabis Control Committee
Town of Pelham

Minutes of Meeting
Wednesday October 30, 2019 – 5:00 p.m.
Fire Station #1 – 177 Highway 20 W, Fonthill

Present: Mike Ciolfi, Councillor – Town of Pelham
Tim Nohara (Chair)
Jim Jeffs
Louis Damm
John Langendoen
Jim Steele
Bill Heska
Carla Baxter
David Cribbs, CAO – Town of Pelham
Barbara Wiens, Director, Community Planning & Development – Town of Pelham
Shannon Larocque, Senior Planner, Community Planning & Development – Town of Pelham
Jodi Legros, Administrative Assistant, Community Planning & Development – Town of Pelham (Secretary)

Other: Phil Girard, P.Eng, PG Compliance Management

1. Declaration of Quorum

Chair declared quorum at 5:08 p.m.

2. Approve Agenda

Moved by L. Damm, seconded by J. Langendoen that the agenda of October 30, 2019 be approved.

CARRIED

3. Answers to Legal Questions

B. Wiens handed out a sealed envelope to each member with the answers from our legal counsel concerning the questions posed by the committee. This information is privileged and confidential.

4. Minutes

- Chair provided signed Minutes of August 21, 28 and September 4, 2019 to the Secretary.
- Moved by B. Heska, seconded by J. Langendoen that the minutes of September 18, 2019 be approved, as amended.
- Moved by C. Baxter, seconded by J. Langendoen that the minutes of October 2, 2019 be deferred to the next meeting date of November 6, 2019.

CARRIED

5. Presentation/Discussion with Phil Girard

Phil Girard addressed the committee for two hours as an expert on odour regulations in Ontario including the Environmental Protection Act and Reg.419, as well as the provincial standards and best practices used by industries who release odour to avoid adverse effects on their neighbours. Phil discussed items such as odour detection, odour units, how to regulate odour, odour guidelines, odour studies, how to measure odour, odour management, and neighbourhood, ambient odour monitoring/sampling programs. A copy of his presentation will be provided to the committee members.

6. The committee discussed its intention to bring draft by-laws to the Policy & Priority Council meeting scheduled on December 2, 2019 and requested that they be placed on the December 16, 2019 Council agenda.

7. **Next Meeting: November 6, 2019 at 5:00 pm – Council Chambers, Town of Pelham.**

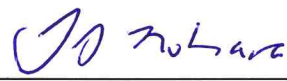
8. Adjournment

Moved by L. Damm, seconded by J. Steele that the meeting be adjourned.


The meeting adjourned at approximately 7:11 p.m. however discussions continued after adjournment until 7:37 p.m.

CARRIED.

Signed by:

Editect
By: 

Tim Nohara (Chair)



Prepared by: Jodi Legros, Administrative Assistant
Community Planning & Development-Town of Pelham



TOWN OF PELHAM PUBLIC LIBRARY

LIBRARY BOARD MEETING MINUTES

OUR MISSION: The mission of the Town of Pelham Public Library is to engage, encourage and enrich our community in its pursuit of life-time learning as the cultural and informational heart of Pelham.

MINUTES OF OCTOBER 23, 2019

Location: Pelham Public Library, Maple Acre Branch, Meeting Room

Present: Tim Wright (Chair), Cathy McPherson, Nicole Nolan, Gwendoline MacDougall, Madison Smith, Gail Pepper, Greg Lewis

Staff: Amy Guilmette (Acting CEO), Brynley Eckhart (minutes), Jo-Anne Teeuwssen (Acting Deputy CEO)

Regrets: Councillor Marianne Stewart, Donald Brown

1. Call to Order/Regrets/Review Health and Safety Guidelines

- The meeting was called to order at 6:00 p.m. by T. Wright.

2. Conflict of Interest Declarations

- None

3. Guest Speaker – Clare Irwin

- C. Irwin provided an overview of the cataloguing job and tech support she provides to the Board.

4. Approval of the Minutes

4.1 Minutes of the Library Board Meeting of September 25, 2019

- Moved by G. MacDougall, seconded by M. Smith
That the minutes of the Library Board meeting of September 25, 2019 be approved as presented. CARRIED.

4.2 Minutes of the Special Board Meeting of October 2, 2019

- Moved by N. Nolan, seconded by G. Lewis
That the minutes of the Special Board meeting of October 2, 2019 be approved as presented. CARRIED.

4.3 Board Attendance List

- Nothing to report.



TOWN OF PELHAM PUBLIC LIBRARY

LIBRARY BOARD MEETING MINUTES

5. Business Arising from the Minutes

5.1 a) Memo to the Board – UPDATE: Infrastructure Grant – New Library Build at MCC

- A. Guilmette made a presentation to the Board reviewing the primary takeaways from the conference she attended October 17-19, 2019 regarding library design. Guiding principles are recommended as the initial step in the design process and will be further discussed at the November Board meeting.

b) Library Information for Infrastructure Grant

- A. Guilmette provided the Board with an update from the grant proposal being written by the Town of Pelham in conjunction with the Library. Grant will be submitted before November 1, 2019.
- Moved by G. MacDougall, seconded by N. Nolan
That the Memo on the Infrastructure Grant and the new build at the MCC be received for information and that the Board agrees with the recommendation by the Acting CEO to support the Town's application for an Infrastructure Grant that will move the Fonthill Branch to the MCC as a new addition. CARRIED.

6. Library Reports

6.1 Manager's Report for October 2019

- A. Guilmette presented information from the October 2019 Managers' Report.
- Moved by M. Smith, seconded by G. Pepper
That the October 2019 Managers' Report be received. CARRIED.

7. Finances

7.1 September 30, 2019 Consolidated Financial Report

- A. Guilmette presented the September 30, 2019 Consolidated Financial Report to the Board.
- Moved by G. Lewis, seconded by N. Nolan
That the September 30, 2019 Consolidated Financial Report be received. CARRIED.

7.2 September 2019 Charitable Account Summary

- A. Guilmette presented the September 2019 Charitable Account Summary to the Board.
- Moved by M. Smith, seconded by N. Nolan
That the September 30, 2019 Charitable Account Summary be received. CARRIED.



TOWN OF PELHAM PUBLIC LIBRARY

LIBRARY BOARD MEETING MINUTES

8. Library Board Reports

8.1 Councillor's Report (M. Stewart) – No report given

8.2 Maple Acre Friends' (M. Smith)

- Board was made aware the Christmas Craft Sale, run by the MA Friends is occurring November 22nd and 23rd, 2019 at the Fenwick Firehall.
- Board was made aware of meeting October 24, 2019.

8.3 Town of Pelham Seniors Advisory Committee (G. MacDougall)

- Board was made aware the Seniors Active Living Fair on October 1, 2019 was a success.
- Board was made aware of Fraud presentation happening November 27, 2019 at the MCC.

8.4 Pelham Art Festival Report (G. Lewis)

- Nothing to report
- Moved by G. MacDougall, seconded by G. Lewis
That the Councillor's report, the Maple Acre Friends' report, the Town of Pelham Seniors Advisory Committee report and the Pelham Art Festival report be received. CARRIED.

9. New and Other Business

9.1 2020 Board Meeting and Staff Development Schedule

- A. Guilmette presented the 2020 Board Meeting and Staff Development Schedule.
- Moved by G. Pepper, seconded by M. Smith
That the Library Board approve the Board Meeting and Staff Development Schedule as listed. CARRIED.

9.2 2020 Library Closure Dates

- A. Guilmette presented the 2020 Library Closure Dates, noting the Library closure from September 8-12, 2020.
- Moved by N. Nolan, seconded by G. Pepper
That the Library Board approve the Library Closure dates as listed. CARRIED.



TOWN OF PELHAM PUBLIC LIBRARY LIBRARY BOARD MEETING MINUTES

10. Adjournment

- Moved by G. Lewis, seconded by C. McPherson
That the Library Board meeting of October 23, 2019 be adjourned at 7:48 p.m. CARRIED.

The foregoing minutes were approved by the Town of Pelham Public Library Board on

Nov. 27, 2019
(date)

Amy Guilmette

Amy Guilmette, Secretary

Tim Wright

Tim Wright, Chair

Meeting #: 08/2019
Date: Tuesday, August 13, 2019
Time: 4:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Bill Sheldon
John Klassen
Sandra Marsh

Staff Present Nancy Bozzato
Sarah Leach

Others Present Applicants, Authorized Agents and Interested Citizens

1. Attendance

Applicants, agents and interested parties.

2. Call to Order, Declaration of Quorum and Introduction of Committee and Staff

Noting that a quorum was present, Chair Sheldon called the meeting to order at approximately 4:00 pm. The Chair read the opening remarks to inform those present on the meeting protocols and he introduced the hearing panel and members of staff present.

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no pecuniary interests disclosed by any of the members present.

4. Requests for Withdrawal or Adjournment

In order to address concerns expressed by the Niagara Peninsula Conservation Authority, the applicant for A21/2019P - 594 River Road requested that this application be deferred to a later date.

Moved By Sandra Marsh

Seconded By John Klassen

THAT application A21/2019P – 594 River Road be adjourned, sine die.

5. Applications for Minor Variance

5.1 A18/2019P - 241 Farr Street - Lot '2'

The applicant, noted the concern from a neighbor relating to the septic bed, has been addressed. He noted an adjoining lot was recently approved, and also a French drain which has proven adequate, and this is proposed for this specific lot. He suggested that the house proposed on this site is well suited to the site.

A member noted that the drain design has been prepared by an Ontario Land Surveyor, whereas an engineered design may be more suitable, and it was questioned if an engineer has had any feedback as to whether the proposal will be suitable. Mr. Hyde, agent, was present and advised that they considered bringing an Engineer for review however they are comfortable that the proposal will be suitable. He noted that the Director of Public Works will need to be satisfied. The Member again advised that he would be more confident if there were an Engineer's approval. Mr. Hyde advised that the area being noted as a pond, is not one that has fish and is more of a seasonal water collecting area, in the spring.

It was noted that the area showing like a pond is natural and it was questioned how deep this area gets. The applicant advised that the deepest he has seen was six to eight inches. He met with the Niagara Peninsula Conservation Authority although this is not within their screening area. They cleared the site immediately.

Mr. Hyde advised that water does not go through the property, but the entire field is not open water. The applicant advised that when he walked the site with the Conservation Authority, the site was dry. He indicated that the lands are dry at this point in time as well, and although there is a depression on the site, it is not a flowing watercourse.

The Chair noted that if the water flows north and the water course from the south east is man made to drain agricultural fields

The applicant suggested this is a natural swale. In the spring, the water may swale and travel but it is very limited, and again he confirmed this with the Conservation Authority.

When asked if the applicant, as the builder, had any concern that a basement will be flooded once this dwelling is constructed, with the applicant advising that the property will be graded and he did not have concern about flooding. He explained how the swales will be constructed, as well as the French Drain, which has been very effective in this type of circumstance.

The applicant advised that these lots were created by Testamentary Devise and he questioned any requirement to obtain Conservation Authority approval, and it was noted that this land is outside of their jurisdiction.

On a neighbouring property, he was required to have Conservation Authority involvement and again he advised that they have no concerns.

Moved By John Klassen

Seconded By Sandra Marsh

Application is made for relief of Section 7.4 (f) “Minimum Side Yard” to permit a north and south side yard of 5.5m whereas the by-law requires 9m, to facilitate the construction of a single detached dwelling and garage, is hereby: GRANTED.

The above decision is based on the following reasons:

- 1. The variance is minor in nature.**
- 2. The general purpose and intent of the Zoning By-Law is maintained insofar as adequate spatial separation is maintained between the neighbouring parcels.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land as it will encourage the dwelling to be located further away from the septic bed.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decision is subject to the following conditions:

1. That all necessary building permits are required prior to construction commencing, to the satisfaction of the Chief Building Official.
2. Prior to the issuance of Building Permits written documentation be provided to the satisfaction of the Chief Building Official that:
 - a. The applicant must apply for a Driveway Entrance & Culvert Permit(s) prior to gaining driveway access from the Town right-of-way.
 - b. The applicant must submit a comprehensive Overall Lot Grading & Drainage Plan to the satisfaction of the Director of Public Works.
 - c. Provide a detailed *Lot Grading & Drainage Plan* with the Septic Permit Application and obtain approval of the same, to be issued by the Region of Niagara.

Carried

5.2 A19/2019P - 237 Farr Street Lot '3'

The applicant indicated that all comments are the same as those for the previous file.

Moved By Sandra Marsh
Seconded By John Klassen

Application is made for relief of Section 7.4 (c) "Maximum Lot Coverage" to permit a maximum lot coverage of 12.02% whereas the by-law permits 10%, is hereby: GRANTED.

The above decision is based on the following reasons:

1. The variance is minor in nature.
2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.

4. The proposal is desirable for the appropriate development and/or use of the land as it allows for larger footprint buildings to be erected and offer more design flexibility.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

1. That all necessary building permits are required prior to construction commencing, to the satisfaction of the Chief Building Official.
2. Prior to the issuance of Building Permits written documentation be provided to the satisfaction of the Chief Building Official that:
 - a. The applicant must apply for a Driveway Entrance & Culvert Permit(s) prior to gaining driveway access from the Town right-of-way.
 - b. The applicant must submit a comprehensive Overall Lot Grading & Drainage Plan to the satisfaction of the Director of Public Works.
 - c. Provide a detailed Lot Grading & Drainage Plan with the Septic Permit Application and obtain approval of the same, to be issued by the Region of Niagara.

Application is made for relief of Section 7.4 (f) "Minimum Side Yard" to permit a north side yard of 3.0m whereas the by-law requires 9m, to facilitate the construction of a single detached dwelling and garage, is hereby: **GRANTED**.

The above decision is based on the following reasons:

1. The variance is minor in nature.
2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.

4. The proposal is desirable for the appropriate development and/or use of the land it will encourage the dwelling to be located further away from the septic bed.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

1. That all necessary building permits are required prior to construction commencing, to the satisfaction of the Chief Building Official.
2. Prior to the issuance of Building Permits written documentation be provided to the satisfaction of the Chief Building Official that:
 - a. The applicant must apply for a Driveway Entrance & Culvert Permit(s) prior to gaining driveway access from the Town right-of-way.
 - b. The applicant must submit a comprehensive Overall Lot Grading & Drainage Plan to the satisfaction of the Director of Public Works.
 - c. Provide a detailed Lot Grading & Drainage Plan with the Septic Permit Application and obtain approval of the same, to be issued by the Region of Niagara.

Application is made for relief of Section 7.4 (f) "Minimum Side Yard" to permit a south side yard of 6.3m whereas the by-law requires 9m, to facilitate the construction of a single detached dwelling and garage is hereby: **GRANTED.**

The above decision is based on the following reasons:

1. The variance is minor in nature.
2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.

4. The proposal is desirable for the appropriate development and/or use of the land it will encourage the dwelling to be located further away from the septic bed.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

1. That all necessary building permits are required prior to construction commencing, to the satisfaction of the Chief Building Official.
2. Prior to the issuance of Building Permits written documentation be provided to the satisfaction of the Chief Building Official that:
 - a. The applicant must apply for a Driveway Entrance & Culvert Permit(s) prior to gaining driveway access from the Town right-of-way.
 - b. The applicant must submit a comprehensive Overall Lot Grading & Drainage Plan to the satisfaction of the Director of Public Works.
 - c. Provide a detailed Lot Grading & Drainage Plan with the Septic Permit Application and obtain approval of the same, to be issued by the Region of Niagara.

Carried

5.3 Applications for Consent

5.3.1 B7/2019P - 1146 Maple Street

The applicant noted that she does not support the requirement for location of water and sanitary lateral lines for the existing dwelling. Mr. Klassen did not support removal of this condition, nor did Ms. Marsh. The applicant was unaware of the age of the dwelling. She noted that both parcels are two separate lots, but

this boundary adjustment is required to ensure that the barn does not straddle the boundary line. The driveway is also situated within the lands to be transferred.

Moved By John Klassen

Seconded By Sandra Marsh

Application is made to seek consent to convey 426.9 m² of land, shown as Part 3 on the drawing submitted, being part of Lots 8 and 9, Registered Plan 703, in the Town of Pelham to merge with the abutting land (Part 1) for the continued use of a barn and single detached dwelling. Part 2 is being retained for a future residential building lot is hereby: GRANTED

This decision is based on the following reasons:

- 1. The application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.**
- 2. No objections to this proposal were received from commenting agencies or neighbouring property owners.**
- 3. This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.**
- 4. The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, this application meets Planning Act criteria, is consistent with the Provincial Policy Statement and complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.**

The above decision is subject to the following conditions:

To the satisfaction of the Secretary-Treasurer

- 1. Pursuant to Section 50(12) of the Planning Act, R.S.O. 1990, as amended, it is hereby stipulated that Section 50(3) or 50(5) shall apply to any subsequent conveyance of, or other transaction involving, the identical subject parcel of land. Therefore, once the subject parcel of land has been conveyed to the owner of the parcel abutting to the north**

the subject parcel and the said abutting parcel shall merge in title and become one contiguous parcel of land. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken, together with the registrable legal descriptions of the subject parcel and the consolidated parcel.

- 2. That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.**
- 3. That the final certification fee of \$387, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.**
- 4. That final approval of all necessary minor variances be obtained.**

To the Satisfaction of the Direct of Public Works

- 5. Ensures both lots are services with individual 20 mm Ø water service and 125 mm Ø sanitary sewer laterals in accordance with Town standards. Installation of any missing services will require Temporary Works Permits obtained through the Public Works department. If existing services are proposed for reconnection, such services shall be inspected by Town staff to ensure satisfactory condition prior to connection. Temporary Works Permit(s) will be required and the applicant shall bear all costs associated with these works.**
- 6. Submit a drawing indicating the location of the individual water service and sanitary lateral for both lots to confirm no services branch from, or through the proposed lot lines to other lands, and from or through the remnant parcel to other lands. Locate cards for both lots shall be submitted after service installation.**
- 7. Submits a comprehensive Lot Grading & Drainage Plan for both parcels demonstrating that the drainage neither relies, nor negatively impacts neighbouring properties, and that**

all drainage will be contained within the respective lots, to the satisfaction of the Director of Public Works.

8. Obtain approval for a Driveway Entrance & Culvert Permit from the Public Works department, in accordance with Town standards. The applicant shall bear all costs associated with these works.

Carried

5.3.2 A20/2019P - 1146 Maple Street

Moved By Sandra Marsh

Seconded By John Klassen

Application is made for relief of Section 9.2 (b) “Minimum Lot Frontage” to permit a minimum lot frontage of 17m whereas 18m is required, is hereby: GRANTED.

The above decision is based on the following reasons:

1. The variance is minor in nature given the surrounding area; smaller lot sizes are increasingly becoming common.
2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.
4. The proposal is desirable for the appropriate development and use of the land as the narrower frontage will help preserve the existing barn.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. No objections were received from commenting agencies or abutting property owners.
7. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

- 1. That the approval of the minor variance is subject to Consent File B7/2019P obtaining final approval.**

Carried

5.4 A21/2019P - 594 River Road

This application was adjourned sine die.

6. Minutes for Approval

None.

7. Adjournment

Moved By John Klassen

Seconded By Sandra Marsh

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment Hearing be adjourned until the next regular meeting scheduled for September 10th, 2019 at 4:00 pm.

Carried

Bill Sheldon, Chair

Secretary-Treasurer, Nancy J. Bozzato

Subject: Proposed EarlyON Child and Family Centre –
Old Pelham Town Hall**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2019-0156 and THAT the EarlyOn Child and Family Centre program be welcomed to the Old Pelham Town Hall commencing January 6, 2020;

AND THAT the Director of Public Works be directed to initiate an RFP for the engineering of a septic holding tank to replace the existing septic system at the Old Pelham Town Hall

Background:

EarlyON Child and Family Centres are publicly-run drop-in centres for families with children up to six years old. They provide positive learning and play opportunities and have the potential to connect families to various services (social, economic, medical) that provide service to the young and their caregivers. The Regional Municipality of Niagara provides funding, on behalf of the Province of Ontario, to service delivery partners for the operation of EarlyON Centres in Niagara. Presently, there is one such Centre in the Town of Pelham, which currently operates out of the basement of a religious institution in Fenwick. Town staff have been informed that this service arrangement will be ending on or about December 31, 2019. In discussions with both Regional staff and the potential service provider, it has become clear that the best potential spot with proximity to Fenwick is the building known as “Old Pelham Town Hall”. The purpose of this report is to recommend that the Town enter into a rental agreement that would provide space to the service provider so that an EarlyON Child Centre can continue to operate in Pelham.

Analysis:

Based on the current operational funding, the service provider has identified that they are prepared to pay \$8,000 per year (the current rate for use of space) to be able to use Old Pelham Town Hall during the mornings, Monday-Friday, for ten months per year (they do not operate during the summer). This would be new

revenue for the Town, and the funds generated could be applied to infrastructure renovations at Old Pelham Town Hall which are unavoidable and will otherwise be borne by the levy. Of greater importance, the Town has the opportunity to ensure that this valued service continues to be offered within its borders. Old Pelham Town Hall is currently being used on a regular basis by both the Pelham Seniors Citizens Association and the Fonthill & District Kinsmen Club. Each of these groups meets regularly, but uses only a portion of the building while so doing. In addition to this community usage, Old Pelham Town Hall is routinely rented for RCW Service Providers Programming, showers, funerals and similar events. Fortunately, the wishes to operate in the mornings only finishing by 11:30am and vacating by noon.

Infrastructure Challenge Old Pelham Town Hall sits on a wedge shaped property approximately 1292m² in size. It is located at the intersection of Canboro Road, Centre Street and Memorial Drive. The facility, which is not within the sanitary sewage service area, has experienced ongoing issues with the existing septic system, particularly during winter months. An engineering site investigation was carried out in May of 2017 to identify surface drainage characteristics of the property, as well as subsurface investigation of the existing tile bed and soil characteristics.

This potential capital project has been deferred in each of the 2018, 2019 and 2020 capital budgets. With the anticipated increased use of the facility with the EarlyON Centre as a tenant/service partner, the need to proceed with the repairs identified below is more urgent. The existing sewage system is comprised of a single chamber holding tank located at the South/West corner of the building, a dual chamber septic tank located at the North/East corner of the building and an inground leaching bed that comprises four runs of about 15m in length. A pump and forcemain is used to convey waste from the holding tank to the septic tank. Test holes were excavated throughout the leaching bed to determine overall condition and functionality. The distribution piping was found to be clogged with sludge and roots. The exposed stone trench adjacent to the walkway was observed to be saturated and black with organic growth. Based on the heavy sludge build-up, root intrusion within the distribution pipes, and saturated stone trench it was determined that the existing leaching bed was hydraulically overloaded. The overloading of the leaching bed makes it more susceptible to freezing especially under the cleared sidewalk. A frozen leaching bed would be expected to back up to the septic tank located on the North/East corner of the building and spill out.

Based on the witnessed condition of the existing bed and reported issues at the facility, a new sewage system is considered necessary. The proposed design(s) provided in the report was based on the facility being classified as a "Assembly Hall with no food service" and "Assemble Hall with food service" depending on daily use.

It's balanced flow would be estimated at 2000L to 3000L per day. The available area is considered inadequate to allow of the installation of a new filter bed. A Class 5 'holding tank' sewage system is considered the only viable servicing option for the property. Specific details can be found in the consultant's report, attached as an appendix to this report.

Financial Considerations:

In addition to increasing foot-traffic to the Old Pelham Town Hall, the proposed rental permit would provide an additional \$8,000 per annum. The operating budget can include a transfer to the Facilities reserve, which would be offset by OPTH revenue, to offset the cost of planned capital expenditures. Unfortunately, the repairs are estimated to cost \$80,000, and so this will require at least ten years to pay for, but the repairs cannot wait.

Alternatives Reviewed:

N/A

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

By having the proposed EarlyON Child Centre locate at the Old Pelham Town Hall, which is centrally located, it is a great benefit to the Community and the Town of Pelham. The increase in revenues will also assist in offsetting costs to improve the septic system.

Consultation:

David Cribbs, CAO
Teresa Quinlin, Director of Corporate Services
Jason Marr, Director of Public Works

Other Pertinent Reports/Attachments:

Consultants report on Septic System

Prepared and Recommended by:

Vickie vanRavenswaay, RRFA
Director of Recreation, Culture and Wellness

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer

July 12, 2017
24553-17

Town of Pelham
P.O. Box 400
20 Pelham Town Square
Fonthill, Ontario
L0S 1E0

Attention: Kim Holland

Dear Madam:

**Re: Sewage System Consultation
491 Canboro Road
Part Lot 9, Concession 9
Geographic Township of Pelham
Town of Pelham, Ontario**

1.0 Introduction

Van Harten is pleased to submit this report regarding an investigation conducted at the above referenced site that is located at the intersection of Canboro Road, Centre Street and Memorial Drive as indicated on the Key Map of the attached plan. This work was authorized by Ms. Kim Holland of the Town of Pelham.

The existing facilities located at 491 Canboro Drive have experienced ongoing issues with the existing private sewage disposal system, particularly during winter months. The purpose of this engineering task is to identify the subsurface conditions at the subject property and provide comments on the existing sewage system as well as recommendations regarding future sewage disposal.

2.0 Site Investigation

An engineering site investigation was carried out by a representative from Van Harten on May 2, 2017. The purpose of the investigation was to locate water supply wells in the vicinity of the site, identify surface drainage characteristics of the property, and to carry out a subsurface investigation.

12 Memorial Avenue,
Elmira, Ontario N3B 2R2
Phone: 519-669-5070

423 Woolwich Street,
Guelph, Ontario N1H 3X3
Phone: 519-821-2763

660 Riddell Road, Unit 1,
Orangeville, Ontario L9W 5G5
Phone: 519-940-4110

Upon arrival on-site, the contractor had revealed an existing septic tank off of the northeast corner of the building along with the header and three absorption trenches in the existing leaching bed. Further investigation revealed a cast iron lid and what is believed to be a pump chamber located off of the southwest corner of the building. An excavator was utilized to dig two test pits in the leaching bed area to a maximum depth of 1.80 m below the existing grade. The locations of the sewage system components and test pits are shown on the attached plan. Representative samples of the soils were collected from the test pits for visual examination of the density, colour, moisture content, plasticity, and gradation. Groundwater observations in the test pits were also noted at the time of the fieldwork.

The test pit locations were approximately located in the field by Van Harten referencing property lines and other site features.

3.0 Laboratory Testing

Samples of the predominant soils encountered were retained and later submitted to CMT Engineering Inc. for particle size distribution analysis. The laboratory test results are presented in Appendix A of this report.

4.0 Summarized Conditions

The subject property covers approximately 1,292 m² and is located at the intersection of Canboro Road, Centre Street and Memorial Drive. The site comprises the Old Pelham Town Hall as well as landscaped gardens, walkways and a cenotaph. The property is relatively level and grass covered with some trees along the boundaries.

The existing sewage system comprises what is believed to be a single chamber tank located at the southwest corner of the building that is reported by town staff to be equipped with a pump that transports waste generated in the washrooms around the west and north side of the building to an existing septic tank off of the northeast corner of the building. A sewer from the kitchen area is believed to drain by gravity into this tank which in turn is gravity fed to an inground leaching bed that comprises four runs of about 15 m length. Exposed distribution piping appears to be clogged with sludge and roots. The exposed stone trench adjacent to the walkway was observed to be saturated and black with organic growth.

Please refer to Table 1 for a detailed summary of the soil and groundwater conditions recorded by Van Harten at the time of the site investigation, and to Appendix A for the resulting particle size distribution analyses of the submitted soil samples. The general soil stratigraphy encountered in the test pits dug at the subject property comprises of surficial topsoil overlying a deposit of reddish brown silty sand with occasional seams of silt below 1.20 m. Particle size analyses testing carried out by CMT Engineering Inc. on a sample retained from each test pit reveals that the samples contain 66 to 69% sand, 24 to 25% silt and 7 to 9% clay.

No free groundwater was encountered in the test pits, dug to a maximum depth of 1.80 m; however, visibly higher moisture content would suggest that groundwater lies at a depth of about 1.50 m below grade.

5.0 Discussion and Recommendations

The project involves potential future upgrading or replacement of the existing malfunctioning sewage system located at the Old Pelham Town Hall. The purpose of this investigation is to conduct a site investigation and provide recommendations regarding future sewage disposal.

The existing sewage system is understood to malfunction primarily in winter months. Based on the heavy sludge build-up and root intrusion within the distribution pipes and observed saturated stone trench, the existing leaching bed appears to be hydraulically overloaded. While the sewage system functions during summer months and inactive periods within the building, the cleared sidewalks and cenotaph area provide less protection from frost. These areas would be susceptible to freezing. A frozen leaching bed would be expected to simply back up to the tank located off of the northeast corner of the building. It is understood that the freezing has been occurring in the leaching bed and not in the existing forcemain.

It is noteworthy that when the cast iron lid was removed from the pump chamber located off of the southwest corner of the building, sewage was observed above the top of the tank and into the riser. When hand digging adjacent to the tank, sewage was observed seeping at a joint at the top of the tank.

With any private sewage disposal system, the two primary design variables are the percolation rate of the underlying soil (T measured in minutes per centimetre) and the peak daily sewage flow volume (Q measured in litres per day). The following paragraphs of this report provide a summary of these design parameters, comments regarding the condition of the existing sewage system and recommendations for future disposal.

The percolation time of the predominant soil deposit has been assessed based on soil characteristics recorded by Van Harten at the time of the site investigation and the results of laboratory testing carried out by CMT Engineering Inc. Referring to Supplementary Standard SB-6 of the 2012 OBC, Table 1 of the current report, and the results of the particle size distribution analysis presented in Appendix A, the predominant soil is classified as “SM” under the Unified Soil Classification System with a percolation rate ranging from $T = 8$ to 20 min/cm. A percolation rate of $T = 15$ min/cm is chosen for this sewage system assessment.

In consultation with the Town, it is understood that the existing building is used sporadically for various events ranging from small meetings to licensed gatherings with food. Waste is generated in a kitchen area and in public washrooms. Considering Table 8.2.1.3.B of the OBC under the Category of ‘Assembly Hall with food service’ a peak flow of $Q = 100$ people at 36 L/person = $3,600$ L/day is calculated. Other days, the building could be empty or have a meeting with 20 people. Considering the Category of ‘Assembly Hall with no food service’ a peak flow of $Q = 20$ people at 8 L/person is calculated. Typically, a site like this would be balanced such that an oversized pump tank equipped with a pump on a timer can attenuate peak events such that the leaching bed can be sized for an average daily flow over the course of a week. A site like this would typically have a balanced flow in the order of $Q = 2,000$ L to $3,000$ L/day.

Based on the witnessed condition of the existing bed and reported issues at this site, a new sewage system is considered necessary. Some thought or consideration could be given to having the existing distribution pipes cleaned and flushed; however, this will likely only provide short term relief. The following paragraphs provide a brief summary of the requirements of a new sewage system.

Class 4 Sewage System

As a conventional Class 4 ‘leaching bed’ Sewage System, Based on anticipated peak events of no more than $3,600$ L/day, a minimum $9,000$ to $11,250$ L septic tank would be installed in the same general area as the existing septic tank. While the size of the existing tank is not known, it is likely no more than $2,700$ L to $4,500$ L in size. As is standard practice, the existing tank would typically be pumped clean, crushed and backfilled.

A new pump chamber would be installed to replace the existing chamber located at the southwest corner of the building. The new chamber could be a 1,800 L (400 gal) rectangular tank or a round manhole structure due to spatial constraints. Some consideration could be given to alternating duplex pumps. If the existing forcemain is found to be intact, it could be considered for continued use at this site. If a new line is considered necessary, directional boring beneath the building is considered to be the most viable means of transporting waste to the northeast corner of the building. The forcemain and gravity sewer would wye together at the inlet of the new septic tank.

The soil conditions encountered on-site are generally favourable for filter bed construction. Given interbedded layers of silt and relatively shallow groundwater conditions some precautionary measures would be taken in design.

Referring to Sentences 8.7.5.2 (3) and (4), the maximum loading rate at the surface of the filter media changes from 75 to 50 L/m²/day at 3,000 L/day. When the lower loading rate is applied, a second filter bed spaced no closer than 5 m from the first filter bed is required. For example, a peak flow of 2,900 L/day would require a minimum filter bed area at the surface of 39 m² whereas a peak flow of 3,100 L/day would require a minimum 62 m² at the surface. The 62 m² would have to be constructed as two 31 m² filter beds spaced no closer than 5 m apart. The base of the filter bed or beds must cover a minimum area dictated by Sentence 8.7.5.3 (6).

Given a balanced flow of between 2,000 and 3,000 L/day, a 40 to 50 m² filter bed would typically be designed. Referring to the attached plan, there is inadequate area to do so. By introducing an advanced treatment unit in place of a septic tank, permitted filter bed loading rates increase to 100 L/m²/day; however, given such variable flow rates it would be difficult to properly treat and dispose of the waste. Even with an advanced treatment unit, the available area is considered inadequate.

Class 5 Sewage System

Where a Class 4 'leaching bed' Sewage System cannot be constructed, a Class 5 'holding tank' Sewage System has to be considered. The Ontario Building Code would require the installation of 9,000 L tank at a minimum. The Town could consult with local installers and haulers to determine if a larger size is more viable.

As indicated on the plan, a potential holding tank location is shown. As with a Class 4 Sewage System, a new pump chamber would be installed off of the southwest corner of the building. The waste generated would ideally pump through the existing forcemain to the existing septic tank off of the northeast corner of the building and this tank would be provided with a new gravity sewer to the holding tank.

If the existing tank is found to be in poor conditions, it will need to be pumped clean, crushed and backfilled with a new gravity sewer extension from the kitchen extending to the holding tank. If the existing forcemain is not suitable for continued use, directional boring of a new line beneath the building may be the most viable alternative.

The new holding tank would be vented and provided with a high level alarm. The Town would be required to enter an agreement with a licensed hauler to empty the tank when it becomes full.

6.0 Water Supply

The water supply for the existing building is understood to be provided by a municipal water supply well. There are no known wells within the immediate vicinity of the subject property.

7.0 Approval and Construction Requirements

This report and drawing is considered suitable for internal discussions at the Town as well as obtaining budgetary numbers from installing contractors. Contractors may also be able to provide pricing for different pumping and control panel alternatives. Any technical questions arising from the review of the report should be directed to Van Harten for clarification.

Note that additional details and cross-sections would be required to complete a design suitable for permit application. Note also that a survey may be necessary in order to ensure that minimum setbacks are provided. The attached plan is based off of neighbouring surveys and aerial photography and is considered more of a sketch.

8.0 Closure

In conclusion, a Class 5 'holding tank' sewage system is considered the only viable servicing option for this property. Referring to the plan, a new pump tank installed at the southwest corner of the building may outlet into an existing forcemain directed to an existing tank located off of the northeast corner of the building. The outlet from this tank may be redirected to the new holding tank.

A second scenario would involve backfilling the existing tank off of the northeast corner of the building, joining the forcemain and gravity sewer and extending a new line to the holding tank.

A third scenario would involve directional boring a new forcemain beneath the existing building. This would only be considered necessary were an existing forcemain if found not to be suitable for continued use.

The completed sewage system assessment and report is specific to the subject property and cannot be applied to different properties. The conclusions and recommendations are based on witnessed conditions, results of laboratory analyses and understanding of site activities.

I trust that this report and design has been completed within our terms of reference and is suitable for your present requirements. Please contact our office if you have any questions or require further consultation.

Van Harten Surveying Inc.



John Duffy, P. Eng.
Consulting Engineer



Encl. Table 1 – Test Pit Logs
Encl. Preliminary Sewage System Layout
Encl. Appendix A – Laboratory Test Results

TABLE 1 – TEST PIT LOGS

491 Canboro Road
Town of Pelham
Van Harten Surveying Inc., Project #24553-17

Test Pit 1

May 2, 2017

Depth (m)	Sample	Soil Description
0-0.30	1	TOPSOIL: dark brown topsoil, moist; some roots
0.30-1.20		SAND: reddish brown silty sand, trace clay, damp to moist
1.20-1.80		<ul style="list-style-type: none">Occasional seams of silt, moist to very moist
Groundwater Observations: At completion of excavation, test pit sidewalls stable. No free groundwater observed.		

Test Pit 2

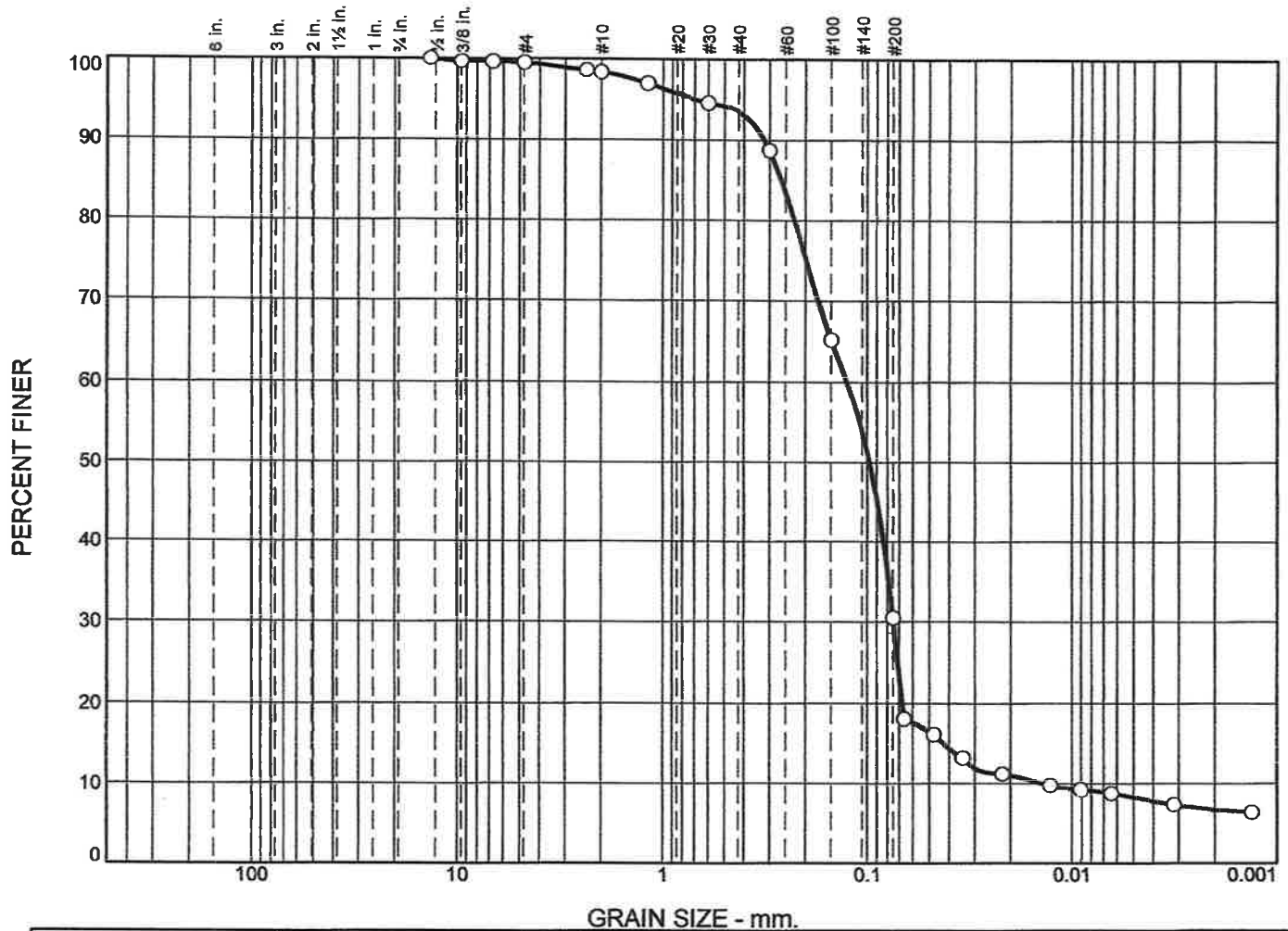
May 2, 2017

Depth (m)	Sample	Soil Description
0-0.30	1	TOPSOIL: dark brown topsoil, moist
0.30-1.20		SAND: reddish brown silty sand, trace gravel and clay, damp to moist
1.20-1.60		<ul style="list-style-type: none">Occasional seams of silt, moist to very moist
Groundwater Observations: At completion of excavation, test pit sidewalls stable. No free groundwater observed.		

APPENDIX A

LABORATORY TEST RESULTS

Particle Size Distribution Report



	% Cobbles	% Gravel		% Sand			% Fines	
		Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
○	0.0	0.0	0.5	1.1	4.8	63.1	23.8	6.7

SOIL DATA					
SYMBOL	SOURCE	SAMPLE NO.	DEPTH (ft.)	Material Description	USCS
○	V.H 24553-	1		Town of Pelham TP1	SM
	17			silty sand, trace clay, trace gravel	
				Tested by J.H of CMT Engineering Inc., May 16, 2017	

CMT Engineering Inc.

St. Clements, ON

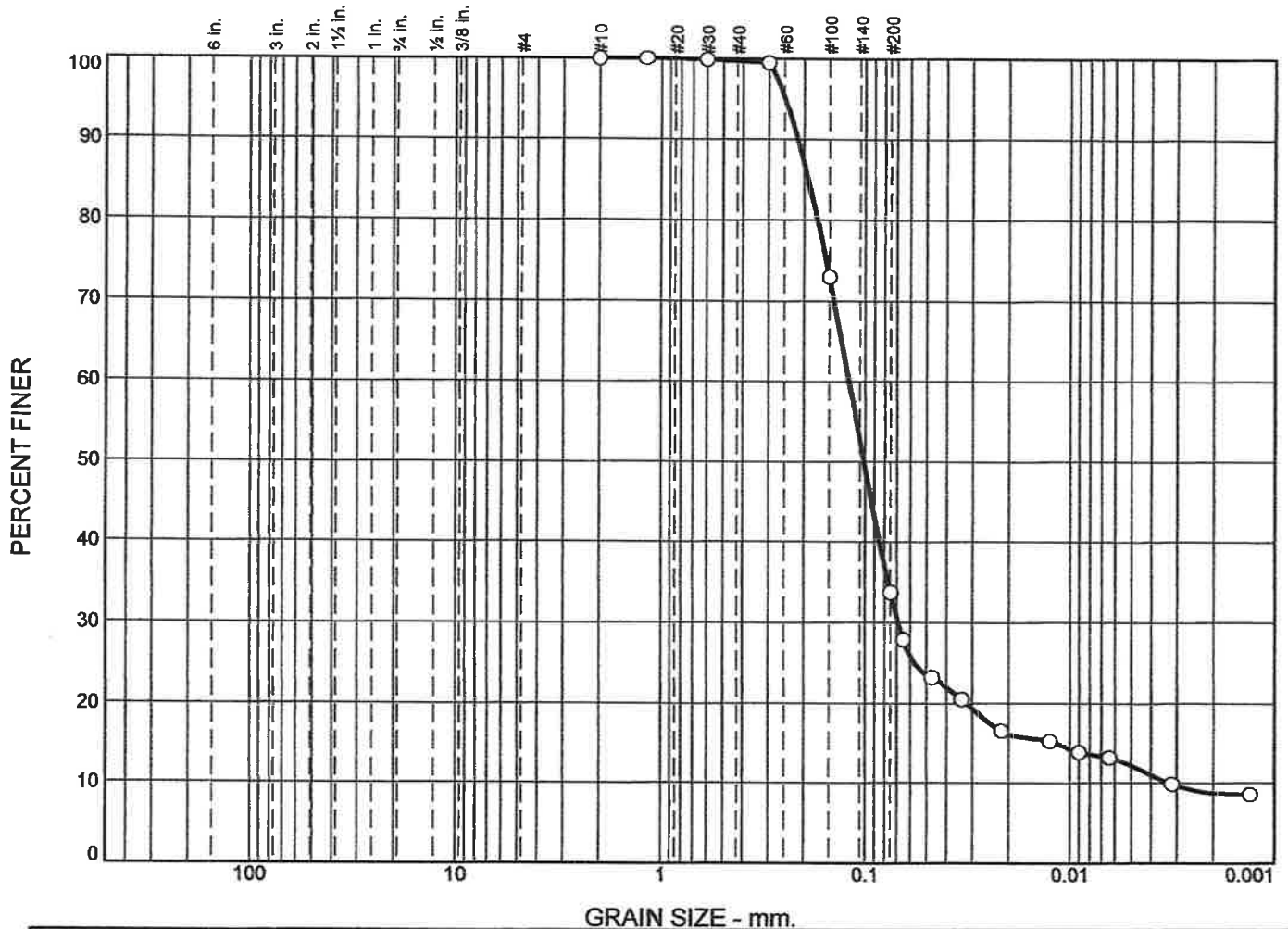
Client: Van Harten

Project: Miscellaneous Lab Testing

Project No.: 05-095

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Particle Size Distribution Report



% Cobbles	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
○ 0.0	0.0	0.0	0.0	0.3	66.0	25.0	8.7

SOIL DATA					
SYMBOL	SOURCE	SAMPLE NO.	DEPTH (ft.)	Material Description	USCS
○	V.H 24553-	2		Town of Pelham TP2	SM
	17			silty sand, trace clay	
				Tested by J.H. of CMT Engineering Inc., May 16, 2017	

CMT Engineering Inc.

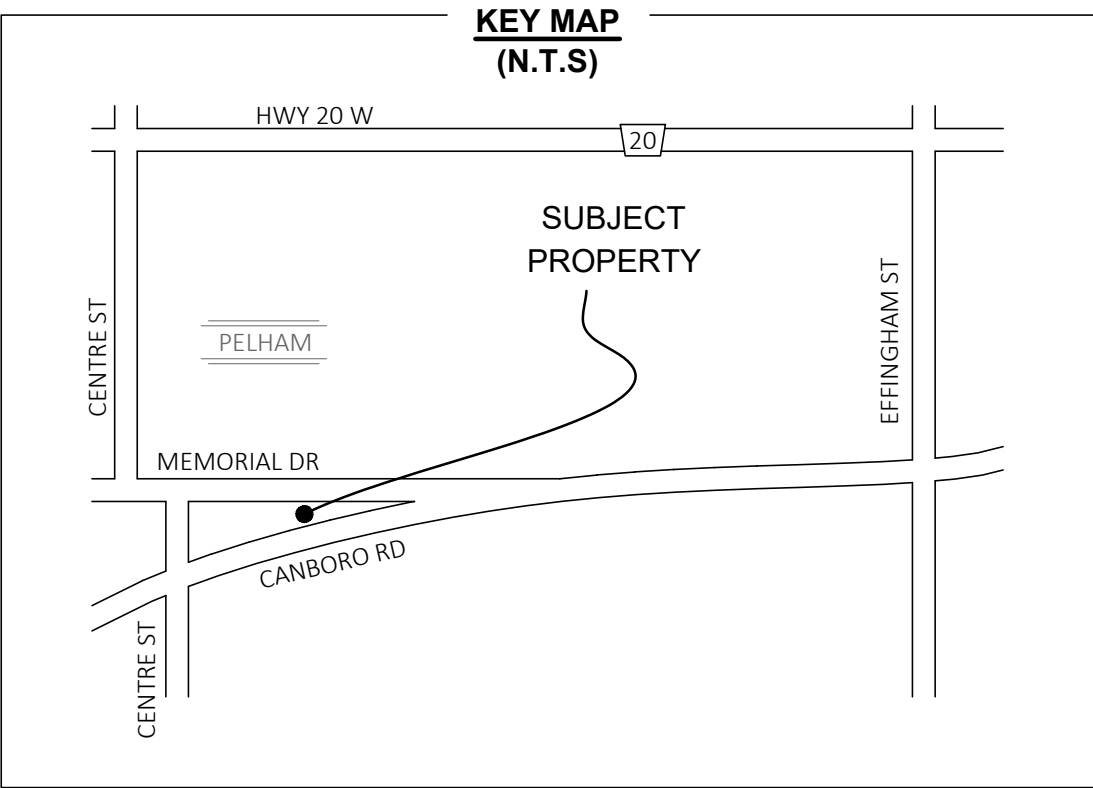
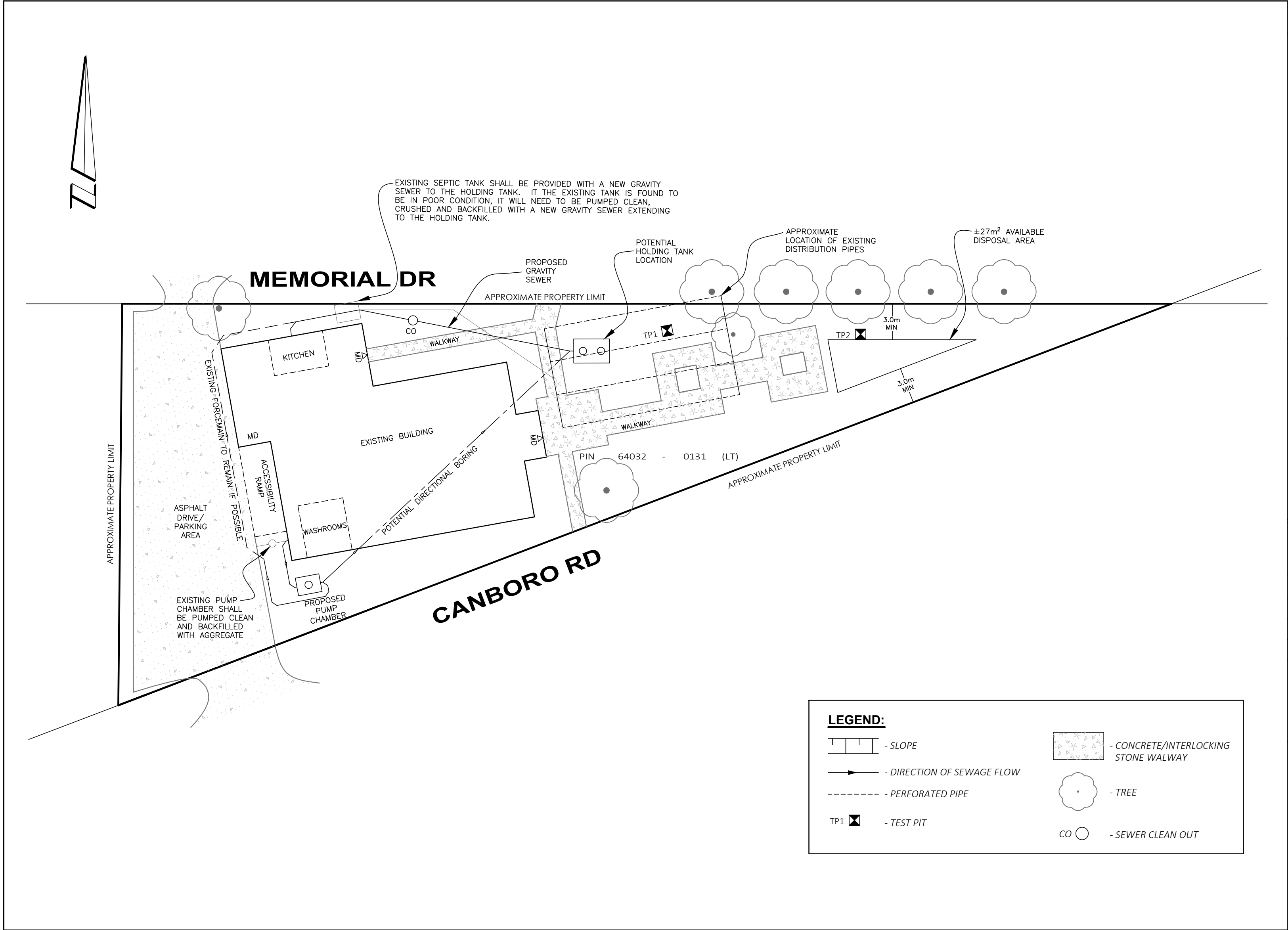
St. Clements, ON

Client: Van Harten

Project: Miscellaneous Lab Testing

Project No.: 05-095

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SEWAGE SYSTEM ASSESSMENT FOR:

OLD PELHAM TOWN HALL
491 CANBORO ROAD
PART OF LOT 9, CONCESSION 9
GEOGRAPHIC TOWNSHIP OF PELHAM
TOWN OF PELHAM
REGIONAL MUNICIPALITY OF NIAGARA

NO.	REVISION	BY	DATE

DRAWING REVISION SCHEDULE

PREPARED FOR: TOWN OF PELHAM

PROJECT No. 24553-17

DRAWING SCALE 1 : 250

- CAUTION:
- THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.
 - IT IS THE BUILDER'S RESPONSIBILITY TO ENSURE THE PROPOSED FOOTING ELEVATION AND PLUMBING ALLOWS GRAVITY CONNECTION TO THE SEWAGE SYSTEM.
 - THIS LOT MAY CONTAIN STRUCTURAL OR NON-STRUCTURAL FILL PLACED DURING SUBDIVISION GRADING OPERATIONS.
 - SOIL BEARING CAPACITY SHOULD BE VERIFIED AT THE TIME OF CONSTRUCTION.
 - THE BUILDER MUST ENSURE A MINIMUM OF 1.22m OF EARTH COVER OVER THE FOOTINGS FOR FROST PROTECTION.
 - THIS SKETCH IS PROTECTED BY COPYRIGHT



Elmira Ph: 519-669-5070
Guelph Ph: 519-821-2763
Orangeville Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: JJM DESIGN BY: JMD CHECKED BY: JMD

Jul 12, 2017-10:28am
G:\NIAGARA\CON 9 PELHAM\ACAD\SEPTIC PT LOT 9.dwg

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4179 (2019)

**Being a by-law to amend By-law #3334(2013), being a
by-law to adopt an Emergency Management Program,
Emergency Management Plan and to Empower Mutual
Assistance Agreements Governing Provision of Necessary
Services During an Emergency.**

WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 as amended requires municipalities to develop and implement an emergency management program and adopt it by by-law; and

WHEREAS the Town of Pelham, through the enactment of By-law #3334(2013) adopted an Emergency Management Program, Emergency Management Plan and authorized Mutual Assistance Agreements; and

WHEREAS the Town of Pelham deems it expedient to maintain a comprehensive Emergency Management Plan for the Corporation of the Town of Pelham in order to ensure the provision and co-ordination of necessary services in the event of a major emergency or disaster;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Pelham hereby enacts as follows:

1. THAT By-law #3334(2013) be amended as follows:
 - (a) THAT the Municipal Emergency Management Program and the Municipal Emergency Plan having been adopted under By-law #3334(2013) be and are hereby Repealed and Replaced with the Town of Pelham Emergency Management Plan appended hereto as Schedule A.

ENACTED, SIGNED & SEALED THIS
16th DAY OF DECEMBER, 2019 A.D.

MAYOR MARVIN JUNKIN

TOWN CLERK, NANCY J. BOZZATO



TOWN OF PELHAM EMERGENCY MANAGEMENT PLAN

As adopted by Town Council By-Law #4179(2019)

Confidential Version
Amended November 5, 2019
Draft Only

The Town of Pelham
20 Pelham Town Square, P.O. Box 400
Fonthill ON L0S1E0
Main Telephone: (905) 892-2607

Preface

Municipal Emergency Plan

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”. 2002, c.14, s. 5(1)

Emergency Management and Civil Protection At, R.S.O. 1990, Chapter E.9

Conformity with Upper-Tier Plan

Conformity between the emergency plans of the Town of Pelham (lower tier) and the Regional Municipality of Niagara (upper-tier), Section 5 of the Emergency Management and Civil Protection Act outlines the relationship between the municipalities, stating:

“The emergency plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the emergency plan of the upper-tier municipality and has no effect to the extent of any inconsistency.” [2002, c.17]

Public Accessibility to the Plan

A copy of the Town of Pelham’s Emergency Management Plan, By-Law 3334 (2013), is available to the public for review and duplication purposes as proposed in the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9: “...an emergency plan shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality” (Section 10)

Limitations to Public Access:

The Emergency Management Plan is a public document, excluding the appendices, which are deemed confidential. Limitations to public access of the EMP are outlined within the MFIPPA, specifically Sections 8,9,10 and 13.

Accessibility for Ontarians with Disabilities Act (AODA) 2005, S.O., 2005, C.11

The AODA identifies standards to be set by Regulation. Ontario Regulation 429/07 sets out requirements for Accessible Standards for Customer Service and providing documents in an accessible format.

The Town of Pelham shall provide copies of the EMP in an accessible format, upon request. Accessible conversion of the EMP will require a minimum of ten working days to complete.

O. Reg. 191/11: Integrated Accessibility Standards

Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request. O. Reg. 191/11, s. 13 (1).

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1.0 Introduction

1.1 Background

The Town of Pelham is located in the centre of Niagara Region, in Ontario Canada. The town's southern boundary is formed by the Welland River, a meandering waterway that flows into the Niagara River. To the west is the township of West Lincoln, to the east the city of Welland, and to the north the city of St. Catharines. North Pelham contains the picturesque Short Hills. Two important creeks have their headwaters within Pelham; Coyle Creek, which flows south into the Welland River, and Twelve Mile creek, a spring-fed stream that flows north into Lake Ontario.

Pelham is accessible by Highway 406 south from the Queen Elizabeth Way. The Town encompasses the communities of Effingham, Fenwick, Fonthill, North Pelham and Ridgeville. It has a successful, well diversified economy with a population of approximately 18,000 residents and over 6,500 private dwellings.

The Niagara Peninsula and the Town of Pelham have a significant senior's population and the trend is expected to continue. Seniors make up 24% of the population and the proportion of seniors is 21% across the region (in 2016).

Pelham is home to 621 businesses; professional, scientific and technical services (169 companies), construction firms (153 companies) and real estate and rental leasing (121 companies) are the driving forces behind Pelham's growing community.

With population rapidly increasing, the Town is expanding with commercialism, rural/agricultural and urban residential. Pelham is one of the fastest growing municipalities in Niagara.

The Town of Pelham Strategic Plan was developed to focus on six key priority actions. These priorities outline the Town's commitment to enhance the quality of life, support a strong organization, ensure financial stability, enhance communication and engagement, build strong communities and cultural assets, develop a risk management framework and grow revenue while promoting cultural assets and protecting environment assets. The Town of Pelham Emergency Management Plan works in parallel with the Strategic Plan to achieve each of the six priorities with a focus on emergency preparedness to safeguard the life, property, environment and economy for the Town.

The foundation of the Town of Pelham's Emergency Management Plan is based on the four phases of emergency management.

Figure 1: The Four Phases of Emergency Management

The Four Phases of Emergency Management	
Mitigation Preventing future emergencies or minimizing their effects	Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Buying flood and fire insurance for your home is a mitigation activity. Mitigation activities take place before and after emergencies.
Preparedness Preparing to handle an emergency	Includes plans or preparations made to save lives and to help response and rescue operations. Evacuation plans and stocking food and water are both examples of preparedness. Preparedness activities take place before an emergency occurs.
Response Responding safely to an emergency	Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action. Seeking shelter from a tornado or turning off gas valves in an earthquake are both response activities. Response activities take place during an emergency.
Recovery Recovering from an emergency	Includes actions taken to return to a normal or an even safer situation following an emergency. Recovery includes getting financial assistance to help pay for the repairs. Recovery activities take place after an emergency.

The Town has also adopted the standardized approach to emergency management that has been developed by the Province of Ontario; the Incident Management System (IMS). As such, the principles and concepts of the Ontario IMS Doctrine has been incorporated into this plan.

1.2 Document Title

The Town of Pelham Emergency Management Plan hereinafter will be referred to as ‘the Plan’. The Plan is a flexible and adaptable tool used to assist those who respond to emergency situations, such as first responders and municipal staff.

1.3 Purpose

The purpose of the Plan is to make provisions for the extraordinary arrangements and measures that may be necessary for preserving and safeguarding life, property, the environment and the economy for the Town of Pelham when faced with a complex and large-scale emergency. For the purpose of the Plan, and in accordance with the Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9 (the Act), an emergency is defined as:

“A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

1.4 Plan Maintenance and Review

“Every municipality shall review and, if necessary, revise its emergency plan every year.” 2002, c.14, s.5(3)

In accordance with the Act, the Town of Pelham Emergency Management Plan shall be reviewed and if necessary, revised on an annual basis. The By-Law associated with the Plan shall be reviewed and updated as required.

The Town of Pelham Emergency Management Program Committee shall be responsible for the maintenance, review and distribution of the Plan.

Town of Pelham Emergency Plan Distribution List

The completed Town of Pelham Emergency Management Plan with attached appendices has been distributed to the stakeholders listed in the table below.

[illegible]

Revision Control

Document Version	Document Name	Revision Date	Revision Summary
May 2019	EMP		Amended date
May 2019	EMP		Table of Contents; page number changes
May 2019	EMP		Page 6; By-Law # change
May 2019	EMP		Pages 7-12; Emergency Notification expanded to be more comprehensive
August 2019	EMP		Page 13; CAO replaced by CEMC
May 2019	EMP		Page 23; EIO information updated
August 2019	EMP		Page 31; Contact list updated

2.0 Authority

The Town of Pelham's Emergency Management Plan has been formulated by the Fire and By-Law Services Department under the authority describe in the section below.

2.1 Legislative Authority

The Act as amended, provides the authority for municipalities to prepare for and respond to emergencies in order to protect public health, safety, welfare and property in Ontario communities. *Ontario Regulation 3804/04* (the Regulation), effective December 31, 2004 sets the standards, including the approval of this Plan, for municipal emergency management programs. The Act requires that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan” [Section 3(1)]

The municipal legislation under which the Town of Pelham, its employees and agents are authorized to respond to an emergency is by By-Law.

2.2 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and will be included as appendices. These appendices are deemed to be confidential and do not form part of the Plan. The release of any information under this Plan shall be made in conformity with the Municipality Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, Chapter M.56 as amended:

“The personal information has been supplied by the individual to whom the information relates in confidence.” [Section 14(2) (h)]

2.3 Protection from Action for Implementation of the Plan

Section 11 of the Act states:

“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a member of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or defect in the good faith exercise or performance of such a power of duty” [2006, c. 13, s.1 (6)]

2.4 Policies and Procedures

Details relative to the implementation of the provision of the Plan shall be described in Standard Operating Procedures (SOPs) and other documented plans of the departments and agencies responsible for actions to be taken during an emergency. These SOPs and documented plans shall take into consideration the business continuity aspects of government and the additional resources required for the purpose of carrying out responsibilities identified or foreseen under the Plan.

2.5 Town of Pelham Emergency Management Program Committee

Section 11 of the Regulation describes that “every municipality shall have an emergency management program committee”.

Further, the committee shall be composed of,

- a. The municipality's emergency management program coordinator;
- b. A senior municipal official appointed by council;
- c. Such municipal employees who are responsible for emergency management functions as may be appointed by council; and
- d. Such other persons as may be appointed by council

The council shall also “appoint one of the members of the committee to be the chair” and the “committee shall advise the council on the development and implementation of the municipality's emergency management program” [O. Reg. 380/04, s.11(4), (5)].

Mandate of the Pelham Emergency Management Program Committee (PEMPC):

To serve and oversee the development of a comprehensive Emergency Management Program for the Town of Pelham, and to engage with and provide advice to Town Council on program implementation. The Town's Emergency Management Program shall address continuity of operations, services and security within the corporation paired with a controlled and coordinated response to any emergency in order to preserve the property, health, safety and welfare of the inhabitants, workers and visitors.

Composition:

The membership of the PEMPC should remain flexible to accommodate any changes that may occur in the Town of Pelham's corporate structure. However, the general composition of the Committee should be considered as follows:

- Chair, required by Regulation: Community Emergency Management Coordinator (CEMC)/Fire Chief
- Alternate Chair: Alternate CEMC
- Senior Municipal Official, required by Regulation: Chief Administrative Officer (CAO) or Designate;
- Member of Council, required by Regulation: Appointed Councilor as liaison
- Fire Chief or Designate; and
- City Clerk or Designate

In addition, municipal employees who are responsible for emergency management functions, namely those from the Senior Management Team (IMS) operational sections that are established during an emergency, have also been included in the composition of the PEMPC:

- Operations: Designates are determined by the SLT
- Planning: Designates are determined by the SLT
- Logistics: Designates are determined by the SLT
- Finance and Administration: Designates are determined by the SLT
- Communications: (as a functional role within the Command Group): Designates are determined by the E.I.O

Following the principles and concepts of IMS, inter-organizational collaboration is promoted by inviting any additional Town of Pelham employees, as well as representatives of organizations outside the municipal government who are involved in emergency management, to attend the EMPC meetings, as required. External agencies that are stakeholders in the Town of Pelham Emergency Management Program, and private sector industry representatives, may provide valuable support and input.

3.0 Plan Implementation

3.1 Levels of Emergency / Emergency Notification Procedures

Pelham Emergency Response Plan

Activation / Notification Levels

The Town of Pelham Emergency Management Program recognizes four levels of Emergency Operations Centre (EOC) activation or notification. While the Town of Pelham's Emergency Management Team is always engaged in routine monitoring for any potential threats to safety, should a situation be identified that may impact or has impacted the Town of Pelham services or systems, the EOC activation levels procedure may be used to ensure readiness. Emergencies are dynamic so this procedure is flexible and the level of activation may be changed as more information becomes available or as the situation warrants. This procedure can be implemented by the Emergency Management Coordinator, alternate CEMC or the CAO. The levels of activation are outlined below:

Activation Levels

Level	Description	Staffing Notification
Emergency is Declared FULL ACTIVATION	Emergency is Declared (Optional) - Catastrophic Event - Hazmat (Large) - Rail, Spill release (Large) - Tornado, Extensive Damage loss of life - Pandemic - M.C.I	E.O.C activation (Emergency Declared) - Control Group - Emergency Management Team - Mayor & Council is notified - E.I.O updates web site & social media - Regional Emergency Coordinator - P.E.O.C - Group Staff
Significant Event PARTIAL ACTIVATION	E.O.C is not fully activated (Partial) - Ice Storm, wide spread - Wind Storm, wide spread - Flooding, wide spread - Infrastructure Failure, large scale - Long periods of utility loss, wide spread	E.O.C is not fully activated (Partial) - Control Group - SLT - E.I.O updates web site & social media - Group Staff - Council is notified
Isolated Event ENHANCED ACTIVATION	- Road closure, not planned - Large fire loss - Life Loss (Fire) - Tornado touch down - Damage to Town Facilities - Weather event Town closures	E.O.C is not activated - Control group - E.I.O updates web site & social media - Group Staff - SLT - Council is notified
Pending Event ROUTINE MONITOR	- Snowstorms - Ice storms - Wind storms - Heat wave - Cold spells - Loss of infrastructure	Group SLT - Group staff are notified - Council is notified

Full Activation

The EOC may be at full activation during or in advance of an incident that could have a significant impact on the Town or multiple municipalities in Niagara and/or Regional services. These types of incidents may last for a prolonged period or occur on a large regional scale. In the case of a full activation, the majority of EOC personnel may be asked to staff the EOC. Multiple shifts may be required depending on the incident.

- Present or anticipated large scale incident that could cross municipal boundaries within the Region.
- Present or anticipated need to access Province or Federal resources.
- Present or anticipated severe impact resulting in much higher than normal resource demands to manage a significant community impact.

The procedure is outlined below.

1. Emergency Management will notify selected personnel to report to the EOC. This responsibility may also be undertaken by a designate or other role depending on the circumstances, particularly if the response is already underway.
2. The EOC will use the IMS model and an EOC Director will be established. The Director will be the CAO or designate as appropriate based on the incident and the IMS model.
3. Situational awareness will be ongoing.
4. Business cycle meetings will be coordinated based on the needs of the situation. Status updates will be provided and an action plan will be developed. Minutes of meetings and other records are to be maintained.
5. Plans for staffing and resources will be made in case of a long duration response.

Partial Activation

Partial activation may be used when a situation is identified that may impact or has the potential to impact the Town's services or systems and may require short term planning and actions beyond enhanced monitoring or if a municipality requests Regional support to manage a municipal response. During a partial activation, not all EOC members will need to attend. This is an active system and can be implemented by the CAO or the Community Emergency Management Coordinators (CEMCs). Examples of incidents that may require partial activation include potential threats to water sources or imminent or ongoing flooding or severe weather with a high probability of damages and impacts. In some instances, when a municipality in Niagara is responding to an emergency, this group may be required in order to identify and support impacted regional facilities and services.

- Town has received requests to support a Municipal emergency response, which require some coordination.
- Town facilities/services/resources are likely to be negatively impacted resulting in a potential disruption or Business Continuity issue.
- Town emergency response that does not necessarily require the Region's support but does require a Regional effort to mitigate the impacts on Regional facilities and services.
- It is anticipated that there may be a need for non-routine Town resources/services due to a significantly larger demand than normal.

The procedure is outlined below.

1. Emergency Management will notify selected personnel to report to the EOC. This responsibility may also be undertaken by the Personnel delegated or other role depending on the circumstances.
2. Each response to an incident will operate according to the Incident Management System (IMS) whereby there will be an EOC Director. The Director will be the CAO or designate as appropriate based on the incident and the IMS model.

3. Individuals with technical expertise and/or program/service responsibilities will be identified, notified and asked to gather to assist with the situation. At minimum, the CAO and Council will be notified of the situation.
4. Situational awareness will be ongoing.
5. Business cycle meetings will be coordinated based on the needs of the situation. Status updates will be provided and an action plan will be developed. Minutes of meetings and other records are to be maintained.

Enhanced Monitoring

Enhancing Monitoring may be activated when the Emergency Management Team is notified of a potential hazard that may impact the Town but there is still a relatively strong degree of uncertainty regarding the magnitude of the impacts. It is used for situations which warrant additional monitoring as they could escalate into an emergency and possibly require movement into the Partial Activation or Full Activation Levels.

- Incident that requires heightened situational awareness as it may progress into an emergency.
- Could have a moderate to significant impact on Town services, residents, communities, or infrastructure.
- It is anticipated that there may be a need for non-routine Town resources/services due to a significantly larger demand than normal.
- There is present or anticipated political sensitivity regarding the potential incident or heightened media attention.

The procedure is outlined below.

1. Once a potential hazard has been identified, Emergency Management staff will assess the situation to determine whether Enhanced Monitoring is required.
2. If Enhanced Monitoring is required, Emergency Management Staff will notify the staff with roles related to emergency response depending on the situation.
3. The Emergency Management will reach out to the municipal CEMCs to alert them to the potential event and to encourage them to report any impacts.
4. If the incident occurs on a weekend or after hours, the Emergency Management Team will continue to monitor the situation and provide updates as needed.

Routine Monitoring

The Town of Pelham Emergency Management Team continually monitors for potential or actual emergencies. If a potential threat is detected, then the decision to escalate to Enhanced Monitoring may be made.

3.2 Incident Reporting

Citizens usually report incidents by dialing 911 to access Niagara Regional Police Service, municipal fire and emergency medical service. These organizations will be among the first on scene of a potential emergency.

3.3 Primary Responsibility

Whenever an emergency occurs or threatens, the initial primary responsibility for providing immediate assistance and control rests with the responding public safety agency or municipal service department.

Town of Pelham Fire Chief (or designate), Town of Pelham Director of Public Works (or designate), Niagara Regional Police Service Duty Officer, or Niagara Emergency Medical Service Paramedic shall personally assume control at the site of an incident, establishing Incident Command (or arrange for someone on-site to take charge immediately until an Incident Commander, if required, is appointed).

3.4 Authority for Activating the Emergency Plan

The Incident Commander at the site of an incident, may decide to contact the Town of Pelham Community Emergency Management Coordinator (CEMC), or alternate. The CEMC has delegated authority to activate the Plan and implement the Municipal Emergency Control Group. The CEMC shall make the decision to activate the Plan following consultation with the responding agencies and will advise and update the Mayor, Chief Administrative Officer and key stakeholders as soon as possible.

Fire and By-Law Services is responsible for the coordination of emergency management. The Fire Chief/CEMC (or designate) should be notified of incidents that are considered Levels Two, Three and One. In the case of Level Three incidents, the Fire Chief may be notified and placed on standby in preparation for the potential scale-up of the incident. Standby may involve monitoring the situation, alerting stakeholders of potential risk, collecting and disseminating information, preparing for a full activated response and other actions, as needed.

The Fire Chief/CEMC (or designate) monitors, collect and disseminates information about the incident to the appropriate sources and is responsible for notifying and activating the Municipal Emergency Control Group (MECG).

3.5 Emergency Community Control Group

a) Emergency Operations Centre

The CCG will report to the Emergency Operations Centre located at Pelham Fire Station # 1 located at 177 Hwy #20 West, Fonthill. In the event this operation centre cannot be used, then the alternate location will be Pelham Fire Station # 2 located at 766 Welland Road, Fenwick.

b) Community Control Group (CCG)

The emergency response will be directed and controlled by the Community Control Group (CCG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG consists of the following officials:

- ♦ Mayor or Alternate (E.I.O)
- ♦ C.A.O. or Alternate
- ♦ Clerk, or Alternate
- ♦ Police Chief or Alternate
- ♦ Fire Chief or Alternate
- ♦ Director of Operations or Alternate
- ♦ Treasurer or Alternate
- ♦ Medical Officer of Health
- ♦ Regional Social Services Representative/Community Services Department
- ♦ Emergency Medical Services (EMS) Representative
- ♦ Community Emergency Management Coordinator
- ♦ Electrical Utility Representatives – Pen West Utilities/Hydro One
- ♦ E.I.O

Additional personnel called or added to the CCG may include:

- ♦ Emergency Management Ontario Representative
- ♦ Ontario Provincial Police Representative
- ♦ Niagara Peninsula Conservation Authority Representative
- ♦ Liaison staff from provincial ministries

Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.

c) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The C.A.O. will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Support staff from the Town's Administration will maintain status boards and maps, which will be prominently displayed and kept up-to-date.

d) Community Control Group Responsibilities

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- ♦ Calling out and mobilizing their emergency service, agency and equipment;
- ♦ Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- ♦ Determining if the location and composition of the CCG are appropriate;
- ♦ Advising the Mayor or alternate as to whether the declaration of an emergency is recommended;
- ♦ Advising the Mayor or alternate on the need to designate all or part of the Town as an emergency area;
- ♦ Ensuring that an Emergency Site Manager (ESM) is appointed;
- ♦ Ensuring support to the ESM by offering equipment, staff and resources, as required;
- ♦ Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- ♦ Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- ♦ Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;
- ♦ Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under community control, as considered necessary;
- ♦ Determining if additional volunteers are required and if appeals for volunteers are warranted;
- ♦ Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- ♦ Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- ♦ Determining the need to establish advisory groups and/or subcommittees/ working groups for any aspect of the emergency including recovery;

- ♦ Authorizing expenditure of money required dealing with the emergency;
- ♦ Notifying the service, agency or group under their direction, of the termination of the emergency;
- ♦ Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the C.A.O. within one week of the termination of the emergency, as required;
- ♦ Participating in the debriefing following the emergency.

3.6 Emergency Response System

a) Individual Responsibilities of the Community Control Group

1. Mayor, or Alternate

The Mayor is responsible for:

- ♦ Declaring an emergency within the designated area;
- ♦ Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- ♦ Town Council;
- ♦ CAO;
- ♦ Public;
- ♦ Neighboring Community Officials;
- ♦ Local MPs;
- ♦ Local MPPs;
- ♦ Notifying Emergency Management Ontario, Ministry of Public Safety and Security, of the declaration of the emergency, and termination of the emergency;
- ♦ Ensuring that members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

2. C.A.O. or Alternate

The C.A.O. for the Town of Pelham is responsible for:

- ♦ Providing order leadership in response to an emergency;
- ♦ Ensuring liaison with the Police Chief regarding security arrangements for the EOC;
- ♦ As the Operations Officer, coordinating all operations within the EOC, including the scheduling of regular meetings;
- ♦ Advising the Mayor on policies and procedures, as appropriate;
- ♦ Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- ♦ Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- ♦ Calling out additional Town staff to provide assistance, as required.

3. Clerk, or Alternate

The Clerk is responsible for:

- ♦ Assisting the C.A.O., as required;
- ♦ Ensuring all important decisions made and actions taken by the CCG are recorded;
- ♦ Ensuring that maps and status boards are kept up to date;
- ♦ Providing a process for registering CCG members and maintaining a CCG member list;
- ♦ Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- ♦ Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- ♦ Arranging for printing of material, as required;
- ♦ Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- ♦ Upon direction by the Mayor, ensuring that all Council Members are advised of the declaration and termination of the emergency;
- ♦ Upon direction by the Mayor, arranging special meetings of Council, as required, and advising members of council of the time, date, and location of the meetings;
- ♦ Procuring staff to assist, as required.

4. Police Chief or Alternate

The Police Chief is responsible for:

- ♦ Activating the emergency notification system, and ensuring all members of the CCG are notified;
- ♦ Notifying necessary emergency and community services, as required;
- ♦ Establishing a site command post with communications to the EOC;
- ♦ Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- ♦ Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- ♦ Establishing the inner perimeter within the emergency area;
- ♦ Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- ♦ Providing traffic control staff to facilitate the movement of emergency vehicles;
- ♦ Alerting persons endangered by the emergency and coordinating evacuation procedures;
- ♦ Opening of evacuee centers in collaboration with the Social Services Representative;
- ♦ Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centers;
- ♦ Ensuring the protection of life and property and the provision of law and order;
- ♦ Providing police service in EOC, evacuee centers, morgues, and other facilities, as required;
- ♦ Notifying the coroner of fatalities;
- ♦ Ensuring liaison with other community, provincial and federal police agencies, as required;

- ♦ Providing an Emergency Site Manager, if required.

5. Fire Chief or Alternate

The Fire Chief is responsible for:

- ♦ Providing the CCG with information and advice on firefighting and rescue matters;
- ♦ Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- ♦ Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- ♦ Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- ♦ Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- ♦ Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- ♦ Providing an Emergency Site Manager, if required.

6. Director of Operations or Alternate

The Director of Operations is responsible for:

- ♦ Providing the CCG with information and advice on engineering and public works matters;
- ♦ Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- ♦ Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- ♦ Ensuring liaison with the public works representative from the neighboring community(ies) to ensure a coordinated response;
- ♦ Ensuring provision of engineering assistance;
- ♦ Ensuring construction, maintenance and repair of Town's roads;
- ♦ Ensuring the maintenance of sanitary sewage and water systems;
- ♦ Providing equipment for emergency pumping operations;
- ♦ Ensuring liaison with the Fire Chief concerning emergency water supplies for firefighting purposes;
- ♦ Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- ♦ Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- ♦ Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- ♦ Providing public works vehicles and equipment as required by any other emergency services;
- ♦ Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

7. Treasurer or Alternate

The Treasurer is responsible for:

- ♦ Providing information and advice on financial matters as they relate to the emergency;
- ♦ Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighboring communities;
- ♦ Ensuring that records of expenses are maintained for future claim purposes;
- ♦ Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.

8. Medical Officer of Health

The Medical Officer of Health is responsible for:

- ♦ Acting as a coordinating link for all emergency health services at the CCG;
- ♦ Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- ♦ Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- ♦ Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- ♦ Ensuring liaison with the ambulance service representatives;
- ♦ Providing advice on any matters, which may adversely affect public health;
- ♦ Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- ♦ Coordinating the response to disease-related emergencies or anticipated emergencies, such as epidemics, according to Ministry of Health and Long Term Care policies;
- ♦ Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency;
- ♦ Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- ♦ Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- ♦ Notifying the Director of Operations regarding the need for potable water supplies and sanitation facilities;
- ♦ Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centers.

9. Regional Social Services Representative/Community Services Department

The Regional Social Services Representative is responsible for:

- ♦ Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- ♦ Supervising the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed;
- ♦ Ensuring liaison with the police chief with respect to the pre-designation of evacuee centers which can be opened on short notice;

- ♦ Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers;
- ♦ Ensuring that a representative of the District School Board of Niagara and/or the Niagara Catholic District School Board is/are notified when facilities are required as evacuee reception centers, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- ♦ Ensuring liaison with Residential Senior Facilities as required;
- ♦ Making arrangements for meals for the staff and volunteers at the EOC and the Site.

10. Emergency Medical Services (EMS) Representative

The Emergency Medical Services Representative is responsible for:

- ♦ Ensuring emergency medical services at the emergency site;
- ♦ Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- ♦ Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- ♦ Obtaining EMS from other municipalities for support, if required;
- ♦ Ensuring triage at the site;
- ♦ Advising the CCG if other means of transportation are required for large-scale response;
- ♦ Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- ♦ Ensuring liaison with the receiving hospitals;
- ♦ Ensuring liaison with the Medical Officer of Health, as required.

11. Community Emergency Management Coordinator

The Community Emergency Management Coordinator (CEMC) is responsible for:

- ♦ Activating and arranging the Emergency Operations Centre;
- ♦ Ensuring that security is in place for the EOC and registration of CCG members;
- ♦ Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- ♦ Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- ♦ Supervising the Telecommunications Coordinator;
- ♦ Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- ♦ Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- ♦ Addressing any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs;
- ♦ Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.

12. Electrical Utility Representatives – Niagara Peninsula Energy/Hydro One

The Utility Representative – Niagara Peninsula Energy/Hydro One is responsible for:

- ♦ Monitoring the status of power outages and customers without services;
- ♦ Providing updates on power outages, as required;
- ♦ Ensuring liaison with the Operations representative;
- ♦ May provide assistance with accessing generators for essential services, or other temporary power measures.

a) Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the CCG:

- ♦ Legal Services Representative (If required)
- ♦ Telecommunications (ARES) Coordinator
- ♦ Emergency Information Officer or Alternate
- ♦ Other Agencies
- ♦ District School Board of Niagara / Niagara Catholic District School Board
- ♦ Niagara Health System – Welland Site Administrator

1. Legal Services Representative

The Legal Services Representative is responsible for:

- ♦ Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Town of Pelham in its response to the emergency, as requested.

2. Telecommunications (ARES) Coordinator

The Telecommunications Coordinator reports to the Emergency Management Coordinator and is responsible for:

- ♦ Activating the emergency notification system of the local amateur radio operators group;
- ♦ Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- ♦ Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- ♦ Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- ♦ Making arrangements to acquire additional communications resources during an emergency;

3. Communications & Public Works Specialist

The Town's public relations and marketing specialist will act as the Emergency Information Officer during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public.

4. Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Two such agencies are the school boards and the hospital, as detailed below. Others might include Emergency Management Ontario, Ontario Provincial Police, and the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

5. District School Board of Niagara and Niagara Catholic District School Board

The District School Board of Niagara and Niagara Catholic District School Board are responsible for:

- ♦ Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centers;
- ♦ Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure)

6. Niagara Health System - Welland Site Administrator

The Niagara Health System - Welland Site Administrator is responsible for:

- ♦ Implementing the hospital emergency plan;
- ♦ Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- ♦ Evaluating requests for the provision of medical site teams/medical triage teams;
- ♦ Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

c) Relationship between CCG and Emergency Site Manager (ESM):

Depending on the nature of the emergency, and once the ESM has been assigned, the CCG relationship with the ESM is to offer support with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains municipal services.

d) Relationship between ESM, and command and control structures of emergency responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinated and effective response.

Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process by which response to the emergency will be provided.

Emergency Telecommunications Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation centers, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator for the Town of Pelham is a predestinated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who, in turn, will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the office adjacent to the EOC. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Town of Pelham lose all telephone communications, pre-arranged communications could be obtained from school bus radios, which will act as relay to the EOC and the emergency site.

Emergency Information Plan

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- ♦ Emergency Information Officer;
- ♦ Community Spokesperson; and
- ♦ Citizen Inquiry Supervisor.

The local Emergency Information Centre (EIC) will be located in the Pelham Fire Station # 2 location on Welland Road. In the event that this centre cannot be used, the secondary location will be Pelham Fire Station #3 on Sixteen Road.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson.

The Citizen Inquiry Section is located in the Pelham Station # 2 location, under the supervision of the Social Services Representative.

a) Emergency Information Officer

The Emergency Information Officer reports to the C.A.O. and is responsible for:

- ♦ Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- ♦ Ensuring that the EIC is set up and staffed and a site EIC, if required;
- ♦ Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- ♦ Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Community Control Group;
 - Switchboard (Town and Emergency Services);
 - Community Spokesperson;
 - Police Public Relations Officer;
 - Neighboring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.
- ♦ Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;

- ♦ Ensuring that the media releases are approved by the C.A.O. (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- ♦ Monitoring news coverage, and correcting any erroneous information;
- ♦ Maintaining copies of media releases and newspaper articles pertaining to the emergency.

b) Community Spokesperson

The community spokesperson will be appointed by the Community Control Group and is responsible for:

- ♦ Giving interviews on behalf of the Council;
- ♦ Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- ♦ Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Officer;
- ♦ Coordinating media photograph sessions at the scene when necessary and appropriate;
- ♦ Coordinating on-scene interviews between the emergency services personnel and the media.

c) Emergency Information Officer (E.I.O)

The Emergency Information Officer is responsible for:

- ♦ Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- ♦ Informing the affected emergency services, the CCG and Municipal switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- ♦ Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- ♦ Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centers.);
- ♦ Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- ♦ Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone number(s);
- ♦ Procuring staff to assist, as required.

Fire Dispatch	Telephone Number
St. Catharines	(905) 684-4311

3.7 Municipal Emergency Control Group (MECG)

Section 12 of the Ontario Regulation 380/04 of the Emergency Management and Civil Protection Act describes that 'every municipality shall have a municipal emergency control group' and that the composition of the group consist of officials, employees and/or members of council, as may be appointed by council. To be equipped and ready to manage an incident, the members of the group shall complete annual emergency management related training, and conduct an annual practice exercise for a simulated emergency incident, to ensure their readiness to direct the Town of Pelham's response in an emergency, including the implementation of this emergency response plan.

In following what is required of the municipality by the Regulation, the MECG of the Town of Pelham is responsible for providing coordination of necessary support to the incident during a Major Emergency (Level Two and Level One) in order to minimize the effects of the emergency on the Town. The MECG is responsible for emergency site support and for ensuring the continuity of town operations during an emergency event.

During activation, the lead response agency at the Emergency Site may require additional coordinated support. In such situations, town employees and representatives from partner agencies will assemble at the EOC for the purposes of providing emergency response support or making emergency response decisions, depending on the nature and scale of the incident.

3.8 Emergency Operations Centre (EOC)

Section 13 (1) of the Ontario Regulation 380/04 of the EMCPA describes that 'every municipality shall establish an emergency operations centre to be used by the municipal emergency control group in an emergency.' In the Town of Pelham, following the scale of the Corporate Levels of Emergency, the EOC would be activated for a Major Emergency (Level One) and likely a General Emergency (Level 2).

The CEMC has selected a suitable location for the Primary EOC, which has been equipped with the appropriate technological and telecommunications systems and space to ensure effective response and communications during an emergency. The EOC is also a restricted and secured facility for emergency management staff only.

Other locations within the Town have been designated and equipped to serve as the Alternate EOC, in the vent that the Primary EOC is unavailable or adversely affected by incident.

EOC	Location	Contact No.	Address	Photo
Primary	Town of Pelham Fire Station #1	905-892-2607 x201	177 Hwy. #20 West Fonthill	
Alternate	Town of Pelham Fire Station #2	905-892-6658	766 Welland Road Fenwick	

a) Emergency Telecommunications Office

Upon implementation of the Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Communications may also be required at various locations including evacuation centers, hospitals and with other key responding agencies.

The Emergency Telecommunications Office is located in the office adjacent to the Primary EOC. It is equipped with portable hand radios, battery back-up, two-way radio with necessary channels to communicate with Police, Fire, EMS and the Office of the Fire Marshal.

In the event of a major loss of electricity or communications infrastructure, the Telecommunications Coordinator for the Town of Pelham will serve as the designated certified Amateur Radio Operator and support the initial emergency notification procedure by calling upon their contacts for communications support, if required.

A 'runner' will support communications between the EOC and other responding agencies. All messages will be prepared on a Radiogram by Amateur Radio Operators. Should the Town of Pelham lose all telephone (landline) and cellular infrastructure, pre-arranged communications support may be available from local school bus radios, acting as a relay to the EOC and the emergency site.

3.9 Action Prior to the Declaration of Emergency

When an emergency exists, but has not yet been declared to exist, Town employees are authorized to take such action(s) under this Plan as may be required to protect life, property, the environment and the economy within the boundaries of the Town of Pelham.

3.10 Declaration of Emergency

The official Declaration of Emergency is the process defined under the Act whereby:

"The head of council of a municipality may declare that emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area." [Section 4(1)]

A Declaration shall be made by the Head of Council upon recommendation of the MCEG. In making its recommendation, the MCEG may consider a number of matters including the 'Declaration of Emergency Checklist' developed by the Office of the Fire Marshal and Emergency Management. Refer to Annex H

The formal declaration results in the following:

- The implementation of a process to advise the public, the media and the Province that a major emergency exists and that preparation for extraordinary emergency management measures are underway;
- All volunteers registered with the Town and in responding to the emergency are considered municipal employees, and as such, fall under the protection of the Act; and
- Providing personal protection against liability for municipal employees, elected officials and volunteers in emergencies.

Official notification of emergency: the declaration of emergency shall be set out in a standard operating procedure of the Crisis Communications Plan to ensure that the emergency is immediately communicated to the following:

- Office of the Fire Marshal and Emergency Management, Ministry of the Solicitor General (Provincial Emergency Operations Centre)
- Members of Council for the Town of Pelham

- The Niagara Region CEMC
- Neighboring municipal officials as required
- Local Member of Provincial Parliament for Niagara West
- Local Member of Parliament for Niagara West
- The local media as required
- The public as required

3.11 Mutual Assistance

Subsection 13(3) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E. 9, as amended (the “Act”) provides that the council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency; and the parties wish to provide for mutual aid and assistance to each other through provision of personnel, services, equipment or material to one or the other within the meaning of the Act.

Whenever a situation cannot be adequately dealt with solely by the Town of Pelham, or with mutual co-operation from other municipal departments, further actions may be required through mutual assistance with neighboring municipalities or other stakeholders without any loss of control or authority.

Refer to Appendix I: Mutual Assistance Agreement Between the Regional Municipality of Niagara and Local Municipalities (2018)

3.12 Regional Assistance

When an emergency declared in the Town involves a large portion of the municipality or reaches beyond the boundaries of Pelham, it may become necessary for inter-jurisdictional collaboration with assistance from Niagara Region.

Niagara Region may provide assistance without implementing their Emergency Management Plan. In the event that the emergency is related to health, or other issues that are of regional jurisdiction (i.e. water wastewater, transportation, etc.), the Region may declare an emergency, while there is no municipal declaration. The municipality may provide support to the Region in this instance.

3.13 Provincial Assistance

The OFMEM is responsible for monitoring, coordinating and assisting in the formulation and implementation of emergency plans throughout Ontario. OFMEM is responsible for the coordination of response and preparedness programs in Ontario and responsible by Order in Council (OIC) for any emergency that requires the coordination of provincial emergency management in Ontario.

If locally available resources, including those that might be available from bordering municipalities and Niagara Region, are insufficient to meet emergency requirements, then assistance may be requested from the Province. Such requests must be directed through area/region/district offices of the provincial ministry that normally provide services in the local area, or directly through the OFMEM Field Officer (Golden Horseshoe Sector).

3.14 Termination of Emergency

Once the emergency has scaled down to a manageable incident or has ended, the following officials may terminate the emergency state at any time:

- The Head of Council, in consultation with the MECG
- The Premier of Ontario

4.0 Emergency Operations

4.1 Introduction

This section provides a brief list of potential agencies that would be involved in emergency operations and a description of the roles and responsibilities that are typically assigned to key emergency response personnel following the structure of the Incident Management System (IMS). All City departments shall have departmental plans and Standard Operating Procedures (SOPs) that provide the details of the implementation of the roles and responsibilities described in this section.

4.2 Initial Response Agencies Involved in Emergency Operations

Before an incident has been assessed as one that requires a larger coordination of service support, the Initial response agencies potentially include the following:

Internal	External
Town of Pelham Fire and By-Law Services	Niagara Regional Police Service
Town of Pelham Public Works Department	Niagara Emergency Medical Service
Town of Pelham Facilities Management	Niagara Region Public Health
	Niagara Region Public Works
	Niagara Region Community Services
	Utility and Infrastructure Agencies

4.3 Incident Management System

The Province of Ontario adopted the Incident Management System (IMS) as a standardized approach to emergency management, built on international recommended practices and designed to reflect the unique needs of municipalities across Ontario. The IMS standard encompasses all the areas that are needed for managing an emergency, including personnel, facilities, equipment, procedures and communications, operating within a common organizational structure.

IMS is predicated on the understanding that in any and every incident, (Level One to Level Four), there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

The key IMS management functions are:

- **Command (Green)**
- **Communications (Red)**
- **Operations (Orange)**
- **Planning (Blue)**
- **Logistics (Yellow)**
- **Finance and Administration (Gray)**

A standard IMS functional organization structure is illustrated in the figure below:

Figure 1: Provincial IMS Structure

The key benefit for the Town of Pelham, in following the Provincial IMS standard, is that it allows for interoperability in the event that an incident is cross-jurisdictional and the municipality needs to connect with the EOC's of neighboring lower-tier municipalities (for example: City of Welland, City of Thorold, City of St. Catharines), the upper-tier municipality (Niagara Region), other levels of government (for example: Ministry of Transportation, St. Catharines) and/or external agencies. Furthermore, operating under IMS guidelines will result in the adoption of common terminologies between agencies, and allow all responders to communicate more effectively in managing the incident.

4.4 Organization of the Emergency Operations Centre and Section Responsibilities

The MCEG represents the entire staffing of the EOC. In the event of a major emergency (Level One), a full activation of the MCEG would be required to assemble at the EOC. The functions of the members of this group, in keeping with the Incident Management System, are subdivided into five sections, with pre-determined functional roles and responsibilities.

The general roles and responsibilities of the IMS sections are as follows:

Command

The Command function is responsible for decisions that give strategic direction to the overall response to the event

Communications

The Communications team is a sub-section of Command and fills four main functions of: Liaison, Internal Communications, Public Inquiry and Media Relations

Operations

The Operations section will provide minute-by-minute support to emergency responders in the field. Operations is in contact with staff in the field to ensure they have the information about the emergency, that requests for supplies, equipment or personnel are processed and that there is coordination between the agencies involved

Planning

The Planning section will assemble as part of the MCEG with the specific responsibility of gathering, analyzing and evaluating the situational information from the emergency in order to develop recommendations on an appropriate Incident Action Plan (IAP), to be approved by Command. This section also provides periodic forecasts on the potential disruptions and impacts of the emergency

Logistics

The Logistics section is primarily responsible for locating and acquiring all the necessary personnel, equipment, and material items needed by the municipality to manage the emergency

Finance and Administration

The Finance and Administration section is responsible for financial management of the operations, which includes tracking all expenses and preparing claims where possible

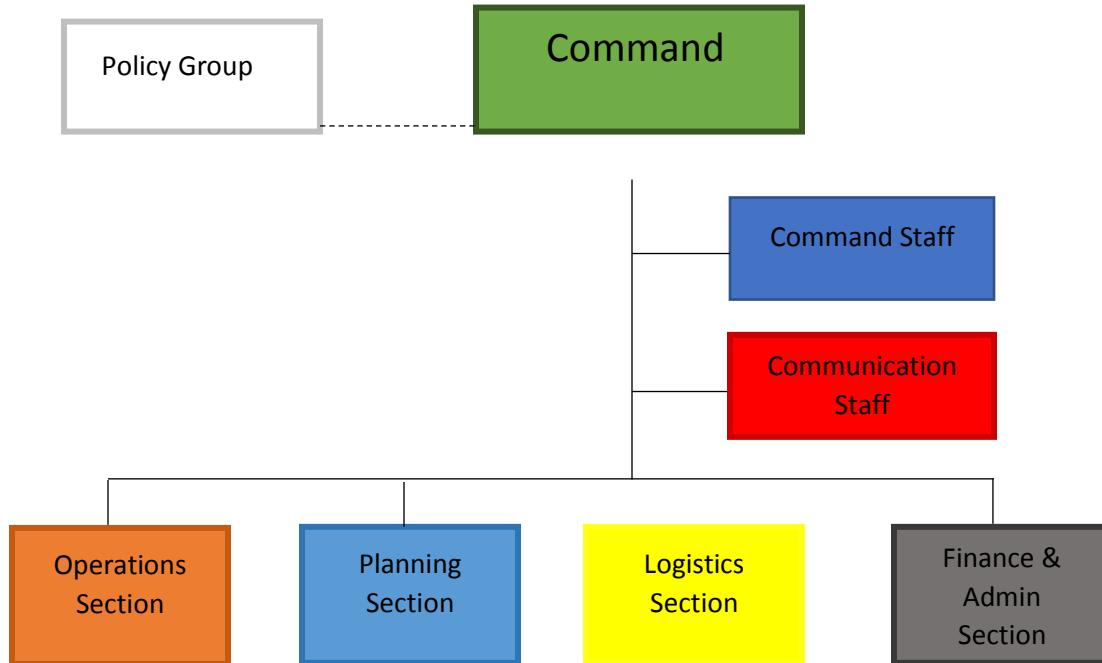


Figure 2: IMS Position Quick Reference Guide

IMS POSITION QUICK REFERENCE GUIDE - TOWN OF PELHAM

COMMAND

Responsible for the overall **management of the incident** and executive **decision making**. This includes:

- Establishing incident objectives/strategies
- Coordination of incident activities
- Determining appropriate level of activation, based on the situation

COMMUNICATIONS

Responsible for developing and distributing all **internal and external communication** about the incident, including to:

- Provide **emergency information and messaging** on the Town's website, social media channels, and any emergency information lines including Niagara 211
- Liaise with Mayor, Council, and Senior Management Team with **regular updates**
- Liaise with Media, including preparing **media releases, conferences, and interviews**
- **Monitor coverage** through various channels and take corrective actions when required

OPERATIONS – “NOW”

Responsible for coordinating all **operational duties** relating to incident response, including:

- Input into the Incident Action Plan (IAP)
- Implementing the IAP
- Organizing, assigning, and supervising all resources assigned with operational tasks
- Relay situational information to **Command** and **Planning** Communicate resource needs to **Logistics**

PLANNING – “FUTURE”

Responsible for developing the **Incident Action Plan (IAP)** and overseeing the collection, evaluation, processing, dissemination, and use of information regarding the incident. This includes:

- **Prepare and distribute** the IMS 1001: Incident Action Plan
- Populate the IMS 207 **EOC Org Chart**
- Maintain all EOC **documentation**
- Plan for next operational cycle
- Obtain information from **technical experts**, as required
- Develop contingency plans
- Assist other functions with any planning related requests

LOGISTICS – “GETTERS”

Responsible for providing facilities, services, and materials in support of the response. This includes:

- Identify immediate resource needs
- Procure additional resources, as required
- Organize food and sheltering for personnel
- Liaise with **Finance & Administration** for contracts with vendors, as required

FINANCE & ADMINISTRATION – “PAYERS”

Responsible for **financial and administrative** support to an incident, including:

- Ensuring compliance with financial policies/procedures
- Cost analysis
- Service agreements and contracts
- All related business processes

SENIOR MANAGEMENT TEAM

Resource for internal staff to **respond to a business disruption**. The SMT will:

- Ensure **service continuity**
- Ensure availability of critical services, operations, and resources
- Maintain public image and reputation
- Ensure fulfillment of legislative/regulatory requirements
- Identify key contacts

Refer to Annex J: IMS Functional Roles and Responsibilities of the MCEG and Annex K: Functional Roles and Responsibilities of Support and Advisory Staff

5. Emergency Recovery

5.1 Recovery

The last phase of an emergency is the recovery phase. This phase focuses on procedures that will enable both the Town of the Pelham and the community to return to daily operations as soon as possible following an emergency. All Town departments will have several tasks to undertake during the recovery, depending on the severity of the emergency.

The MCEG may activate the recovery phase once the immediate response to the emergency has been completed. The task of the MCEG in this phase is to establish the Post-Emergency Recovery Committee, which may be composed of municipal and regional officials representing legal, health, community services, facility and operations sectors including others depending on the nature of the emergency and the needs for recovery. The Committee will provide direction and coordinate recovery activities.

5.2 Debriefing, Reporting and Implementing Lessons Learned

Debriefing following a significant incident is an important process for the Town to engage in, as it is a valuable forum for capturing views from a wide range of stakeholders involved in the incident.

The Town of Pelham may choose to facilitate one or more debriefing sessions, depending on the nature and scale of the incident, and they can be conducted with internal and/or external stakeholders. Following the debriefing session(s), an After-Action Report (AAR) and Corrective Action Plan (CAP) is developed to capture the feedback. The AAR and CAP are also ways to capture the lessons learned from the event and as a driving force to implement recommendations for improvement. Implementing lessons learned is an opportunity to review and update the Plan and other supporting emergency-related documentation developed by the Town.

The Town should also take the opportunity during this phase to renew partnerships with community stakeholders.

In the Town of Pelham, the emergency management process is cyclical in nature; constant review and revision of plans and procedures is undertaken to ensure an effective and coordinated response and recovery process.

6. Municipal Preparedness

6.1 Training and Exercises

The Act requires that “every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan”. The municipal emergency management program is mandated to include ‘training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities”.

To prepare Town staff, the CEMC is responsible for the development of a comprehensive training and exercise program to be approved by the Pelham Emergency Management Program Committee. The objective of the training and exercises is to ensure that Town staff are able to cope effectively with any emergency situation. Town departments are also encouraged to test their departmental emergency procedures on a regular basis.



Annex A: Glossary of Terms

Pelham Emergency Management Program Committee (PEMPC)	The committee established pursuant to the Regulation to advise the Council on the development and implementation of the Municipality's emergency management program; see Section 1.6.
Business Continuity	A holistic process that identifies, prioritizes, and restores critical functions and processes required to maintain an acceptable level of service in the event of a disruption. Business continuity planning includes risk assessment, business impact analysis, plan development, testing, training, and maintenance.
Business Cycle / Operations Cycle	The cycle whereby the members of the Municipal Emergency Control Group meet on a regular basis to share information, identify actions, and set priorities.
Chief Administrative Officer (CAO)	The Chief Administrative Officer of the Town of Pelham, or in his or her absence, the Acting Town Manager.
Command Post	The mobile communications/central control centre where the Emergency Site Manager and On-Scene Commander(s) manage on-site activities and communicate with the Emergency Operations Centre and other operational communications centres.
Community Emergency Management Coordinator (CEMC)	<p>The person designated in accordance with the Regulation who shall co-ordinate the development, implementation, and maintenance of the municipality's emergency management program. They shall also strive to harmonize the Town's emergency management program as close as possible with the emergency management programs of other municipalities, ministries of the Ontario government and of organizations outside government that are involved in emergency management.</p> <p>The Town of Pelham's CEMC is the Fire Chief.</p>
Critical Infrastructure	Critical infrastructure refers to processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of Canadians and the effective functioning of government. Critical infrastructure can be stand-alone or interconnected and interdependent within and across provinces, territories and national borders. Disruptions of critical infrastructure could result in

catastrophic loss of life, adverse economic effects and significant harm to public confidence.

Municipal declaration of emergency

A signed declaration of emergency made by the Head of Council of a municipality, based on established criteria in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community response

Emergency
(as defined in the Act)

A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Emergency Operations Centre Director

The person assigned to chair the Municipal Emergency Control Group in the event that the Plan is activated, and whose responsibilities include:

- ☐ Directing the Municipal Emergency Control Group at the Emergency Operations Centre;
- ☐ Ensuring coordination of all actions that support the Emergency Site;
- ☐ Ensuring coordination of all actions aimed at resolving the emergency when no specific site is involved; and
- ☐ Ensuring Continuity of Government measures are activated when applicable.

Emergency Information Officer (EIO)

The person designated in accordance with the Regulation to act as the primary media and public contact for the municipality in an emergency, and who shall be responsible for all media releases and public announcements during an emergency.

The Emergency Information Officer shall be a member of the Communications Team of the Municipal Emergency Control Group.

Emergency Information Centre	The designated location to be determined by the Emergency Information Officer (EIO) where updated media releases and press conferences are held.
Emergency Operations Centre (EOC)	The designated area where the Municipal Emergency Control Group (MECG) assembles to direct and control all operations in support of the Emergency.
Emergency Site	The immediate area where an emergency is occurring.
Incident Commander / Emergency Site Manager	The entity / individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations.
Evacuation Centre / Reception Centre	A facility that provides temporary shelter to persons displaced by the Emergency. An evacuation centre is normally co-located with a reception centre, where evacuees are registered.
Head of Council	The Head of Council of the Town of Pelham is the Mayor, or in his or her absence, the Acting Mayor in accordance with the Town's Procedure By-law.
Incident Action Plan (IAP)	A written or spoken plan to provide all incident supervisory personnel with objective and strategies, tactics, and directions for achieving them. It may also include (among others) resources, structures, as well as safety, medical and telecommunications instructions.
Incident Management System (IMS)	A standardized approach to emergency management, encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure.
Municipal Emergency Control Group (MECG)	<p>The MECG is responsible for providing coordination of the necessary support to the Emergency Site in order to minimize the effects of the Emergency and is responsible for ensuring continuation of necessary municipal operations within the Town during an Emergency.</p> <p>The MECG shall direct the response of the Town to an Emergency including the implementation of the Plan in accordance with the Regulation.</p> <p>To meet the requirements of the Regulation, the Municipal Emergency Control Group is</p>

	composed of senior officials and organized in accordance with the Incident Management System. The MECG includes all teams assembled at the Emergency Operations Centre.
Emergency Information Centre	The location at or near the Emergency Site where the media may gather for updated media releases and press conferences, as determined by the Emergency Information Officer, in consultation with the Emergency Site Manager.
Post-Emergency Recovery Committee	This committee, comprised of municipal officials and key members representing various departments, agencies, and stakeholders, provide direction and coordinate activities addressing the recovery needs of all residents in the Town.
Regional Emergency Control Group	Under the Town of Pelham Emergency Plan, the key department leads and officials at the regional level, including external agencies (example: Canadian Red Cross), who are responsible for coordinating all emergency response operations are required to minimize the effects of an emergency on the Town of Pelham

Annex B: Acronyms

PEMPC	Pelham Emergency Management Planning Committee
CAO	Chief Administrative Officer
CEMC	Community Emergency Management Coordinator
EIO	Emergency Information Officer
EOC	Emergency Operations Centre
IAP	Incident Action Plan
IMS	Incident Management System
MECG	Municipal Emergency Control Group
MFIPPA	Municipal Freedom of Information and Protection of Privacy Act
OFMEM	Office of the Fire Marshal and Emergency Management
PEOC	Provincial Emergency Operations Centre
RECG	Regional Emergency Control Group (Niagara Region)
SOP	Standard Operating Procedure

Annex C: List of EOC Equipment (Primary and Alternate)

Emergency Operations Centre	Equipment and Supplies Inventory	
Primary Pelham Station #1 177 Hwy. #20 Fonthill	Equipment Fax Machine Photocopier Television Telephones White Boards Flip Charts Computer Laptops Stationery Overhead Projector Base Radio Handheld Radios Ham Radio Unit	Details Fax Number: 905-892-8499 Telephone Number: 905-892-2607 x201 Radio Channel: P25-700MHZ
	MECG EOC Kits	
Alternate Pelham Station #2 766 Welland Road Fenwick'	Equipment Fax Machine Photocopier Television Telephones White Boards Flip Charts Computer Laptops Stationery Overhead Projector Base Radio Handheld Radios Ham Radio Unit	Details Telephone Number: 905-892-6658 Radio Channel: P25-700MHZ
	MECG EOC Kits	

Annex D: Emergency Information Centre (EIC)

EIC	Location	Address
Primary	Town of Pelham Fire Station #2 905-892-6658	766 Welland Road, Fenwick
Secondary	Town of Pelham Fire Station #3 905-892-5507	2355 Cream Street North Pelham

Public Inquiry Centre (PIC)

PIC	Location/Address	Regional Department Lead
Primary	Meridian Community Centre 100 Meridian Way, Fonthill 905-732-7872	R.C.W

Annex E: IMS Functional Roles and Responsibilities

Command Section
<p>Description: The Command function is responsible for decisions that give strategic direction to the overall response to the event.</p>
<p>Membership:</p> <ul style="list-style-type: none"> • CEMC • All IMS Section Chiefs <p>The following may be asked to join Command for strategic direction, if required:</p> <ul style="list-style-type: none"> • Service Department leads involved in the event (i.e. Director of Public Works) • Town of Pelham Fire Chief, or designate • Town of Pelham Legal Counsel • Chief of Police • Regional Medical Officer of Health (MOH), or designate • Regional Community Services Commissioner, or designate
<p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> • Advise the Head of Council as to whether an Emergency Declaration is recommended • Notify, request assistance from, and / or liaise with various levels of government and any public or private agencies not under municipal control as may be required to support the emergency • Designate any area of the Town as an 'emergency area' • Coordinate and direct department/agency service providers, ensuring that all actions taken to mitigate the emergency are conducted and not contrary to law • Mobilize any municipal personnel and equipment which is required in the emergency • Ensure adequate emergency service provisions are maintained outside and separate from those responding at the Emergency Site • Arrange for services and equipment from local agencies not under municipal control (i.e. private contractors, volunteer agencies, Amateur Radio Ham Operators, etc.) • Determine if additional volunteers are required and if appeals for volunteers are necessary • Determine the need to establish advisory group(s) and/or sub-committees • Authorize expenditures of funds for implementing the Plan • Decide to discontinue utilities or services provided to the public or private sector when continuation of such utility or services constitutes a hazard to public safety within an emergency area • Decide to evacuate the buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from other sources • Arrange for transportation, accommodation and the provision of human needs on a temporary basis, for residents who are in need of assistance due to displacement as a result of the emergency • Ensure the pertinent information regarding the emergency is promptly forwarded to the Town's Emergency Information Officer (EIO) for dissemination to the media and to the public • Advise the Head of Council on when to terminate the Declaration of Emergency • Before emergency response efforts have been completed, determine if a Post Emergency Recovery Committee needs to be established and if so, confirm the Chair and composition of the committee, along with its reporting structure • Maintain a log outlining actions regarding decisions made, or directives given, and submit a summary of the log to the CEMC for reporting purposes at the end of the emergency

Communications Section

Description: The Communications Team is a sub-section of Command and fills four main functions of: liaison, internal communications, public inquiry and media relations

Membership:

Section 14 of the Ontario Regulation 380/04 of the EMCPA describes that ‘Every municipality shall designate an employee of the municipality as its Emergency Information Officer’ (EIO) and that the EIO ‘shall act as the primary media and public contact for the municipality in an emergency.’

- Town of Pelham Communications and Public Relations Specialist
- A representative from Council to coordinate the liaison with the Town and Regional Councilors
- A representative from the Town’s Corporate Services Department to ensure proper dissemination of information from the Town’s website

Roles and Responsibilities:

- Establish liaison with Town and Regional Councilors and major stakeholders in the municipality
- Establish liaison with other levels of government, likely to be involved or affected by the emergency, including neighboring municipalities, regional government (Niagara Region) and provincial ministries
- Develop and distribute all internal and external communications, as approved by Command
- Support the municipal Call Centre and by preparing approved messaging (utilize 211 Niagara for emergency information management, if appropriate)
- Provide updated emergency information on the Town of Pelham’s website and other emergency information networks
- Provide updated emergency information via the Town of Pelham’s social media channels (at the end of the emergency)
- Liaise with media, including preparation of press releases, press conferences and interviews
- Develop and implement an emergency information plan for the incident, including the dissemination of information to the general public, the public at risk and the media
- Monitor the coverage of the emergency by social and traditional media, and take appropriate corrective actions when required

Operations

Description: The Operations section will provide minute-by-minute support to emergency responders in the field. Operations is in contact with staff in the field to ensure they have all of the information about the emergency, that requests for supplies, equipment or personnel are processed and that there is coordination between the agencies involved.

Membership:

- Town of Pelham Public Works Department
- Town of Pelham Community Planning and Development Department
- Town of Pelham Fire and By-Law Services
- Niagara Regional Police Services
- Niagara Emergency Medical Service (NEMS)
- Niagara Region Public Health
- Niagara Region Community Services

In addition, the following stakeholders may be asked to join the Operations section for support, as required:

- Representatives from utility suppliers
- Industry stakeholders
- Private sector organizations affect by or involved in the emergency

Roles and Responsibilities:

The Operations section has two major roles, those being: (a) emergency site support and (b) evacuation support. To support these roles, the following responsibilities, fall under the Operations section:

- Ensure efficient transmission of information from the site to the EOC and vice-versa
- Transfer information received to the Planning section in order to prepare Incident Action Plans (IAPs) and to the Communications section in order to prepare public information about the emergency
- Ensure coordinated actions of all agencies involved in the emergency, either at the site or outside the perimeter
- Transmit all instructions related to decisions made by Command to the site and ensure compliance
- Receive requests for supplies, equipment, personnel, and services from the site and take necessary actions, transferring information as required to the Logistics and Finance & Admin sections
- Evaluate impact of evacuation and determined preferred locations for establishment of Reception Centre's and/or Evacuation Centre's
- Liaise with Recreation, Culture and Wellness staff for the opening of facilities selected as Reception Centers and/or Evacuation Centre; collaborate with Niagara Region Community Services as to staffing and management
- Provide support through activities and other care at facilities for evacuees
- Ensure efficient transmission of information from the Reception Centre and/or Evacuation Centre to the MCEG and vice-versa
- Address coordinated actions of all agencies involved in the evacuation
- Address implementation of the Incident Action Plan developed by the Planning section, once approved by Command, as it pertains to the evacuation

Planning

Description: The Planning section will assemble as part of the MEEG with the specific responsibilities for gathering, analyzing and evaluating the situational information from the emergency in order to develop recommendations on an appropriate Incident Action Plan (IAP) to be approved by Command. This section also provides periodic predictions on the potential disruptions and impacts of the emergency

Membership:

- A senior member from the Public Works Department
- A senior member from the Corporate Services Department
- Representatives from the lead department or agency involved in the emergency
- The Town Clerk to maintain appropriate records, coordinate log-keeping and maintain the status board
- The Town of Pelham Geographic Information Systems (GIS) section or Niagara Region GIS analysts

The following stakeholders may be asked to join the Planning section for support, as required:

- Other representatives from the Town of Pelham departments likely to be impacted by the emergency who will help in planning appropriate actions to reduce such impact
- A representative from the Fire Service to help coordinate the MEEG
- A representative from Corporate Services to provide input on how the emergency response aligns with corporate initiatives and corporate effectiveness including economic impact
- A representative from Amateur Radio Emergency Services (ARES) to help in collecting information from the emergency site and from other sources
- Technical advisors from various departments to help gather, analyze and evaluate information
- Technical advisors and/or representatives from stakeholder agencies and organizations including industry representatives, school boards, utility providers and owners/operators of critical infrastructure

Roles and Responsibilities:

- Receive data from all possible sources (internal, partner agencies, stakeholders, media) to evaluate the situation as accurately as possible and make recommendations on courses of action to Command
- Maintain maps and diagrams of the Emergency Site and the surrounding areas to enable the MEEG to better understand the situation
- Maintain logs, status boards, and statistical reports of the situation as it develops
- Analyze collected data to provide an assessment of the impact of the situation on the immediate surroundings of the site and on the City as a whole and provide to Command
- Prepare prediction evaluation of the situation and its potential to evolve in the short-term and over the long-term for review by Command
- Develop an IAP focused on responding to the forecast as efficiently as possible for approval by Command
- Update plans and data based on changes received
- Coordinate initiatives and programs related to the specific impacts on the business community, as required
- Ensure the continuity of Town of Pelham municipal services

Logistics

Description: The Logistics section is primarily responsible for locating and acquiring all the necessary personnel, equipment and material items needed by the municipality to manage the emergency

Membership

- A senior member of the Public Works Department
- A senior member of the Community Planning and Development Department
- A representative from the IT section to coordinate technical support
- A representative from the Corporate Services Department – Human Resources to coordinate staff and volunteer assignment
- A representative from Corporate Services Human Resources/Health and Safety to address health and safety and peer support
- A representative from Fixed Asset Management to locate facilities within the Town as may be required

Roles and Responsibilities:

- Identify and obtain equipment, vehicles, machinery, equipment and supplied, as required and as requested by the Operations section
- Identify and mobilize personnel, volunteers and expert help as required
- Address health and safety concerns of personnel and volunteers assigned to the emergency
- Provide and install information technology and/or telecommunication equipment as requested by the Communications or Operations sections and required at the EOC, Reception Centre, Evacuation Centre
- Locate and obtain access to any Town facility required for the management of the emergency
- Coordinate the contracting of any service required

Finance and Administration

Description: The Finance and Administration section is responsible for the financial management of the operations, which includes tracking all expenses and preparing claims where possible

Membership

- A senior member from the Corporate Services Department (Treasurer) division
- A representative from Corporate Services Purchasing to coordinate acquisitions
- A representative from Risk Management and insurance to process claims
- A representative from the Corporate Service Treasury Unit to track expenses

Roles and Responsibilities:

- Track all expenses incurred by the emergency operations
- Prepare all financial reports on the cost of the emergency and process claims whenever applicable
- Facilitate access to the Ontario Municipal Disaster Recovery Assistance Program, when applicable
- Coordinate with Risk Management and Insurance

Emergency Operations Centre Support Roles
<p>Description:</p> <p>In parallel to the sections of the IMS structure at the EOC, additional support roles may be needed, especially in the case of a Major Emergency or an incident that requires an activation of the EOC that extends over a significant period of time.</p>
<p>Membership</p> <ul style="list-style-type: none"> • The EOC Coordinator will, in most cases, be team members of the Town of Pelham Fire and By-Law Services Department
<p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> • Provide support to the EOC Director • EOC access control including identification of members of the MCEG and their support staff as well as restriction of access to unauthorized persons • Health, safety and security of EOC staff • Coordination of parking for members of the MCEG and their staff at the EOC • IT and telecommunications support to the MCEG • Provision of supplies and equipment to the EOC • Catering services and provision of rest areas at the EOC <p>The EOC Coordinator will also be responsible for constantly evaluating the efficiency of operations within the EOC, in coordinating the emergency response support. In particular, the EOC Coordinator will assess and make recommendations to the EOC Director/CEMC on:</p> <ul style="list-style-type: none"> • The need to call in additional personal or volunteers to participate in one or more teams • The efficient flow of communications from one team to another • The efficient use of incident status boards, logs, maps, technology and other telecommunications • The need for nourishment, rest and stress debriefing of the MCEG members • The organization of smooth transition during the changing of shifts at the EOC (i.e. transfer of command and debriefings) • The lighting and other environmental concerns of the EOC facilities

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4180(2019)

Being a by-law to authorize the Mayor and Clerk to enter into an Agreement with The Herrington Group Ltd. for consulting services as per the Proposal to Coordinate Accessibility for Ontarians with Disability Act Compliance for the period February 1, 2020 to January 31, 2022, and to Repeal and Replace By-law #3574(2015).

WHEREAS the Council of the Corporation of the Town of Pelham deems it desirable to enter into an Agreement with The Herrington Group Ltd. to provide consulting services to ensure compliance with the Accessibility for Ontarians with Disability Act, 2005 and the Ontarians with Disability Act, 2001;

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it expedient to authorize an agreement between the Corporations of the Township of West Lincoln, the Town of Grimsby, the Town of Lincoln, the Town of Niagara-on-the-Lake, the City of Thorold, the Town of Pelham and The Herrington Group Ltd. for the provision of consulting services and the administration of the Joint Accessibility Advisory Committee for a two-year period February 1, 2020 to January 31, 2022;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM ENACTS AS FOLLOWS:

(1) THAT the Agreement attached hereto and forming part of this By-law between the Corporation of the Town of Pelham and The Herrington Group Ltd. be and the same is hereby approved; and

(2) THAT the Mayor and Clerk be and are hereby authorized and instructed on behalf of the Corporation of the Town of Pelham to execute said Agreement and the Clerk is hereby authorized to affix the Corporate Seal thereto; and

(3) THAT By-law #3574(2015) be and is hereby repealed and replaced.

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED BY COUNCIL THIS
12th DAY OF DECEMBER, 2019 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW 4181(2019)

Being a by-law to assume the subdivision known as
Cherry Ridge Extension Subdivision and to designate the
streets within the subdivisions as a "public highway" in
accordance with the Subdivision Agreement.

WHEREAS by By-law #2778(2006), the Council of the Corporation of
the Town of Pelham entered into a Subdivision Agreement with 1473944 Ontario
Limited with respect to the lands and development known as the Cherry Ridge
Extension Subdivision;

AND WHEREAS all of the terms and conditions under the said
subdivision agreement have been met;

AND WHEREAS the Council of the Corporation of the Town of Pelham
deems it desirable to assume the said subdivision;

AND WHEREAS the Council of the Corporation of the Town of Pelham
deems it desirable and necessary to designate, as public highways, the lands as
shown on Registered Plan 59M-350 known as Cherry Ridge Extension Subdivision;

AND WHEREAS said lands are situated in the Town of Pelham;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN
OF PELHAM ENACTS AS FOLLOWS:

- (1) THAT all services pursuant to the Cherry Ridge Extension Subdivision
are hereby accepted by the Town and the Town hereby assumes the
said subdivision for municipal purposes, the said subdivision being
described in Schedule "A" attached hereto.
- (2) THAT the roads and/or streets as shown on Registered Plan 59M-350
known as Cherry Ridge Extension Subdivision be dedicated for the use
of the public as a public highways and that the public highways be
named "Cherry Ridge Boulevard, Mansfield Drive, Lampman Drive and
Steele Drive".
- (3) THAT this by-law shall take effect upon the passing thereof.

ENACTED, SIGNED AND SEALED
THIS 16TH DAY OF DECEMBER, 2019

MAYOR MARVIN JUNKIN

NANCY J. BOZZATO, TOWN CLERK

SCHEDULE "A"
TO
BY-LAW 4181(2019)

Cherry Ridge Extension Subdivision consisting of 58 single detached lots and four public streets being Cherry Ridge Boulevard, Mansfield Drive, Lampman Drive and Steele Drive according to the subdivision plan deposited in the land registry office (No. 59) Land Titles Division of Niagara South Registered Plan 59M-350.

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-L4182(2019)

Being a by-law to assume the subdivision known as
Cherry Ridge Subdivision and to designate the streets
within the subdivisions as a “public highway” in
accordance with the Subdivision Agreements.

WHEREAS by By-law #1725(1995)), the Council of the Corporation of
the Town of Pelham entered into a Subdivision Agreement with 729 Canboro Road
Property Inc. with respect to the lands and development known as the Cherry Ridge
Subdivision Phase 1;

AND WHEREAS all of the terms and conditions under the said
subdivision agreement have been met;

AND WHEREAS the Council of the Corporation of the Town of Pelham
deems it desirable to assume the said subdivision;

AND WHEREAS the Council of the Corporation of the Town of Pelham
deems it desirable and necessary to designate, as public highways, the lands as
shown on Registered Plan 59M-220 known as Cherry Ridge Subdivision;

AND WHEREAS said lands are situated in the Town of Pelham;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN
OF PELHAM ENACTS AS FOLLOWS:

- (1) THAT all services pursuant to the Cherry Ridge Subdivision are hereby
accepted by the Town and the Town hereby assumes the said
subdivision for municipal purposes, the said subdivision being
described in Schedule “A” attached hereto.
- (2) THAT the roads and/or streets as shown on Registered Plan 59M-220
known as Cherry Ridge Subdivision Phase 1, be dedicated for the use
of the public as a public highways and that the public highways be
named “Cherry Ridge Boulevard, Alsop Avenue, Sandra Drive and Ker
Crescent”.
- (3) THAT this by-law shall take effect upon the passing thereof.

ENACTED, SIGNED AND SEALED
THIS 16TH DAY OF DECEMBER, 2019

MAYOR MARVIN JUNKIN

NANCY J. BOZZATO, TOWN CLERK

SCHEDULE "A"
TO
BY-LAW 4182(2019)

Cherry Ridge Subdivision consisting of 135 single detached lots, one park block, a storm water management and four public streets being Cherry Ridge Boulevard, Alsop Avenue, Sandra Drive and Ker Crescent according to the subdivision plan deposited in the land registry office (No. 59) Land Titles Division of Niagara South Registered Plan 59M-220.

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4184(2019)

**Being a by-law to adopt, ratify and confirm the actions of
the Council at its regular meeting held on the 16th day of
December 2019.**

WHEREAS Section 5 (3) of the Municipal Act, S.O. 2001, Chapter M.25, as amended, provides that, except if otherwise authorized, the powers of Council shall be exercised by by-law;

AND WHEREAS it is deemed desirable and expedient that the actions of the Council as herein set forth be adopted, ratified and confirmed by by-law;

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM ENACTS AS FOLLOWS:

- (1) (a) The actions of the Council at its meeting held on the 16th day of December, 2019, including all resolutions or motions approved, are hereby adopted, ratified and confirmed as if they were expressly embodied in this by-law.
(b) The above-mentioned actions shall not include:
 - (I) any actions required by law to be taken by resolution, or
 - (II) any actions for which prior Ontario Municipal Board approval is required, until such approval is obtained.
- (2) The Mayor and proper officials of the Corporation of the Town of Pelham are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.
- (3) Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of the Corporation of the Town of Pelham to all documents necessary to give effect to the above-mentioned actions.
- (4) THAT this by-law shall come into force on the day upon which it is passed.

READ, ENACTED, SIGNED AND SEALED
THIS 16th DAY OF DECEMBER, 2019 A.D.

MAYOR MARVIN JUNKIN

TOWN CLERK, NANCY J. BOZZATO