

## Committee of the Whole Meeting Agenda

COW-13/2016

Tuesday, September 6, 2016

7:30 PM

Town of Pelham Municipal Office - Council Chambers

20 Pelham Town Square, Fonthill

If you require any accommodations 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.

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**COMMUNITY PLANNING & DEVELOPMENT MONTHLY REPORT**
**JULY-AUGUST '16**
**DEPARTMENT OVERVIEW & STATISTICS**

The Planning Department continues to work on: five (5) Subdivision Applications, one (1) Condominium Application, one (1) Zoning By-Law Amendments, one (1) applications for Site Plan Approvals, no (0) Consent applications, four (4) Minor Variance applications, two (2) requests for Heritage designation under Part IV of the OHA, and comments for one (1) NEC Development Permit Applications.

The Building Department continues to receive incoming permit applications consistent with seasonal trends and remains occupied with inspections, conducting a total of THREE HUNDRED NINETY (390) inspections since our June 30<sup>th</sup> report.

**Building Activity Statistics from July 1<sup>st</sup> – August 29<sup>th</sup> & Comparison to 2015 results:**

Month	Total No. of Permits	Total No. of Backflow Prevention Permits	No. of Inspections	No. of Demolition Permits	No. of Sign Permits	No. of Commercial Building Permits Sq.Ft.		Est. Total Value of Construction	No. of New Dwelling Units
<i>2016</i>									
July 1 - 31	41	0	188	0	0	4	10,385	\$12,494,798	23
Aug 1 - 29	<u>31</u>	0	<u>202</u>	<u>3</u>	<u>7</u>	<u>3</u>	<u>9,757</u>	<u>\$ 8,240,250</u>	<u>7</u>
	72		390	3	7	7	20,142	\$20,735,048	30
<i>2015 Comparison</i>									
July 1 - 31	25	1	136	1	0	0	-	\$2,328,700	5
Aug 1 - 29	<u>20</u>	<u>1</u>	<u>126</u>	<u>1</u>	<u>2</u>	0	-	<u>\$2,221,320</u>	<u>6</u>
	45	2	262	2	2			\$4,550,020	11

**Building Permit Time Frames from July 1<sup>st</sup> – August 29<sup>th</sup>:**

Category of Building Type & Required No. of Days to issue or stop process	No. of Permits Issued	Average No. of Days to Issue Permit
House/Tent/Sign: 10 days	63	6
Small Building: 15 days	6	9
Large Building: 20 days	3	15
Complex Building: 30 days	-	-
<b>Total:</b>	<b>72</b>	

Note – Statistics include pool & sign permits.


**Community Planning  
& Development**

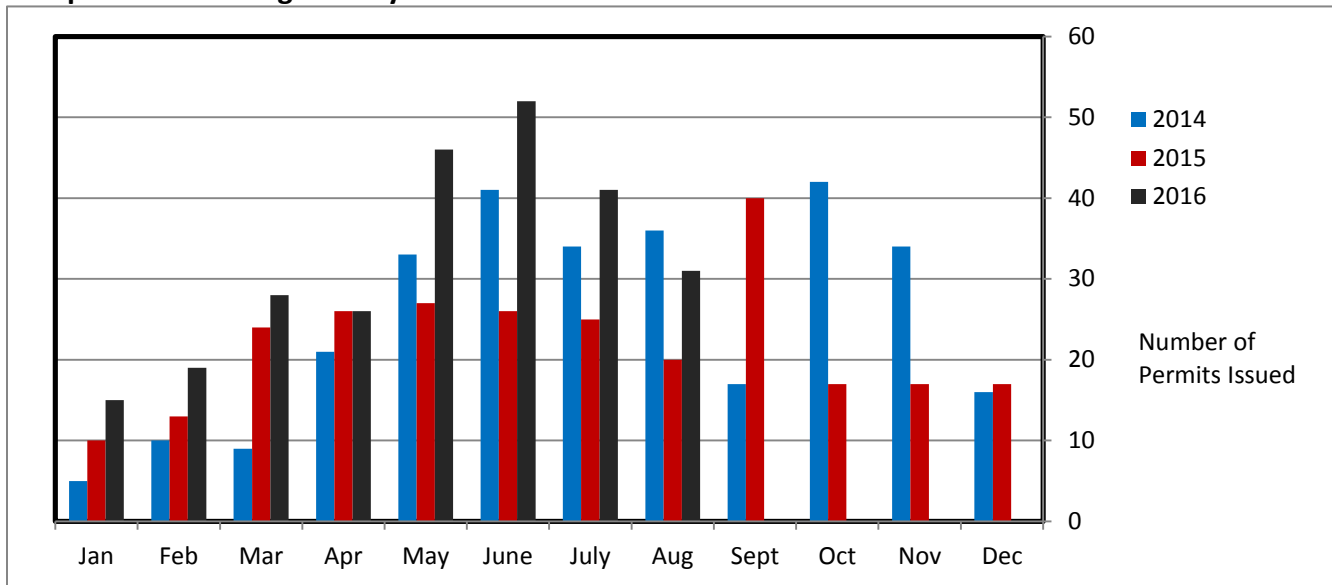
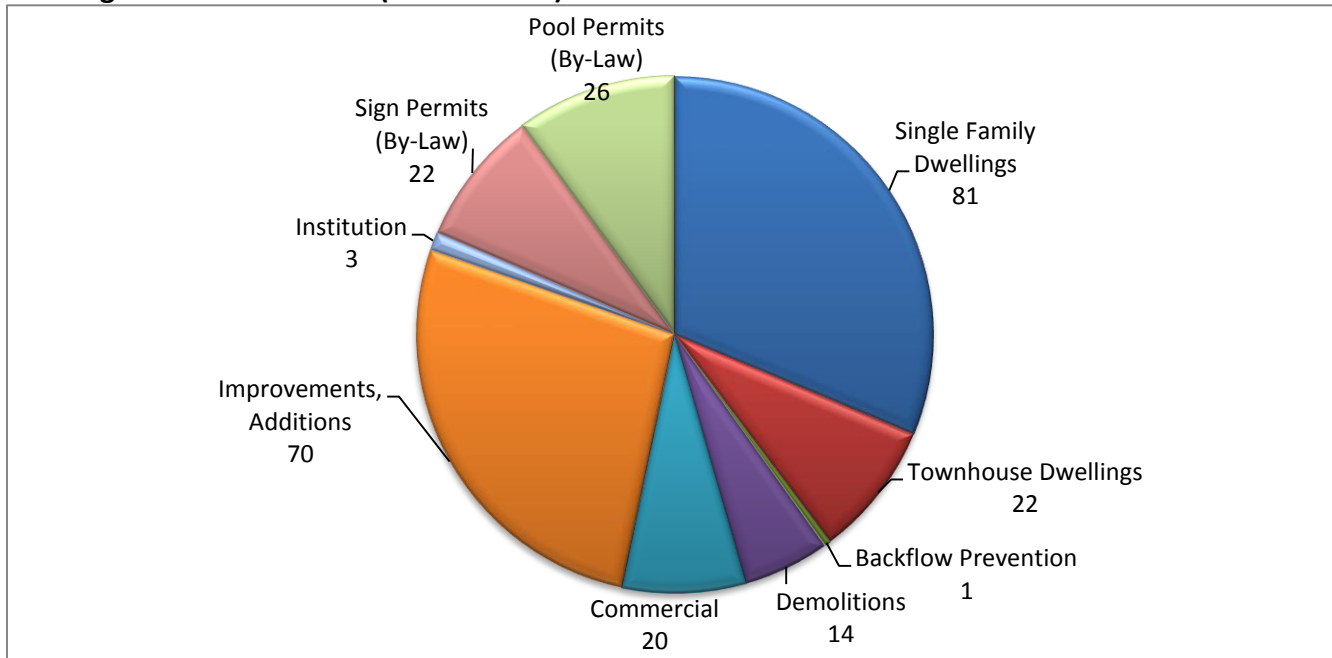
**Major Building Projects Over \$250,000 (excluding single family dwelling units):**

Retail Building on Pelham Street, \$1,200,000

Library Building, \$940,000

Elementary School Addition & Alterations, \$450,000

Garage & Gas Canopy, \$300,000

**Comparative Building Activity Statistics from 2014 to 2016**

**Building Permit Breakdown (Year to Date):**




## PROJECTS

***Comprehensive Zoning By-law***

Municipal Planning Services and The Planning Partnership have been retained for the purposes of writing a comprehensive zoning by-law that conforms to the Town's Official Plan, 2014. A workshop with Council was held with the Consultants on August 31<sup>st</sup>, 2016. It is anticipated that the public consultation process on the proposed zoning By-law will commence in the Fall 2016.

***Lot 177 Secondary Plan***

The Planning Partnership has been retained for the purposes of creating a new Lot 177 Secondary Plan. Conceptual development plans have been provided to staff providing options for road and lot fabric. These concepts have been reviewed by Planning, Public Works and Parks, and Recreation and Wellness staff. A proposed plan will be presented to Council in October, 2016 for Council's review and approval.

***Site Plan Manual***

Work on the Site Plan Manual still needs to be reconvened. Planning staff begun to work on a Site Plan Submission Package as suggested by the attending stakeholders and continue to work through the material. It is anticipated that a revised site plan manual will be available in the Winter of 2017.

***Street Naming Policy for East Fonthill***

Staff has developed a list for street names in the East Fonthill neighbourhood that will give consideration to naming streets after local veterans.

***East Fenwick***

Terms of reference for the East Fenwick Secondary Plan are being developed. Preliminary discussions have also taken place with the Region regarding potential funding and a request for funding has been made to the Region. We received a response from the Region and they have requested additional information prior to confirming funding. Staff will be providing this additional information to the Region and anticipate being able to provide terms of reference to Council for approval in Fall 2016.

***Residential Intensification Policies***

The policies in the Town Official Plan encourages residential intensification and redevelopment on local roads to achieve a unit density and housing type in keeping with the character of the density of the residential neighbourhood, and may through a zoning by-law amendment increase the unit density by up to 25% of the existing gross density of the lands within 300 metres of the site provided the development will be characterized by quality design and landscaping, suitable setbacks and parking areas and traffic movements will not negatively impact on the surrounding neighbourhood. It



is noted that this density limitation of residential intensification is properties that are on local roads. There is no density limitation for residential intensification proposals that are on collector or arterial roads. Schedule C in the Town Official Plan identifies those roads that are collector and arterial roads. In the urban areas those streets are Pelham Street, Highway 20 (Regional Road 20), Rice Road (Regional Road 54), Hurricane Street, Port Robinson Road, Merritt Road, Pancake Lane (between Pelham Street and Haist Street), Haist Street, Lookout Street, Canboro Road, Welland Road, Maple Street and Balfour Street.

### **Drainage Superintendent Update:**

- **Singers Corners Drain**

A drain meeting was held with staff and the Engineers in order to move forward with the Singers Drain. John Spriet will amend his drain report and a further meeting will take place.

- **Keenan Drain – Process Update**

The Engineer has some further field work to complete before preparation of his report for council.

- **North Pelham Drain**

Neal Morris P.Eng. from K.Smart Engineering sent a letter to the land owners on this drain. He provided them with an estimated cost of construction and map showing the location of the drain. Neal has answered several questions from assessed owners. We will be setting up a meeting with Council and the assessed owners in order for the Engineer to provide his report as required by the Drainage Act.

- **Ridgeville East Branch**

A meeting took place on August 13<sup>th</sup>, 2015 with the Engineer and affected land owners. It was the first of several meetings that will be taking place regarding the Ridgeville watershed with the land owners. We await the Engineer to schedule the next meeting.

### **CONSTITUENT CONCERNS & ISSUES ARISING**

There have been no concerns or issues to report this month.

### **PERSONNEL**

Staff has not undertaken any training this month.

### **GRANTS, CONTRACTS, RFPs & AGREEMENTS**

There have been no grants, contracts, RFPS, or agreements this month.



**Community Planning  
& Development**

**MEETINGS****On-going meetings:**

- Area Planners Committee
- Chief Building Officials of Niagara
- OBOA Chapter Meeting
- Drainage Superintendents of Niagara
- Pre-Consultation Meetings
- SMT Meetings

In addition to the various conversations with property owners and consultants regarding potential development applications, Staff have been involved in meetings regarding the following substantive matters:

- Interdepartmental Team Meetings
- Working Session with Chuck Marohn from Strong Towns
- Coordinating Meetings Regarding the East Fonthill Development
- NextGen Candidate Interviews
- Joint Health & Safety Committee
- Area Planners Meeting on Coordinated Comments on Provincial Plan Review
- Meeting with Planning Partnership on Proposed Zoning By-law
- Municipal Rapid Response Team Working Group Meetings



## **Concept: How Might We provide Council with the 2015 Audited Reserve Balances at December 31.**

### Background:

The Reserve balances are reflected in Appendices A1-A8 attached. The Reserves are separated by category as reported for Financial Statement purposes. Total Discretionary and non-Discretionary Reserves at the end of 2015 are \$7,342,254. Reserve balances at the end of 2014 were \$5,217,602 representing an increase of \$2,124,652. Staff are of the opinion that the 2015 Year End Reserve balances remains healthy and capable of supporting the Town's ongoing commitments.

### The Challenge:

HMW maintain a healthy balance in the Town's reserves to support capital and unplanned expenditures.

### Our Recommended Solution:

***THAT Council receive the 2015 Year End Reserve Balances report for Information.***

### Rationale:

The Treasurer is responsible to update Council on the financial matters of the Town.

### Measure of Success:

Reserve transactions throughout the year are audited by independent third party firm.

### Milestones:

Reserves are monitored throughout the year for variances to estimates.

	DISCRETIONARY RESERVES								NON-DISCRETIONARY RESERVES		
	Reserve for Working Funds	CIP	Physician Recruitment	Elections Reserve	Pelham Community Centre	Information Technology	Municipal Building/ Facilities Reserve	Land Acquisition	Development Charges	Federal Gas Tax Revenues	Reserves Total
<b>Balance at Dec. 31, 2014</b>	<b>143,941</b>	<b>180,412</b>	<b>17,192</b>	<b>(20,876)</b>		<b>(22,716)</b>	<b>(391,971)</b>	<b>60,097</b>	<b>312,696</b>	<b>(0)</b>	<b>278,774</b>
<b>Reserve Additions</b>											
Transfer from operating		25,000	2,000	12,000		75,000	300,000				450,000
CIP - Region grant portion		10,000									10,000
Surplus allocation 2015	97,452								949,489		97,452
Earned Revenue											949,489
Federal Gas Tax										480,602	480,602
JAAC refund	4,764										4,764
Physician recruitment refund				7,500							7,500
Interest Earned									1,646	1,141	2,787
2014 Deferred donations					650						650
Peninsula West Power					42,231						42,231
<b>Total Additions</b>	<b>102,216</b>	<b>35,000</b>	<b>2,000</b>	<b>19,500</b>	<b>42,881</b>	<b>75,000</b>	<b>300,000</b>	<b>0</b>	<b>951,135</b>	<b>481,743</b>	<b>2,045,475</b>
<b>Reserve Reductions</b>											
Transfer to operating	(129,674)	(67,796)	(5,360)	(3,196)	0	0	0	0	0	0	(206,025)
Transfer to capital	0	0	0	0	0	(46,979)	(101,695)	0	(243,665)	(70,371)	(462,710)
Transfer to debenture									(408,900)		(408,900)
Transfer to library - Appendix 1									(47,709)		(47,709)
<b>Total Reductions</b>	<b>(129,674)</b>	<b>(67,796)</b>	<b>(5,360)</b>	<b>(3,196)</b>	<b>0</b>	<b>(46,979)</b>	<b>(101,695)</b>	<b>0</b>	<b>(700,274)</b>	<b>(70,371)</b>	<b>(1,125,344)</b>
<b>Balance at Dec. 31, 2015</b>	<b>116,483</b>	<b>147,616</b>	<b>13,832</b>	<b>(4,572)</b>	<b>42,881</b>	<b>5,305</b>	<b>(193,666)</b>	<b>60,097</b>	<b>563,556</b>	<b>411,372</b>	<b>1,198,904</b>

DISCRETIONARY RESERVES			
	Fire Equipment Reserve	Building Department Rate Stabilization	Reserves Total
<b>Balance at Dec. 31, 2014</b>	<b>160,911</b>	<b>18,018</b>	<b>178,929</b>
<b>Reserve Additions</b>			
Transfer from operating	150,000		150,000
Operating surplus			0
Total Additions	150,000	0	150,000
<b>Reserve Reductions</b>			
Transfer to operating	0	(13,502)	(13,502)
Transfer to capital	(420,991)	0	(420,991)
Total Reductions	(420,991)	(13,502)	(434,492)
<b>Balance at Dec. 31, 2015</b>	<b>(110,079)</b>	<b>4,517</b>	<b>(105,563)</b>

	DISCRETIONARY RESERVES		Non-Discretionary	
	Roads	Fleet	Future Subdivision Projects (Exp & Ren)	Reserves Total
Balance at Dec. 31, 2014	444,331	(82,603)	362,613	724,341
<b>Reserve Additions</b>				
Transfer from operating	1,550,339	250,394		1,800,733
OCIF	112,713			112,713
Total Additions	1,663,052	250,394	0	1,913,446
<b>Reserve Reductions</b>				
Transfer to operating	(116,572)	0	0	(116,572)
Transfer to capital	(730,507)	(26,720)	0	(757,227)
Total Reductions	(847,078)	(26,720)	0	(873,799)
Balance at Dec. 31, 2015	1,260,304	141,071	362,613	1,763,989

	Cemetery Reserve	NON-DISCRETIONARY RESERVES	
		Cemetery Perpetual Care Fund	Reserves Total
<b>Subtotal at Dec. 31, 2014</b>	<b>(120,633)</b>	<b>676,908</b>	<b>556,275</b>
<b>Reserve Additions</b>			
Transfer from operating	20,000		20,000
Plot and marker sales		23,570	23,570
Interest earned		3,853	3,853
Total Additions	20,000	27,423	47,423
<b>Reserve Reductions</b>			
Interest Adjustment	(11,858)		(11,858)
Total Reductions	(11,858)	0	(11,858)
<b>Subtotal at Dec. 31, 2015</b>	<b>(112,490)</b>	<b>704,331</b>	<b>591,841</b>



	DISCRETIONARY RESERVES		NON-DISCRETIONARY RESERVES	Reserve Total
	Parks and Recreation Reserve	Library Board Reserve	Parkland Dedication	
<b>Balance at Dec. 31, 2014</b>	<b>58,021</b>	<b>118,675</b>	<b>812,263</b>	<b>988,959</b>
<b>Reserve Additions</b>				
Transfer from operating	132,315	10,000		142,315
2015 Surplus		35,845		35,845
Transfer from Parland Dedication reserve	171,000			171,000
Earned income			314,024	314,024
Interest income			4,276	4,276
Total Additions	303,315	45,845	318,300	667,460
<b>Reserve Reductions</b>				0
Transfer to operating	(1,788)	0	(25,572)	(27,360)
Transfer to capital	(261,365)	(15,863)	(171,000)	(448,228)
Total Reductions	(263,153)	(15,863)	(196,572)	(475,587)
<b>Balance at Dec. 31, 2015</b>	<b>98,184</b>	<b>148,657</b>	<b>933,991</b>	<b>1,180,832</b>

	DISCRETIONARY RESERVES
	Planning Reserve
<b>Balance at Dec. 31, 2014</b>	<b>(60,109)</b>
<b>Reserve Additions</b>	
Transfer from operating	50,000
<b>Reserve Reductions</b>	
Transfer to capital	(34,530)
<b>Balance at Dec. 31, 2015</b>	<b>(44,640)</b>

NON-DISCRETIONARY RESERVES			
	Water	Wastewater	Reserve Total
<b>Balance at Dec. 31, 2014</b>	<b>1,930,269</b>	<b>610,164</b>	<b>2,540,433</b>
<b>Reserve Additions</b>			
Transfer from operating	350,000	200,000	550,000
Interest income	5,000		5,000
			0
Total Additions	355,000	200,000	555,000
<b>Reserve Reductions</b>			
Transfer to operating	(42,629)	(3,148)	(45,777)
Transfer to capital	(102,413)	(190,351)	(292,765)
Total Reductions	(145,042)	(193,500)	(338,542)
<b>Balance at Dec. 31, 2015</b>	<b>2,140,227</b>	<b>616,664</b>	<b>2,756,891</b>



**TOWN OF PELHAM**  
Reserve Schedule  
2015 Development Charge Financial Report

A8

		General Government	Fire Protection	Public Works	Parks & Recreation	Library Services	Water	Sewer	Stormwater	Total
<b>Balance at Dec. 31, 2014</b>		<b>(136,860)</b>	<b>64,314</b>	<b>(365,382)</b>	<b>271,249</b>	<b>136,021</b>	<b>47,667</b>	<b>274,593</b>	<b>21,093</b>	<b>312,695</b>
<b>Reserve Additions:</b>										
Development Charges Revenue		44,565	27,672	372,881	265,710	53,585	76,958	108,118		949,489
Interest		77	48	646	461	93	133	187		1,646
Total Additions		44,643	27,720	373,527	266,171	53,678	77,091	108,305	0	951,135
<b>Reserve Reductions:</b>										
<b>Transfer to capital</b>										
PLN 06-13 Development Charges Study (100%)	600 012	(4,618)								0
RDS 08-15 Effingham St: Hwy 20 to Canboro (100%)	300 163			(20,077)						(4,618)
REC 01-15 Rail Trail- Centre St to Murd (85%)	500 113				(59,611)					(20,077)
VEH 03-15 Snowblower (for Kub Unit 525) (100%)	300 180			(5,083)						(59,611)
VEH 04-15 100hp Tractor (100%)	300 181			(151,834)						(5,083)
VEH 05-15 Lease: Sidewalk Snow Plow/Turf (100%)	300 182			(2,442)						(151,834)
Transfer to capital		(4,618)	0	(179,436)	(59,611)	0	0	0	0	(2,442)
<b>Transfer for debenture</b>										
Fire Station #2 debenture	20 00 50		(34,094)							0
Haist St. /Pelham debenture	30 00 98			(153,178)						(34,094)
Effingham (16-Kilman) debenture	30 00 07			(22,870)						(153,178)
Hwy 20 (Station-Rice) debenture	30 00 46			(6,773)						(22,870)
Rice Rd watermain debenture	70 00 90						(110,175)			(6,773)
Hwy 20 water (Station-Rice) debenture	70 00 52						(54,572)			(110,175)
Port Robinson	30 01 84			(9,009)						(54,572)
Skate Park	50 01 24				(4,741)					(9,009)
East Fonthill Study	60 01 08	(9,862)								(4,741)
Port Robinson	70 01 24						(3,625)			(9,862)
Transfer to debenture		(9,862)	(34,094)	(191,830)	(4,741)	0	(168,372)	0	0	(3,625)
<b>Transfer for library</b>										0
Total Reductions		(14,481)	(34,094)	(371,266)	(64,352)	(47,709)	(168,372)	0	0	(408,900)
<b>Balance at Dec. 31, 2015</b>		<b>(106,698)</b>	<b>57,939</b>	<b>(363,121)</b>	<b>473,067</b>	<b>141,991</b>	<b>(43,614)</b>	<b>382,899</b>	<b>21,093</b>	<b>563,556</b>

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## 2016 2nd Quarter Capital Project Update

September 6, 2016

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### **Concept: How Might We provide Council with quarterly updates on approved Capital Projects**

#### Background:

Attached is a report of the approved Capital Budget projects for 2016 and the status of each of the projects to June 30, 2016. Council will note that most of the projects are currently underway or complete and all projects are within budget or have been approved to go beyond original budget by Council. It is noted that several of the projects indicate that they are complete with no costs associated to them. This is a timing issue and staff are awaiting the invoicing for these projects. The third quarter report to Council will provide the detailed expenses for all the completed projects and it's anticipated that the majority of the capital projects will be complete by the end of third quarter.

#### The Challenge:

Click or tap here to enter text.

#### Our Recommended Solution:

THAT Committee of the Whole receive the 2016 2<sup>nd</sup> quarter Capital Project Update for information.

#### Rationale:

It is the Treasurer's responsibility to provide financial reports to Council.

#### Measure of Success:

Capital Projects are being completed and are within approved budget amount.

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## 2016 2nd Quarter Capital Project Update

September 6, 2016

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### Milestones:

1. Projects have been procured in a timely manner
2. Budget amounts can support the actual costs of doing the project.

	2016 Budget	2016 Actual	2015 Actual	Over /Under	Status
<b>GENERAL GOVERNMENT</b>					
FIN 01-16 Annual Equipment PSAB adds/replacements	30,000.00	24589.3		5,410.70	In progress
FIN 02-16 Marriage License Application	6,500.00	6614.4		114.40	Completed
FIN 03-16 Main Core Switch- Town Hall	8,000.00			8,000.00	In progress
FIN 04-16 Innovation Technology	25,000.00	1478.15		23,521.85	In progress
FIN 05-16 Software and Tablets	10,000.00	8765.53		1,234.47	Completed
FIN 06-16 Online Email Backup	8,500.00			8,500.00	In progress
FIN 07-16 Wireless Access Points for Tice Road	2,500.00			2,500.00	Completed
FIN 08-16 Mobile Device Management Software Upgrade	6,000.00	1072.96		4,927.04	Complete (licence for 5 years)
<b>Total General Government</b>	<b>\$ 96,500.00</b>	<b>\$ 42,520.34</b>		<b>\$ 53,979.66</b>	
<b>PROTECTION SERVICES</b>					
FD 01-16 Replacement of Bunker Gear	35,000.00			35,000.00	In Progress- Awaiting shipment
FD 02-16 FIT Machine	5,000.00	4,948.32		51.68	Complete- split between 3 municipalities
<b>Total Protection Services</b>	<b>\$ 40,000.00</b>	<b>\$ 4,948.32</b>		<b>\$ 35,051.68</b>	
<b>TRANSPORTATION SERVICES</b>					
<b>ROADS</b>					
RD 01-16 Pelham St/ Hurricane Rd Stormwater Management (RD 03-15 Pelham: Short	947,775.00	7,724.81	70,044.95	870,005.24	In progress-awaiting MOE approvals
RD 02-16 Construction of Summersides Street	2,473,963.00	71,534.05		2,402,428.95	Design is underway
RD 03-16 Woodside Square: West entrance to NE Corner of Subdivision	78,925.00			78,925.00	Tender is ready
RD 04-16 Top Course Asphalt Haist St: Hwy 20 to 500m N	104,250.00			104,250.00	Tender is ready
RD 05-16 Luffman Dr: Sulphur Springs Dr to Orchard Hill Rd	15,508.00			15,508.00	Tender is ready
RD 06-16 Bearer Street: Sawmill Road to Spring Creek Road	19,630.00			19,630.00	Tender is ready
RD 07-16 Effingham: Canboro to Highway 20	89,409.00			89,409.00	Tender is ready
RD 08-16 Sawmill Rd, 90m east of Centre	880,000.00			880,000.00	Construction in Progress
RD 09-16 Design/CA Cream St 400m South of Sawmill Rd	120,000.00			120,000.00	Tender is ready
RD 10-16 Bridge/Culvert Appraisal (legislated)	10,000.00			10,000.00	RFQ in process
RD 11-16 Foss Rd- Regional Force Sanitary Sewer Project	80,500.00			80,500.00	Region postponed project
RD 12-16 Sidewalk Construction and Repair Program	85,000.00			85,000.00	Not initiated yet- locations being compiled
RD 13-16 Culvert Replacement Program	60,000.00			60,000.00	Not initiated yet- locations being compiled
RD 14-16 Roadside Ditching Program	110,000.00	11,619.15		98,380.85	Not initiated yet- locations being compiled
RD 15-16 Engineering	26,000.00			26,000.00	In progress
RD 16-16 Road Base and Surface Repair Program	160,000.00			160,000.00	Not initiated yet- locations being compiled
RD 17-16 Christmas Decoration Replacements	12,000.00	4,624.52		7,375.48	In progress
RD 18-16 Streetlights and Traffic Signal Maintenance	55,000.00			55,000.00	In progress
RD 19-16 Deferred: Watershed Master Study Phase 2	75,000.00			75,000.00	Not initiated yet
RD 20-16 Deferred: 2015 Sidewalk Construcion Program	85,000.00			85,000.00	Construction in Progress
RD 21-16 Deferred: 2015 Roadside Ditching Program	100,000.00	56,424.95		43,575.05	Complete
RD 22-16 Deferred 2015 Church St Sidewalk Extension	57,200.00			57,200.00	Construction in Progress
RD 23-16 Deferred 2015 Highland Ave Reconstruction	246,026.00	17,540.47		228,485.53	Design is complete, tender being finalized
RD 24-16 Residential Traffic Calming: Haist St N of Hwy 20	20,000.00			20,000.00	Tender is ready- awaiting alternate quotes
RD 25-16 Sidewalk Hwy 20 Lookout to EL Crossley	130,000.00	3,561.60		126,438.40	In progress
RD 26-16 Public Art Signage East Fonthill Lands	200,000.00	6,060.10		193,939.90	In progress
RD 27-16 Town Drainage Study and Improvement Plan	75,000.00			75,000.00	RFP in progress
RD 28-16 Pavement Condition Index	30,000.00			30,000.00	Data collection complete- awaiting draft report
RD 29-16 Reflectivity Assessment- Municipal Act O.Reg 239/02	10,000.00			10,000.00	Data collection complete- awaiting draft report
RD 30-16 Sign Replacement Program (based on retro reflectivity study, legislated)	15,000.00			15,000.00	Not initiate yet
<b>FACILITIES</b>					
FAC 01-16 Concrete Repairs- Various Facilities	71,000.00			71,000.00	In Progress
FAC 02-16 Fonthill Library- replace lighting panel	6,500.00			6,500.00	Not initiated yet
FAC 03-16 Centennial Park Concession Building- soffit/fascia repair	9,500.00			9,500.00	Not initiated yet
FAC 04-16 Harold Black Park Concession Building Repairs	9,000.00			9,000.00	Not initiated yet
FAC 05-16 Tice Road Operations Centre- roof repairs	5,000.00			5,000.00	Just started
FAC 06-16 Old Pelham Town Hall- Tile Bed/ Septic Inspection	4,000.00			4,000.00	Not initiated yet
FAC 07-16 Arena- Ice Edger (replacing circa 1976 edger)	5,500.00	4986.24		513.76	Complete
FAC 08-16 Arena, Old Pelham Town Hall Ladder Installation	7,500.00			7,500.00	Not initiated yet
FAC 09-16 Model Railway Building Repairs	6,000.00			6,000.00	In Progress
FAC 10-16 Pelham Town Sqaure Arches Rehabilitation	10,000.00	8,954.88		1,045.12	Complete
FAC 11-16 All Facilities- tool and equipment inventory plus storage	4,000.00	3,076.12		923.88	Almost Complete
FAC 12-16 Pool Mechanical/ Electrical Repairs	89,000.00	40,895.93		48,104.07	Complete
FAC 13-16 Community Centre	37,000,000.00			37,000,000.00	Just Started- Design/Tender Stage
<b>Total Transportation Services</b>	<b>\$ 43,598,186.00</b>	<b>\$ 237,002.82</b>	<b>\$ 70,044.95</b>	<b>\$ 43,291,138.23</b>	
<b>FLEET</b>					
VEH 01-16 Slip In Poly Tank (replaces 1987 Ford Tanker Truck)	35,000.00			35,000.00	PO has been issued
VEH 02-16 Small SUV (replaces Unit 3- 2007 Pontiac G5)	30,000.00			30,000.00	PO has been issued
VEH 03-16 Service Van (Replaces Truck 223- 2003 Ford F350- Water Service Van)	100,000.00			100,000.00	PO has been issued
VEH 04-16 Facilities Service Van (addition to fleet)	48,000.00			48,000.00	PO has been issued
VEH 05-16 Seasonal Lease of Sideplow	12,000.00			12,000.00	On hold until September
VEH 06-16 Riding Lawn Tractor with snow blower (replaces unit 521- 2004 John Deere)	25,000.00	24,388.16		611.84	Completed
VEH 07-16 Small SUV (replaces unit 102- 2004 Ford Ranger)	30,000.00			30,000.00	PO has been issued
VEH 08-16 Truck and Automotive Diagnostic Computer	12,000.00	11,448.00		552.00	Completed
VEH 09-16 18' Covered Tandem Trailer for Special Event Setup	18,000.00			18,000.00	PO has been issued
VEH 10-16 Tires- All Departments	24,500.00	19,240.57		5,259.43	80% complete- remaining purchases as required
VEH 11-16 Plow and Wing Wear Parts	8,000.00			8,000.00	On hold until September/October

<b>Total Fleet</b>	<b>\$ 342,500.00</b>	<b>\$ 55,076.73</b>		<b>\$ 287,423.27</b>	
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#### HEALTH SERVICES

CEM-01 Hillside Cemeteries- new entrance sign	\$ 3,000.00			\$ 3,000.00	Not initiated yet
CEM-02 Fonthill Cemetary- new entrance sign	\$ 3,000.00			\$ 3,000.00	Not initiated yet

<b>Total Health Services</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>		<b>\$ 6,000.00</b>	
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#### WASTEWATER

WST 01-16 Sanitary LATERAL Replacement Program (4 Laterals)	60,000.00			60,000.00	Not initiated yet- expected to start in the fall
WST 02-16 Sanitary Sewer Inspection and Flushing Program	85,000.00	5,258.45		79,741.55	In progress
WST 03-16 Reconstruction Stormwater Management System- Hurricane Rd to Chestn	50,000.00			50,000.00	In progress
WST 04-16 Deferred: 2015 Highland Ave Reconstruction	30,000.00			30,000.00	In progress
				-	

<b>Total Wastewater</b>	<b>\$ 225,000.00</b>	<b>\$ 5,258.45</b>		<b>\$ 219,741.55</b>	
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#### WATER

WTR 01-16 Water System Repair Equipment	30,000.00	5,848.14		24,151.86	In progress
WTR 02-16 Station Street Watermain Replacement	178,168.00	1,007.43		177,160.57	Tender being prepared
WTR 03-16 Design and Construction- Pelham St: Burton to Hurricane, Watermain replacement	120,060.00			120,060.00	In progress
WTR 04-16 Watermain HDPE Saddle Replacements- under Regional Hwy 20 Rd Project	78,400.00			78,400.00	Cancelled
WTR 05-16 Water Model Upgrade	8,000.00			8,000.00	Not initiated yet
WTR 06-16 Chestnut Ridge Pumping Station- Pump Replacement	12,000.00			12,000.00	In progress
WTR 07-16 Church St: 25m South of Canboro Rd, Pressure Reducing Valve Installation	20,000.00			20,000.00	In progress- design phase
WTR 08-16 Deferred: 2015 Highland Ave Watermain Replacement	85,805.00			85,805.00	In progress
				-	

<b>Total Water</b>	<b>\$ 532,433.00</b>	<b>\$ 6,855.57</b>		<b>\$ 525,577.43</b>	
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#### RECREATION & CULTURAL SERVICES

REC 01-16 Phase 2 OPTH Cenotaph Restoration	40,000.00	14,172.31		25,827.69	Construction in progress
REC 02-16 Fenwick Rail Trail furnishings (gats, signs, etc)	75,000.00			75,000.00	Not initiated yet
REC 03-16 MSSP Parking Lot and Skatepark Lights	88,000.00			88,000.00	In progress
REC 04-16 Peace Park- install additional lighting	10,000.00			10,000.00	In progress
REC 05-16 Peace Park security additional security camera installation	5,000.00			5,000.00	In progress with IT
REC 06-16 Peace Park Molok underground garbage system	20,000.00			20,000.00	Near completion
				-	

<b>Total Recreation &amp; Cultural Services</b>	<b>\$ 238,000.00</b>	<b>\$ 14,172.31</b>		<b>\$ 223,827.69</b>	
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#### COMMUNITY PLANNING & DEVELOPMENT

PLN 01-16 Comprehensive Zoning By-Law (Review/Development)	30,000.00			30,000.00	In progress
PLN 02-16 Comprehensive Zoning By-law (Mapping)	15,000.00			15,000.00	In progress
PLN 03-16 East Fenwick Secondary Plan	50,000.00			50,000.00	Not initiated yet
PLN 04-16 Economic Development Plan	44,000.00			44,000.00	Not initiated yet
				-	

<b>Total Community Planning &amp; Development</b>	<b>\$ 139,000.00</b>	<b>\$ -</b>		<b>\$ 139,000.00</b>	
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#### LIBRARY SERVICES

LIB 01-16 Computer Services Development	10,000.00	1,495.87		8,504.13	Obtaining quotes
LIB 02-16 Fonthill Branch Renovations	120,000.00	3,045.17		116,954.83	Feasability study initiated & grant application submit
LIB 03-16 Furniture Replacement - Fonthill	10,000.00			10,000.00	Not initiated yet
				-	

<b>Total Library Services</b>	<b>\$ 140,000.00</b>	<b>\$ 4,541.04</b>		<b>\$ 135,458.96</b>	
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<b>GRAND TOTAL AS PER 2016 APPROVED BUDGET</b>	<b>\$ 45,357,619.00</b>	<b>\$ 370,375.58</b>	<b>\$ 70,044.95</b>	<b>\$ 44,917,198.47</b>	
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## Concept: How Might We develop a 2017 Budget Schedule to guide the process?

### Background:

The attached 2017 Budget Schedule details the progression of the budget process to completion. Council will note that the budget process has been delayed to begin in December this year as a result of the election. The 2017 proposed Budget Schedule is to act as a guide to help the corporate services team plan budget events during the course of the budget process, however, issues arising which may affect the ability of Town staff to meet the dates indicated may cause a revision to the schedule. Any items of this nature will be brought forward for Council's information and approval.

### The Challenge:

HMW ensure that there is a process to guide the budget process?

### Our Recommended Solution:

**THAT Committee of the Whole recommend to Council that the 2017 Budget Schedule be approved and forwarded to the upcoming Strategic Planning meeting.**

### Rationale:

To determine a schedule for the staff and public to guide the budget process.

### Measure of Success:

Budget processes are met within the outlined schedule.

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## 2017 Budget Schedule

September 6, 2016

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### Milestones:

1. Staff have approval of their budget requests to move forward with capital projects
2. The budget aligns directly with the Town of Pelham Strategic Plan.

## CORPORATE SERVICES MONTHLY REPORT

[Click here to enter a date.](#)

### DEPARTMENT OVERVIEW & STATISTICS

During the month of August, Corporate Services staff have processed the following within their respective areas; comparative year over year information has been provided below;

	Aug 2016	Aug 2015
<b>Accounts Payable</b>		
Total Invoices Processed	454	536
Total Cheques Printed/Distributed	13	24
Total EFT's & PAP's	218	339
Total Inquires	30	30
New EFT Sign Up	52	40
VISA Claim Journal Entries	51	9
<b>Purchasing</b>		
Total Purchase Orders Issued	110	67
EProcurement System Vendor Total	450	
New Vendors added to Vadim	26	
<b>Taxations</b>		
Pre Authorized Monthly Payments	1664	1627
Ownership & Address Changes	107	88
Tax Verbals & Certificates for Solicitors	74	65
Mortgage Companies Emailed Bills	850	-
Total PAP plan for June 30 <sup>th</sup>	733	-
Tax Bills Sent	6158	-
Tax Vacancies for Commercial & Industrial Properties Prepared and Letters Sent	-	24
<b>Water Billing</b>		
Number of Finals	38	37
Number of eBills/eDocs	3	11
PAP Accounts Processed (Regular & Final Bills)	8	-
New PAP Registrations	3	-
Changes to Accounts	2	11
Disconnects – Plumbing & Add to Taxes for Arrears	3	0
Water Certificates/Verbals	13	6
Meter Repairs	17	10



Notification – leak/arrears/low consumption	0	0
Notification - arrears	42	0
Notification - disconnect	0	0
Notification – problem meter	33	0
<b>Cashiers</b>		
Total Phone Calls Received	1050	700
Total ActiveNet Transactions Processed	144	-
Over The Counter ActiveNet Transactions	63	-
Online ActiveNet Transactions	81	-
Total iCity Transactions	1781	500
Total Accounts Receivable Transactions	265	120
Tax & Water EFTs	-	-
<b>Information Technology</b>		
Total Requests from Staff	47	41
Total Requests Resolved from Staff (PSR)	10	6
Total Requests Resolved from Staff (Non-PSR)	37	35

## PROJECTS

### FINANCIAL MANAGEMENT AND BUDGET PROCESSES

#### 1) 2015 Financial Information Return

Staff have completed the Ontario Provinces requirements for reporting the financial results for the year 2015. The Financial Information Return information is used to determine the Town's debt repayment limit annually. This information will be provided to the Town in early 2017.

#### 2) April 25, 2016 Special Council Meeting

Staff have delivered responses to all the correspondence received and presentations given from the special meeting.

#### 3) Capital Asset Management Plan

Staff continue to work on the development of a more comprehensive asset management plan. Currently all assets are being compiled into one electronic system by an external firm that will allow staff to view the assets in 3D. This process will create one place where all assets are held. This phase will last until approximately the end of March, where staff will then be training in the software application and will then be able to use the information, reports etc. to further update the capital asset management plan.

#### 4) Community Center Funding

Staff are currently working with Infrastructure Ontario and the Niagara Region to apply for debenture and loan funding to allow the construction of the Pelham Community Centre to proceed. Infrastructure Ontario has initially approved the loan application it is now going to the Infrastructure Ontario Committee for second approval.

## ACCOUNTS PAYABLE

### 5) Electronic Funds Transfer for Vendors

There is currently 1,256 vendors on EFT with 92% of payments issued in March by Electronic Funds Transfer.

### 6) Purchasing Processes

With the increased demand within the Town for purchasing, staff are working with individual departments to assist in the workload to procure items. Corporate Services will be providing additional support to Administrative Assistants and heavy users of the purchasing system.

## INFORMATION TECHNOLOGY PROJECTS

### 7) Town of Pelham Website

The Town's website changes are now in place and staff continue to develop the site to ensure that users are able to find all the information they need when using the website. Recently, the Town added a Social Media tab that will automatically appear as a tab on the right side of the website. As Staff are aware that social media is an important part of communication within the Town, having social media at the forefront of the website was a priority. The community can now learn an abundance of information about the ongoing services and projects the Town offers to its customers.

### 8) WiFi in Peace Park and downtown Fenwick

WiFi is available within Peace Park and is being utilized by residents within the community. A new access point was installed at the Arena location to provide same Wifi usage as Town Hall. The usage for the month of May at Peace Park and the Arena are as follows with a comparative year over year information provided below;

Number of clients accessing WiFi in Fenwick = 508

Usage in Fenwick = 122.35 GB

Downtown Fenwick August 2016		Downtown Fenwick August 2015	
Site	%	N/A	
Google Video	55.5		
Miscellaneous Secure Web	8.1		
Miscellaneous Video	6		

Google Drive	5.6		
Miscellaneous Web	4.4		
Facebook	3.9		
iTunes	1.8		
UDP	1.5		
CDNs	1		
Miscellaneous Audio	0.8		

Number of clients accessing WiFi = 1679

Number of clients accessing WiFi = 823

<b>Peace Park August 2016</b>	
<b>Site</b>	<b>%</b>
Google Video	33.3
Miscellaneous Secure Web	15.1
iTunes	6.9
Facebook	6.4
Miscellaneous Web	5.5
Miscellaneous Video	5.3
Apple.com	5.1
UDP	3.6
CDNs	3.2
Google Drive	2.7

<b>Peace Park August 2015</b>	
<b>Site</b>	<b>%</b>
Apple.com	51.7
Miscellaneous Secure Web	10.3
Miscellaneous Web	5.1
Google Video	4.9
iTunes	4.7
Web Based Email	4.3
Facebook	3.7
Software Updates	1.9
CDNs	1.8
Miscellaneous Web	1.7

**PURCHASING****9) eProcurement**

Staff will be finalizing annual contracts for regular consumables and bringing this information forward to Council in October. In addition staff continue to work with eSolutions to ensure that the software application is user friendly to all users.

**WATER AND WASTEWATER PROJECTS****10) Sanitary Sewer Backflow Prevention Incentive Program**

Council approved a new Sanitary Sewer Backflow Prevention Incentive Program to assist homeowners in the Town's northeast quadrant affected by flooding from severe rain storms on May 14, 2014. The program sets aside \$165,000 to provide approximately 130 eligible properties up to \$1,000 to offset the cost of installing sanitary sewer backflow preventers and waives the mandatory \$225 inspection fee. Since the implementation of the program we have processed 60 applications. There have been no applications over the summer months. Staff will bring back a report to Council on the dollars utilized to date at the October Committee of the Whole.

**CONSTITUENT CONCERNS & ISSUES ARISING**

Met with residents where concerns about Community Centre were discussed.

**PERSONNEL****Staff Changes:**

Corporate Services welcomes Sarah Leach to the cashier position replacing a maternity leave

**GRANTS, CONTRACTS, RFPs & AGREEMENTS**

Tender results that have been awarded for the month of August are attached.

**MEETINGS**

- Local Residents
- SMT
- East Fonthill Committee
- Petroff
- Martin van Zon
- Huron Geometrics
- eSolutions

- Ball Construction
- Commercial and Residential Experts on Land sales
- Niagara Region
- Infrastructure Ontario
- Vadim
- LeisurePlan
- Deloitte Inc. Auditing Firm



### Invitation to Bid# 2016-PW-02 - Sanitary Sewer Flushing Program

<u>Bidders:</u>	<u>Amount:</u>
Dynamic Industrial Services	\$44,100.00
284612 Ontario Ltd o/a Bob Robinson & Son Construction	\$52,670.00

Award is to *Dynamic Industrial Services* with a contract value of \$44,100.00

### Invitation to Bid# 2016-20-01 - FIT Test System

<u>Bidders:</u>	<u>Amount:</u>
Bids submitted are not being disclosed.	

Award is to

### Invitation to Bid# 2016-PW-01 - Engineering Services for Sanitary Sewer Inflow and Infiltration Study and Remediation Plan

<u>Bidders:</u>	<u>Amount:</u>
R.V. Anderson Associates Limited	\$127,835.00 Evaluation Score - 43/100
GM BluePlan Engineering Ltd.	\$78,440.00 Evaluation Score - 93/100
XCG Consulting Limited	\$89,727.00 Evaluation Score - 83/100

Award is to *GM BluePlan Engineering Ltd.* with a contract value of \$78,440.00 Evaluation Score - 93/100

### Invitation to Bid# 2016-PW-05 - Pelham Arena Structural Assessment

<u>Bidders:</u>	<u>Amount:</u>
MTE Consultants	\$5,500.00 - Shorter time frame to complete services
WSP Canada Inc.	\$5,500.00

Award is to *MTE Consultants* with a contract value of \$5,500.00 - Shorter time frame to complete services

### Invitation to Bid# 2016-PW-09 - Electric Power Edger

<u>Bidders:</u>	<u>Amount:</u>
Zamboni Company Limited	\$4,900.00
Joe Johnson Equipment INC.	\$5,800.00
Resurface Corp	\$4,995.00

Award is to *Zamboni Company Limited* with a contract value of \$4,900.00

### Invitation to Bid# 2016-PW-06A - Engineering Services for Design of Highland Avenue

<u>Bidders:</u>	<u>Amount:</u>
WSP Canada Inc.	\$65,000.00 Evaluation Score 64/100
Quartek Group Inc,	\$14,750.00 Evaluation Score 80/100
Associated Engineering	\$10,472.00 Evaluation Score 41/100
Kerry T. Howe Engineering Limited	\$19,699.00 Evaluation Score 84/100

Award is to *Kerry T. Howe Engineering Limited* with a contract value of \$19,699.00 Evaluation Score 84/100

**Invitation to Bid# 2016-PW-04 - Pickwick Place Streetlights and Pelham Skate Park Lighting Replacement**

<u>Bidders:</u>	<u>Amount:</u>
GHD	\$39,050.00

Award is to *GHD* with a contract value of \$39,050.00

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**Invitation to Bid# 2016-PW-10 - Municipal Grass Cutting Program**

<u>Bidders:</u>	<u>Amount:</u>
CG Property Maintenance Ltd	\$11,639.76
Stevensville Lawn Service	\$21,990.00
kelly dig's landscaping	\$16,782.00

Award is to *CG Property Maintenance Ltd* with a contract value of \$11,639.76

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**Invitation to Bid# 2016-PW-07 - Concrete Curb & Sidewalk Construction Program - Part 1**

<u>Bidders:</u>	<u>Amount:</u>
Anthony's Excavating Central Inc.	\$165,262.00
Sacco Construction	\$146,071.00

Award is to *Sacco Construction* with a contract value of \$146,071.00

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**Invitation to Bid# 2016-PW-12 - Roadside Ditching Program - Part 1**

<u>Bidders:</u>	<u>Amount:</u>
CRL Campbell Construction & Drainage Ltd.	\$105,450.00
Geo Barnes & Sons Limited	\$128,035.00
Anthony's Excavating Central Inc.	\$71,520.00

Award is to *Anthony's Excavating Central Inc.* with a contract value of \$71,520.00

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**Invitation to Bid# 2016-PW-17 - Pool Mechanical & Electrical Upgrades**

<u>Bidders:</u>	<u>Amount:</u>
Square Roots Restoration and Carpentry	\$77,475.00

Award is to *Square Roots Restoration and Carpentry* with a contract value of \$77,475.00

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**Invitation to Bid# 2016-PW-22 - Tree Maintenance Service Contract**

<u>Bidders:</u>	<u>Amount:</u>
Safe Tree Ltd.	\$43,050.00
Shorthills Tree Service	\$36,225.00

Award is to *Shorthills Tree Service* with a contract value of \$36,225.00

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**Invitation to Bid# 2016-PW-19 - Traffic Analyzer**

<u>Bidders:</u>	<u>Amount:</u>
A.E. Traffic Technologies Ltd.	\$3,198.00

Award is to *A.E. Traffic Technologies Ltd.* with a contract value of \$3,198.00

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**Invitation to Bid# 2016-CS-01 - Balfour Street Extension Environmental Impact Study**

<u>Bidders:</u>	<u>Amount:</u>
Bids submitted are not being disclosed.	

Award is to *WSP Canada Inc.* with a contract value of \$47,895.00

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**Invitation to Bid# 2016-PW-14B - Cemetery Monument Foundation Construction Program**

<u>Bidders:</u>	<u>Amount:</u>
CG Property Maintenance Ltd	\$40,000.00
Kirkpatrick Stoneworks Ltd	\$7,350.00
Miller Bros. Restorations	\$22,750.00

Award is to *Kirkpatrick Stoneworks Ltd* with a contract value of \$7,350.00

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**Invitation to Bid# 2016-10-02 - Information Technology - iPads**

<u>Bidders:</u>	<u>Amount:</u>
Bids submitted are not being disclosed.	

Award is to

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**Invitation to Bid# 2016-30-02 - Culvert Supply for Roads Department**

<u>Bidders:</u>	<u>Amount:</u>
Devron Sales Ltd	\$4,053.48
Wolseley Waterworks	\$3,951.85
Ontario Agra Piping & Supplies Inc.	\$4,165.53
22131048 Ontario Inc. o/a RJR	\$4,548.97
Excavating \$ Waterproofing	

Award is to *Wolseley Waterworks* with a contract value of \$3,951.85

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**Invitation to Bid# 2016-30-03 - Temporary Work Zone Purchases**

<u>Bidders:</u>	<u>Amount:</u>
Cedar Signs Inc.	\$6,536.64
Wolseley Waterworks	\$5,157.00

Award is to *Wolseley Waterworks* with a contract value of \$5,157.00

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**Invitation to Bid# 2016-PW-25 - Bridge and Culvert Inspection Program**

<u>Bidders:</u>	<u>Amount:</u>
Bids submitted are not being disclosed.	

Award is to *ELLIS Engineering Inc.* with a contract value of \$5,960.58 Evaluation Score 88/100

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**Invitation to Bid# 2016-PW-11B - Road Base & Surface Repair Program - Part 1**

<u>Bidders:</u>	<u>Amount:</u>
Van Jon Paving	\$179,200.00
Circle P Paving Inc.	\$112,600.00

Award is to *Circle P Paving Inc.* with a contract value of \$112,600.00

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**Invitation to Bid# 2016-PW-27 - Pelham Town Square Arches Rehabilitation**

<u>Bidders:</u>	<u>Amount:</u>
Square Roots Restoration and Carpentry	\$9,600.00
Cabcon Contracting Ltd.	\$13,715.00
Connco Group Ltd. o/a Northern Painters	\$8,800.00
NuFusion Partners Inc.	\$16,500.00

Award is to *Connco Group Ltd. o/a Northern Painters* with a contract value of \$8,800.00

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**Invitation to Bid# 2016-PW-20BA - Street Cleaning Program**

<u>Bidders:</u>	<u>Amount:</u>
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Bids submitted are not being disclosed.

Award is to *D&D Trucking & Construction Services* with a contract value of \$44,080.00

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**Invitation to Bid# 2016-PW-30 - Purchase New Riding Lawn Tractor**

<u>Bidders:</u>	<u>Amount:</u>
Premier Equipment LTD	\$30,563.19
Ben Berg Farm & Industrial Equipment Limited	\$13,999.00

Award is to *Premier Equipment LTD* with a contract value of \$30,563.19

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**Invitation to Bid# 2016-PW-29 - Tires Purchase for Fleet and Equipment**

<u>Bidders:</u>	<u>Amount:</u>
Murdoch's Tire & Automotive	\$17,487.88 ( item #3,4,6-8)
BEN BERG FARM EQUIP	\$1,325.92 ( item #1 & 2)

Award is to *Murdoch's Tire & Automotive* with a contract value of \$17,487.88 ( item #3,4,6-8) , *BEN BERG FARM EQUIP* with a contract value of \$1,325.92 ( item #1 & 2)

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**Invitation to Bid# 2016-30-04 - Portable Toilets & Rental Service Units**

<u>Bidders:</u>	<u>Amount:</u>
Halco Portables	Ongoing Annual Contract for all service requirements

Award is to *Halco Portables* with a contract value of Ongoing Annual Contract for all service requirements

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**Invitation to Bid# 2016-20-02 - Bunker Gear (Fire)**

<u>Bidders:</u>	<u>Amount:</u>
PPE Solutions Inc.	Bunker Gear - Pricing : \$1,969.00
M&L Supply, Fire & Safety	Bunker Gear - Pricing : \$1,772.00
Motion Canada	Bunker Gear - Pricing : \$2,075.63
A.J. Stone Company Ltd.	Bunker Gear - Pricing : \$1,633.00
Canadian Safety Equipment Inc.	Bunker Gear - Pricing : \$1,900.00

Award is to *A.J. Stone Company Ltd.* with a contract value of Bunker Gear - Pricing : \$1,633.00

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**Invitation to Bid# 2016-PW-31 - Spring Traffic Data Collection Program**

<u>Bidders:</u>	<u>Amount:</u>
Pyramid Traffic Inc.	--

Award is to *Pyramid Traffic Inc.* with a contract value of \$6,450.00

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**Invitation to Bid# 2016-PW-23 - Supply & Install Molok Underground System**

<u>Bidders:</u>	<u>Amount:</u>
Anthony's Excavating Central Inc.	\$19,135.00
Serianni Construction Ltd.	\$26,700.00
Cotton Inc.	\$19,886.00

Award is to *Anthony's Excavating Central Inc.* with a contract value of \$19,135.00

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**Invitation to Bid# 2016-PW-24 - Service Molok Underground Systems**Bidders:Amount:

Bids submitted are not being disclosed.

Award is to *Cotton Inc.* with a contract value of \$2,349.00

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**Invitation to Bid# 2016-PW-32 - Old Pelham Town Hall - Phase 2**Bidders:Amount:

Stolk Construction

\$15,768.00

Stevensville Lawn Service

\$18,755.00

Award is to *Stolk Construction* with a contract value of \$15,768.00

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**Invitation to Bid# 2016-PW-26 - Structure Replacement, Structure No.10 - Sawmill Road**Bidders:Amount:

Rankin Construction Inc

\$961,016.00

Titanium Contracting Inc.

\$1,371,362.20

Serianni Construction Ltd.

\$960,695.00

Award is to *Rankin Construction Inc* with a contract value of \$961,016.00

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**Invitation to Bid# 2016-PW-36 - Asphalt Resurfacing Program**Bidders:Amount:

Bids submitted are not being disclosed.

Award is to *Circle P Paving Inc.* with a contract value of \$261,341.50

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**Invitation to Bid# 2016-20-04 - Hose (Fire)**Bidders:Amount:

M&L Supply, Fire & Safety

Hose - Pricing : \$156.00

A.J. Stone Company Ltd.

Hose - Pricing : \$170.00

Vallen

Hose - Pricing : \$175.00

Municipal Equipment

Hose - Pricing : \$187.76

Award is to *M&L Supply, Fire & Safety* with a contract value of Hose - Pricing : \$156.00

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**Invitation to Bid# 2016-20-03 - Helmets (Fire)**Bidders:Amount:

A.J. Stone Company Ltd.

M&L Supply, Fire & Safety

Vallen

Award is to

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**Invitation to Bid# 2016-PW-35 - Fleet Purchases - Two Small SUV's**Bidders:Amount:

chatham nissan

\$58,413.06

Brock Ford Sales Inc.

\$53,050.00

Award is to *Brock Ford Sales Inc.* with a contract value of \$53,050.00

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**Invitation to Bid# 2016-PW-37 - 18' Covered Tandem Trailer**

<u>Bidders:</u>	<u>Amount:</u>
J & J Trailers Manufacturers and Sales Inc.	\$15,771.40
The Trailer Shop	\$16,490.00

Award is to *J & J Trailers Manufacturers and Sales Inc.* with a contract value of \$15,771.40

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**Invitation to Bid# 2016-PW-40 - Slip in Poly Tank**

<u>Bidders:</u>	<u>Amount:</u>
Road Maintenance Equipment & Services Inc.	\$25,500.00
Precision Industries Guelph Ltd.	\$25,000.00

Award is to *Road Maintenance Equipment & Services Inc.* with a contract value of \$25,500.00

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**Invitation to Bid# 2016-PW-38 - Facilities Service Van**

<u>Bidders:</u>	<u>Amount:</u>
Brock Ford Sales Inc.	\$35,950.00
Parkway Nissan	\$31,247.45

Award is to *Parkway Nissan* with a contract value of \$31,247.45

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**Invitation to Bid# 2016-50-01 - School Bus Services - Summer Camp**

<u>Bidders:</u>	<u>Amount:</u>
Coventry Connections Inc.	\$10,900.00
Student Transportation of Canada Inc. (STC)	\$8,145.00
Sharp Bus Lines Ltd.	\$5,472.02
First Student	\$4,831.00
DanNel Coach Lines Company Limited	\$5,499.00

Award is to *First Student* with a contract value of \$4,831.00

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**Invitation to Bid# 2016-PW-39 - Water Utility Vehicle**

<u>Bidders:</u>	<u>Amount:</u>
Brock Ford Sales Inc.	\$89,900.00

Award is to *Brock Ford Sales Inc.* with a contract value of \$89,900.00

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**Invitation to Bid# 2016-PW-41 - Engineering Services, Comprehensive Drainage Study**

<u>Bidders:</u>	<u>Amount:</u>
K Smart Associates Limited	\$43,000.00 Evaluation Score 65/100
GM BluePlan Engineering Ltd.	\$63,565.00 Evaluation Score 86/100

Award is to *GM BluePlan Engineering Ltd.* with a contract value of \$63,565.00 Evaluation Score 86/100

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**Invitation to Bid# 2016-PW-15 - Highland Avenue Road Reconstruction - Phase 2**

<u>Bidders:</u>	<u>Amount:</u>
Brennan Paving Limited	\$373,354.00
Nexterra Substructures Incorporated	\$310,757.10
O'Hara Trucking & Excavating	\$364,580.20
Centennial Infrastructure (Niagara) Inc	\$351,070.47
Rankin Construction Inc	\$414,348.00

Award is to *Nexterra Substructures Incorporated* with a contract value of \$310,757.10

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**Invitation to Bid# 2016-PW-44 - PRV Chamber**

<u>Bidders:</u>	<u>Amount:</u>
Devine & Associates Limited	\$19,614.00

Award is to *Devine & Associates Limited* with a contract value of \$19,614.00

**FIRE & BY-LAW SERVICES MONTHLY REPORT**

AUGUST, 2016

**DEPARTMENT OVERVIEW & STATISTICS**

The burn Ban which we put in place in June has now been lifted; we still encourage residents to follow the rules of open air burning and to be cautious of their actions.

Call volumes have been extremely high for this time period, mainly due to the dry, hot conditions in the area.

**FIRE & BY-LAW ADMINISTRATION****FIRE RESPONSES**

	Tot al	JA N	FE B	MA R	AP R	MA Y	JU N	JU L	AU G	SEP T	OC T	NO V	DE C
STRUCTURE/VEHICLE FIRE	28	7	7	3	7	1	2	1					
MVC	32	5	4	8	3	3	5	4					
UNKNOWN 9-1-1	14	2	1	2	2	2	2	3					
REMOTE ALARMS	22	2	1	0	1	0	10	8					
MEDICAL ASSIST	128	16	12	20	16	18	14	32					
EMERG. AND NON EMERG ASSIST	22	3	2	4	0	4	4	5					
PUBLIC ASSISTANCE	0	0	0	0	0	0	0						
GRASS/BRUSH FIRE/COMPLAINTS	32	0	0	2	1	3	8	18					
RESCUES	0	0	0	0	0	0	0						
ODOUR INVESTIGATION	4	1	0	0	0	0	0	3					
CO INVESTIGATIONS	21	1	5	3	1	1	8	2					
<b>Monthly Totals</b>		37	32	42	31	32	53	76	0	0	0	0	0
<b>Annual Total</b>	303												
<b>Total Responses for 2015</b>	553	This reflects the Total calls as not all calls get included in stats											

**FIRE/BY-LAW SERVICES PERMITS ISSUED**

	Tot al	JA N	FE B	MA R	AP R	MA Y	JU N	JU L	AU G	SEP T	OC T	NO V	DE C
RECREATIONAL	144	3	7	23	41	65	4	1					
AGRICULTURAL	163	8	18	26	50	61	0	0					
POOL PERMITS	23	0	0	2	3	9	3	6					
SIGN PERMITS	13	2	2	0	1	3	5	0					
<b>Monthly Totals</b>		13	27	51	95	138	12	7	0	0	0	0	0





<b>Annual Total</b>	<b>343</b>													
<b>Total RECBUR Permits issued 2014</b>	<b>591</b>													
<b>PERFORMANCE PROJECT/STAFF AND OTHER MEETINGS</b>														
	<b>Total</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
PERFORMANCE PROJECTS	10	0	1	1	2	1	1	4						
OTHER	7	2	2	1	1	0	0	1						
TRAINING/CONFERENCE	3	2	0	0	0	0	0	1						
<b>Monthly Totals</b>		4	3	2	3	1	1	6	0	0	0	0	0	
<b>Annual Total</b>	<b>20</b>													

## FIRE PREVENTION 2016

### INSPECTIONS

	<b>Total</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
Inspections	64	6	5					26	27					
Plan reviews	13	2	3					4	4					
Consultation with OFM	1	1	0					0	0					
Tapp-C	0	0	0					0	0					
AGCO letters	0	0	0					0	0					
Fireworks permits	0	0	0					0	0					
Observed fire drill	4	1	0					1	2					
Fire Safety Commission Hearing	0	0	0					0	0					
Court appearance	1	1	0					0	0					
<b>Monthly Totals</b>		11	8	0	0	0	0	31	33	0	0	0	0	
<b>Annual Total</b>	<b>83</b>													

### MONTHLY COMMITTEE/ASSOCIATION MEETINGS

	<b>Total</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
OMFPOA	2	1	1					0	0					
Arson Committee	2	1	1					0	0					
Fire Investigation Database (subc'ee)	0	0	0					0	0					

TAPP-C	1	0	1					0	0				
Niagara Hoarding Coalition	0	0	0					0	0				
HMW Green Team	5	2	1					1	1				
Town staff meeting	1	0	1					0	0				
Meetings, various (n.o.s.)	18	7	7					2	2				
	0												
Monthly Totals		11	12	0	0	0	0	3	3	0	0	0	0
Annual Total	29												

**INVESTIGATIONS**

	Tot al	JA N	F E B	MA R	AP R	MA Y	JU N	JU L	AU G	SEP T	OC T	NO V	D E C
	2	2	0										
Monthly Totals		2	0	0	0	0	0	0	0	0	0	0	0
Annual Total	2							0					

**PUBLIC EDUCATION**

	Tot al	JA N	F E B	MA R	AP R	MA Y	JU N	JU L	AU G	SEP T	OC T	NO V	D E C
Display at Fonthill library	0	0	0					0	0				
Station visit school	1	0	1					0	0				
Exhibitions, presentations	5	0	0					3	2				
Fire extinguisher training	0	0	0					0	0				
Firetruck visit/pub ed	1	0	0					1	0				
General inquiries	26	2	7					7	10				
Monthly Totals		2	8	0	0	0	0	11	12	0	0	0	0
Annual Total	33												

**OTHER ACTIVITIES**

	Tot al	JA N	F E B	MA R	AP R	MA Y	JU N	JU L	AU G	SEP	OC T	NO V	D E C
Hydrant complaints	0	0	0					0	0				
OAB complaints	0	0	0					0	0				
Update Station 2 sign	2	1	1					0	0				

Fire safety plan/fire drill scenario reviews	11	0	0					5	6				
Training for firefighters	0	0	0					0	0				
Committee presentations (NRP, Chiefs, FPO'S)	1	1	0					0	0				
Council presentation	0	0	0					0	0				
Tradeshow	0	0	0					0	0				
Emergency Event Plan	0	0	0					0	0				
Course, misc.	0	0	0					0	0				
Monthly Totals		2	1	0	0	0	0	5	6	0	0	0	0
Annual Total	14												

## BY-LAW SERVICES REPORT August 2016

### NEW COMPLAINTS

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
New Complaints	Total	0	6	1	6	12	13	5	11				
Y-T-D Totals	54												
Annual Total													
2015 Total	73												

### NEW COMPLAINTS CLOSED

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
New Complaints Closed	Total	0	2	1	4	3	6	2	10				
Y-T-D Totals	28												
Annual Total													
2015 Total	72												

### COMPLAINTS PRIOR TO August 2016 CLOSED

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Old Complaints Closed	Total	0	0	0	1	3	10	2	5				
Y-T-D Totals	21												
Annual Total													

### PARKING INFRACTIONS ISSUED



		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Tickets Issued</b>	<b>Total</b>	12	18	7	2	6	6	3	6				
<b>Y-T-D Totals</b>	<b>60</b>												
<b>Annual Total</b>													
<b>2015 Total</b>	<b>37</b>												
<b>PARKING WARNINGS ISSUED</b>													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Warnings issued</b>	<b>Total</b>	2	2	0	0	4	3	5	1				
<b>Y-T-D Totals</b>	<b>17</b>												
<b>Annual Total</b>													
<b>ENVIRONMENTAL BY-LAW FILL APPLICATIONS</b>													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Received</b>	<b>Total</b>	0	0	0	1	1	0	0	0				
Authorized	1					1							
Properties Exempt	0												
Denied	1				1								
<b>Monthly Totals Y-T-D</b>	<b>2</b>												
<b>Annual Total</b>													
<b>2015 Total</b>	<b>6</b>												
<b>POLICE REPORTS FILED</b>													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Incidents Reported</b>	<b>Total</b>	2	1	0	2	1	1	0	0				
<b>Mischief</b>													
<b>Vandalism</b>	2	1			1	1	1						
<b>Trespassing</b>													
<b>Graffiti</b>					1								
<b>Other</b>													
<b>Monthly Totals Y-T-D</b>	<b>7</b>												

T-D													
Annual Total													

**PROJECTS**

[Click here to enter text.](#)

**CONSTITUENT CONCERNS & ISSUES ARISING**

Council received a request from a resident to consider creating a bylaw to allow ATV's on Town roads.

We have investigated the details around this issue and have the following comments:

1. I have met with the NRP regarding the issue and they do not support this in any manner, the law was designed for northern communities and would create extreme safety issues throughout the Town.
2. There are no municipalities with bylaws in place allowing ATV's on public roads in southern Ontario.
3. After meeting with Public works they do not support this request, due to concerns about road safety, property damage along shoulders and driveways.
4. Allowing ATV's on our roadways would create undue liability for the Town.
5. The following are Municipalities who have bylaws in place:

- Addington Highlands
- Town of Bancroft
- Carlow/Mayo
- Central Frontenac
- Centre Hastings
- Faraday
- Hastings Highlands
- Havelock, Belmont & Methuen
- Limerick
- Madoc
- Marmora and Lake
- Stirling Rawdon
- Tudor & Cashel
- Municipality of Tweed
- Tyendinaga
- Wollaston
- South Frontenac
- North Frontenac

- Stone Mills
- Town of Greater Napanee
- Quinte West - Northern half only beginning July 1, 2015

For a complete list of provincial highways where on-road ATV/ORV use is permitted, please refer to Ontario Regulation 316/03 schedule B and for a list of provincial highways where on-road use is prohibited please refer to Ontario Regulation 316/03 Schedule A.

#### PERSONNEL

After more than 35 years of Fire Fighting with the Town Captain Otto Heinrich will be retiring from the department as of August 31<sup>st</sup>. Otto has been a senior officer with the department for a number of years, he has been a leader and mentor for so many of his fellow Fire Fighters. Otto was well known throughout the province for his involvement in Auto extrication, Otto has travelled throughout North America participating, training and judging extrication competitions. His contributions to our department are unmeasurable and I cannot thank him enough for his efforts and contributions.

We have started a new recruit drive for probationary Fire Fighters, posting closes September 2<sup>nd</sup>, we hope to have the process completed by early October.

#### GRANTS, CONTRACTS, RFPs & AGREEMENTS

We have applied to Enbridge Pipeline for a community safety grant, we are hoping to hear the results by early October.

#### MEETINGS

Zone 2 Chiefs  
Regional Chiefs  
St Catharines Fire  
District Chiefs

## HUMAN RESOURCES MONTHLY REPORT

### JULY AND AUGUST

#### DEPARTMENT OVERVIEW & STATISTICS

	August	July	June
New Hires	0	1	1
Terminations	0	0	
Voluntary			1 (retirement)
Involuntary			0
Turnover %	0	0	1.6
YTD Turnover	6.5	6.5	6.5

#### PROJECTS

##### Compensation Strategy:

12 out of 16 municipalities responded to the market survey request and the final compensation strategy draft is now complete. Presentation to Council will be scheduled for September 19, 2016. After presentation to Council, the strategy will be shared with staff with the rollout scheduled for January 1, 2017.

##### Organization Design review:

Review of the current design continued throughout July and August with the primary focus on Public Works and RCW.

Using the “Accelerating Change” model for leading people through change, I facilitated a meeting with the impacted Public Works and RCW staff to talk through the first two pieces of accepting change, “Creating a Shared Vision” and “Focusing a Vision”. In later meetings, we began “Charting a Transition Roadmap” and “Aligning Systems and Structures.” As we start moving through the transition, we will create action items to “Sustain Momentum”.

This will be the same process we use to roll out later org design changes as it is designed to help people to understand the need for change now.

##### NextGen Municipal Leaders Program

Through a nomination and interview program, 5 employees were selected to attend the NextGen program at Brock University starting in September. Congratulations go to: Kim Holland, Jesse Bedard, Jodi Hendriks, Mike Guglielmi and Bob Goodfield

#### CONSTITUENT CONCERNS & ISSUES ARISING

[Click here to enter text.](#)

#### PERSONNEL

[Click here to enter text.](#)

#### GRANTS, CONTRACTS, RFPs & AGREEMENTS

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#### MEETINGS

HMW Address Scheduling Needs and Overtime Concerns  
HMW create an Organization Design that meets our present and future needs  
EMS On-line Training  
Emergency Management Introduction training  
Compensating the Workforce of Tomorrow webinar  
Facilitated: Accelerating Change - Creating an Organization Design that meets our present and future needs.  
Facilitated: Charting the Transition Roadmap x 3  
Facilitated: Committee of Adjustment "Respect in the Workplace" Follow up meeting  
Heather Wilkinson – Wilkinson Consulting Group x 6  
Job Evaluation Committee Meeting x 3  
Professional Regulation at HRPA webinar  
Introduction to Regulatory Decision-Making and Adjudication webinar  
Compensation Strategy Update to SMT  
Scheduled staff meetings x 13  
SMT Meetings x 1  
NextGen Nomination Interviews x 5  
Space Management  
Gap Analysis meeting – H&S  
H&S committee meeting



**PUBLIC WORKS MONTHLY REPORT**

SEPTEMBER, 2016

**DEPARTMENT OVERVIEW & STATISTICS**

This report covers the summer months of **July and August 2016**. As you may have noticed out in the Town, Public Works has been in high gear, working on operational programs, repairs & maintenance, capital projects, PSRs and new tendering, and is also gearing up with budget planning for 2017 and beyond. Public Works has also been working with the East Fonthill development, the new Community Centre planning and working with the RCW group in facility rentals.

**PROJECTS****ENGINEERING**

**Highland Avenue Road Reconstruction:** The construction project has been awarded and will be underway soon. A construction newsletter is being circulated to the residents.

**Pickwick Place Streetlights and Pelham Skate Park Lighting Replacement:** Design is finalized, and a tender will be prepared for the installation of the approved lighting design.

**Annual Programs Administration:** Regular programs for municipal grass cutting, street cleaning (round 2) and pavement markings continue. Completed programs include ditching (deferred from 2015), sanitary sewer flushing, traffic counts, bridge and culvert inspections and concrete repairs (deferred from 2015). Round 2 of Road Base and Surface Repair, ditching, roads concrete and facilities concrete are out for tender.

**Sanitary Sewer Inflow/Infiltration Study:** This program is underway and the data collected will be analyzed later in 2016, with several excellent rain events in the data pool. At least one neighbourhood of inflow (directly connected rainwater from properties into the sanitary sewer) has been identified from analysis of just the first rain event in July (The Town pays sanitary fees to the Region based on metered volumes at pumping stations, so rainwater costs money).

**Station Street Watermain Replacement:** This project has been cancelled for 2016, as the approved budget was not sufficient to cover projected costs to replace the cast iron. This project will be proposed for 2017 water capital budget, as the cast iron requires replacement as soon as possible.

**Sidewalks to E.L. Crossley:** This project has been cancelled, as the approved budget was not

sufficient to cover projected costs to install the sidewalk as planned.

**Sulphur Spring Drive Closure:** This road remains closed until budget is arranged for, to do further investigation through a consultant.

**Town Drainage Study:** This project has been awarded, and completion is scheduled for Dec 31 2016.

**Deferred Roads Rehabilitation:** Deferred roads work from 2015 is complete.

**Pavement Condition Study and Sign Reflectivity Study:** Both budgeted studies are complete. The sign study identified 605 out of the 2945 Regulatory and Warning signs were found to be unacceptable and require replacement or adjustments, and more requiring replacement in the next few years. This information was communicated to the Capital Asset Accountant, and replacement purchasing is being planned.

The pavement condition study was also completed. All roads, both paved and gravel, within the Town of Pelham were collected, a total of 681 paved road segments, in both lanes. The final results categorize roads into very good, good, satisfactory and poor. This information is being communicated to the Capital Asset Accountant, and budgetary planning is underway. Most of the poor and satisfactory segments aligned with the 20 year capital plan for rehabilitation and reconstruction.

**Bridge and Culvert Inspection Program:** A report is being prepared by the consultant who completed the inspection program, to complete a net present value assessment on the Maple Street culvert replacement project, the next bridge structure recommended for replacement now, based on risk. This report will demonstrate to Council the comparison of replacement methods and costs to asset life.

It should be noted that all of the concrete bridge structures installed in the 1960s are all in excellent shape, as identified in the report, while each of the large steel culverts installed in the 1970s is due for replacement. The bulk of the construction cost is in the construction itself, rather than the cost of the structure, and this will be reflected in the report to come to Council. The consultant is also enhancing the current capital list of bridges and culverts with planned maintenance costing, to ensure the 20-year capital forecast includes proper allocation of maintenance funding for structures so that they all may reach their planned asset life. This will be completed in communication with the Capital Asset Accountant.

## **FACILITIES AND BEAUTIFICATION**

**Trees:** With some scheduling innovation, the Town Arborist was assigned a student to assist him in

the months of July and August. After some on the job training, the two were able to close 92 PSR's in 6 weeks; a contracted value of approximately \$8000 to \$9000. The tree contractor has been actively removing dead ash trees, along with other hazardous trees.

**Parks:** Soccer fields and Baseball diamonds were extremely busy in July and August, including some busy weekend tournaments. Staff continue to adjust the irrigation to accommodate the drought, maintaining excellent playing surfaces. Canada Day and Summerfest kept the staff extremely busy in event support.

**Beautification:** Staff were re-assigned to keep up with the watering of flower beds and hanging baskets, due to the exceptionally hot, dry months. Staff continue to mix in more resilient plant material where available, but the lack of rain has been very challenging.

**Cemeteries:** There were 14 internments in July and August. The Bereavement Authority has given approval for the Town to open the south west Dickson section at the Fonthill Cemetery. A surveyor has been secured for layout work, and opening will begin in early September. The Mausoleum required repairs to the concrete steps; completed by facilities staff. The Cemeteries Bylaw has been re-drafted based on regulatory and industry changes, and will soon come forward for review.

**Facilities:** Staff worked many hours monitoring, adjusting and repairing the arena mechanical systems for the ice start up. The process of ice making began on July 22<sup>nd</sup> and the JRB's were on the ice August 17, 2016. The outdoor temperatures contributed to the most challenging season start up to date, however the staff persevered and their efforts produced excellent results.

#### **Facilities Capital Projects:**

*Arena Ceiling and Eavestrough Repairs* – Contractors repaired the loose and hanging insulation over the ice surface at the Pelham Arena, and repaired the perimeter eavestrough that was leaking, broken, or loose.

*Fonthill Library Lighting Panel* – Quotes for this project will be received on August 31, 2016, with contractor selection shortly thereafter.

*Tice Road Roof Repairs* – Pec Roofing will complete the urgent roof repairs at the Tice Road Operations Centre. Work will be completed in September 2016.

*Model Railway Building, Centennial Concession Building, and Harold Black Park Concession Building Repairs* - Site meetings with contractors took place on August 30<sup>th</sup>; quotes will be received by September 9<sup>th</sup>, 2016.

*Molok Installation* – these unique underground garbage, recycling and compost bins are in full use.

Park recycling throughout Pelham is now placed in these bins and taken to a regional sorting facility.

*Peace Park Lighting* – 3 large energy efficient LED spot lights were installed on existing poles in the park, and strategically aligned for maximum results. Separate switches were installed for ease of use.

*Maple Acre Design Build* –Footings, rebar, backfill, plumbing rough ins, complete. Slab pour, timber system installation, and framing will be completed in September. Project is on schedule.

## ROADS AND DRAINAGE

- Town Staff were utilized for the set up and removal of road closures and event fence for Summerfest. The early closure of Pelham Street on Friday enabled staff to work safely and efficiently throughout the set up process.
- Roads staff installed or replaced 8 New Driveway Culverts.
- Roads staff utilized the new Tractor and Boom Mower to remove brush from rural roads. The Boom Mower will continue to brush rural roads until it is required for Winter Snow Plowing.
- Roads staff have been busy improving rural roads using the Spray Patcher Trailer Unit. This program requires two staff, but is effective in helping reach the asset life of rural roads. Roads spray patched in July and August include: Centre Street between Sixteen and Roland, Effingham between Sumbler and Chantler, and Maple Street between Sixteen and Roland.
- Roads staff completed the 2016 Sidewalk Patrol Program in August utilizing a borrowed electric scooter. Deficiencies are being compiled/assessed and added to the second round of concrete repairs or where applicable repaired by Town Staff. Larger panel replacements will also be considered in the 20 year capital plan.
- Town staff have set up an innovative traffic calming pilot in front of Glynn A Green School to slow traffic through the School Zone travelling North approaching Port Robinson. Flexible plastic bollards were also installed on the North/West Side of the intersection to protect pedestrians from vehicles passing to the right of left turning motorists.
- The SpeedWatch Traffic Sign was installed on Welland Road near Woodside Square East Bound, approaching Quaker Road. Future locations include (but not limited to): Spruceside Drive, Hurricane Road, Merritt Road. Engineering and Roads staff are analyzing data, and will be considering calming initiatives accordingly. Volumes and traffic master planning have also been discussed, and Public Works may suggest a traffic master plan for consideration in the next budget.

Street Name	Average Daily Traffic (one direction)	Posted Speed (km/h)	Average Speed (km/h)	50 <sup>th</sup> Percentile (km/h)	85 <sup>th</sup> Percentile (km/h)
Port Robinson	853	50	52	53	61
Pelham St.	1271	50	57	57	64
Canboro Road (St. Ann's School)	743	40	59	60	70
120 Welland Road	992	50	48.53	49	55
45 Pancake Lane	490	50	47	48	55

## WATER AND WASTEWATER

- Staff continue to work on the annual hydrant maintenance and valve turning programs.
- Water/Wastewater Operators have been working with contractors and developers to commission new watermains and service lots.
- Roads Staff completed 81 internal work orders specific to roads maintenance.
- Water Operations Staff completed 301 internal work orders specific to water operations (227 Hydrants Maintained).
- New water and wastewater memoranda of understanding have been put into place between the Region and the Town of Pelham, detailing the expectations between the two tiers about provision of drinking water and collection of wastewater.
- The Drinking Water Quality Management System is now overhauled, and requires regular maintenance by staff, which is proving to be a challenge. A contractor may be utilized for this service in 2016, and proposed in the budget for 2017, to ensure drinking water licensing requirements are being consistently met.

## Photos:



ICE MAKING – JULY & AUGUST 2016

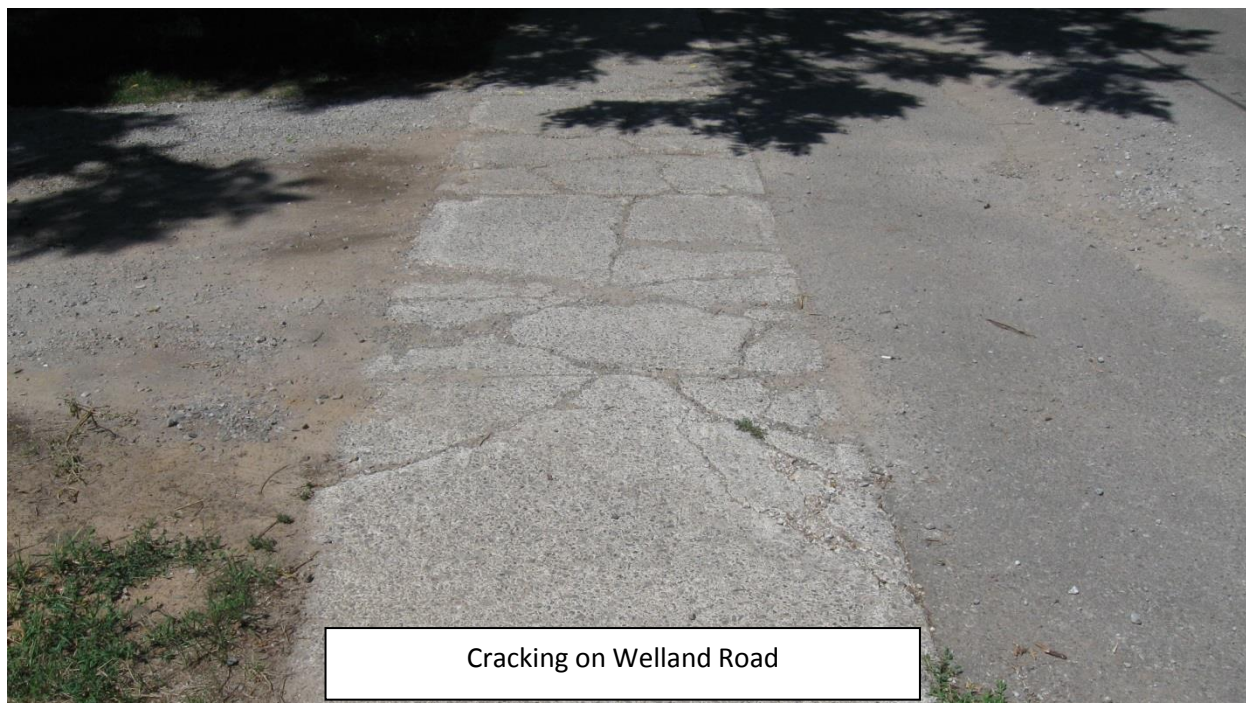




SUMMER 2016 PARKS STAFF







Cracking on Welland Road



Davis Heights Development Watermain



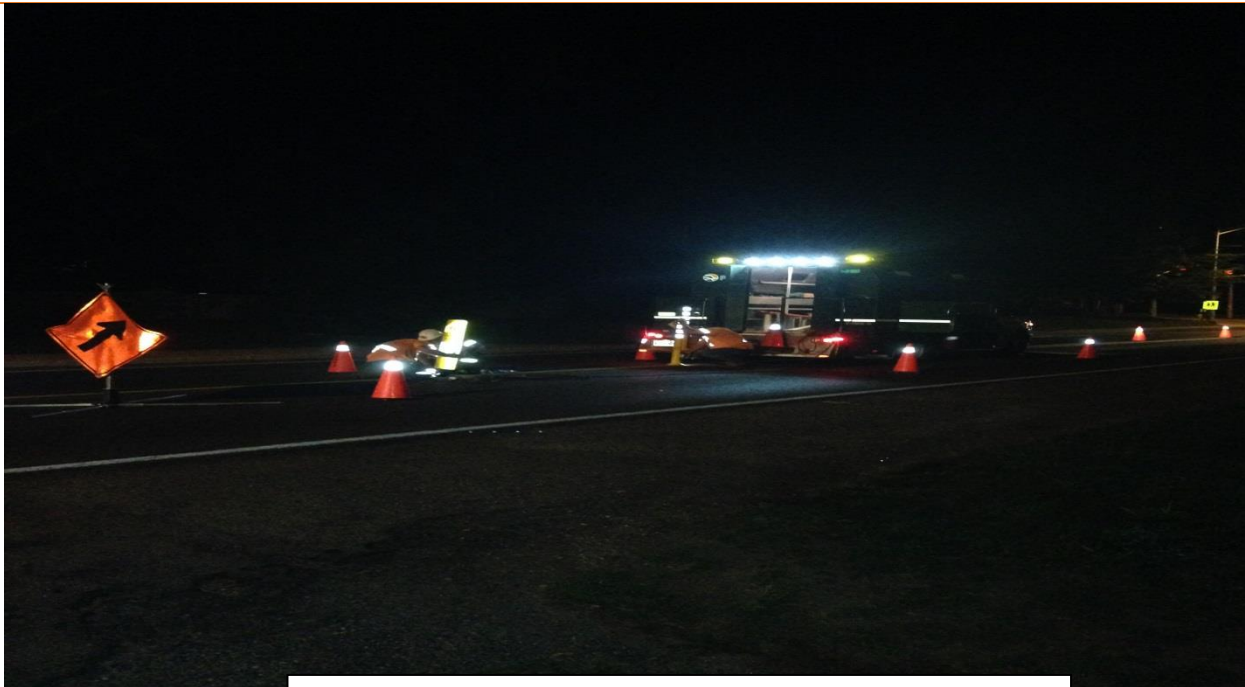


Electric scooter sidewalk inspection – Ryan's ride

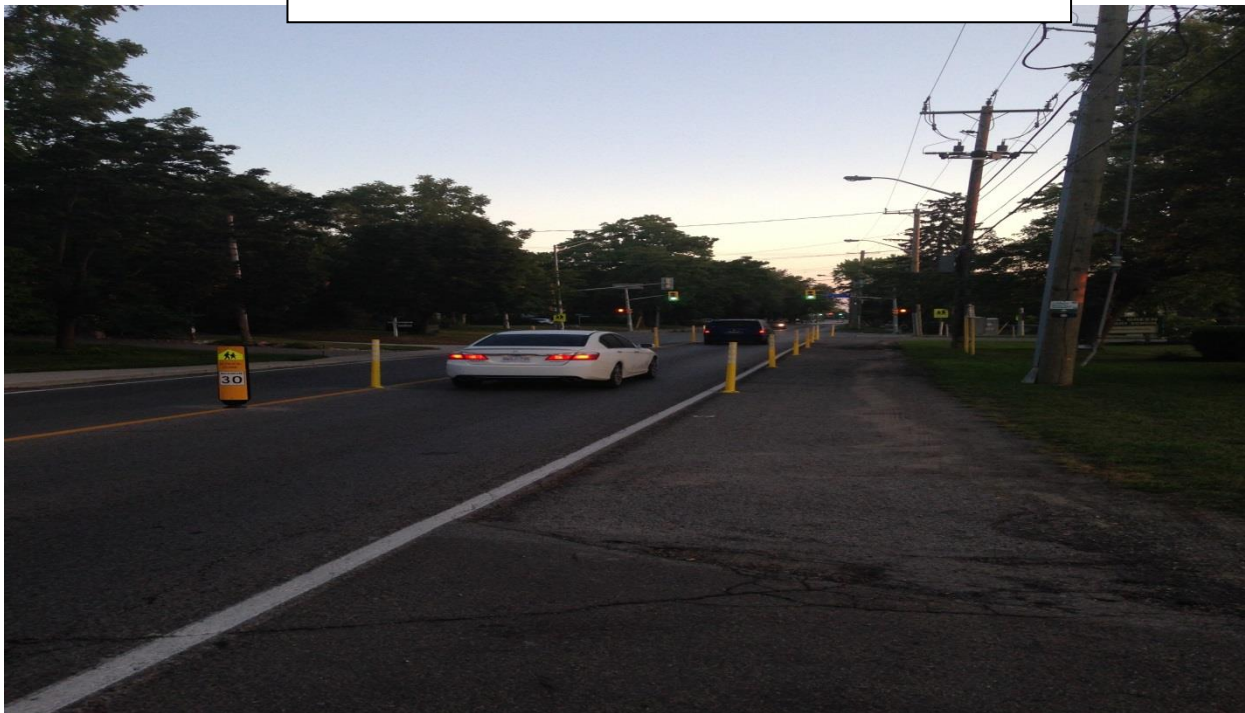


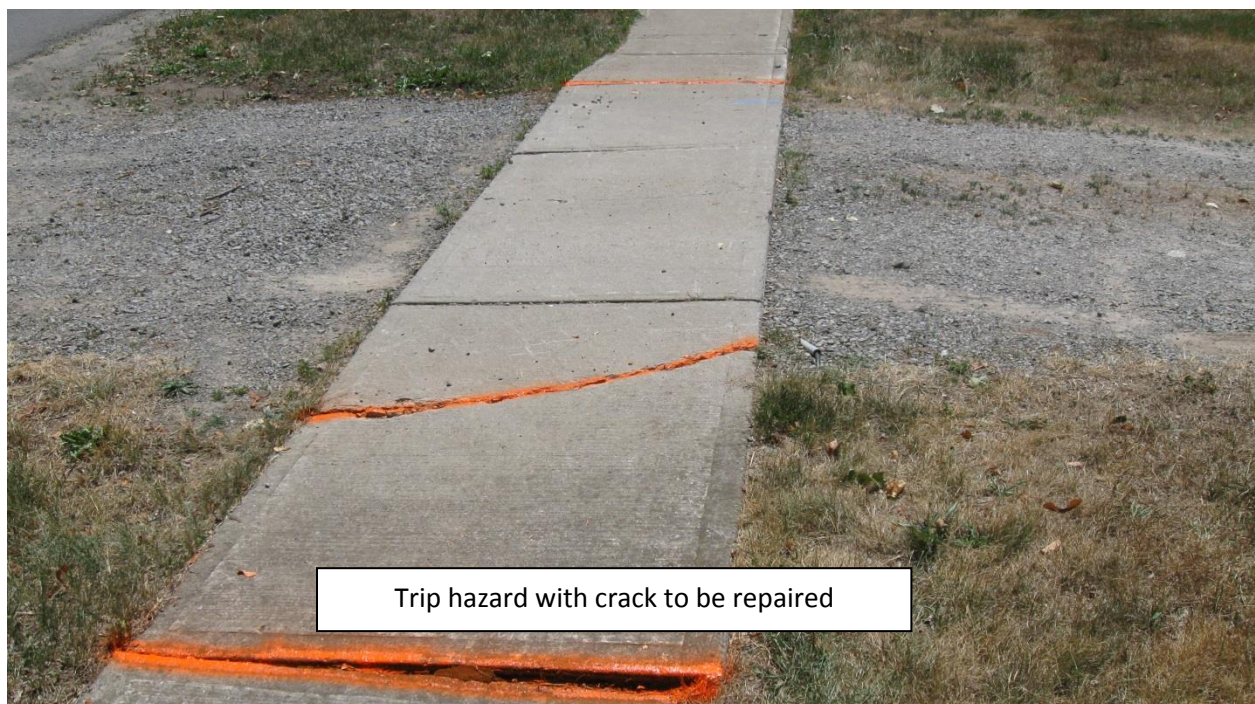
Sidewalk obstruction on Haist Street North





Early morning installation of traffic calming on Pelham Street

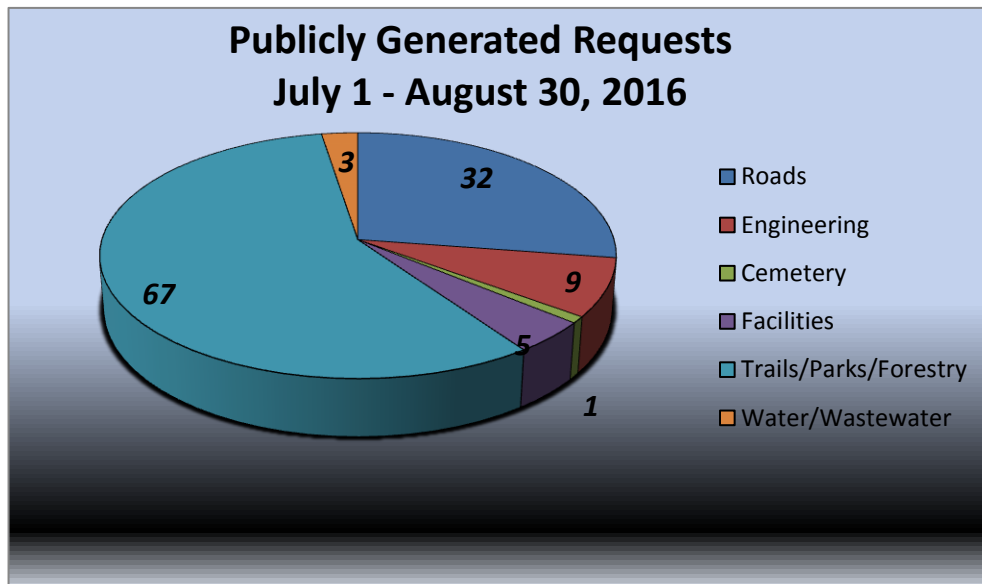




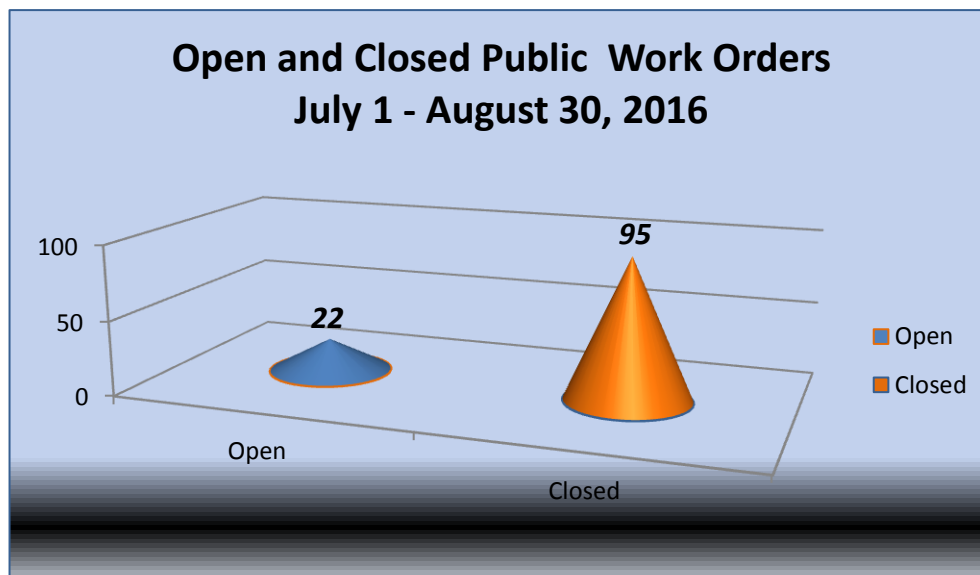


## CONSTITUENT CONCERNS & ISSUES ARISING

The Public Service Requests (PSRs) received for the months of July and August are listed below. There were 117 Public Service Requests / Constituent Concerns received in this time period.



The following shows a summary of open vs. closed publicly-generated work orders for the Public Works Department for the month of July and August.



## PERSONNEL

**Roxanne Bridgeman** joined the Town of Pelham as a new Equipment Operator, working in the Roads group in Public Works.

Public Works is preparing for the retirement celebration of **Phil Rittenhouse** in September, and has begun selling tickets to this event to cover costs and a gift!

A special thanks to all of our students who helped out in Facilities and Beautification and Cemeteries this summer!

## GRANTS, CONTRACTS, RFPs & AGREEMENTS

Tenders, Requests for Quotation and Requests for Proposal continue to be posted and awarded accordingly.

## MEETINGS

- Pelham Community Centre design update
- Purchasing / Tender / contractor quotation
- Regular and Special meetings of Council and Committee
- Pelham Active Transportation Committee meetings, including master plan updates
- East Fonthill Development – Region, Upper Canada Consultants and Region
- Human Resources regular update
- Staff team meetings, Department meetings, Manager meetings
- Public Utilities
- Ongoing developer and engineering meetings for consultations regarding development
- Staff performance management feedback finalized
- Procurement program improvement
- Niagara Peninsula Contract Document
- Niagara Road Supervisors Executive Committee
- How Might We – inter-department teams ongoing meetings
- Public Works Officials meetings
- Niagara Region
- Budget preparation
- Staffing/human resource needs



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## 2016 Canada Day Celebration Final Report

Tuesday, September 06, 2016

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Concept: How Might We Come Together as a Community to Celebrate our Nation's Birthday on July 1st

### Background:

Pelham has been holding an annual celebration of Canada Day since 1991. This event is organized by a team of volunteer representatives from various interest groups across the community and Town staff. The 2016 committee was made up of the following community members: Lance Wiebe and Frank Solich - Rotary Club of Fonthill; Bill King - Fenwick Lions Club; Fred Arbour - Fonthill Lions Club; Sue Kicul – Seniors' Advisory Committee; Sally Jaeger and Jodi Hendriks, Town of Pelham Staff. The committee met monthly, beginning in February and leading up to the event and then again in August to review the 2016 celebration.

As with all of our events, many departments across the Town come together to deliver this exceptional community celebration for residents and visitors to our Town.

A major portion of the funding to support the event is received from the Government of Canada through the Department of Canadian Heritage. The grant amount awarded, \$12,500, has remained static for the past 4 years. The Town's budgeted contribution is \$6,500. While all the expenses have not yet been finalized and there may be some minor adjustments, a small shortfall of approximately \$873.00 is projected. Anticipated revenues did not meet expectations. A preliminary financial report prepared by Corporate Services is attached.

The weather on July 1 was a bit of a letdown after all the hot, sunny days leading up to the event date. Temperatures were quite mild, with a mix of sun and cloud, gusty winds and two fairly heavy showers, one in the morning during set up and again in the later afternoon. The unsettled weather definitely had an impact on the number of participants this year, from the parade to the park. Official counts were 7,148 at Harold Black Park. However this count may not be entirely accurate as security staff at the front of the park who are doing the count are overwhelmed by the influx of participants following the parade and consequently cannot accurately count all park entrants. Additionally, there are other minor points of entry that cannot be monitored effectively without significantly increasing our costs.

## 2016 Canada Day Celebration Final Report

Tuesday, September 06, 2016

### Summary of Events:

**Peace Park:** The focus of the activities in Peace Park are the local seniors in the area.

Unfortunately, the cool and windy weather was not conducive to their attendance and only about 15 people came out to enjoy the entertainment and refreshments provided. The Committee wish to continue this part of the celebration and hope that next year the weather will be more cooperative. We will also increase the outreach to the area seniors' residences in 2017 and look into additional shuttles.

**Grande Parade:** The 2016 Canada Day Parade went very well with about 15 registered participants and the Fire Department contingent who lead the parade as per usual. The cooler temperatures did not deter watchers and firefighters from engaging in their annual water fights! New this year was the horse drawn carriage carrying some of our historical figures and the Citizen of the Year. The parade ran smoothly and arrived at Harold Black Park as scheduled. Many thanks once again to Parade Marshal Bill King and his assistants. Thanks also to Sawmill Golf Course who donated the use of two golf carts so that staff can efficiently get around the large celebration area and participate in the parade. Some difficulties were identified in closing the road for the parade as the NRP were not in place early on and many motorists drove around the barricades and up the parade route. Staff will coordinate with the NRP to ensure this issue is resolved for 2017.



**House Decorating Contest:** Many homeowners along the parade route participated in showing their Canadian Spirit and once again, thanks to the generosity of Lance Wiebe, Pelham Farmers' Market Bucks were handed out to 18 property owners who made an effort to decorate. Top prize and bragging rights went to 1122 Haist Street, who step up their game every year. Congratulations and thanks to all.

## 2016 Canada Day Celebration Final Report

Tuesday, September 06, 2016



**Opening Ceremonies and Cake Cutting:** Immediately following the parade, the Mayor, Members of Council and MPP Tim Hudak welcome the community to our celebration. The ceremony included the raising of the flag and singing of the national anthem, led by a member of the 613 Army Cadets. Following the formal ceremony, it was time for birthday cake, generously donated by Fonthill Sobeys and served by Town staff.



**Children's Activities:** Throughout the day, children enjoyed bouncers, crafts, activities and games in the Park thanks to the efforts of the Rotary Club of Fonthill and their volunteers. The Knights of Columbus also hosted the popular soccer challenge again. As requested after the 2015 event, additional speakers were placed at the front of the park so that the music could be heard in the children's area. This was very well received and will be carried forward to future events.





## 2016 Canada Day Celebration Final Report

Tuesday, September 06, 2016

**Poutine Eating Contest:** As per last years' recommendation, the Third Annual Poutine Eating Contest, sponsored by the Fonthill Lions Club, was limited to 12 contestants and it was no trouble at all to fill each of the chairs for this event. The winning contestant devoured her plate of poutine with amazing speed and was awarded the trophy by the Fonthill Lions Club.

**Entertainment Under the Tent:** Entertainment was provided in the large tent from 2:30 pm until the fireworks at 10:15 pm. The afternoon started off with the students of Lori DeLuca's dance place demonstrating their talent, followed by the music of Ron Whitman, The Old Folksters, John Reid and By Design. The repositioning of the main tent, with fewer sidewall panels, provided a more welcoming set up.

**Vendors:** We still struggle to engage vendors for this event. Churchill Natural Meats and the Fonthill Lions Club joined in the celebration offering participants a selection of different food options and line ups were kept to a manageable length. Cool Licks also provided a good variety of desserts and sweets for sale. Two face painters participated and were very popular with children and adults alike. Other vendor participants included South Niagara Rowing Club, The Fenwick Lions selling raffle tickets, Tupperware & Pelham Evangelical Friends Church.



**BMX Stunt Show:** The Krusher BMX team returned to Pelham for our 2016 Celebration. Despite a brief rain delay, the team delivered two amazing, gravity-defying shows which drew almost everyone who was in the park at the time to watch their stunts and tricks. This addition to our event has proven to be a very successful and engages the youth demographic in our community!

## 2016 Canada Day Celebration Final Report

Tuesday, September 06, 2016



**Fireworks:** The park attendance swells again after 8 pm as residents and visitors come to stake their place to watch the fireworks display. Some in winter jackets and some wrapped in blankets, they were entertained by our final band of the evening, By Design, chatted with friends and neighbours, and munched on hot French fries from the Fonthill Lions Club food booth. After the “warning shot” from the firework technicians, the band led the crowd in singing O’Canada as the park lights went out and the show began. 15 minutes of “oohs” and “aahs” indicated we had once again delighted our community with this spectacular show. Our thanks go out to the Fonthill Volunteer Firefighters’ Association and Niagara Peninsula Energy Inc. for their donations towards the fireworks.



**Parking & Security:** Handling the influx of vehicles for an event of this size is always a challenge, however, one that the Town deals with successfully each year. Aside from the issues noted earlier in this report with respect to the road closure for the parade, parking and traffic control went very smoothly. Many of our community members & residents have been enjoying our celebration for many years and are very savvy when it comes to getting themselves to the Park throughout the day, walking, biking, using the shuttle bus from the arena and Town Hall and respecting the parking restrictions. Contracted security monitor the main entrances to the park (Haist Street driveway & SBT at the rear of the park) to ensure safe and orderly conduct and that no prohibited items are brought into the park. Security staff also keep track of park attendance using counters at these points. However this is an inexact count as the staff are overwhelmed by the influx of participants following the parade and consequently cannot accurately count all park

## 2016 Canada Day Celebration Final Report

Tuesday, September 06, 2016

entrants. Additionally, there are other minor points of entry that cannot be monitored effectively without significantly increasing our costs.

**Beer & Wine Garden:** For the first time at our Canada Day Celebration, a Beer & Wine Garden was included in the day's events. In order to minimize set up efforts, ball diamond #1 was selected as the location, utilizing the existing fencing. A shade/rain shelter was set up on the infield and pop ups for ticket sales and serving areas along the first base line. Kame & Kettle was our partner for this day, serving their locally brewed craft beer. Sales were slow and it is believed this can be attributed mainly to the less than favourable weather conditions and that, as this was a new element, many people were unaware of the presence of the licensed area. Going forward, we will increase visibility of the area, relocate and widen the entrance and ensure that all are aware that it is a family-friendly area.



**Recommendations:** In addition to the observations and recommendations noted in the summaries above, the planning committee makes the following suggestions for the future of our Canada Day Celebration:

- \* investigate feasibility and costing of renting a portable stage for the entertainment
- \* Rename the Beer & Wine Garden & obtain Special Occasion Permit for 2 days in case of rescheduling of fireworks due to weather conditions
- \* Consider a more condensed time frame ie. start activities at Harold Black Park in the early afternoon and move parade to later in the afternoon
- \* Purchase Canada 150 street pole banners to be displayed in downtown areas
- \* Increase budget for entertainment
- \* Request flyover by the Lancaster bomber for 2017
- \* Call out for additional volunteers for Canada 150

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## 2016 Canada Day Celebration Final Report

Tuesday, September 06, 2016

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### The Challenge:

HMW: Gain funding for our annual Canada Day Celebration

HMW: Continue to engage the community in our annual Canada Day Celebration

### Our Recommended Solution:

***BE IT RESOLVED that Council receive the Issue Summary Report providing the 2016 Pelham Canada Day Celebration Final Report, and  
That Council support an application for funding from Heritage Canada for the 2017 Celebrate Canada Grant***

### Rationale:

Strategic Plan Goal: Feel like a small town.

### Measure of Success:

Funding is granted from Heritage Canada – Celebrate Canada Program

Attendance levels at the event do not decrease and potentially increase

### Milestones:

Building of civic engagement and community pride

**Town of Pelham  
Canada Day 2016  
As at August 24, 2016**

	<b>Actual</b>	<b>Encumbered</b>	<b>Total</b>	<b>Budget</b>
<b>Revenues</b>				
Federal Grants	12,502.01		12,502.01	
Rental Spaces	600.00	75.00	675.00	
Rental Spaces - Hydro Surcharge	30.00		30.00	
Sales - Beer	393.50		393.50	
Sales - Cider	125.00		125.00	
Sales - Wine	230.00		230.00	
Donations	3,786.20		3,786.20	
Other Revenue	14.00		14.00	
<b>Total Revenues</b>	<b>17,680.71</b>	<b>75.00</b>	<b>17,755.71</b>	<b>23,500</b>
<b>Expenses</b>				
Inventory to Sell	94.23	92.50	186.73	
Rentals - Entertainment	750.00		750.00	
Rentals - Infrastructure	6,936.73	86.50	7,023.23	
Entertainers	3,596.79		3,596.79	
Contracted Services	6,061.29	1,617.20	7,678.49	
Materials & Supplies	857.09	3,500.00	4,357.09	
Advertising	305.28		305.28	
Parade	583.80		583.80	
Other Expense	596.50	50.85	647.35	
<b>Total expenses</b>	<b>19,781.71</b>	<b>5,347.05</b>	<b>25,128.76</b>	<b>30,000</b>
<b>Total</b>	<b>(2,101.00)</b>	<b>(5,272.05)</b>	<b>(7,373.05)</b>	<b>(6,500)</b>

**RECREATION, CULTURE & WELLNESS MONTHLY REPORT**
**AUGUST, 2016**
**DEPARTMENT OVERVIEW & STATISTICS**
**Monthly Facility Usage Reporting:**
**Pelham Arena – Pad (off season – non ice rentals)**

User	Hours of Usage- July 2016	Hours of Usage- July 2015	Notes
Lacrosse	72.0	14.0	Practices
Ball Hockey	3.0	3.0	Practices
<b>Total</b>	<b>75.0</b>	<b>17.0</b>	

**Pelham Arena Hall Activity**

User	Hours of Usage- July 2016	Hours of Usage- July 2015	Notes
Martial Arts	39.0	42.5	
Zumba	17.0	16.0	
Private Rental	0.0	0.0	
<b>Total</b>	<b>56.0</b>	<b>58.5</b>	


**Recreation, Culture  
& Wellness**

**Old Pelham Town Hall Activity**

User	Hours of Usage- July 2016	Hours of Usage- July 2015	Notes
Kinsmen/ Kinettes	0.0	0.0	Summer Schedule
Seniors	0.0	0.0	Summer Schedule
Private Rental	39.25	20.0	
Ballroom Dance	0.0	4.0	2015 Summer Ballroom Session
Internal Use	110.0	92.5	Art Camp & Chef Camp
<b>Total</b>	<b>149.25</b>	<b>112.5</b>	

**Programs**

Program Type	# of Participants 2015	Revenue 2015	# of Participants 2016 to date	Revenue 2016 to date
Swim Lessons:				
Swim-group	500	\$32,055	395	\$28,810
Swim-semi/private	71	\$12,980	102	\$15,870
Swim Team	58	\$6,348	72	\$8,033
Memberships - Family	17	\$1,554	29	\$2,900
Memberships - Individual	4	\$200	2	\$110
March Break Camps	62	\$10,035	50	\$8,606
Donations		\$400		\$700
Summer Camps:				
Leader in Training	32	\$3,220	19	\$1,900
Specialty Camps – Bike; Chef; Theatre/Arts; Skateboard; Firefighter	70	\$11,623	82	\$14,355
Camp Registration(weekly)	511	\$71,110	455	\$66,010
Camp Registration(daily)	135	\$8,130	93	\$5,580
Extended Care (daily)	142	\$1,136	131	\$1,048
Extended Care (weekly)	232	\$8,110	203	\$7,105


**Recreation, Culture  
& Wellness**

Playground Program	110	\$660	100	\$600
Lunches	308	\$1,848	333	\$1,998
Triathlon Club	88	\$5,280	69	\$4,646
Ballroom Dance	62	\$4,960	42	\$3,370
Home Alone Safety Program	18	\$1,080	19	\$1,140
Arena Programs:				
Women's Learn to Play	246	\$2,460	112	\$1,120
Adult Learn to Skate	0	0	5	\$258
Zumba	752	\$4,514	517	\$3,102
<b>Total</b>	<b>3418</b>	<b>\$187,703</b>	<b>2830</b>	<b>\$177,261</b>





**PROJECTS****1) Current Recreation Programs:**

Camp and Aquatics sessions have been fantastic again this year. Though regular camp revenues were down slightly due to the fact that we had 9 weeks of camp this year as opposed to 10 last year, our specialty camp revenues increased. Chef Louie from Smokin Buddha guided our little chefs in the preparation of Vegetable curry – very delicious! Firefighter camp was a huge success. The kids had an amazing time and definitely want this as a repeat. Jenny Dean from Cabar-eh Youth theatre was a wonderful addition to Art/Theatre camp this year. She provided instruction in singing, acting and dancing.

**Recreation, Culture  
& Wellness**



The pool water has never looked so beautiful and many people took advantage of it during this long hot summer. Pool revenues have already exceeded last year and the final numbers will be in the next report. Though group swim lessons were numbers were down, our private lessons were well up jumping from 71 to 102. During the last session, our instructor Taylor Wallace decided to add boating safety to the Rookie, Ranger, Star curriculum which the kids absolutely loved.

**Recreation, Culture  
& Wellness**





Pelham Penguins swim team brought home first place at the Niagara Regional Summer Swim League meet held at Brock University on August 13<sup>th</sup>. Congratulations to all 72 participants!



**Recreation, Culture  
& Wellness**



And once again our triathlon club member attended Ridley College's dualthon this year accompanied by dedicated staff who cheers them on every step of the way.





All of the programs this year have received amazing feedback from parents. They are thrilled with the content and have sent in glorious reviews of our summer staff. They are something to be very proud of!

**2) Canada Day:**

The Canada Day planning group met on Wednesday, August 10, 2016 to review the 2016 event and look ahead to 2017. All in all, this year's celebration was a great success, and all involved are to be commended. A detailed final report will be submitted as a report at this meeting.

**3) Summerfest:**

The Summerfest Committee met on Wednesday, August 17 & 24, 2016 to review the 2016 event. A creative problem solving session will be held on Monday September 12 with the businesses that are affected by the Pelham Street road closure. The Committee will report back to Council with a recommendation.

**4) OPTH Cenotaph Restoration Project Phase 2:**

Phase 2 of the Cenotaph Restoration is nearing completion. The remainder of the landscaping and base for the mortar has been installed. The bronze plaque depicting the story of the mortar has been received and is in the process of being installed. The rededication ceremony will take place on Saturday, September 10, 2016 at 11:00 am with the Royal Canadian Legion Colour Party march in to open the event, followed by speeches from dignitaries and the unveiling of the cenotaph and mortar installation. Light refreshments will follow inside the Old Pelham Town Hall. Invitations have been sent out and a promotional campaign via our established media outlets is underway.



**Recreation, Culture  
& Wellness**

## 5) Christmas in Pelham

Planning for this event has begun already with the initial call out to community groups asking them to let us know about any events that they have coming up for the Christmas season for inclusion in the event listing. A meeting of the planning group will be held in September.

## 6) Community Expo

After the success of the first community expo held on family day earlier this year, staff were directed to host another community expo for the fall season as a result of feedback received at the family day expo. The Community Expo will be held upstairs in the Pelham Arena hall on Sunday September 11 from 12:30pm – 2:30pm with a free skate hosted by the Town of Pelham from 1:30pm – 2:20pm. All nonprofit, community groups and service clubs have been invited to participate free of charge to promote their services to the residents of Pelham. To date we have eight groups confirmed.



## 7) Culture Days

As a strategic direction listed in the cultural master plan staff has been working with the Pelham Public Library to coordinate Culture days in Pelham. The Public Library has offered the festival room free of charge for the weekend of September 30 – October 2. To date we have four activities registered on the Culture Days website.

The confirmed activities are:

*Friday September 30<sup>th</sup>*

- Yarn Gathering, from 1:00pm until 4:00pm

Attention yarn lovers and potential yarn lovers. This is your opportunity to try out knitting, crocheting and other fibre-related hobbies. There will be one-on-one help for beginners or bring your problem project to the yarn clinic. Spinning demonstrations, try a weaving or knitting loom or making your own yarn. There may even be a weaver, cranker, dyer or hooker in the house. PG fun for all ages. Handcrafted items will be available for purchase. Refreshments.

*Saturday October 1<sup>st</sup>*

- Cabar EH Youth Theatre from 10:00am until 11:00am



**Recreation, Culture  
& Wellness**

This is a 1-hour Musical Theatre Program where we will act, sing, play games and introduce your child to Musical Theatre. Imagine, learn explore and have fun! Ages 6-12.

- Celebration of Visual Arts from 1:00pm until 4:00pm

Local artists including members of the Pelham Art Association will fill the Festival Room with a visual feast of colour, form, line, shape, space, texture, and value. Try your hand at pen and ink drawing, watercolour painting and making paper. Watch a metal art demonstration. Featured artists include: Mary Powley, Ruth Pallek, Catherine Brassard, Greta Hildebrand and Sarah Puckett. Items available for purchase.

- Quilting from 4:30pm until 5:30pm. Learn how to cut, sew and quilt a small coaster.

## 8) Thursday night Experience

Thursdays have been a great success this year, see summary chart below to date. The green zone, the local musicians, and the water wagon have been great additions for Thursday nights. Staff continues to work with the volunteer committees and the interdepartmental green team to improve Thursday nights. A meeting will be held in September with the farmers' market committee, band shell committee and supper market stakeholders to review the attendee survey results that were collect on Thursday July 28 until Friday August 5.

Supper Market Summary						Green Team Summary			
Date	Niagara Investment in Culture	Band Shell	# of Attendees	Bike Valet #'s	Shuttle Bus Trips	Water Used (litres)	Organics (32 gallon bins)	Recycling (65 gallon bins)	Garbage (lbs)
2-Jun	Copper & Iron	N/A	600	n/a	n/a	100	3	2	0
14-Jun	Greg Mashinter	N/A	947	n/a	n/a	100	2.75	2.5	0
16-Jun	Ron Whitman	ROCK in the USA	2695	14	3	200	2.75	5	0
23-Jun	Taylor Wallace	The Sands Trio	3330	28	5	200	5.5	4.5	1.7
30-Jun	Copper & Iron	Leisa Way Starring in Oh Canada!	3000	15	4	200	4	4	0
7-Jul	Taylor Wallace	The Rock Throwers	2496	15	7	200	3.5	3	0
14-Jul	Jane Morrison	Jully Black	4523	18	9	300	4	5	0
21-Jul	Laurel Minnes	Coig	3211	14	6	100	6	6	0
28-Jul	Jessica Wilson	Buddy Holly, Elvis	4118	11		200			
4-Aug	Ron Whitman	Wichita Linemen	2183	15		-			



**Recreation, Culture  
& Wellness**

11-Aug	Max Casson	Alex Cuba	2107	10		100			
18-Aug	John Lepp	Howling Horns	2649	9		100			
25-Aug	Jane Morrison	Irene Torres & The Sugar Devils	871	0					

## 9) Essential Collective Theatre Performance

Staff met with the Essential Collective Theatre group to bring a performance to Old Pelham Town Hall on Friday November 11<sup>th</sup>. Essential Collective Theatre was one of the recipients of the Niagara investment in culture grant and has been working with community partners to offer a travelling professional performance. Staff has been working with essential collective theatre to develop marketing tools, tickets and setting up meetings with seniors groups, local youth theatre groups and the schools for promotion. Tickets will be available in September for \$10.

## 10) Healthy Kids Community Challenge (HKCC) Program:

### Skate Board Lessons:

41 participants registered and parents are thrilled with the instruction their children received on Tuesday, Thursday and Saturday mornings from 10 – noon. 5 helmet credits have been issued since the introduction of this program and recently we have started a reward program to give incentive to wearing a helmet. A \$5.00 gift certificate from either McDonalds or Tim Hortons will be handed out randomly by Craig Genesse, By-law Enforcement officer and Bob Lymburner, Fire Chief to kids who are choosing to wear helmets with a “Thanks for using your head”. Saturday, August 27<sup>th</sup> saw the skateboard program come to an end. We had a grand finale which brought approximately 40 kids to the skate park where we had music, pizza and drinks for all.

### Centennial Park Playground Program:

Friday, September 2<sup>nd</sup> will be our last play in the park at Centennial. Monkeynastix will be joined by Bob the Clown and a face painter. As well, we will have some refreshments for kids and adults alike. Thanks to the Healthy Kids Community Challenge initiative for helping get our kids active in our parks.







### 11) Community Transportation Pilot Grant Program:

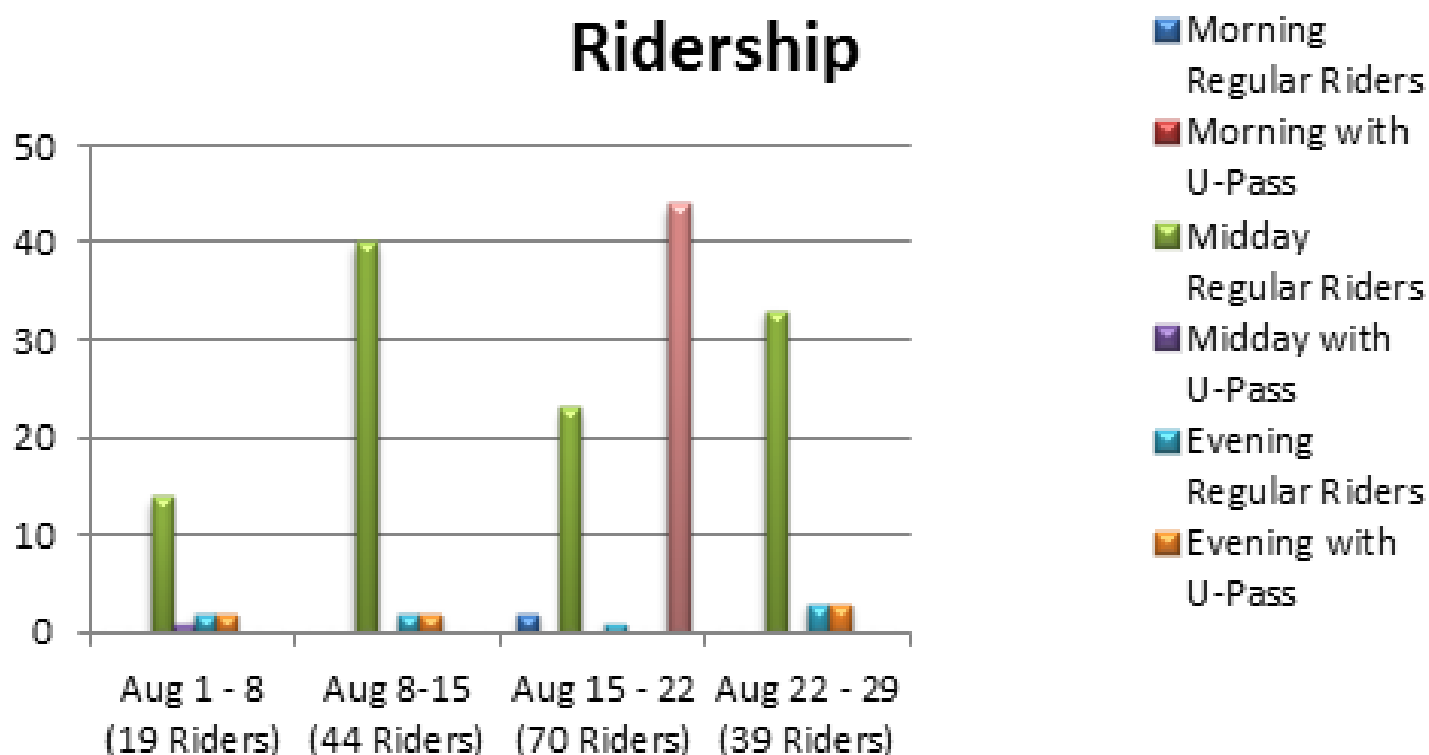
In the graphs below outlining transit usage for the months of July and August. We have had a total of 1,386 riders since the month of September, 2015, marking our one year anniversary since the commencement of the public transit system. The summer schedule included several new stops that seemed to be a success. Due to summer break, our UPass usage saw a heavy decline over the months of July and August. UPass ridership is expected to increase once the schools start up again in September.

Our dial-a-ride program has seen a significant increase in use over the two months and will be promoted in our new Fall Public Transit Brochure, which will be in effect by September 5, 2016.



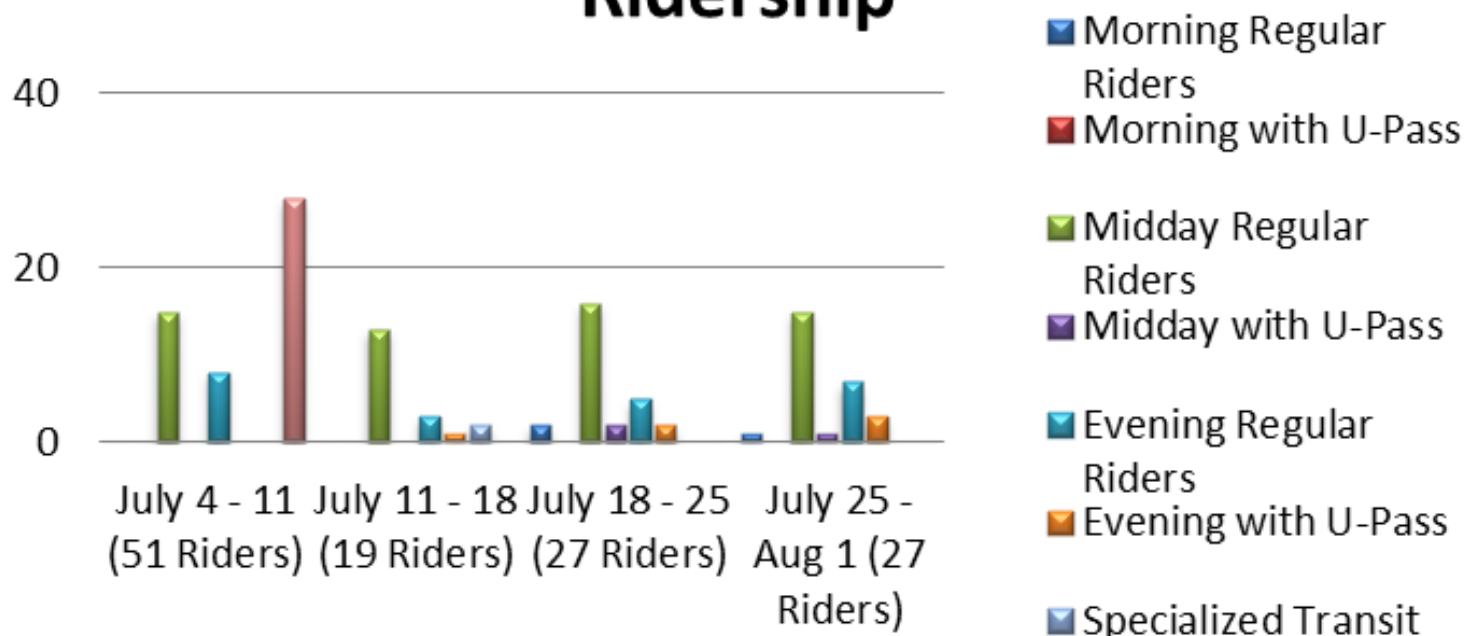
**Recreation, Culture  
& Wellness**

## August 1 - August 26, 2016 Transit Ridership



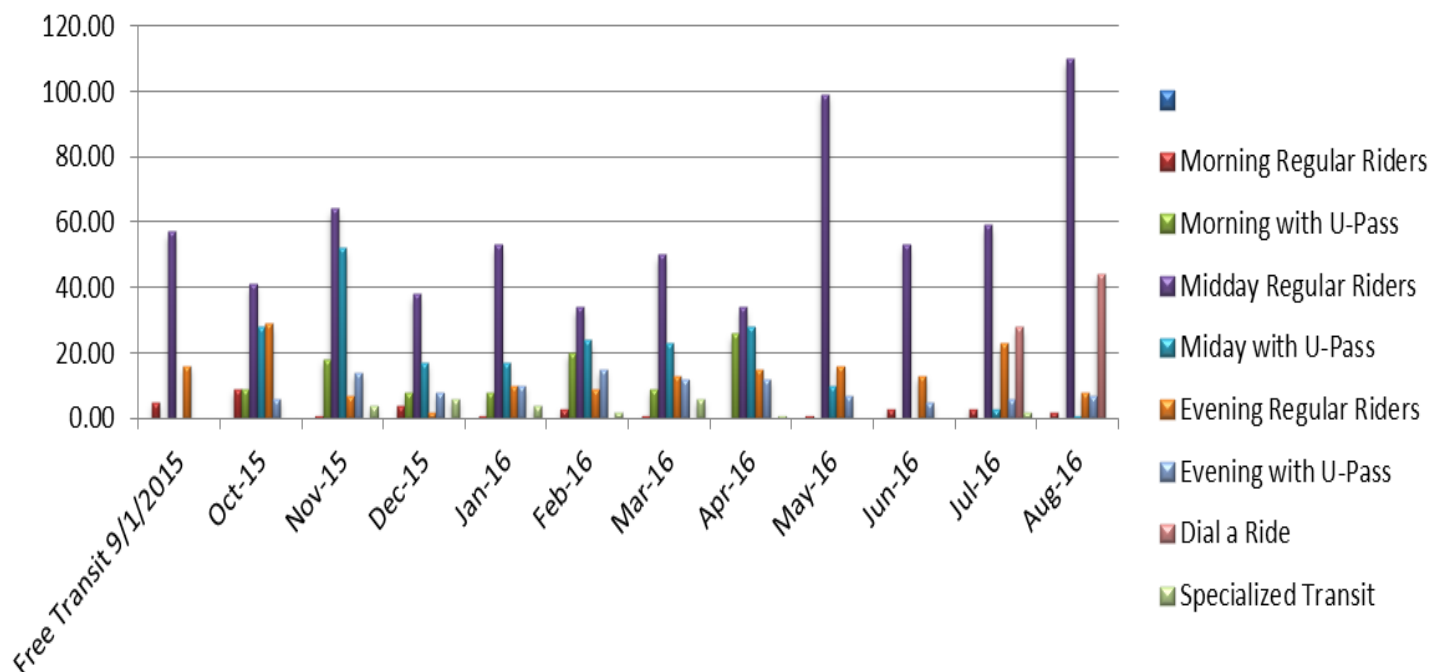
**Recreation, Culture  
& Wellness**

## July 4 - August 1, 2016 Transit Ridership



**Recreation, Culture  
& Wellness**

## Monthly Transit Ridership



- 12) Davis Hall Piano Donation:** The original Piano that was in Davis Hall has been offered as a donation back to the Town of Pelham by Stephen & Robin Kaiser. The Piano has been cared for by the Piano Doctor and is in still good shape. This Piano has been part of the Community for years and will be a wonderful feature at the new Community Centre. It will be put in storage till the Community Centre opens.

### CONSTITUENT CONCERNS & ISSUES ARISING

[Click here to enter text.](#)

### PERSONNEL

Shayla Metherall, RWC Administrative Assistant, has joined the facilities team at the Arena as their Administrative Assistant for support leading up to the new community center. All facility rentals are now handled through the Arena. Rachel Ahle has joined the Recreation Culture and Wellness team as the Administrative Assistant on a contract as Shayla Metherall assists the facilities team.



**Recreation, Culture  
& Wellness**

Sally Jaeger continues to be a part of the Job evaluation committee

Jodi Hendriks will be attending NextGen the end of September

#### GRANTS, CONTRACTS, RFPs & AGREEMENTS

HERITAGE CANADA – CELEBRATE CANADA - The Final report for Heritage Canada – Celebrate Canada grant has been submitted.

NIAGARA INVESTMENT IN CULTURE -The Final Report for the Niagara Region - Niagara investment in Culture grant has been submitted, after final review the last of the funds will be released.

ONTARIO150 Community Celebration; ONTARIO150 Partnership Program; ONTARIO 150 Capital Program Grant submissions are being prepared for submission.

#### MEETINGS

Ontario 150 Capital Grant - Peace Park Stakeholders Meeting

NextGen Interviews

Cenotaph & Trench Mortar Volunteer group Meetings

Fall/ Winter Transit Schedule Meeting

Jr B Agreement

Community Center Meeting

Strong Towns Meeting

Summerfest Festival Licensing Meeting

AGCO Meeting

Niagara Municipal Culture Leaders Meeting

SMT Meeting

Municipal Transit Service – Region

Pelham Minor Hockey Association

Pelham Senior Citizens Club

Town of Lincoln – Transit

Wellsprings

Accelerated Health – Pelham Concussion Policy

City of Welland – Skate Park Tour

Niagara Regional Summer swim league



**Recreation, Culture  
& Wellness**



**CLERK'S DEPARTMENT MONTHLY REPORT**
**AUGUST, 2016**
**DEPARTMENT OVERVIEW & STATISTICS**

The following is a statistical overview of Clerks Department activity:

<u>Area of Responsibility</u>	<u>2015 Year End</u>	<u>2016 Year To Date</u>
Insurance Claims Processed	20	10
Pelham Deaths Registered	81	68
Deaths Outside of Pelham Registered	99	63
Lottery Licenses Issued	23	19
Council Meetings Attended/Minuted	43	17
Special Council Meetings Attended/Minuted		17
COW Meetings Attended/Minuted	28	14
P & P Meetings Attended/Minuted	9	8
In Camera Meetings Attended/Minuted	25	15
Affidavits Sworn	122	125
FOI Requests Received/Processed	10	13
FOI Appeal or Complaint	0	5
Closed Meeting Investigation	0	0
Business Directory Updates/Queries	11	82
Committee of Adjustment – Variances	12	20
Committee of Adjustment – Consents	17	16
Committee of Adjustment – Hearings	10	7 + 2 GM
Ontario Municipal Board Appeals C of A	2	2 (withdrawn)
Property Standards Appeals	0	0
By-laws	117	90
Itinerant Seller/Vehicle Licenses Issued	1	1
Wet/Dry Status to AGCO	1	1
Sidewalk Patio/Sidewalk Sale Permits	2	2
Special Event Permit – Private	1	1
Livestock Valuer Claims	1	4
Drainage Petitions Received	1	0
AMP Review Hearings	3	17
AMP Review Decision Appeals	0	1 (Upheld)
Marriage Licenses Issued	0	16
Civil Marriage Ceremonies Officiated	N/A	

**PROJECTS**

**Records Management:** The Clerk's Department will be convening a Creative Problem Solving meeting with all Departments to find ways to assist with effective and efficient records management.

This is of particular high priority given the number of Freedom of Information requests that have been increasing over the past few years, coupled with the need to ensure corporate consistency with records management/disposition and category alignment. The Town has had an adopted Ontario Municipal Records Management System (TOMRMS) which has been in place since the 1990's. However staff changeover has resulted in less than optimal training for administrative support staff, resulting in a back-log in terms of records disposition which creates demands on human and physical resources for records management and storage. Once we have been able to conduct a gap analysis and determine the needs of our various departments in terms of corporate records, we will begin to explore options that will help to streamline file management processes, which may include an investment in a software package to be used corporate-wide.

**Lottery Licensing:** On August 24<sup>th</sup>, Kristina Braun attended a Lottery Licensing seminar in Niagara-on-the-Lake, hosted by the Alcohol and Gaming Commission of Ontario (AGCO). Topics of focus included determining the eligibility of organizations applying for lottery licenses as well as eligible uses of proceeds from lottery events. Also incorporated in the event was a very informative training webinar hosted by the AGCO about the newest lottery gaming scheme, "Catch the Act", which is a two-year pilot project launched by the AGCO in August 2016. Attendance at seminars such as this are paramount to the licensing role to ensure the Town's compliance with the AGCO requirements and to be able to provide our local service clubs with confident and valuable assistance in their fundraising efforts.

**Committee of Adjustment:** Although there was no August Committee of Adjustment hearing required, staff took advantage of the scheduled meeting time to provide updated information relating to recent changes to the Planning Act as they will impact the Committee, and to provide additional orientation education. We continue to focus on processing applications and providing assistance to applicants as needed. There are occasions when applicants require extensive guidance through this quasi-judicial process.

**Seniors Advisory Committee:** The Committee took a break in meetings during July and August, however work has continued on the Conversation Café events which begin on September 14<sup>th</sup> hosted in partnership with Sobeys. The events run from 9:30 to 11:30 a.m. and members of the public are invited to share a coffee and conversation with members of the PSAC. Featured guests will be advertised for upcoming conversation café dates. A copy of the advertisement for the events is attached for information.

**Freedom of Information Requests:** The importance of municipal accountability is paramount to the Office of the Clerk, and to the Corporation overall. Various efforts are ongoing to ensure that information is provided to the public, above and beyond the minimum legislated requirements. For example, the Town has a Routine Disclosure Policy. The Town publishes full Council and Committee agendas – including all staff reports, etc. on our municipal website, whereas we are only required to publish meeting dates. The Town video records Council and Committee meetings which are subsequently provided for viewing from our municipal website. This allows people to stay abreast of the activities of the Town and Council at a time convenient to them. The Town encourages an open



dialogue and prompt, courteous responses to queries, many of which being circulated through the Office of the Clerk.

More formally, the Clerk is the designated Freedom of Information Co-Ordinator for the Corporation. This responsibility is separate and apart from the secretariat function of a municipal Clerk and is autonomous in nature in terms of reviewing, processing and responding to requests under this legislation. During July and August, the time commitments required to address the increase in requests submitted under FOI were significant, given the nature and complexity of the information sought and the need to research and review records dating back to the year 2000, to determine responsiveness and to remove records under mandatory or discretionary exemptions pursuant to the Legislation. Should the demand for FOI requests continue to trend upwards, the Town may need to give consideration to providing additional human resources. The Clerk will closely monitor this and report to Council as appropriate.

#### CONSTITUENT CONCERNS & ISSUES ARISING

C. Botari; T. Druzina - Various Constituents Re Heritage Designations, Register, etc. (relating to Voice of Pelham article);  
 Committee of Adjustment application queries  
 T. Mancini – C of A Conditions

#### PERSONNEL

No personnel changes

#### GRANTS, CONTRACTS, RFPs & AGREEMENTS

No report

#### MEETINGS

Performance Management Mid-Year Reviews – Clerks Staff  
 Planning Act Changes – Staff Review  
 Committee of Adjustment – Education  
 Senior Management Team  
 Joint Health & Safety Committee  
 Joint Health & Safety Inspection  
 NextGen Interviews



**Administration  
 Services**

Professional Innovation Advisor (2 days)  
JHSC Gap Analysis  
Council, P & P, COW and Special Meetings  
Information and Privacy Commissioner – FOI Appeals

# You're Invited - Conversation Café



**Enjoy free coffee, treats & a conversation!**

9:30 – 11:30 am at Sobeys Fonthill

- Wednesday, September 14<sup>th</sup> – Meet & Greet with Pelham Seniors' Advisory Committee Members
- Wednesday, September 28<sup>th</sup> – Community Services

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For more details, contact 908-892-2607 ext. 320 or visit [pelham.ca/psac](http://pelham.ca/psac).

Sponsored by:



**Pelham**

NIAGARA

Seniors' Advisory Committee

**Sobeys** *Better food for all.*

Sobeys Fonthill

**CHIEF ADMINISTRATIVE OFFICER**  
**MONTHLY REPORT FOR AUGUST 2016****DEPARTMENT OVERVIEW & STATISTICS**

Summer is winding down and the majority of our summer students have completed work for the season. This summer saw a number of improvements across the organization including the addition of new camps (i.e. skateboarding) and new approaches to maintain plantings and public spaces. It is important to acknowledge the huge contribution of our summer staff to making the Town beautiful, providing outstanding programming, and even putting summer ice in during a heat wave.

East Fonthill continues to move forward and an accelerated pace. The commercial mixed use plaza has significant construction underway with the goal of a fall opening for the grocery store. The community centre project is also progressing as scheduled. Grading and site servicing is underway with actual construction to commence in early October. The oversight committee will also be holding its inaugural meeting in the coming days to coordinate their role with Ball Construction and to begin providing the oversight of the project as per the direction of Council. There are a number of other items that are moving forward in the development, too many to address in this summary overview, therefore staff will be presenting a comprehensive update to Council at the September 19<sup>th</sup> regular Council meeting.

The annual AMO conference also took place in August with several meetings with Ministers to discuss various aspects of our municipality (previously reported by the Mayor). Staff are working on a number of initiatives including transit and grant applications, however, we have not received an indication of when the government will be announcing grants applicable to the community centre project.

**PROJECTS**

- 1) Maple Acre Library:** Project is in construction phase and progressing well.
- 2) East Fonthill:** Staff will provide a detailed update on the project at the September 19<sup>th</sup> Council meeting.
- 3) Economic Development Advisory Panel:** This is an area that may need to be looked at by Council during the upcoming strategic planning session.
- 4) Performance Management:** Job evaluation work is significantly complete. SMT has been briefed on the ranking and pay ranges for each position. Council will be receiving a presentation in the coming weeks.

- 5) **Economic Development:** No updates at this time.
- 6) **River Realty:** Site servicing is underway.
- 7) **Kunda Park:** Skink survey is ongoing.
- 8) **East Fenwick Secondary Plan:** Planning Director is advancing the project.
- 9) **Wellspring:** Meeting with Wellspring to better coordinate their construction timing etc.
- 10) **Alternative Engineering Standards:** Draft has been completed and presented to Council.
- 11) **Community Centre Architectural Design Committee:** No new developments. Recognition of the work of the committee will be acknowledged at the groundbreaking ceremony that will be scheduled this fall.
- 12) **Public Art Project:** Staff is working to complete the tasks directed by Council. It is expected this project will return to Council for consideration at the end of September/early October.
- 13) **Volunteer Work:** Completed a condensed HMW for the CSSN regarding budget priorities.
- 14) **PCC:** Oversight committee will be holding their inaugural meeting in the coming days.

#### CONSTITUENT CONCERNS & ISSUES ARISING

#### PERSONNEL

- HR monthly report updates all staffing levels.

#### GRANTS, CONTRACTS, RFPs & AGREEMENTS

- Applied for an Arts grant for funding for the various arts and culture aspects of the East Fonthill development including public art and the public plaza.
- OSCIF funding has been announced and staff is working to apply for funding for the PCC.

## MEETINGS

- Allen Group
- Planning Partnership
- Steven Kaiser
- Petroff
- Ball Construction
- Callum Shedden
- AMO Windsor
- Wellspring Niagara
- Interkom
- Ron Palmer
- Heather Wilkinson
- Federal Government consultation on innovation
- Peace Park user groups