

Committee of the Whole Meeting Agenda

COW-06/2019 - Immediately Following Council

Monday, September 16, 2019

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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Committee Report
Monday, September 16, 2019

Subject: Site Plan Approval Application (SP-05-19) 1 Highway 20 West – Recommendation Report**Recommendation:**

THAT Committee receive Report #2019-0071-Planning as it pertains to application file no. SP-05-19; and recommend that Council: Direct staff to prepare the by-law and authorize the Mayor and Clerk to enter into a Site Plan Agreement between the Town and land owner.

Background:

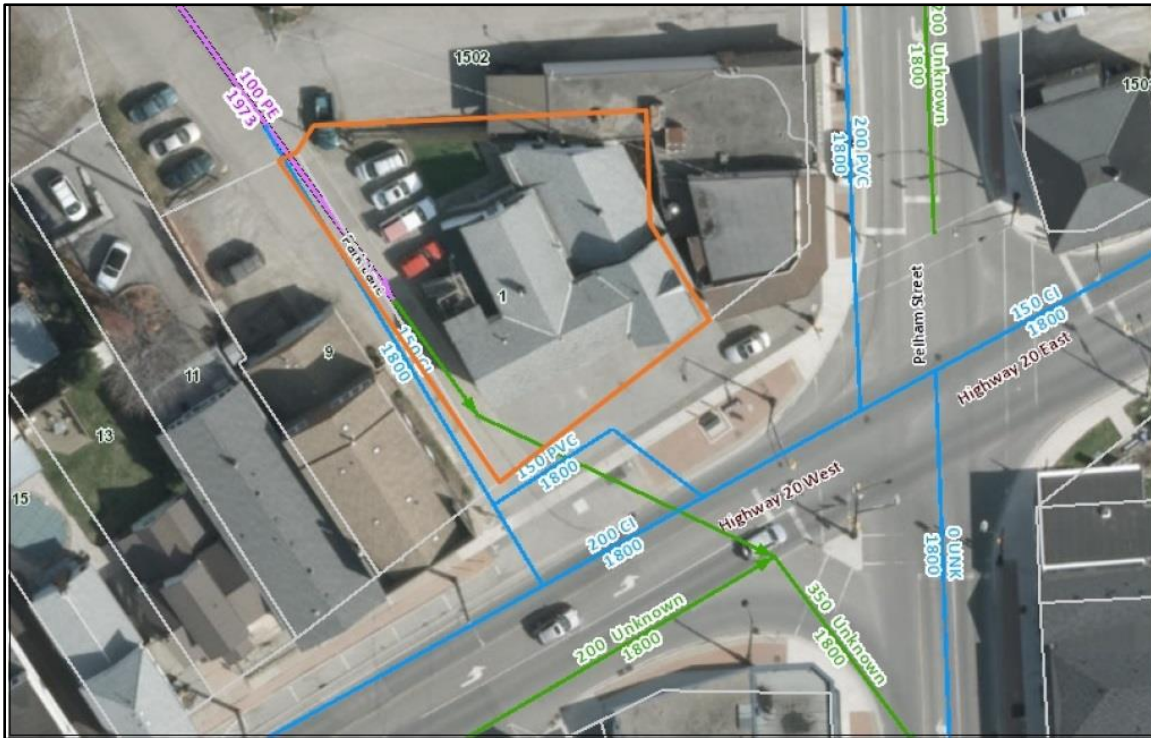
The purpose of this report is to provide Committee with information regarding an application for site plan control under Section 41 of the Planning Act for 1 Highway 20 West.

The proposed Site Plan is for the development of 3-storey mixed use building (consisting of 264 m² of at-grade commercial and 6 residential apartments above) situated on an existing vacant lot which has received minor variance (zoning) approval via the Committee of Adjustment as well as the establishment of a perpetual right-of-way at 1502 Pelham Street for additional parking space purposes (Files: A1/2019P & B1/2019P respectively). Previously, a 2-storey mixed use building consisting of 264 m² of at-grade commercial space and 5 residential apartments above existed on the site prior to demolition last year. The development would yield a net increase of one (1) residential apartments.

Analysis:**Location - Context**

The subject land is located at the northwest corner of Highway 20 West (Regional Road 20) and Pelham Street (Figure 1). Municipally known as 1 Highway 20 West, in the Town of Pelham. The subject land is surrounded by mixed use commercial-residential on all sides.

Figure 1: Subject Lands in 2015 (1 Highway 20 West)



- l) The protection of the financial and economic well-being of the Province and its municipalities;
- p) The appropriate location of growth and development;
- q) The promotion of development that is designed to be sustainable, support public transit and to be oriented to pedestrians;
- r) The promotion of built form that is well designed, encourages a sense of place, and provides for public spaces that are of high quality, safe, accessible, attractive and vibrant.

Section 3 of the *Act* requires that, in exercising any authority that affects a planning matter, decisions of Council “shall be consistent with the policy statements” and “shall conform to the Provincial plans that are in effect on that date, or shall not conflict with them, as the case may be.”

Section 41 (2) of the *Act* authorizes the council of a local municipality to designate areas within their jurisdiction under a ‘site plan control area’. Policy E1.4 of the Pelham Official Plan and By-law No. 1118 (1987) designates the entire Town as a site plan control area with certain exemptions. The proposed development is not exempt from site plan control.

Provincial Policy Statement (2014)

The subject lands are located in a ‘Settlement Area’ according to the Provincial Policy Statement (PPS). The PPS provides policy direction on matters of provincial interest related to land use planning and development, and sets the policy foundation for regulating the development and use of land. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

Policy 1.1.3.1 states that settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.

Policy 1.1.3.2 Land use patterns within *settlement areas* shall be based on (among others):

- a) Densities and a mix of land uses which:
 1. Efficiently use land and resources;
 2. Are appropriate for, and efficiently use, the *infrastructure* and *public service facilities* which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
 3. Minimize negative impacts to air quality and climate change, and promote energy efficiency;
 4. Support *active transportation*; and
 5. Are *transit-supportive*, where transit is planned, exists or may be developed.

Regarding Policy 1.1.3.2 a) 1. (Efficient land use) – The proposed development is seeking to make more efficient use of the land by consolidating surrounding gravel parking areas into a more productive layout.

Part of the four (4) proposed parking stalls (shown as Part 5) would be dedicated to the developer to help establish those parking stalls. It is noted that Council declared Part 5 surplus on September 3, 2019 and it is to merge in title with subject lands. Further Council did also declare the lands proposed for the additional four (4) parking stalls across Park Lane, shown as Part 6, also surplus on September 3, 2019 and to be leased in perpetuity to the developer for the exclusive use of tenant parking for the subject lands (1 Highway 20 West). In exchange, the developer has offered to dedicate privately owned land to the Town in order to help establish an improved driveway access to Town lands. Marlene Stewart Streit Park is currently accessed by Park Lane, however the Town ownership of Park Lane is only owns \pm 1.83 m wide and is not sufficient to provide appropriate public access. It is noted that the ownership of Park Lane is a long standing historical condition that has existed for many years. The land exchange will significantly improve the Town's ownership of Park Lane at this location.

Policy 1.1.3.3 states municipalities shall identify appropriate locations and promote opportunities for intensifications where this can be accommodated taking into account existing building stock and the availability of suitable existing infrastructure and public service facilities.

The proposed redevelopment provides one additional apartment dwelling unit from what previously existed on the site to the Downtown Fonthill housing stock while also addressing the need for an at-grade, commercial frontage filling in an empty void of the downtown streetscape.

The proposed site plan will properly intensify *built-up* urban land and enhance the neighbourhood's existing mix of commercial & residential land uses by providing an improved building and dwelling units, an at-grade commercial frontage in a traditional compact built-form style of development. The architecture is also emblematic of Downtown Fonthill's cultural heritage. No municipal services are required to be extended to service the subject lands as the site fronts onto existing infrastructure.

Growth Plan for the Greater Golden Horseshoe (2019)

This Plan informs decision-making regarding growth management and environmental protection in the Greater Golden Horseshoe (GGH). The subject parcel is located within a 'Settlement Area' according to the Growth Plan. Guiding principles regarding how land is developed:

- Support the achievement of *complete communities* to meet people's needs through an entire lifetime.
- Prioritize *intensification* and higher densities to make efficient use of land and *infrastructure*.
- Support a range and mix of housing options, including *affordable* housing, to serve all sizes, incomes, and ages of households.
- Provide for different approaches to manage growth that recognize the diversity of communities in the GGH.
- Integrate climate change considerations into planning and managing growth.

Policy 2.2.1 Managing Growth – 2. Forecasted growth to the horizon of this Plan will be allocated based on the following:

- a) the vast majority of growth will be directed to *settlement areas* that:
 - i. have a *delineated built boundary*;
 - ii. have existing municipal water / wastewater systems; and
 - iii. can support the achievement of complete communities.

The subject site is located Downtown and is within walking distance to schools, public / private amenities, institutional uses and shopping facilities. The proposed Site Plan will support the achievement of a *complete community* by adding much needed housing supply and additional commercial space to a high profile corner in Downtown Fonthill.

The development is located at the intersection of two arterial roads which provides convenient transportation access for multiple modes of transportation. Given the existing proximity of Park Lane to the Highway 20 and Pelham Street intersection, ingress and egress is less than desirable during heavy traffic volumes due to queuing vehicles. Unfortunately, at this time there are no alternative means of access to the subject lands, or rather for any lands that currently utilize Park Lane. A Traffic Impact Study was submitted with the Site Plan Control application and has concluded that traffic generated from the proposal has a negligible effect on capacity in the study area with minimal new AM & PM peak hour vehicle trips. Planning staff are satisfied the proposal reinforces and does not conflict with the Growth Plan policies, especially with regard to achieving *complete communities*, providing a mix of housing options and directing growth within a *settlement area* that utilizes existing municipal services.

Niagara Region Official Plan (Consolidated, August 2014)

The Regional Official Plan designates the subject land as ‘Built-Up Area’ within the Urban Area Boundary.

Policy 4.G.6.2 indicates ‘Urban Areas’ will be the focus for accommodating the Region’s growth and development while policy 4.G.8.1 states *Built-Up Areas* will be the focus of residential intensification and redevelopment.

Policy 4.J.4 states the Region encourages private realm site design that addresses public safety, active transportation, landscaping, and human scale in buildings facing public space.

Policy 11.A.2 states the Region encourages the development of attractive, well designed residential construction that:

- c) Emphasizes the entrance.
- d) Is accessible to all persons.
- g) Provides an attractive, active transportation friendly streetscape.
- h) Contributes to a sense of safety within the public realm.
- j) Creates or enhances an aesthetically pleasing and functional neighbourhood.

The proposed development’s site design positively reinforces the Highway 20 streetscape using compact, front-facing built form with principle entrances at the sidewalk. The active front façade

enhances the pedestrian experience and comfort levels along Highway 20 West, while the Park Lane vehicle access otherwise eliminates multiple conflict points from vehicles parking along the frontage. Therefore, Town Planning staff is of the opinion the development conforms to Regional policy.

Pelham Official Plan (2014)

The local Official Plan designates the subject land as 'Downtown'. Policy A2.2 states that it is a goal of this Plan to direct the majority of new development to the Urban Areas where full sewer and water services are available. It is also an objective to reinforce the function of Downtown Fonthill as the primary business, entertainment and commercial focal point of the community and to increase its prominence in the Region. As well as encouraging intensification and redevelopment specifically in proximity to Downtown and providing housing that is affordable to the community and encouraging housing diversity in an effort to accommodate a broad range of income levels.

B1.2.3 states the intent of the 'Downtown' designation is to accommodate a diverse mix of commercial, residential, cultural and social uses. In Downtown Fonthill specifically, this Plan envisions more housing opportunities.

Policy B1.2.4.5 provides the following design guidelines for Downtown parking areas:

- a) Wherever possible, parking for new development should be located below grade or to the rear of buildings with access by a rear lane;
 - ✓ Conforms.
- b) Rear lanes should be utilized wherever possible for access to parking areas and provision should be made for the acquisition of land or easements through development approvals to create rear lanes;
 - ✓ The developer is proposing the dedication of some of their private lands to help the Town in its quest to acquire adequate land area for the Park Lane right-of-way in exchange for additional parking stalls currently on Town owned land.
- c) Business owners are encouraged to consolidate parking areas and access for contiguous lots;
 - ✓ The proposed parking area is not planned to be shared with neighbouring properties, however, the design is conducive to future shared parking arrangements if circumstances ever changed. The parking area is conveniently setup for future shared parking arrangements thanks to the current mix of surrounding land uses and because it is clustered centrally amongst neighbouring properties in the rear, isolated parking enclaves can be avoided.
- d) Direct access to parking area from the main street will be discouraged for lots with less than 30m of frontage;
 - ✓ Conforms.
- e) Pedestrian routes from parking areas to buildings should be clearly identified, safe and accessible to all persons.
 - ✓ A concrete sidewalk is proposed along the west wall of the development

connecting the parking area to all of the building's entrances.

The Official Plan states that new commercial / residential developments in Downtown Fonthill will promote live-work-play arrangements, which help to create a *complete* community by encouraging people to not only shop and visit Downtown, but to also live and get around without relying on a vehicle. The subject land is adjacent to Marlene Stewart Streit Park and the Lathrop Nature Preserve which provide convenient recreational opportunities for an urban environment.

Town Planning staff is satisfied the proposed mixed use building is sensitive to the Downtown Fonthill neighbourhood and reinforces the cultural heritage by exemplifying tasteful urban design through traditional urban architectural features at the streetscape (Figure 3).



Figure 3: Rendering of Mixed Use Building (View from Highway 20 West)

Town Planning staff is satisfied with the Elevation Plans because they respect and enhance the neighbourhood's built-environment. The Niagara Region and Town Public Works Department have not expressed any concern regarding the potential impact on traffic levels and the parking and access to the site is improved by having the parking access directly off of Park Lane versus from the site.

Planning staff are of the opinion the proposal complements the Official Plan policies highlighted above. Overall, the development positively addresses key urban design matters, including, but not limited to having rear-loaded vehicle access which improves the street frontage and

pedestrian / bicycle safety, street trees and an active front façade that helps enrich the public realm. The development conforms to the Official Plan and does not compromise any policy. The property is serviced well for active transportation users, with convenient pedestrian access to street level. The subject land is also within walking distance to convenience retail, service commercial, institutional & recreational uses and elementary schools.

Downtown Master Plan for Fenwick and Fonthill (2014)

The Downtown Master Plan recognizes that the ultimate goal is to make the downtown areas a successful pedestrian environment and vibrant shopping destination to draw in local residents and visitors alike. In order to achieve this objective, it is crucial to enhance the continuous rhythm of small-scale shops and restaurants as a defining characteristic of the downtowns. The guidelines provide that buildings should orient to the street and be placed close to the street edge and that storefronts should reflect the existing character and context with a high level of transparency. The proposed building elevations and building design are consistent with these guidelines. In addition, the proposed building material quality are appropriate for the downtown and reflective of the guidelines and include brick, stone and glass being traditional materials consistent with a traditional downtown.

Pelham Active Transportation Master Plan {PATMP} (2016)

Appendix E – Map 2 (Pedestrian Network) and Map 4 (Cycling Network) of the PATMP both illustrate a desired active transportation link along Park Lane. More specifically, Appendix E depicts a ‘Secondary Missing Sidewalk Link’ and a ‘Desired’ cycle link along Park Lane.

Although the proposed site plan provides a concrete sidewalk along the west wall of the building, this walkway is somewhat offset from Park Lane and seeks to connect the parking lot with the building entrances along the street frontage. Furthermore, the Town does not have adequate land area available for this type of infrastructure because most of Park Lane is not in public ownership. If the developer deeds part of the subject land to the Town, as is proposed, and at some point in the future the same can happen from the neighbouring lands to the west (9 Highway 20 West), the Town can explore providing a improved pedestrian connection along Park Lane.

Town staff is satisfied that the proposed site plan aids the implementation of the Pelham Active Transportation Master Plan.

Town of Pelham Zoning By-law No. 1136 (1987)

The subject land is zoned ‘General Commercial’ (GC) in accordance with the Pelham Zoning By-law.

The proposed land uses are permitted and the development now complies with the applicable zone regulations (i.e. building setbacks, height, parking etc.), in part due to minor variance file A1/2019P.

Council should note that the Committee of Adjustment granted zoning approval to the proposed development plan with a required minimum number of 7 parking stalls. This means that the proposed parking stalls # 9-16 are actually not required under the Zoning By-law. The developer is requesting the use of these lands for additional parking stalls because it will help the development function economically, particularly in terms of helping to secure prospective tenants.

Financial Considerations:

The developer is responsible for the costs associated with developing the subject lands and the offsite improvements to the parking areas.

Alternatives Reviewed:

Council may choose to not approve the by-law and enter into a site plan agreement with the Owner, however this will also result in the Town not acquiring land to improve the ownership of Park Lane.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

The proposed redevelopment of 1 Highway 20 W enhances the downtown Pelham and contributes positively to building a strong community and complete community. The dedication of Part 2 enhances the Town ownership of Park Lane which is important to maintaining access to the Town public parklands and the Lathrop Nature Reserve.

Other Pertinent Reports/Attachments:

The Site Plan Control application was accompanied with the following supporting documents:

- Deposited Reference Plan 59R-16424
- Site & Landscape Plan
- Site Servicing & Grading Plan
- Storm Drainage Area Plan
- Elevation Plans
- Conceptual Floor Plans
- Planning Justification Report
- Functional Servicing Assessment
- Traffic Impact Study

Consultation:

Agency Comments

On May 8th and July 10th 2019, a 'Request for Comments' was circulated to agencies directly affected by the proposed application including internal Town departments (i.e. Public Works, Fire, etc.). Revisions were made to the plans and reports to address both Town and agency comments.

See appendices for complete agency / staff comments. The most recent comments to date have been summarized below:

- Public Works Department (August 16, 2019; August 2, 2019; July 18, 2019; June 4, 2019)
 - No objection, subject to Site Plan Agreement clauses.
- Fire Department (June 3, 2019)
 - No objection.
- Building Department (May 29, 2019)
 - A building permit is required prior to any construction commencing.
 - The Demolition Permit remains open at this time.
- Niagara Region Planning & Development Services (August 14, 2019; July 25, 2019; May 30, 2019)
 - Require a Planting Detail for the proposed street tree be provided.
 - No objection. pending Regional conditions of approval are satisfied. (i.e. Warning clauses for Leases or Purchase & Sale Agreements advising about restricted sight lines and laneway access due to queuing traffic etc.)
- Bell Canada (May 10, 2019)
 - No objection, subject to standard Site Plan Agreement clauses.
- Canada Post (May 10, 2019)
 - No objection.
- Enbridge Gas (May 16, 2019)
 - No objection, subject to standard Site Plan Agreement clauses.
- Hydro One (May 21, 2019)
 - No objection.

Public Comments

For Council's information, site plan control is not a public process under the *Planning Act* as it is an agreement between the land owner and the Town; therefore, there are no public notice requirements. Opportunity was provided for public comment at the minor variance approval stage and no negative comments were received at that time.

Planning Staff Comments

The purpose of this report is to provide Council with a recommendation regarding the proposed Site Plan Approval application for a 3-storey mixed use building, applicable policies and comments received to date.

A pre-consult was held with the owner, applicant(s) of the property and staff from the Town and Niagara Region Planning & Development Services on October 19, 2017 to discuss the various *Planning Act* applications required and the development itself.

This staff report consolidates and analyzes applicable planning policy, agency and staff comments as well as submitted applicant material for Council's consideration in rendering an informed decision.

In response to various comments received, Planning staff advises that all requested conditions will be included as conditions in the Site Plan Agreement.

Considerable dialogue between the applicant and Town staff has taken place regarding the topic of the proposed land exchange between the Park Lane lands and existing and proposed parking stalls currently located on Town owned land. The discussion to date is summarized as follows:

- The Town of Pelham does not legally own most of the land currently being used as 'Park Lane'. After searching title registries, it was determined the legal public ownership has a property line width (frontage) of ± 1.83 m.
- Town staff acknowledge the importance of securing ownership of this existing laneway in the long term as it provides critical access to public infrastructure and Marlene Stewart Streit Park among other things.
- The applicant is aware of this and has offered to dedicate Part 2 (of the subject lands) to the Town, in exchange for two separate requests:
 - 1) The transfer of Part 5 to merge with the subject lands.
 - These lands are currently owned by the Town and would constitute only part of the four (4) parking stalls numbered 9-12 on the Site Plan. The balance of these parking stalls (Part 9) are located on 1502 Pelham Street which has already conveyed a perpetual right-of-way in favour of the subject lands for these four (4) parking stalls.
 - 2) The perpetual leasing of Part 6 for the exclusive use of the subject lands.
 - These lands are also owned by the Town and would constitute all of the four (4) existing parking stalls currently being used as public parking stalls, but also proposed on the Site Plan. On the development plans these stalls are numbered 13-16. The applicant would be required to pave, mark and sign all of these existing or proposed parking stalls which are currently only gravel.

- Though these parking stalls are currently located outside of the subject lands, they are also not required from a Zoning By-law perspective. The applicant desires them to improve the functionality of the proposed development.

Planning staff understand this development comes with many nuances, some are the result of historic decisions. The development and surrounding context of these lands is somewhat unique. The proposed development and the improved ownership of Park Lane is certainly desirable.

The proposed development will not compromise any ecological or agricultural systems due to its geographic location within an *urban settlement area* and the lack of any proximate natural heritage features. The proposal exemplifies ideal urban development standards by way of compact building orientation and overall well connected mobility / integration with neighbouring property. Public space, health & safety are positively enhanced both along Highway 20 and on-site with active façade treatments, by reducing pedestrian-vehicle conflict with rear-loaded driveway access design and easy pedestrian access. Sufficient off-street parking is provided to comply with the Zoning By-law requirements, and public on-street parking is also available nearby.

Planning staff are supportive of the development which represents good land use planning, including with respect to land use compatibility, urban design, public realm improvements, active transportation and general intensification within an urban area. Planning staff are of the opinion that the executed site plan agreement will result in an appropriate development and welcome addition to the community.

Planning staff recommend that Council direct staff to prepare the Agreement and By-law authorizing the Mayor and Clerk to enter into a Site Plan Agreement with 1806163 Ontario Inc. as the application is consistent with Provincial, Regional and Town policies, complies with the Zoning By-law, supports the Town's Active Transportation Master, is consistent with the design guidelines in the Downtown Master Plan for Fenwick and Fonthill, and represents good land use planning.

Legal Consultation, If Applicable:

External Counsel was consulted with regards to the land exchange and the legal documents required to complete the land exchange and long term lease.

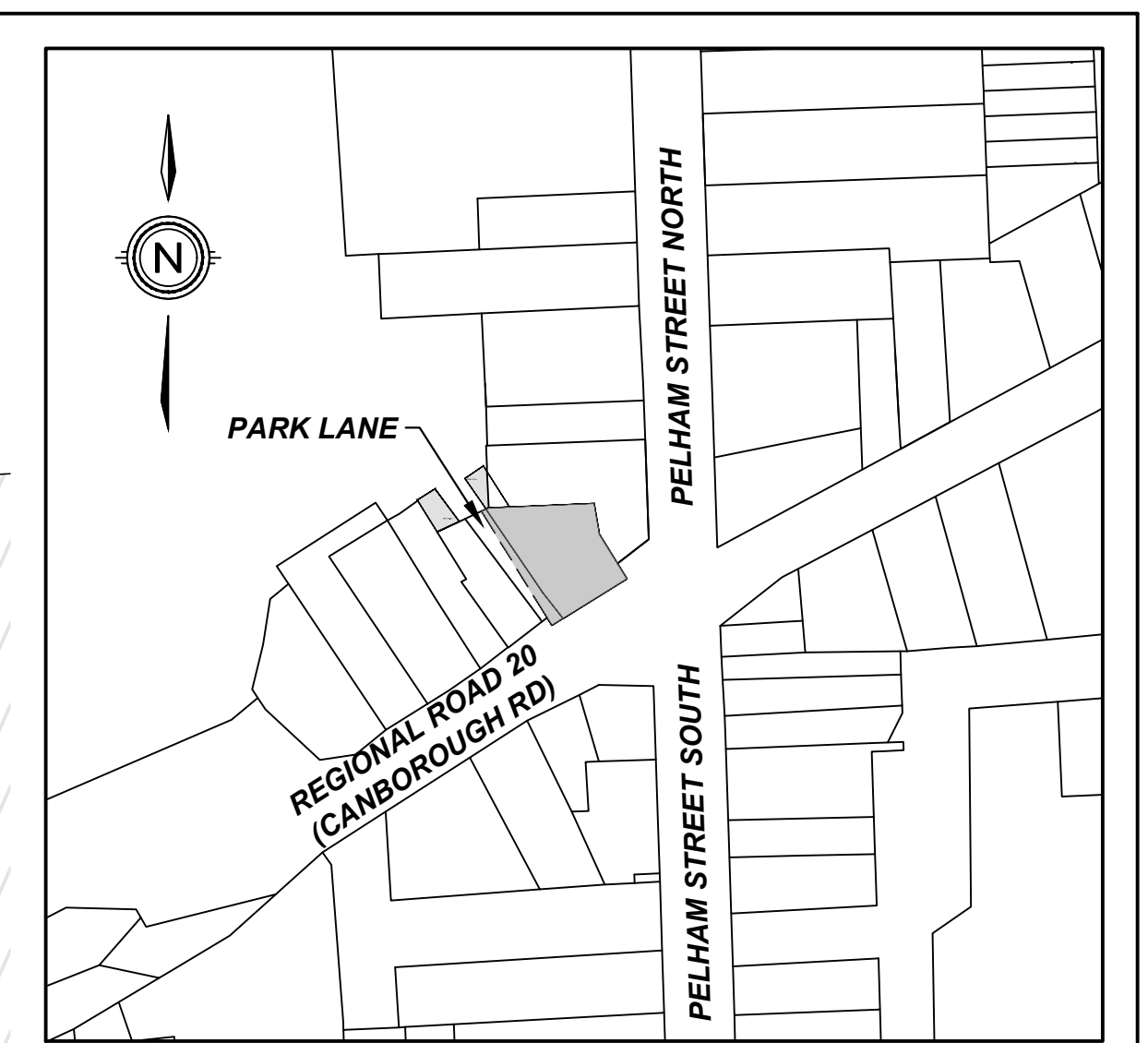
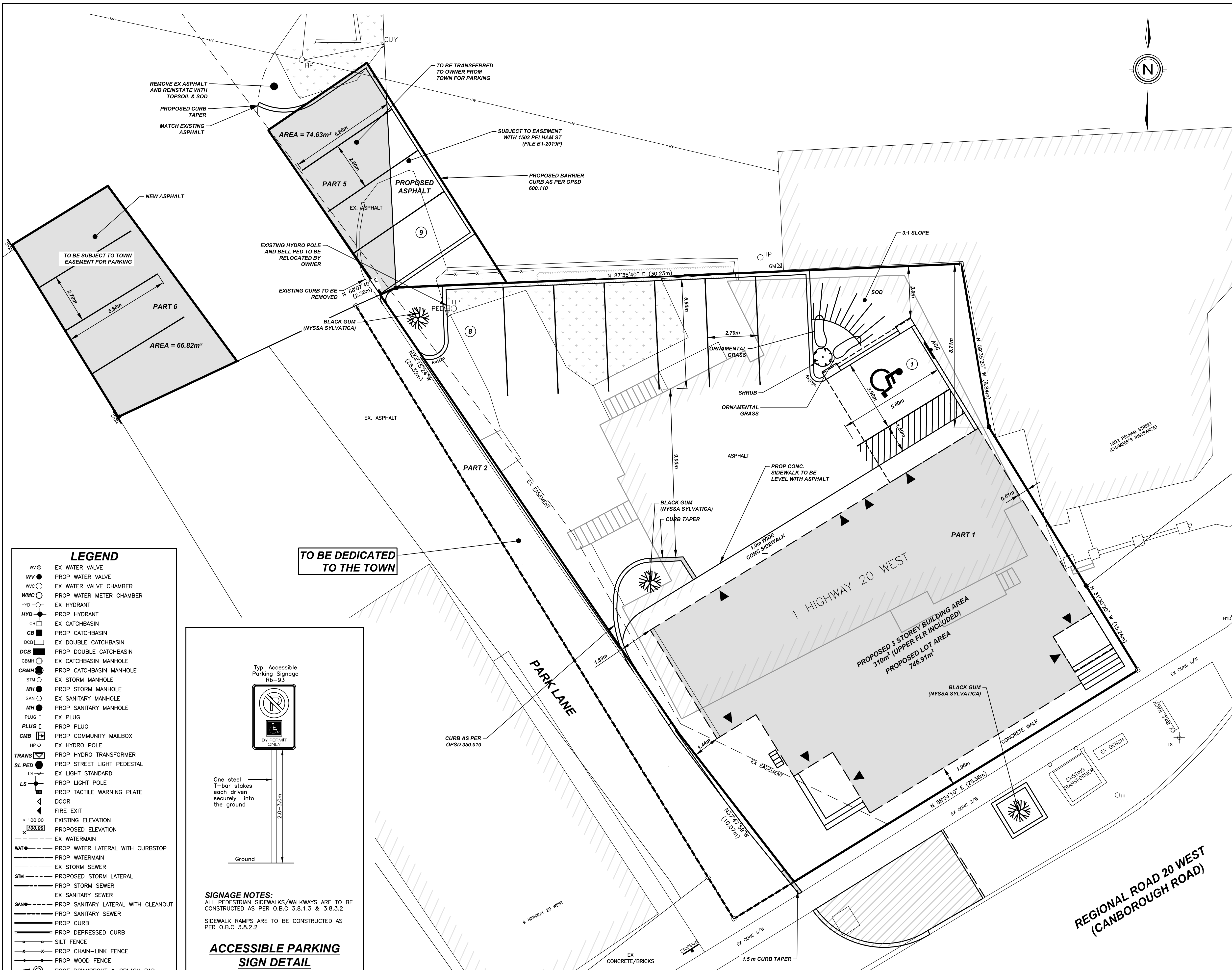
Prepared and Recommended by:

Curtis Thompson, B.URPI, Planner

Barbara Wiens, MCIP, RPP, Director of Community Planning & Development Department

Approved and Submitted by:

David Cribbs, Chief Administrative Officer



KEY PLAN
SCALE 1:2000

LEGAL DESCRIPTION

ALL OF LOTS 53 & 54 PART OF
LOT 55 PLAN 717
GEOGRAPHIC TOWNSHIP OF FONTHILL
PART OF LOT 1, CONCESSION 7
IN THE TOWN OF PELHAM
REGIONAL MUNICIPALITY OF NIAGARA

LAND USE SCHEDULE

LAND USE	# OF UNITS	AREA(m²)	AREA(%)
BUILDING		301.27	40.34
RESIDENTIAL	6	602.54	
COMMERCIAL	3	263.85	
LANDSCAPING		90.18	12.07
ASPHALT/CONCRETE		355.46	47.59
TOTAL	9	746.91	100.00

DEVELOPABLE AREA = 0.075 ha
RESIDENTIAL DENSITY = 80.0 units / ha

EXTERNAL LANDS

LAND USE	AREA(m²)
PARKING AREA	139.95
TOTAL	139.95

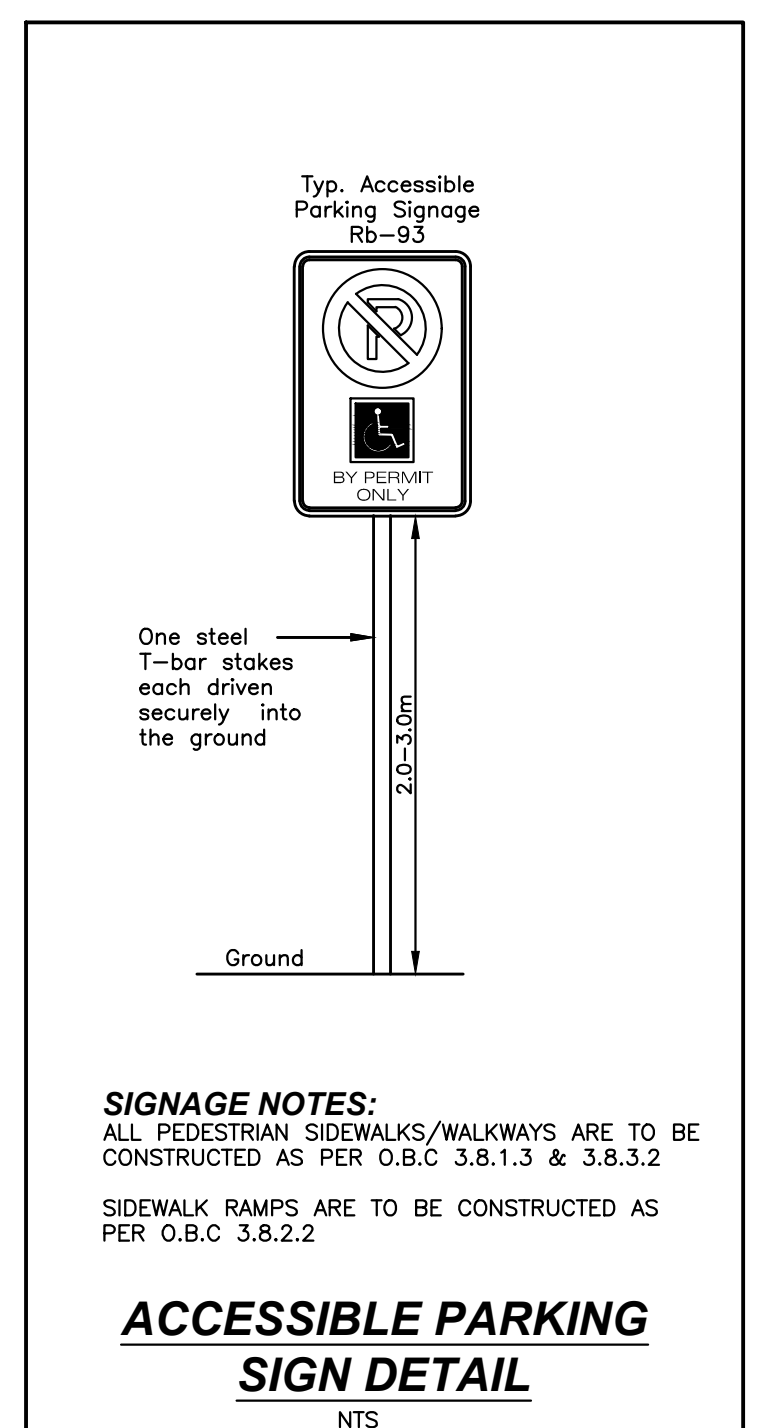
PARKING STATS

REQUIRED
7 SPACES AS PER M.V. A1-2019

PROPOSED
PART 1 - 8 SPACES
PART 5 - 4 SPACES
PART 6 - 4 SPACES
TOTAL - 16 SPACES

COMMERCIAL PARKING PROVIDED = 8 SPACES
RESIDENTIAL PARKING PROVIDED = 6 SPACES
VISITOR PARKING PROVIDED = 2 SPACES
BARRIER FREE PARKING PROVIDED = 1 SPACE

LEGEND	
WV	EX WATER VALVE
WV	PROP WATER VALVE
WVC	EX WATER VALVE CHAMBER
WMC	PROP WATER METER CHAMBER
HYD	EX HYDRANT
HYD	PROP HYDRANT
CB	EX CATCHBASIN
CB	PROP CATCHBASIN
DCB	EX DOUBLE CATCHBASIN
DCB	PROP DOUBLE CATCHBASIN
CBMH	EX CATCHBASIN MANHOLE
CBMH	PROP CATCHBASIN MANHOLE
STM	EX STORM MANHOLE
STM	PROP STORM MANHOLE
SM	EX SANITARY MANHOLE
SM	PROP SANITARY MANHOLE
PLUG	EX PLUG
PLUG	PROP PLUG
CMB	PROP COMMUNITY MAILBOX
HP	EX HYDRO POLE
TRANS	PROP HYDRO TRANSFORMER
SL PED	PROP STREET LIGHT PEDESTAL
LS	EX LIGHT STANDARD
LS	PROP LIGHT POLE
LS	PROP TACTILE WARNING PLATE
DOOR	EX DOOR
DOOR	PROP DOOR
FE	EX FIRE EXIT
FE	PROP FIRE EXIT
ELEV	EXISTING ELEVATION
ELEV	PROPOSED ELEVATION
WAT	EX WATERMAIN
WAT	PROP WATER LATERAL WITH CURBSTOP
WAT	PROP WATERMAIN
STM	EX STORM SEWER
STM	PROPOSED STORM LATERAL
STM	PROP STORM SEWER
STM	EX SANITARY SEWER
SAN	PROP SANITARY LATERAL WITH CLEANOUT
SAN	PROP SANITARY SEWER
PROP CURB	PROP CURB
PROP DEPRESSED CURB	PROP DEPRESSED CURB
PROP CHAIN-LINK FENCE	PROP CHAIN-LINK FENCE
PROP WOOD FENCE	PROP WOOD FENCE
ROOF DOWNSPOUT & SPLASH PAD	ROOF DOWNSPOUT & SPLASH PAD



SIGNAGE NOTES:
ALL PEDESTRIAN SIDEWALKS/WALKWAYS ARE TO BE CONSTRUCTED AS PER O.B.C. 3.8.1.3 & 3.8.3.2
SIDEWALK RAMP ARE TO BE CONSTRUCTED AS PER O.B.C. 3.8.2.2

ACCESSIBLE PARKING SIGN DETAIL
NTS

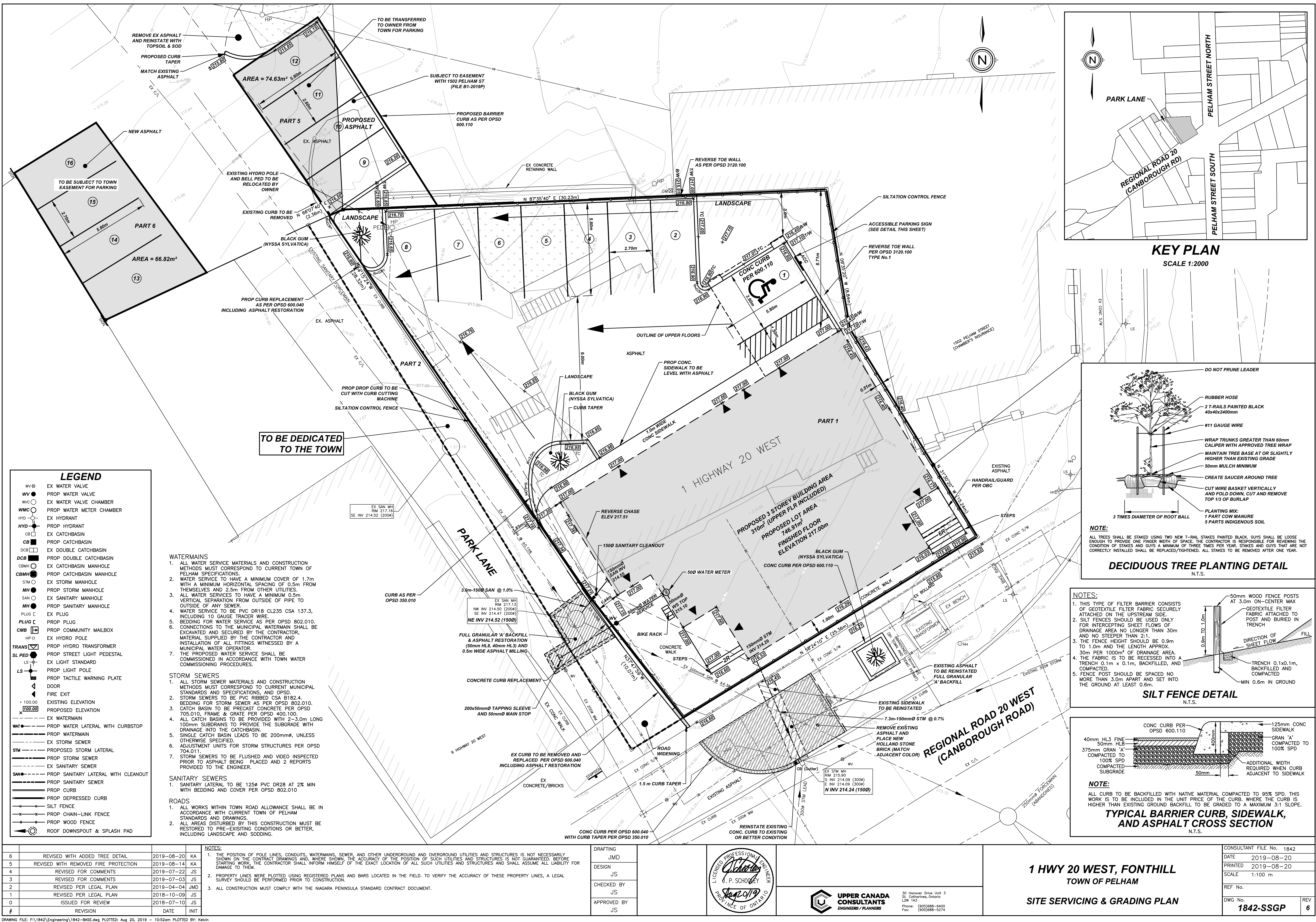
#	REVISION	DATE	INIT
5	REVISED PER TOWN/REGION COMMENTS	2019-07-31	KA
4	REVISED PER COMMENTS	2019-07-22	JMD
3	REVISED FOR COMMENTS	2019-07-03	JS
2	REVISED PER LEGAL PLAN	2019-06-26	JMD
0	ISSUED FOR REVIEW	2018-07-10	JS

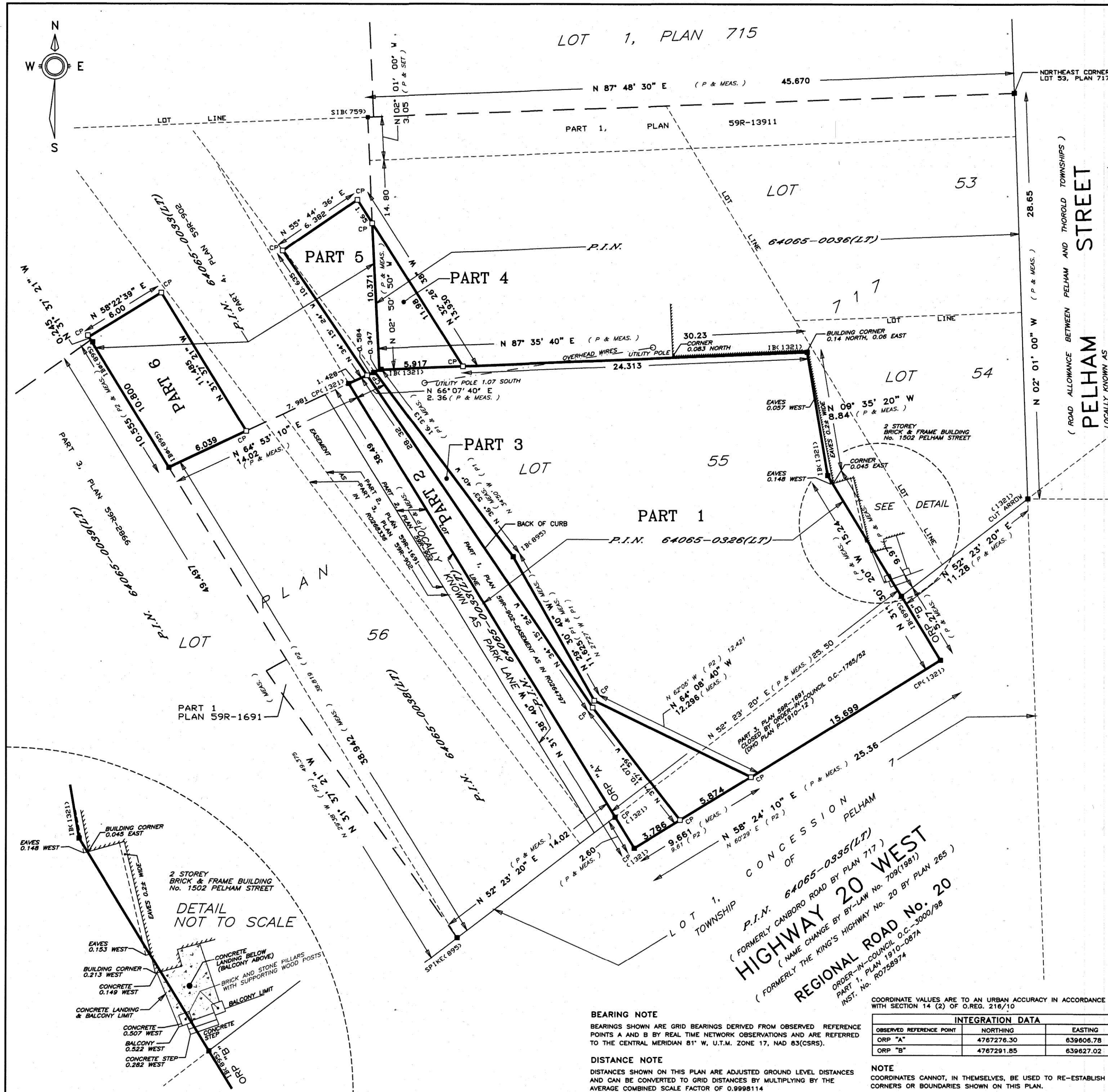
NOTES:
1. THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWER, AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.
2. PROPERTY LINES WERE PLOTTED USING REGISTERED PLANS AND BARS LOCATED IN THE FIELD. TO VERIFY THE ACCURACY OF THESE PROPERTY LINES, A LEGAL SURVEY SHOULD BE PERFORMED PRIOR TO CONSTRUCTION.
3. ALL CONSTRUCTION MUST COMPLY WITH THE NIAGARA PENINSULA STANDARD CONTRACT DOCUMENT.

DRAFTING	JMD
DESIGN	JS
CHECKED BY	JS
APPROVED BY	JS

UPPER CANADA CONSULTANTS
ENGINEERS / PLANNERS
30 Hanover Drive Unit 3
St. Catharines, Ontario
L2W 1A3
Phone: (905) 688-8400
Fax: (905) 688-5274

1 HWY 20 WEST, FONTHILL TOWN OF PELHAM	
SITE & LANDSCAPE PLAN	
CONSULTANT FILE No. 1842	REV 5
DATE 2019-07-31	
PRINTED 2019-07-31	
SCALE 1:100 m	
REF No.	
DWG No. 1842-SP	





I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT

PLAN 59 R-16424

RECEIVED AND DEPOSITED

DATE: MAY 13, 2019

DATE: May 13, 2019

Philip S. Suda

PHILIP S. SUDA O.L.S.

Chris Stranges

REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF NIAGARA SOUTH(59)

SCHEDULE

PART	LOT	PLAN	LOT/CONCESSION	TOWNSHIP	P.I.N.
1					
2	PART OF 55	717	PART OF LOT 1 CONCESSION 7	PELHAM	ALL OF 64065-0326(LT)
3					
4					PART OF 64065-0036(LT)
5					PART OF 64065-0033(LT)
6	PART OF 56				PART OF 64065-0033(LT)

PARTS 1, 2 AND 3 COMPRISE ALL OF P.I.N. 64065-0326(LT)

PART 4 COMPRISES PART OF P.I.N. 64065-0036(LT)

PARTS 5 AND 6 COMPRISE PART OF P.I.N. 64065-0033(LT)

PARTS 2 AND 3 ARE SUBJECT TO AN EASEMENT AS IN R0264797

PLAN OF SURVEY OF

PART OF LOTS 55 AND 56, PLAN 717

AND

PART OF LOT 1, CONCESSION 7

GEOGRAPHIC TOWNSHIP OF PELHAM

IN THE

TOWN OF PELHAM

REGIONAL MUNICIPALITY OF NIAGARA

SCALE 1 : 200

5 4 3 2 1 0 5 10 15 METRES

PHILIP S. SUDA O.L.S.

METRIC NOTE

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

LEGEND

■	DENOTES SURVEY MONUMENT FOUND
□	DENOTES SURVEY MONUMENT SET
SIB	DENOTES STANDARD IRON BAR
SSIB	DENOTES SHORT STANDARD IRON BAR
IB	DENOTES IRON BAR
IT	DENOTES IRON TUBE
IB#	DENOTES ROUND IRON BAR
CC	DENOTES CUT CROSS
WIT	DENOTES WITNESS
P	DENOTES A PLAN OF SURVEY BY RASCH & HYDE, FILE 14-159
P1	DENOTES DEPOSITED PLAN 59R-902
P2	DENOTES DEPOSITED PLAN 59R-1691
1321	DENOTES R.D. RASCH O.L.S.
895	DENOTES D.A. LANE O.L.S.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2. THE SURVEY WAS COMPLETED ON THE 10th DAY OF OCTOBER 2018

DATE: MAY 13, 2019

Philip S. Suda

PHILIP S. SUDA
ONTARIO LAND SURVEYOR

SUDA & MALESZYK SURVEYING INC.

ONTARIO LAND SURVEYORS

26 EAST MAIN STREET, WELLAND, ONTARIO, L3B 3W3

TEL: (905) 732-7651

FILE NO: 18-172

JOB NO: 5429_RP

WALL	WALL AREA (m2)	GLASS AREA (m2)	GLASS %
SOUTHEAST	206.3	66.5	32.2
NORTHWEST	206.3	56.4	27.3
SOUTHWEST	186.9	50.3	26.9
NORTHEAST	186.9	15.4	8.2
TOTAL	786.4	188.6	24

[MAIN FLOOR FRONT WALL GLAZING = 50%]



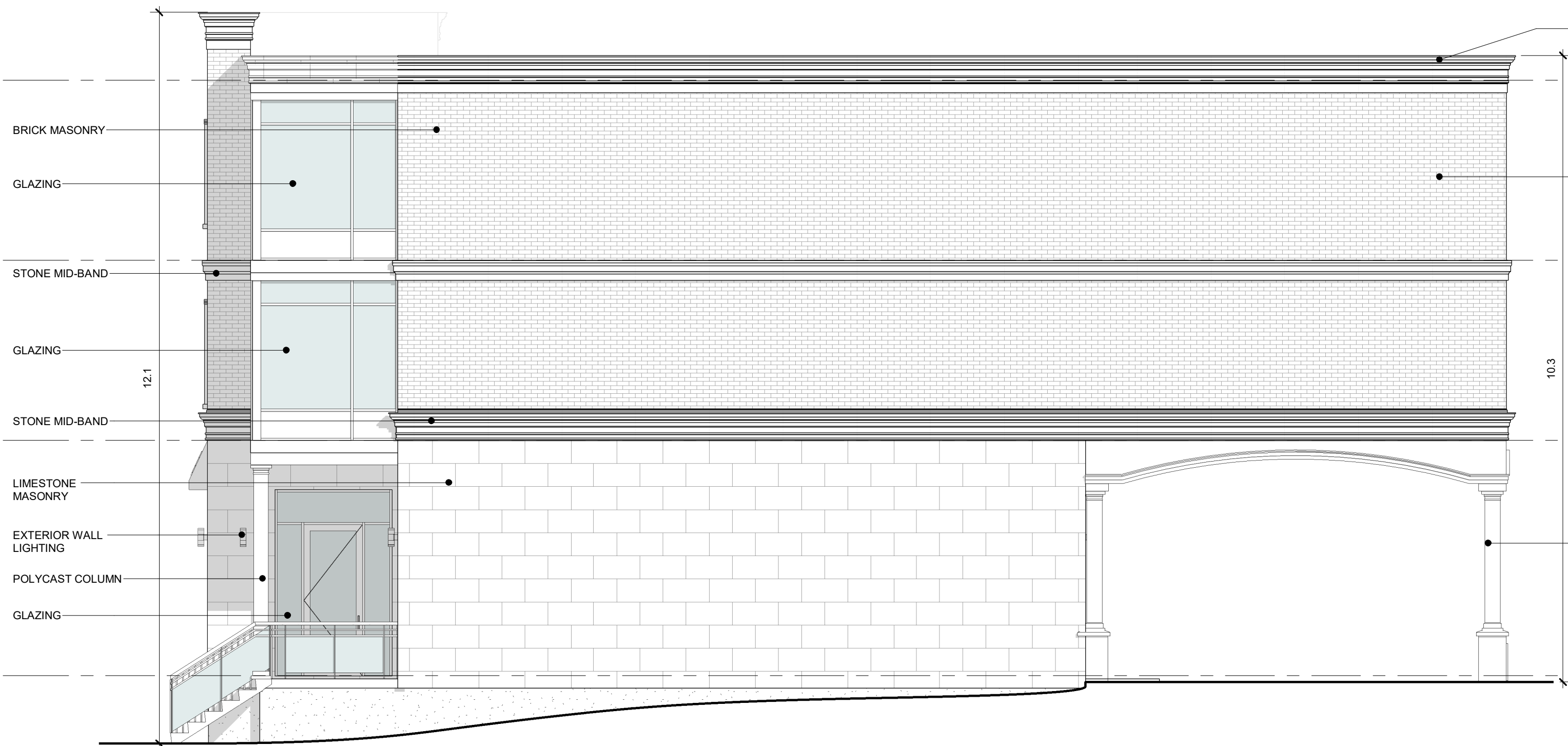
⑦ 3D View 3



⑤ 3D View 2



④ 3D View 1



⑥ NORTHEAST ELEVATION
3/16" = 1'-0"



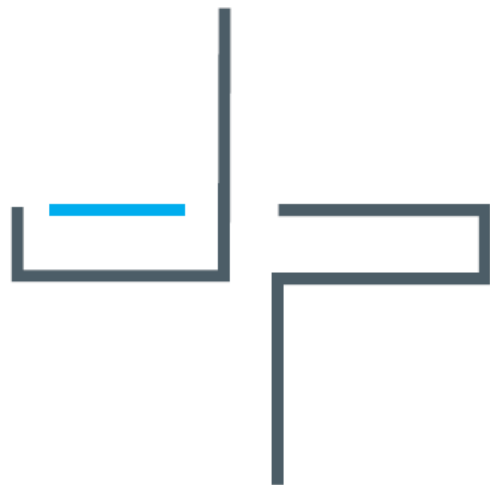
③ NORTHWEST ELEVATION
3/16" = 1'-0"



② SOUTHWEST ELEVATION
3/16" = 1'-0"



① SOUTHEAST ELEVATION
3/16" = 1'-0"



JASON PIZZICARELLA DESIGN - ARCHITECTS INC.
296 RIDGE ROAD N
RIDGEWAY, ONTARIO, L0S 1N0
T. 905-894-8300
F. 905-894-8400
e-mail: jpizzicarella@jpdesign.ca
CERTIFICATE OF PRACTICE : # 4053

PROPOSED 3 STOREY BUILDING

CANBORO ROAD/HIGHWAY 20

No.	Description	Date

CONCEPT

7/15/19 2:33:07 PM

SHEET TITLE:

ELEVATIONS

JOB #: 17166
SCALE: 3/16" = 1'-0"
SHEET NO: A4

Curtis Thompson

From: Craig Rohe <craig@ucc.com>
Sent: August 20, 2019 3:25 PM
To: Curtis Thompson; Jason Schooley; John
Cc: Derek Young; Barbara Wiens; Jason Marr; Tolga Aydin; Taylor Boyle (taylor.boyle@niagararegion.ca)
Subject: RE: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)
Attachments: 1842-BASE-SSGP-R6.pdf

Hi Curtis, updated SSGP attached.

We took out the single riser. Likely will put some planters there to delineate the edge.

Thanks, C.

Craig A. Rohe, M.Pl., MCIP, RPP

Senior Planner

Upper Canada Consultants

3-30 Hannover Drive

St. Catharines, ON. L2W 1A3

Tel: (905) 688-9400 ext. 506

Mobile: (289) 969-3556

Fax: (905) 688-5274

Email: craig@ucc.com

Web: www.ucc.com

From: Curtis Thompson [mailto:CThompson@pelham.ca]

Sent: August 15, 2019 11:21 AM

To: Craig Rohe <craig@ucc.com>; Jason Schooley <JSchooley@ucc.com>; John <john@greenfieldservices.ca>

Cc: Derek Young <DYoung@pelham.ca>; Barbara Wiens <BWiens@pelham.ca>; Jason Marr <JMarr@pelham.ca>; Tolga Aydin <TAydin@pelham.ca>; Taylor Boyle (taylor.boyle@niagararegion.ca) <taylor.boyle@niagararegion.ca>

Subject: RE: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)

Hi Craig,

Thanks for the revised SSGP. We are satisfied knowing that your architect is confident sprinklers won't be required. However, we're still going to include a warning clause in the Site Plan Agreement mentioning something to the effect that, *if it is determined at building permit stage that sprinklering is required, then a 150 mmØ meter pit is required* etc.

We're also in receipt of the Region's latest set of comments (see attached). It appears the reconstructed boulevard looks good, but they'll need to see a *Planting Detail* (identifying the depth of the tree pit, planting material etc.) and that single step at the southwest entrance be replaced with a ramp or alternatively, include a railing.

Let me know. Thanks,

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From: Craig Rohe [<mailto:craig@ucc.com>]

Sent: August 14, 2019 2:27 PM

To: Tolga Aydin <TAydin@pelham.ca>; Jason Schooley <JSchooley@ucc.com>; Curtis Thompson <CThompson@pelham.ca>; John <john@greenfieldservices.ca>

Cc: Jason Marr <JMarr@pelham.ca>; Derek Young <DYoung@pelham.ca>; Barbara Wiens <BWiens@pelham.ca>

Subject: RE: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)

Hi all,

Please see the updated Site Serving Plan attached.

We have confirmed with the architect that sprinklers are not required and therefore now only require a 2 inch connection. Metering for fire is no longer required and the plans have been updated accordingly.

We trust this is the last edit and will look forward to the agreement going to Council in September.

Curtis, let me know if you need anything else and how the transfer process with Callum and Tony is going.

Craig A. Rohe, M.Pl., MCIP, RPP

Senior Planner

Upper Canada Consultants

3-30 Hannover Drive

St. Catharines, ON. L2W 1A3

Tel: (905) 688-9400 ext. 506

Mobile: (289) 969-3556

Fax: (905) 688-5274

Email: craig@ucc.com

Web: www.ucc.com

From: Tolga Aydin [<mailto:TAydin@pelham.ca>]

Sent: August 12, 2019 10:55 AM

To: Jason Schooley <JSchooley@ucc.com>; Curtis Thompson <CThompson@pelham.ca>; Craig Rohe <craig@ucc.com>; John <john@greenfieldservices.ca>

Cc: Jason Marr <JMarr@pelham.ca>; Derek Young <DYoung@pelham.ca>; Barbara Wiens <BWiens@pelham.ca>

Subject: RE: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)

Hi Jason,

Following discussions with Jason Marr it was agreed that the fire line is to be metered as per the Town of Pelham Municipal Engineering Design Manual section 5.15. Please meter the fire line as requested in the previous email.

Kind regards,



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From: Jason Schooley [<mailto:JSchooley@ucc.com>]

Sent: August 12, 2019 10:31 AM

To: Curtis Thompson <CThompson@pelham.ca>; Craig Rohe <craig@ucc.com>; John <john@greenfieldservices.ca>

Cc: Jason Marr <JMarr@pelham.ca>; Tolga Aydin <TAydin@pelham.ca>; Derek Young <DYoung@pelham.ca>; Barbara Wiens <BWiens@pelham.ca>

Subject: RE: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)

Tolga,

As we provided on a previous project in Fonthill (1440 Pelham Street South), the fire protection service does not required a water meter for fire protection measures.

Therefore, we have provided a similar detail on this project, where only the domestic is metered and the water used for annual testing is from the domestic service, which would be metered.

To this end, we recommend the Town accept the proposed layout of the water supply for this project.

If you have any questions or concerns, please contact our office immediately to discuss.

Jason Schooley, P.Eng.

Upper Canada Planning & Engineering Ltd.

30 Hannover Drive, Unit 3

St. Catharines, Ontario, L2W 1A3

Tel: (905) 688-9400 x502

Mob: (905) 651-2616

Fax: (905) 688-5274

Email: jschooley@ucc.com

Website: <http://www.ucc.com>

From: Curtis Thompson <CThompson@pelham.ca>

Sent: August 6, 2019 10:11 AM

To: Craig Rohe <craig@ucc.com>; John <john@greenfieldservices.ca>; Jason Schooley <JSchooley@ucc.com>

Cc: Jason Marr <JMarr@pelham.ca>; Tolga Aydin <TAydin@pelham.ca>; Derek Young <DYoung@pelham.ca>; Barbara

Wiens <BWiens@pelham.ca>

Subject: RE: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)

Hi Craig,

Sorry that was my fault, I forwarded an earlier plan.

Public Works have since provided revised comments, see attached.

Thank you,



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From: Craig Rohe [<mailto:craig@ucc.com>]

Sent: August 1, 2019 9:35 AM

To: Curtis Thompson <CThompson@pelham.ca>; John <john@greenfieldservices.ca>; Jason Schooley <JSchooley@ucc.com>

Cc: Jason Marr <JMarr@pelham.ca>; Tolga Aydin <TAydin@pelham.ca>; Derek Young <DYoung@pelham.ca>; Barbara Wiens <BWiens@pelham.ca>

Subject: RE: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)

Hi Curtis, it is shown on the site servicing and grading plan. There is also a detail provided. See attached.

Please let me know if there are further questions – they may be better directed to Jason Schooley.

Craig A. Rohe, M.Pl., MCIP, RPP

Senior Planner

Upper Canada Consultants

3-30 Hannover Drive

St. Catharines, ON. L2W 1A3

Tel: (905) 688-9400 ext. 506

Mobile: (289) 969-3556

Fax: (905) 688-5274

Email: craig@ucc.com

Web: www.ucc.com

From: Curtis Thompson [<mailto:CThompson@pelham.ca>]

Sent: August 1, 2019 9:24 AM

To: Craig Rohe <craig@ucc.com>; John <john@greenfieldservices.ca>

Cc: Jason Marr <JMarr@pelham.ca>; Tolga Aydin <TAydin@pelham.ca>; Derek Young <DYoung@pelham.ca>; Barbara

Wiens <BWiens@pelham.ca>

Subject: RE: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)

Hi Craig,

Thank you for the revised submission.

Unfortunately, it appears that page 2 of the Town's Engineering comments may have been missed, specifically the requirement for a 150 mm Ø water metre is missing. (See attached)

Please address this final item. Thank you,



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From: Craig Rohe [<mailto:craig@ucc.com>]

Sent: July 31, 2019 4:27 PM

To: Curtis Thompson <CThompson@pelham.ca>; John <john@greenfieldservices.ca>

Cc: Barbara Wiens <BWiens@pelham.ca>; van der Laan de Vries, Julia <Julia.vanderLaandeVries@niagararegion.ca>; Pat Busnello (pat.busnello@niagararegion.ca) <pat.busnello@niagararegion.ca>; Taylor Boyle (taylor.boyle@niagararegion.ca) <taylor.boyle@niagararegion.ca>; Tolga Aydin <TAydin@pelham.ca>; Susan Dunsmore (susan.dunsmore@niagararegion.ca) <susan.dunsmore@niagararegion.ca>

Subject: RE: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)

Hi Curtis,

Thanks for these comments.

Attached, please find revised copies of the Plans attached. We have made the following changes:

- Location of previous water service shown. This service was shut off by the Town at the main prior to demolition occurring.
- 2x2 m concrete planting bed with Black Gum Tree along Highway 20.
- Parking signs and paving indicated for Part 6 (Town Parking Area to be leased by owner in perpetuity).
- Barrier curb taper along Highway 20 and on Park Lane Apron, as requested by Niagara Region.
- Detail for fire service unit and labelling included on SSGP Plan.

The Cost Estimate has also been revised to reflect changes.

I can drop off hard copies if required – just let me know what you need.

We trust that based on these edits that the recommendation report and agreement can be finalized and moved forward to Committee for the September 3, 2019 meeting.

Please give me a call if you have any questions.

Craig A. Rohe, M.Pl., MCIP, RPP

Senior Planner

Upper Canada Consultants

3-30 Hannover Drive

St. Catharines, ON. L2W 1A3

Tel: (905) 688-9400 ext. 506

Mobile: (289) 969-3556

Fax: (905) 688-5274

Email: craig@ucc.com

Web: www.ucc.com

From: Curtis Thompson [<mailto:CThompson@pelham.ca>]

Sent: July 25, 2019 4:05 PM

To: Craig Rohe <craig@ucc.com>; John <john@greenfieldservices.ca>

Cc: Barbara Wiens <BWiens@pelham.ca>; van der Laan de Vries, Julia <Julia.vanderLaandeVries@niagararegion.ca>; Pat Busnello (pat.busnello@niagararegion.ca) <pat.busnello@niagararegion.ca>; Taylor Boyle (taylor.boyle@niagararegion.ca) <taylor.boyle@niagararegion.ca>; Tolga Aydin <TAydin@pelham.ca>; Susan Dunsmore (susan.dunsmore@niagararegion.ca) <susan.dunsmore@niagararegion.ca>

Subject: 2nd Submission Comments - 1 Hwy 20 West (SP-05-19)

Hi Craig,

Attached, please find the Region's comments on the 2nd submission for Site Plan Approval at 1 Highway 20 West (SP-05-19). Also re-attached are the Town's Public Works comments for the 2nd submission, (originally forwarded July 19, 2019).

In response to the Region's comments regarding *streetscaping* (page 3), the Town is not prepared to assume additional maintenance responsibilities of another planting bed. However, we would accept a (minimum) 2m x 2m sized concrete curb bed with a single tree and perhaps some perennial ground cover. One tree situated generally in the location shown on the attached sketch should minimize sight line issues and also avoid root damage to infrastructure, so long as the location is roughly in between the existing transformer and new storm lateral.

Attached, please find the Town's approved street tree planting list (Table 2.17A) and an example of a possible planting scenario within the boulevard.

Please revise the drawings as per Regional and Town engineering comments and the cost estimates accordingly.

Best regards,



Curtis Thompson, B.Sc.
Planner
Community Planning &
Development

e: cthompson@pelham.ca
p: 905.892.2607 x324
pelham.ca

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

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Memorandum

Public Works Department - Engineering

To: Curtis Thompson Planner

CC: Jason Marr, Director of Public Works

From: Tolga Aydin, Engineering Technologist

Date: August 16, 2019

File #: SP-05-19

Subject: 1 Hwy 20 West – Fourth Submission

The Public Works Department has reviewed the submitted documentation regarding the proposed development located at 1 Hwy 20 West. Please note the following notes and conditions provided.

The following submitted drawings have been considered for the purpose of this application:

- SSGP – Site Servicing and Grading Plan, Dated: August 14, 2019

Engineering Drawings

Public Works has no comments.

Engineering Reports

Public Works has no comments.

VIA E-MAIL ONLY

August 14, 2019

Curtis Thompson
Planner
Community Planning and Development
Town of Pelham
20 Pelham Town Square
P.O. Box 400
Fonthill, ON L0S 1E0

Submission for Site Plan Application – 3rd Submission

Proposal: To construct a three (3) storey mixed-use building consisting of ground floor commercial (3 units) and 6 residential units above.

Location: 1 Highway 20 West
In the Town of Pelham

Our File: SP-19-040

Regional Planning and Development Services staff have completed a review of the following materials which were provided as part of an application for a development at 1 Highway 20 in the Town of Pelham:

- Site & Landscape Plan (1842-SP), prepared by Upper Canada Consultants, dated 2019-07-31; and
- Site Servicing and Grading Plan (1842-SSGP), prepared by Upper Canada Consultants, dated 2019-07-31;

The above-noted documents were received by Regional staff on August 7, 2019. The submitted Site Plan application is proposing to construct a three (3) storey mixed-use building consisting of ground floor commercial (3 units) and 6 residential units above located on 1 Highway 20 in the Town of Pelham. This proposed development was the subject of a pre-consultation meeting attended by the applicant, Town and Regional Staff on October 19, 2017. Regional comments for this development were provided to Town staff on May 30, 2019 and July 25, 2019, respectively. The following comments are provided from a Regional and Provincial perspective based on the updated information submitted, and are supplementary to the initial Regional comments in order to assist the Town in reviewing the application.

REGIONAL ROAD ALLOWANCE

Please see previous comments (dated May 30, 2019).

REGIONAL INFRASTRUCTURE EASEMENT

Please see previous comments (dated July 25, 2019).

REGIONAL SANITARY

Please see previous comments (dated May 30, 2019).

REGIONAL CONSTRUCTION ENCROACHMENT & ENTRANCE PERMIT

Please see previous comments (dated May 30, 2019).

Regional staff have reviewed the Site Servicing and Grading Plan (1842-SSGP), prepared by Upper Canada Consultants (dated 2019-07-31). Staff note that the location of where the new barrier curb is being reconstructed is clearly identified on the plans. Staff have no further comments.

TRAFFIC IMPACT STUDY

Please see previous comments (dated May 30, 2019).

WASTE COLLECTION

Please see previous comments (dated May 30, 2019).

URBAN DESIGN

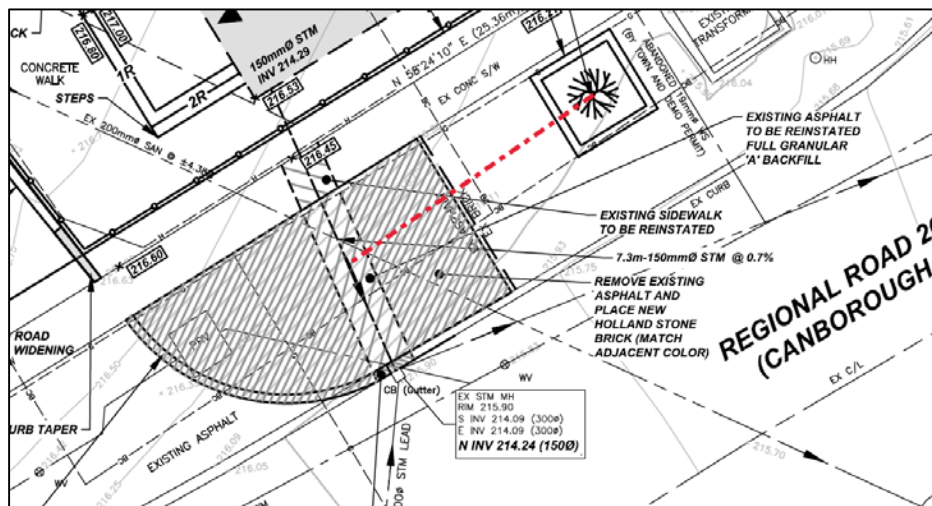
Regional Urban Design staff have reviewed the Site & Landscape Plan (1842-SP), prepared by Upper Canada Consultants (dated 2019-07-31) and associated engineering drawings and offer the following comments:

Streetscape along Regional Road

Staff require that the developer revise the Site and Landscape Plan to include the following information:

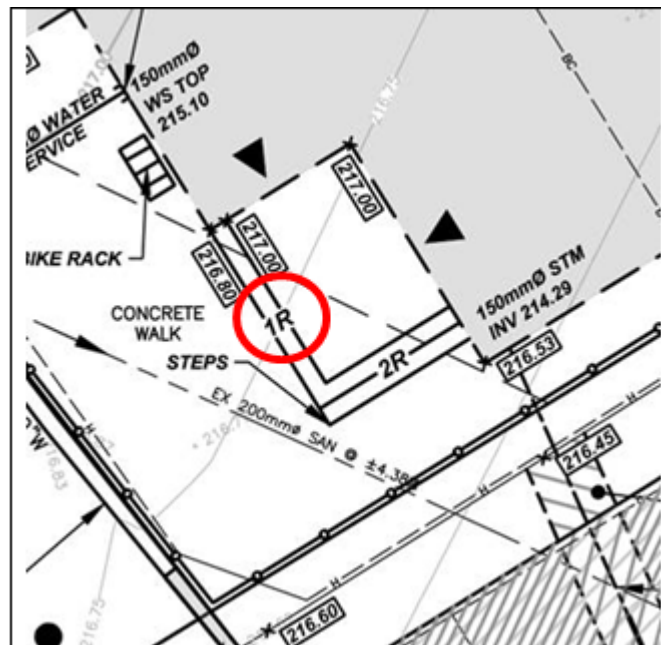
- a. Planting Detail for the proposed street tree and perennial ground cover. Ensure that the deciduous tree detail identifies the depth of the tree pit and reflects the site specific condition of a 2m x 2m concrete curb, surrounded by unit pavers. Additionally, if clay or poorly drained soil is present, then a drainage connection may be required from the tree pit to the proposed storm lateral.
- b. Plant List for proposed plant material, including a perennial ground cover within the tree pit (refer to the Town's comments on this item, dated July 25, 2019).

Note: Planting details and plant lists are a typical requirement for a streetscape / landscape plan.



Interface with Regional Road

Staff still recommend that the condition of 1 riser in the south-west corner of the site be removed and replaced with a ramp or railing. The design of a single step is not a best practice in site design and could be a potential tripping hazard.



PROTECTION OF SURVEY EVIDENCE

Please see previous comments (dated May 30, 2019).

CONCLUSION

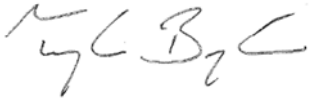
Based on the analysis and comments above, Regional staff offers no objection to the application, subject to the Conditions outlined in the Appendix, and that the following documentation is forwarded

for Regional review and approval prior to the approval of the Site Plan and execution of the Site Plan Agreement.

- That the applicant submit a revised Site & Landscape Plan, addressing Urban Design comments above, to the Region for review and approval.

If you have any questions or wish to discuss these comments please contact the undersigned at extension 3426, or Susan Dunsmore, Manager Development Engineering, at extension 3661.

Best Regards,

A handwritten signature in black ink, appearing to read 'T. Boyle'.

Taylor Boyle
Development Approvals Technician
Niagara Region

Attention: Appendix- Regional Conditions for Site Plan Approval

cc. Susan Dunsmore, Manager, Development Engineer, Niagara Region
Julia Van der Laan de Vries, Urban Designer, Niagara Region

Appendix I
Regional Conditions of Site Plan Approval
1 Highway 20, Pelham

1. That the following warning clause be included in the Site Plan Agreement and all agreements of Purchase and Sale or Lease:
 - a. *“Purchasers/Tenants are advised that the property has an easement for a 200mm diameter sanitary main and are advised that should any future maintenance, construction and/or emergency work be required, the southwest access to the building may be restricted or unavailable to occupants/customers.”*
 - b. *“Purchasers/tenants are advised that sight line distance may be restricted due to the existing on-street parking on the north side of Highway 20, west side of Park Lane.”*
 - c. *“Purchasers/tenants are advised that access to the development at 1 Highway 20 may be restricted due to reduced levels of service at the signalized intersection of Highway 20 and Pelham Street during peak travel times.*
2. That the Site Plan Agreement between the owner and the municipality contain a provision whereby the owner agrees to obtain a certificate from an Ontario Land Surveyor stating that all existing and new survey evidence is in place at the completion of the development.
3. That prior to any construction taking place within the Regional road allowance the owner shall obtain the required Regional Road Permits.

Memorandum

Public Works Department - Engineering

To: Curtis Thompson Planner

CC: Jason Marr, Director of Public Works

From: Tolga Aydin, Engineering Technologist

Date: August 2, 2019

File #: SP-05-19

Subject: 1 Hwy 20 West – Third Submission

The Public Works Department has reviewed the submitted documentation regarding the proposed development located at 1 Hwy 20 West. Please note the following notes and conditions provided.

The following submitted drawings have been considered for the purpose of this application:

- Proposed Site and Landscape Plan, Dated: July 3, 2019
- SSGP – Site Servicing and Grading Plan, Dated: July 3, 2019

The following submitted reports have been considered for the purpose of this application:

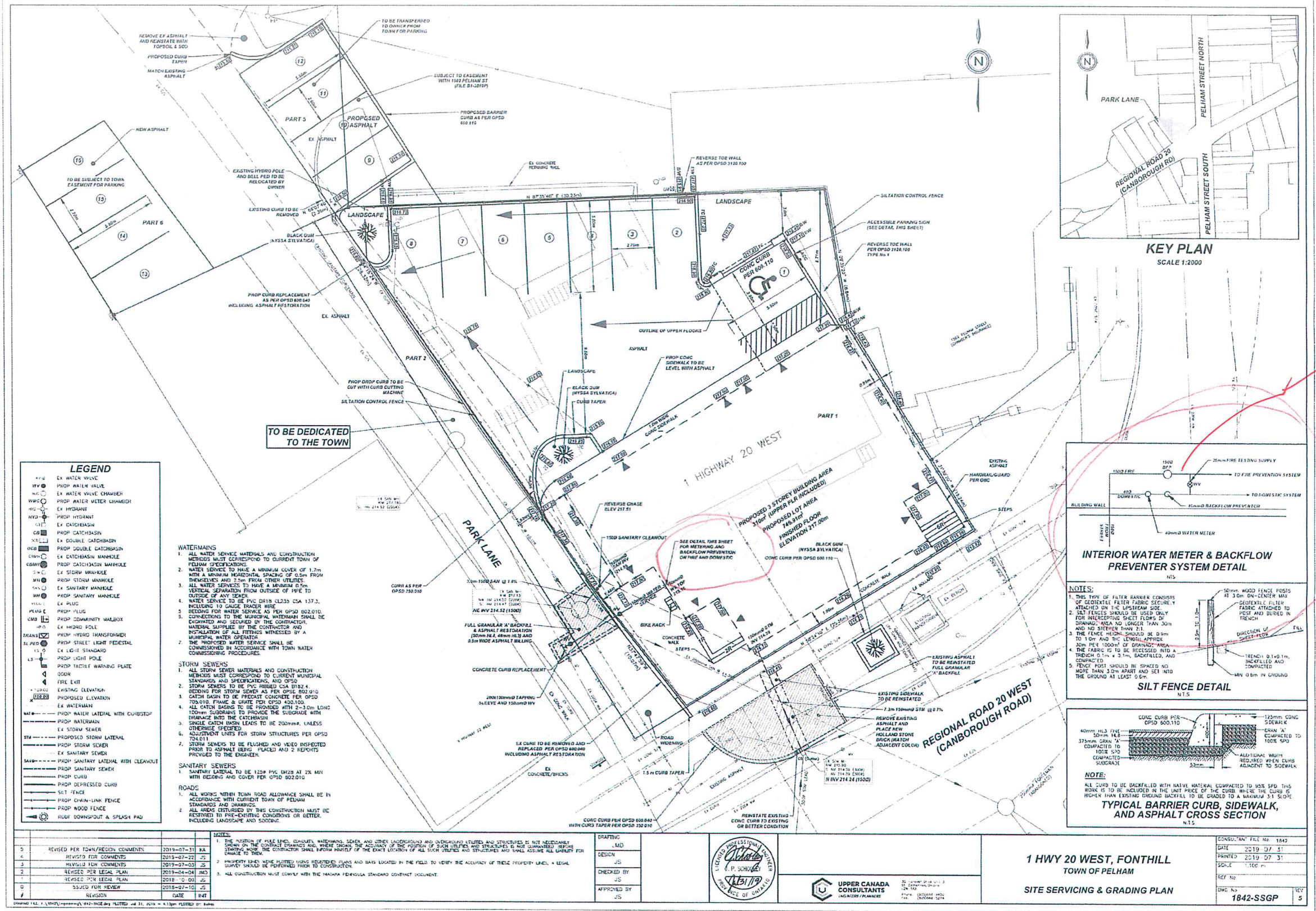
- Resubmission Comments, prepared by Upper Canada Consultants, dated July 3, 2019
- Cost Estimate, prepared by Upper Canada Consultants, dated June 24, 2019

Engineering Drawings

1. Water meter detail indicates that only the domestic line is to be metered. The Town requires the 150mm fire line to be metered as per Town Standards with a 150mm (6") Neptune High Performance protectus III Fire Service meter with RF remote radio installed at property line complete with a meter pit at Park Lane.

Engineering Reports

1. A revised cost estimate is to be submitted, including the above mentioned item.



VIA E-MAIL ONLY

July 25, 2019

Curtis Thompson
Planner
Community Planning and Development
Town of Pelham
20 Pelham Town Square
P.O. Box 400
Fonthill, ON L0S 1E0

Submission for Site Plan Application – 2nd Submission

Proposal: To construct a three (3) storey mixed-use building consisting of ground floor commercial (3 units) and 6 residential units above.

Location: 1 Highway 20 West
In the Town of Pelham

Our File: SP-19-040

Regional Planning and Development Services staff have completed a review of the following materials which were provided as part of an application for a development at 1 Highway 20 in the Town of Pelham:

- Site & Landscape Plan (1842-SP), prepared by Upper Canada Consultants, dated 2019-07-03; and
- Site Servicing and Grading Plan (1842-SSGP), prepared by Upper Canada Consultants, dated 2019-07-03;

The above-noted documents were received by Regional staff on July 10, 2019. The submitted Site Plan application is proposing to construct a three (3) storey mixed-use building consisting of ground floor commercial (3 units) and 6 residential units above located on 1 Highway 20 in the Town of Pelham. This proposed development was the subject of a pre-consultation meeting attended by the applicant, Town and Regional Staff on October 19, 2017. Regional comments for this development were provided to Town staff on May 30, 2019. The following comments are provided from a Regional and Provincial perspective based on the updated information submitted, and are supplementary to the initial Regional comments in order to assist the Town in reviewing the application.

REGIONAL ROAD ALLOWANCE

Please see previous comments (dated May 30, 2019).

REGIONAL INFRASTRUCTURE EASEMENT

Region staff have reviewed the response letter “Re: Resubmission of Site Plan Application SP-05-19” prepared by Upper Canada Consultants (dated July 3, 2019). Previous comments noted the Region’s concern for the proposed steps at the southwest side of the building as this entrance could be affected if maintenance or repair of the nearby Regional sanitary main is required.

As noted in the letter mentioned above, should maintenance of the sanitary main be required, the steps may be removed and/or reinstated at the owners cost. The applicant’s consultant also indicated that there is another entrance for the building/commercial units. Therefore it is not a problem if the southwest entrance is inaccessible during construction/repair. To ensure that the owners/tenants are advised that routine maintenance, construction and/or emergency work will impede access to the stairs located at the southwest side of the development, staff request that a warning clause be included in the site plan agreement.

REGIONAL SANITARY

Please see previous comments (dated May 30, 2019).

REGIONAL CONSTRUCTION ENCROACHMENT & ENTRANCE PERMIT

Please see previous comments (dated May 30, 2019).

Regional staff have reviewed the Site Servicing and Grading Plan (1842-SSGP), prepared by Upper Canada Consultants (dated 2019-07-03). A note was added to the drawing regarding new barrier curb however, it is unclear where this curb is being reconstructed. Staff require that the plans be revised to ensure that the reinstatement of the barrier curb is clear. The Region will require that the barrier curb be reinstated along Highway 20 and along the apron of Park Lane. Please see figure 1 showing the required location for barrier curb reinstatement.

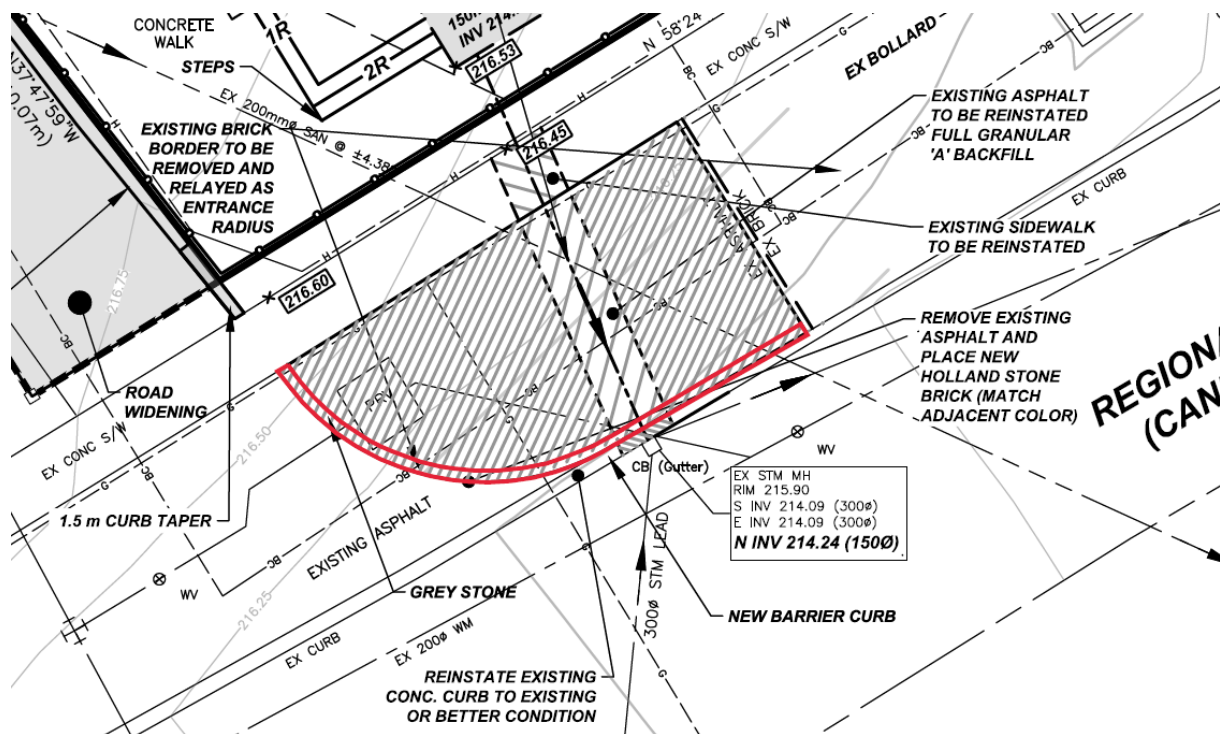


Figure 1: New barrier curb to be reinstated throughout entire entrance taper

TRAFFIC IMPACT STUDY

Please see previous comments (dated May 30, 2019).

WASTE COLLECTION

Please see previous comments (dated May 30, 2019).

URBAN DESIGN

Urban Design staff have reviewed the Site & Landscape Plan (1842-SP), prepared by Upper Canada Consultants (dated 2019-07-03). While many of the comments from the previous submission have been addressed, the comments below remain outstanding.

Streetscaping along Regional Road 20:

Staff have reviewed the above noted documentation and note that the curb cut to Park Lane is now reduced and the new boulevard area will be re-constructed with unit pavers to match the existing streetscape design.

Staff appreciate the concern of locating a street tree close to the intersections of both Park Lane and Pelham Street. Staff reiterate the previous request to provide street trees and/or street furnishings - unless the Applicant can demonstrate, through analysis, that such provisions are a visual obstruction.

Staff require that the applicant submit a streetscape plan and details for the proposed works within the Regional right-of-way.

In the event that a visual obstruction is an issue, it is recommended that a planting bed with concrete curb be provided (as shown in Figure 2). The approximate location should be between the existing transformer to the east and the proposed storm sewer connection to the west. The streetscape treatment shown in Figure 2 is located at the intersection of Hwy 20 West & Pelham Street in front of the Downtown Dollar Store (1462 Pelham St).

Note: this request is subject to the approval and requirements of the Town of Pelham with respect to ongoing planting, watering and maintenance of such a planting bed and will require the Town to enter into an encroachment/maintenance agreement.



Figure 2: Streetscape treatment located at Highway 20 West and Pelham Street

Interface with Regional Road:

Regional staff recommend that the applicant take advantage of the 1 metre strip of private lands along the frontage as an outdoor display area or simply as a space for planters. An example of a landscape treatment can be seen nearby at Zest Kitchen located at 1469 Pelham Street (see Figure 3).



Figure 3: Landscape treatment located at Zest Kitchen, 1469 Pelham Street

Encroachments into the Regional Easement:

Based on correspondence between Regional staff and the Developer, as well as the response letter "Re: Resubmission of Site Plan Application SP-05-19" prepared by Upper Canada Consultants (dated July 3, 2019), the proposed steps along the southwest corner of the building will be remaining. Region staff are concerned that the proposed steps have only one riser on one side. This creates a potential trip hazard as pedestrians often don't anticipate or perceive a single step in the same way as a group of stairs. Trips and falls occur when unanticipated variations in a walking surface interrupt the motion of a pedestrian's foot. If this condition remains, then a railing should be placed along this edge and the stair removed to prevent the potential tripping hazard.

Region staff also note that it appears that there is sufficient space within this portion of the site to construct an accessible ramp.

PROTECTION OF SURVEY EVIDENCE

Please see previous comments (dated May 30, 2019).

CONCLUSION

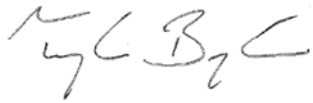
Based on the analysis and comments above, Regional staff offers no objection to the application, subject to the Conditions outlined in the Appendix, and that the following documentation is forwarded for Regional review and approval prior to the approval of the Site Plan and execution of the Site Plan Agreement.

- That the applicant submit a streetscape plan and details for the proposed works within the Regional right-of-way addressing Urban Design comments above.

- That the applicant submitted revised plans to ensure that the reinstatement of the barrier curb is along Highway 20 and along the apron of Park Lane.

If you have any questions or wish to discuss these comments please contact the undersigned at extension 3426, or Susan Dunsmore, Manager Development Engineering, at extension 3661.

Best Regards,

A handwritten signature in black ink, appearing to read 'T Boyle'.

Taylor Boyle
Development Approvals Technician
Niagara Region

Attention: Appendix- Regional Conditions for Site Plan Approval

cc. Susan Dunsmore, Manager, Development Engineer, Niagara Region
Julia Van der Laan de Vries, Urban Designer, Niagara Region

Appendix I
Regional Conditions of Site Plan Approval
1 Highway 20, Pelham

1. That the following warning clause be included in the Site Plan Agreement and all agreements of Purchase and Sale or Lease:
 - a. *“Purchasers/Tenants are advised that the property has an easement for a 200mm diameter sanitary main and are advised that should any future maintenance, construction and/or emergency work be required, the southwest access to the building may be restricted or unavailable to occupants/customers.”*
 - b. *“Purchasers/tenants are advised that sight line distance may be restricted due to the existing on-street parking on the north side of Highway 20, west side of Park Lane.”*
 - c. *“Purchasers/tenants are advised that access to the development at 1 Highway 20 may be restricted due to reduced levels of service at the signalized intersection of Highway 20 and Pelham Street during peak travel times.*
2. That the Site Plan Agreement between the owner and the municipality contain a provision whereby the owner agrees to obtain a certificate from an Ontario Land Surveyor stating that all existing and new survey evidence is in place at the completion of the development.
3. That prior to any construction taking place within the Regional road allowance the owner shall obtain the required Regional Road Permits.

Memorandum

Public Works Department - Engineering

To: Curtis Thompson Planner

CC: Jason Marr, Director of Public Works

From: Tolga Aydin, Engineering Technologist

Date: July 19, 2019

File #: SP-05-19

Subject: 1 Hwy 20 West – Second Submission

The Public Works Department has reviewed the submitted documentation regarding the proposed development located at 1 Hwy 20 West. Please note the following notes and conditions provided.

The following submitted drawings have been considered for the purpose of this application:

- Proposed Site and Landscape Plan, Dated: July 3, 2019
- SSGP – Site Servicing and Grading Plan, Dated: July 3, 2019

The following submitted reports have been considered for the purpose of this application:

- Resubmission Comments, prepared by Upper Canada Consultants, dated July 3, 2019
- Cost Estimate, prepared by Upper Canada Consultants, dated June 24, 2019

Engineering Reports

1. Public Works has no comments.

Engineering Drawings

1. A 150mm (6") Neptune High Performance protectus III Fire Service meter with RF remote radio to be installed at property line at Park Lane as per Town Standards.
2. The existing water service is to be abandoned and removed at the main. The applicant is to bear all costs associated with the works including restoration.

Engineering Reports

1. A revised cost estimate is to be submitted, including the above mentioned items.

July 3, 2019

To: Curtis Thompson
Planner
Town of Pelham
20 Pelham Town Square
Fonthill, ON L0S 1E0

**Re: Resubmission of Site Plan Application SP-05-19
1 Highway 20 West, Fonthill**

On behalf of our client 1806183 Ontario Inc., please accept this letter and revised Plans as a resubmission for Site Plan Approval at 1 Highway 20 West in Pelham.

As requested, all comments have been addressed in a table format for ease of review, however, we have also provided some additional content regarding compiled comments received on June 10, 2019 as well as e-mails from Town staff on June 11, 2019 (Appendix I) and from Regional staff on June 13, 2019 (Appendix II).

A copy of the related cost estimate for this development has also been provided with this submission for review. It reflects all proposed works on the updated Plan drawings.

Streetscaping along Highway 20

We have concerns with the Region's request for the applicant to upgrade and enhance the Region's boulevard along Highway 20. At the request of staff from both the Town and Region, the building has been placed 1 metre from the property line to enhance the public realm. This reduction in setback was granted by the Committee of Adjustment in February 2019 (File A1-2019). Due to this reduction, there is limited room for plantings or streetscaping in the required front yard of the applicant's property.

While we are agreeable to reinstate a portion of the curb to the Park Road intersection and provide Holland Stone bricks and ornamental treatments consistent with the adjacent boulevard, we will not be providing additional street furniture or any tree plantings.

Currently, there are obstructed sight lines pertaining to the intersection Highway 20 and Pelham Street from Park Road, and vice versa. The existing hydro transformer, bicycle racks and light standards all contribute to obscuring the view of traffic. Upper Canada Consultants consider any additional infrastructure or vegetation in the boulevard as unsafe and cannot support their inclusion. We look to the Town of Pelham for a position on this matter as it directly impacts the downtown public realm.

Accordingly, a streetscape plan has not been submitted. The Site and Landscape Plan, and Site Servicing and Grading Plan have both been updated to show the boulevard and curb reinstatement.

Encroachments

Regional staff has requested that the proposed steps along the southwest corner of the building be removed.

There are two entrances into the building, those at the southwest side, and an additional universally accessible entrances at the rear by the parking area. Accordingly, the steps at the southwest side of the building are not a primary or sole entrance and should be able to remain.

In the email dated June 13, 2019, Regional staff have stated that the “building doesn’t exist yet and can be changed”. As noted, this plan was circulated to Niagara Region at the minor variance stage and no comments were provided. As the required permissions to establish the building design have been obtained, it is our opinion that it is not reasonable to make the applicant significantly modify the building or floorplans at this stage, especially as there are two entrances.

Should maintenance be required on the Regional sanitary main within the easement on our client’s property, the steps may be removed or reinstated at the owners cost.

Sanitary and Stormwater Modelling

Based on dialogue with Town staff and emails dated June 24, 2019 (Appendix III) and June 28, 2019 (Appendix IV) the requirement for Sanitary and Stormwater modelling has been waived. No further investigation is required.

Review Table

No.	Condition	Authority	Response
1	On Site and Off Site Cost Estimates are required for the Site Plan Agreement	TOP - Planning	Costs estimates are provided with this resubmission.
2	Illustrate and reduce size of the Park Lane Driveway apron (Curb Cut) along the Highway 20 Frontage (as per Regional comments) and provide for street tree(s).	TOP - Planning	The Curb cut has been reduced. Holland Stone Bricks and a grey brick border will be placed into the rehabilitated area, consistent with the adjacent boulevard.
3	Consider providing Bicycle Parking racks in one (or more) visible locations around the proposed building.	TOP - Planning	Additional bicycle parking has been included on the west side of the building. Municipal bicycle parking is provided in the boulevard in front of the building already.
4	Locate one (1) medium to large sized deciduous tree on the landscape boulevard parking stall #8) and another tree on the other landscaped island (using native species).	TOP - Planning	Two Black Gum Trees have been provided, as requested.



No.	Condition	Authority	Response
5	Label all Elevation Plans by direction	TOP - Planning	Provided in the updated Plans.
6	Label all wall & roof cladding materials	TOP - Planning	Provided in the updated Plans.
7	If any exterior decorative lighting is proposed, please illustrate	TOP - Planning	Provided in the updated Plans.
8	Adjust maximum drive aisle width (9m required)	TOP - Planning	Drive aisle has been adjusted to 9m in width. The curb radius has been set to facilitate the movement of vehicles.
9	The sanitary system will require modelling to determine the effect the site will have on the system. All costs associated with the modelling are to be borne by the developer.	TOP - Public Works	Need for works waived by Town of Pelham after discussion with UCC.
10	The storm water management section speaks to the same drainage area size outletting into the storm sewer on Highway 20. If a new storm lateral is to be installed, confirmation, backed up with calculations, that the proposed storm lateral will not have an adverse effect on the existing storm system will be required. The post development flows must match or be less than pre development flows.	TOP - Public Works	Need for works waived by Town of Pelham after discussion with UCC.
11	The Town will not be supporting the removal of the on-street parking on the north side of Highway 20, west of Park Lane.	TOP - Public Works	Noted.
12	A building permit will be required.	TOP - Building	Noted.
13	Sign permits may be required.	TOP - Building	Noted.
14	No Comment.	TOP - Fire	Noted.
15	The subject property has frontage along Regional Road 20 (Highway 20). There is sufficient road allowance at this road section; therefore, we will not be requesting any further road widening at this time.	Niagara Region	Noted
16	The Site & Landscape Plan (1842-SP), prepared by Upper Canada Consultants (dated 2019-04-04) shows stairs encroaching into the easement and will need to be relocated to ensure entrances to the building are not affected if the sewer needs to be replaced or repaired.	Niagara Region	The stairs serve as a second entrance to the development. In the event that service is disrupted, the rear entrances can still be used for ingress and egress. The stairs will not be moved.
17	The Region of Niagara has a Sewer Use By-Law which requires owner/occupants of commercial, institutional or industrial premises, to install and maintain a suitable maintenance access point (manhole) to allow observation, sampling and flow measurement of sewage effluent from the proposed development. Further, every manhole installed must be located on the property of the owner as close to the property line as possible. The By-Law also requires every owner or operator of a property where food is cooked, processed or prepared, or where sand, grit, oil, grease, etc. may enter the sewer, to install an interceptor to prevent these substances from entering the sewer system.	Niagara Region	A 150mm diameter cleanout is provided at the property line.
18	Prior to any construction or entrance construction taking place within the Regional road allowance, a Regional Construction and Entrance Permit must be obtained from the Transportation Services Division, Public Works Department.	Niagara Region	Noted.



No.	Condition	Authority	Response
19	Regional staff have reviewed the Site Servicing and Grading Plan (1842-SSGP), prepared by Upper Canada Consultants (dated 2019-04-04) and it appears that there are alterations to the curb cut on Highway 20. The Niagara Region requires that the Grading Plan be revised to show existing curb cuts and proposed curb cuts for the entrance area. Staff will require that any existing curb cuts that are not being used for the proposed access be fully restored with barrier curb and boulevard to Regional restoration standards.	Niagara Region	The Curb cut has been reduced. Holland Stone Bricks and a grey brick border will be placed into the rehabilitated area, consistent with the adjacent boulevard.
20	Regional Staff cannot support the removal of on-street parking on the north side of Highway 20, west of Park Lane. This parking is required to accommodate patrons of the various commercial buildings on Highway 20. Regional staff will require a warning clause be included in the site plan agreement and future purchase/lease and sales agreement advising future residents/tenants of the restricted sight lines at the access.	Niagara Region	Noted. Clauses are supported.
21	The TIS also identified a reduced level of service at the signalized intersection of Highway 20 and Pelham Street during peak traffic times. The Region will require a warning clause be included in the site plan agreement and future purchase/lease and sales agreement advising future residents/tenants of the potential impact of the queueing on the access to this property.	Niagara Region	Noted. Please include a warning clause in the draft Site Plan Agreement.
22	Niagara Region provides curbside waste and recycling collection for developments that meet the requirements of Niagara Region's Waste Collection Policy. The subject property is eligible to receive Regional curbside waste and recycling collection provided that the owner bring the waste and recycling to the curbside on the designated pick up day, and that the following limits are not exceeded: - No limit blue/grey containers; - No limit green containers; and, - 07 garbage containers per property	Niagara Region	Noted.
23	Staff request a reduction in the existing curb cut along the regional road to the extent of Park Lane and replace with streetscaping to match existing.	Niagara Region	The Curb cut has been reduced. Holland Stone Bricks and a grey brick border will be placed into the rehabilitated area, consistent with the adjacent boulevard.
24	Urban Design staff request that the applicant submit a streetscape landscape plan for the frontage along Regional Road 20 (Highway 20 West) for review and approval. The Region encourages the applicant to provide street trees, perhaps as part of the restoration of the boulevard where the curb cut is being removed.	Niagara Region	The provision of trees is not supported in this area due to sight line concerns.



No.	Condition	Authority	Response
25	Region Urban Design staff request provisions for a barrier-free access to each of the commercial units from the municipal sidewalk along the Regional road. Currently, Units 2 and 3 out of the 4 entrances propose steps	Niagara Region	Barrier free access is provided currently from the rear of the building to all commercial units and the residential elevator lobby. This also adjacent to the accessible parking.
26	The Niagara Region requires confirmation that the entire built form (including required ramps and stairs at entrances to commercial units) is to be contained entirely on private lands.	Niagara Region	Only the stairs facilitating entrance to the commercial units are located within the Regional easement. They will not be relocated.
27	Survey evidence adjacent to Regional road allowances is not to be damaged or removed during the development of the property. Any agreements entered into for this development should include a clause that requires the applicant to obtain a certificate from an Ontario Land Surveyor stating that all existing and new evidence is in place at the completion of said development.	Niagara Region	Noted. Please include this warning clause in the Draft Site Plan Agreement.
28	That the applicant submit a streetscape landscape plan for the frontage along Regional Road 20 (Highway 20 West) for review and approval	Niagara Region	A streetscape plan is not warranted in this situation. The boulevard will be reinstated with Holland stone, consistent with the existing boulevard. Any trees or street furniture is considered a visual hazard with relation to the intersection at Highway 20 and Pelham Street and should not be placed in the boulevard.
29	That the applicant submit revised engineering grading plan for the driveway to the Region for review and approval.	Niagara Region	Revised grading has been provided on the Site Servicing and Grading Plan.
30	Canada Post Corporation has no requirements or conditions regarding this project as the development in question falls within the Post Office Box-served boundaries of the Fonthill Post Office.	Canada Post	Noted.



No.	Condition	Authority	Response
31	The following paragraph is to be included as a condition of approval: “The Owner shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements”.	Bell Canada	Noted. Please include warning clause in the Draft Site Plan Agreement.
32	We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time.	Hydro One	Noted.
33	Enbridge Gas Inc. does not object to the proposed application(s).	Enbridge	Noted.

Digital copies of the resubmission materials will be provided in a covering email.

We look forward to receiving a copy of the draft Site Plan Agreement at Town staff's earliest convenience.

If you have any questions or require any further information or copies, please contact the undersigned.

Sincerely,

Craig A. Rohe, M.Pl., MCIP, RPP
Senior Planner
Upper Canada Consultants

CC: 1806183 Ontario Inc.
Jason Schooley, P. Eng., Upper Canada Consultants

Craig Rohe

From: Tolga Aydin <TAydin@pelham.ca>
Sent: June 11, 2019 9:42 AM
To: Craig Rohe
Cc: Derek Young
Subject: RE: Request for Comments - Application for Site Plan Approval (SP-05-19) - 1 Highway 20 West, Pelham

Hi Craig,

The Town requires stormwater runoff calculations to be provided and the sanitary model to be run. If you have any questions or concerns please contact Derek Young at 905-892-2607 x314.

Kind regards,



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From: Craig Rohe [mailto:craig@ucc.com]
Sent: June 10, 2019 11:52 AM
To: Curtis Thompson <CThompson@pelham.ca>
Cc: Shannon Larocque <SLarocque@pelham.ca>; Barbara Wiens <BWiens@pelham.ca>; Tolga Aydin <TAydin@pelham.ca>; Jason Marr <JMarr@pelham.ca>; Taylor Boyle (taylor.boyle@niagararegion.ca) <taylor.boyle@niagararegion.ca>; Pat Busnello (pat.busnello@niagararegion.ca) <pat.busnello@niagararegion.ca>; Susan Dunsmore (susan.dunsmore@niagararegion.ca) <susan.dunsmore@niagararegion.ca>; Julia.vanderLaandeVries@niagararegion.ca; Jason Schooley <JSchooley@ucc.com>
Subject: RE: Request for Comments - Application for Site Plan Approval (SP-05-19) - 1 Highway 20 West, Pelham

Hi all,

UCC staff have reviewed the provided comments and are working to put together the resubmission materials and comment matrix. Generally, your comments can be addressed and we should have something back to you very soon.

Before we complete the resubmission, however, we do have some comments regarding the requested sanitary and stormwater modelling, tree planting and removal of that require direction from applicable agencies.

Town of Pelham

Sanitary Modelling

Craig Rohe

From: van der Laan de Vries, Julia <Julia.vanderLaandeVries@niagararegion.ca>
Sent: June 13, 2019 10:10 AM
To: Craig Rohe; Curtis Thompson
Cc: Shannon Larocque; Barbara Wiens; Tolga Aydin; Jason Marr; Boyle, Taylor; Busnello, Pat; Dunsmore, Susan; Jason Schooley; Ahmad, Khaldoon
Subject: UD comment clarification (Region's file: SP-19-040, Town file: SP-05-19 - 1 Hwy 20 W, Fonthill, Pelham)

Hi Craig:

I wanted to give you some guidance on my urban design comments (attached in the box below for reference). Please see my responses in red plus some Google street images. Feel free to call me if you want to discuss further.

Regards,

Julia van der Laan de Vries, BA, BLA, OALA
Urban Designer
Urban Design and Landscape Architecture
Planning and Development Services, Niagara Region
1815 Sir Isaac Brock Way, Thorold, ON
Phone: 905-980-6000 ext. 3590

Regional Boulevard

We will re-establish the curb cut and employ an appropriate turning radius at the intersection of Highway 20 and Park Lane.

Agreed.

The provision of one or more street trees within the Hwy 20 boulevard is considered as a visual impairment for both cars leaving Park lane, and those travelling westbound on Hwy 20. We request that the requirement for tree plantings be removed to ensure sight lines are maintained.

The applicant is encouraged to provide street trees where space permits. This includes ensuring that required offsets from driveways and utilities are met. Without measuring the frontage along Highway 20, it appears that there is space for one street tree between Park Lane and the existing hydro transformer.

If this isn't physically possible, then other streetscape elements should be provided (i.e. pigmented concrete paving, trash receptacles, bike racks, benches, etc.)

Stair Encroachment

To address grading, the stairs along Highway 20 are preferred to remain in their current form and position encroaching into the easement. There are additional entrances to the commercial and residential units located at the rear of the building which provide redundancy and would allow for the disruption of the use of the stairs if the sanitary main required excavation and repairs.

There is no reason for proposed stairs to encroach into the Regional Right of way or easement. The building doesn't exist yet, so the design of the entrances can easily be re-designed at this stage.

URBAN DESIGN

The proposed design addresses the downtown condition of the site correctly by placing a multi-storey building close to the streetline to create a sense of enclosure of the street wall and to activate and enliven the streetscape with commercial uses at the ground floor. Urban Design staff have the following comments:

1. Streetscaping:

- Staff request a reduction in the existing curb cut along the regional road to the extent of Park Lane and replace with streetscaping to match existing.
- Urban Design staff request that the applicant submit a streetscape landscape plan for the frontage along Regional Road 20 (Highway 20 West) for review and approval. The Region encourages the applicant to provide street trees, perhaps as part of the restoration of the boulevard where the curb cut is being removed.

2. Pedestrian Network

- Region Urban Design staff request provisions for a barrier-free access to each of the commercial units from the municipal sidewalk along the Regional road. Currently, Units 2 and 3 out of the 4 entrances propose steps

3. Building setback along Regional Road

- The Niagara Region require confirmation that the entire built form (including required ramps and stairs at entrances to commercial units) is to be contained entirely on private lands.



From: Craig Rohe <craig@ucc.com>

Sent: Monday, June 10, 2019 11:52 AM

To: Curtis Thompson <cthompson@pelham.ca>

Cc: Shannon Larocque <SLarocque@pelham.ca>; Barbara Wiens <bwiens@pelham.ca>; Tolga Aydin <TAydin@pelham.ca>; Jason Marr <JMarr@pelham.ca>; Boyle, Taylor <Taylor.Boyle@niagararegion.ca>; Busnello, Pat <pat.busnello@niagararegion.ca>; Dunsmore, Susan <Susan.Dunsmore@niagararegion.ca>; van der Laan de Vries, Julia <Julia.vanderLaandeVries@niagararegion.ca>; Jason Schooley <JSchooley@ucc.com>

Subject: RE: Request for Comments - Application for Site Plan Approval (SP-05-19) - 1 Highway 20 West, Pelham

Craig Rohe

From: Tolga Aydin <TAydin@pelham.ca>
Sent: June 24, 2019 8:44 AM
To: Craig Rohe
Cc: Jason Schooley; Curtis Thompson; Derek Young; Jason Marr
Subject: RE: Request for Comments - Application for Site Plan Approval (SP-05-19) - 1 Highway 20 West, Pelham

Good morning Craig,

We've reviewed Jason Schooley's email, and provide the following response to your requests;

1. Based on the new information provided and confirmation that the sanitary flow is directed down Pelham Street where adequate capacity has already been confirmed via modelling, and not toward the Hurricane Road Pumping Station as indicated in the Municipal Servicing Assessment provided as part of the submission package, the Town will agree to lift the requirement for modelling of the sanitary system.
2. The Town agrees the Drainage Area's for pre and post development conditions are the same and the percent of impervious surface for A2 is identical. We confirm that the design sheet for the proposed storm pipe was not included in the submitted package, and appreciate it's inclusion in the previous email. Our concern is not with the proposed pipe, but with the mainline sewer on Highway 20. We have history with the pipes surcharging and flooding the intersection, and as the proposed development is to concentrate the flows into the storm sewer and not overland flow, therefore changing the time of entry, we are concerned for adverse effects on the existing network and streets. We therefore stand by our statement requesting calculation sheets demonstrating the existing storm sewer network on Highway 20 can accommodate the proposed outletting rate.

We appreciate your understanding and thank you for your cooperation. If you have any questions or concerns please contact Derek Young at 905 892 2607 x314.

Kind regards,



Tolga Aydin, C.E.T.
Engineering Technologist
Public Works

e: taydin@pelham.ca
p: 905.892.2607 x314
pelham.ca

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From: Craig Rohe [mailto:craig@ucc.com]
Sent: June 20, 2019 1:25 PM
To: Tolga Aydin <TAydin@pelham.ca>; Derek Young <DYoung@pelham.ca>; Jason Marr <JMarr@pelham.ca>
Cc: Jason Schooley <JSchooley@ucc.com>; Curtis Thompson <CThompson@pelham.ca>
Subject: RE: Request for Comments - Application for Site Plan Approval (SP-05-19) - 1 Highway 20 West, Pelham

Craig Rohe

From: Jason Schooley
Sent: July 2, 2019 4:01 PM
To: Craig Rohe
Subject: FW: Request for Comments - Application for Site Plan Approval (SP-05-19) - 1 Highway 20 West, Pelham

From: Tolga Aydin <TAydin@pelham.ca>
Sent: June 28, 2019 1:02 PM
To: Jason Schooley <JSchooley@ucc.com>
Cc: Derek Young <DYoung@pelham.ca>
Subject: RE: Request for Comments - Application for Site Plan Approval (SP-05-19) - 1 Highway 20 West, Pelham

Hi Jason,

Thanks for your response. As this is a Regional storm sewer you're connecting in to, and the Region has no concerns regarding the connection, Public Works are satisfied with the proposed design.

Kind regards,



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From: Jason Schooley [<mailto:JSchooley@ucc.com>]
Sent: June 26, 2019 2:48 PM
To: Tolga Aydin <TAydin@pelham.ca>; Craig Rohe <craig@ucc.com>
Cc: Curtis Thompson <CThompson@pelham.ca>; Derek Young <DYoung@pelham.ca>; Jason Marr <JMarr@pelham.ca>
Subject: RE: Request for Comments - Application for Site Plan Approval (SP-05-19) - 1 Highway 20 West, Pelham

Tolga,

Thank you for your response and understanding of the slight changes to this site development.

Further to your continued stormwater concerns we offer the following further to your concerns.

1. The proposed flat roof on this building will actually slow the time of entry as opposed to the previous sloped roof on the previous building, and the proposed grading along Regional Road 20 between the building and sidewalk is similar or flatter. Therefore, the entry time for the stormwater from the site will be equal or less than existing conditions.

2. We understand that the pipe surcharging on Regional Road 20 was due to a defective storm sewer in the intersection of Pelham Street and Regional Road 20 from the watermain installation as part of the downtown streetscaping project by the Town. Since then, it is our understanding that the storm sewer was repaired by the Region and is functioning as intended.
3. As this site is not changing stormwater conditions from existing conditions, the existing issues that were presented are not within the scope of the Site Plan submission.
4. Again, this site redevelopment shall not provide additional impact to the existing systems.

If you have any questions or concerns, please contact our office immediately to discuss.

Jason Schooley, P.Eng.
Upper Canada Planning & Engineering Ltd.
30 Hannover Drive, Unit 3
St. Catharines, Ontario, L2W 1A3
Tel: (905) 688-9400 x502
Mob: (905) 651-2616
Fax: (905) 688-5274
Email: jschooley@ucc.com
Website: <http://www.ucc.com>

From: Tolga Aydin <TAydin@pelham.ca>

Sent: June 24, 2019 8:44 AM

To: Craig Rohe <craig@ucc.com>

Cc: Jason Schooley <JSchooley@ucc.com>; Curtis Thompson <CThompson@pelham.ca>; Derek Young <DYoung@pelham.ca>; Jason Marr <JMarr@pelham.ca>

Subject: RE: Request for Comments - Application for Site Plan Approval (SP-05-19) - 1 Highway 20 West, Pelham

Good morning Craig,

We've reviewed Jason Schooley's email, and provide the following response to your requests;

1. Based on the new information provided and confirmation that the sanitary flow is directed down Pelham Street where adequate capacity has already been confirmed via modelling, and not toward the Hurricane Road Pumping Station as indicated in the Municipal Servicing Assessment provided as part of the submission package, the Town will agree to lift the requirement for modelling of the sanitary system.
2. The Town agrees the Drainage Area's for pre and post development conditions are the same and the percent of impervious surface for A2 is identical. We confirm that the design sheet for the proposed storm pipe was not included in the submitted package, and appreciate it's inclusion in the previous email. Our concern is not with the proposed pipe, but with the mainline sewer on Highway 20. We have history with the pipes surcharging and flooding the intersection, and as the proposed development is to concentrate the flows into the storm sewer and not overland flow, therefore changing the time of entry, we are concerned for adverse effects on the existing network and streets. We therefore stand by our statement requesting calculation sheets demonstrating the existing storm sewer network on Highway 20 can accommodate the proposed outletting rate.

We appreciate your understanding and thank you for your cooperation. If you have any questions or concerns please contact Derek Young at 905 892 2607 x314.

Kind regards,

June 7, 2019

File No. SP-05-19

EMAIL ONLY (craig@ucc.com)

1806183 Ontario Inc.
c/o Craig Rohe – Upper Canada Consultants
3-30 Hannover Drive
St. Catharines, ON L2W 1A3

RE: Site Plan Application – 1st Submission
1 Highway 20 West (Regional Road 20)

Part of Lot 1, Concession 7 Township of Pelham, Part of Lots 55-56 on Plan 717, and Parts 1-6 on 59R-16424
Roll No. 2732 020 002 00100

Below are the consolidated comments provided regarding your Site Plan application. Please ensure that all plans coordinate with each other and are updated accordingly. For all corrections, all related drawings must be corrected. As part of your resubmission, please provide a matrix detailing how each comment / issue is being dealt with.

General:

- On-site and off-site cost estimates are required for the Site Plan Agreement.
- (Refer to attached markup)
- Please illustrate and reduce the size of the Park Lane driveway apron (curb cut) along the Highway 20 frontage, (as per Regional comments) and provide for street tree(s).
 - Salt tolerant trees could include:
 - Sycamore / Celebration / Autumn Blaze Maple
 - Common Hackberry
 - Black Gum
 - Bitternut / Shagbark Hickory
 - Shagbark Hickory etc.
- Consider providing bicycle parking racks in one (or more) visible locations around the proposed building.
- Locate one (1) medium to large sized deciduous tree on the landscape boulevard beside parking stall #8 and another tree on the other landscaped island (using native species).

Elevation Plan:

- Label all *Elevation Plans* by direction.
- Label all wall & roof cladding materials.
- If any exterior decorative lighting is proposed, please illustrate.

Zoning:

Section 6.16 (d) (i)

- See attached Site Plan Markup. (Maximum drive aisle width of 9 m)

Downtown Master Plan

- Bicycle parking racks should be provided in one (or more) visible locations around the proposed building.

Regional Municipality of Niagara

(See attached for detailed comments)

- No objection, subject to conditions.
- Will not support the removal of any on-street parking stalls along the north side of Highway 20. Instead, warning clause to be included in Site Plan Agreement and all future Purchase / Lease Agreements advising of the restricted sight lines.
- Reduce existing curb cut along Park Lane entrance at Highway 20 and replace with streetscaping to match existing. Suggest street tree(s) be installed where the curb cut is being replaced. Please detail the streetscape landscaping frontage on Site-Landscape Plan.
 - Any alterations to the existing entrance and curbs must be reinstated with barrier curbs. Revise drawings to show existing curb cuts and proposed curbs for the entrance area. Staff will require that any existing curbs cuts that are not being used for the access be fully restored with barrier curb and boulevard to Region restoration standards.
- Survey evidence along Regional road allowances (Highway 20 West) is not to be damaged or removed during site development.

Department of Public Works & Utilities

(See attached for detailed comments)

- The sanitary system will require modelling to determine the site's impact on the sanitary system, prior to Site Plan Approval.
- The stormwater management section speaks to the same drainage area size discharging into the storm sewer on Highway 20. If a new storm lateral is to be installed, confirmation, backed up with calculations, that the new storm lateral will not adversely impact the existing storm system will be required. The post-development flows must be less than, or equal to the pre-development flows.

Bell Canada

- Standard SPA clauses.
- See attached for detailed comments.

Enbridge Gas Distribution

- No objections. Standard SPA clauses.
- See attached for detailed comments.

Canada Post

- No objections or conditions as the development is located within the Fonthill Post Office Box – served boundaries.

Please provide digital copies of the updated plans and two (2) paper copies.
If you have any questions or concerns, please contact me.

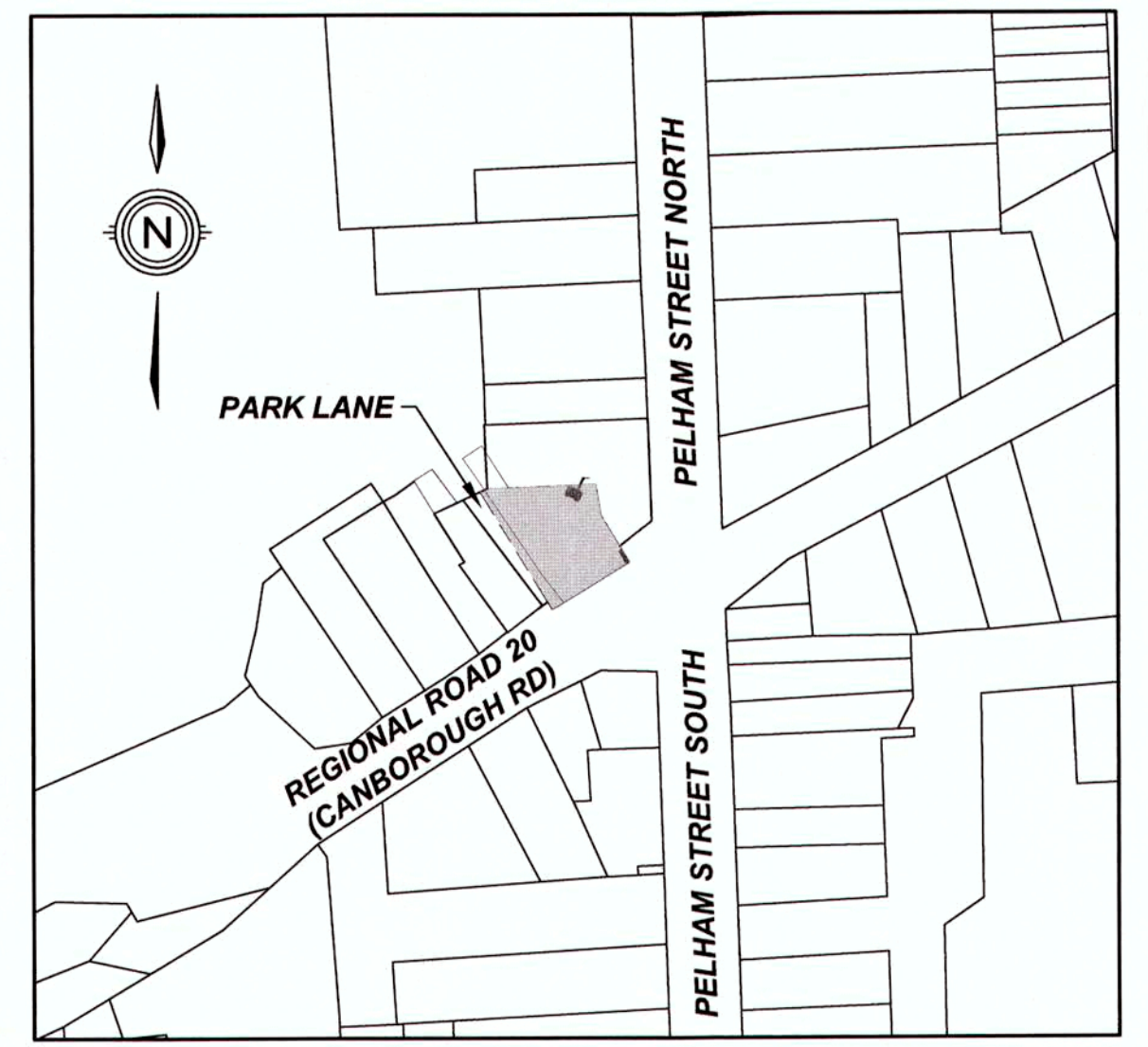
Sincerely,



Curtis Thompson,
Planner, B.URPI

C: Barb Wiens – (Town) Director of Community Planning & Development
Jason Marr – (Town) Director of Public Works & Utilities
Tolga Aydin – (Town) Engineering Technologist

Taylor Boyle – (Niagara Region) Development Approvals Technician
Julia Van der Laan De Vries (Niagara Region) Urban Designer
Pat Busnello – (Niagara Region) Manager of Development Planning
Susan Dunsmore – (Niagara Region) Development Engineer



KEY PLAN
SCALE 1:2000

LEGAL DESCRIPTION

ALL OF LOTS 53 & 54 PART OF
LOT 55 PLAN 717
GEOGRAPHIC TOWNSHIP OF Fonthill
PART OF LOT 1, CONCESSION 7
IN THE TOWN OF PELHAM
REGIONAL MUNICIPALITY OF NIAGARA

LAND USE SCHEDULE

LAND USE	# OF UNITS	AREA(m ²)	AREA(%)
BUILDING		301.27	40.34
RESIDENTIAL	6	602.54	
COMMERCIAL	3	263.85	
LANDSCAPING		90.18	12.07
ASPHALT/CONCRETE		355.46	47.59
TOTAL	9	746.91	100.00

DEVELOPABLE AREA = 0.075 ha
RESIDENTIAL DENSITY = 80.0 units / ha

EXTERNAL LANDS

LAND USE	AREA(m ²)
PARKING AREA	139.95
TOTAL	139.95

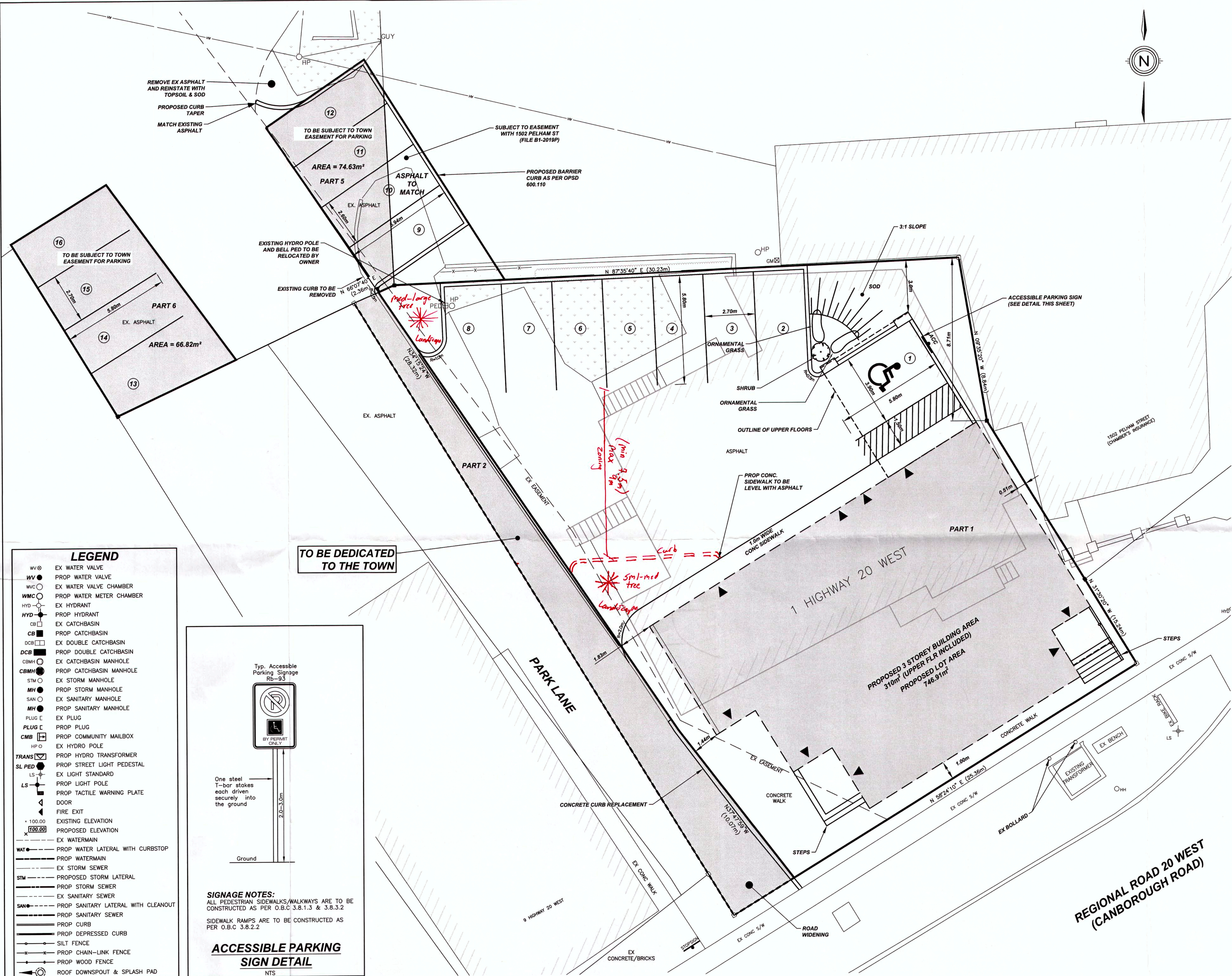
PARKING STATS

REQUIRED
7 SPACES AS PER M.V. A1-2019

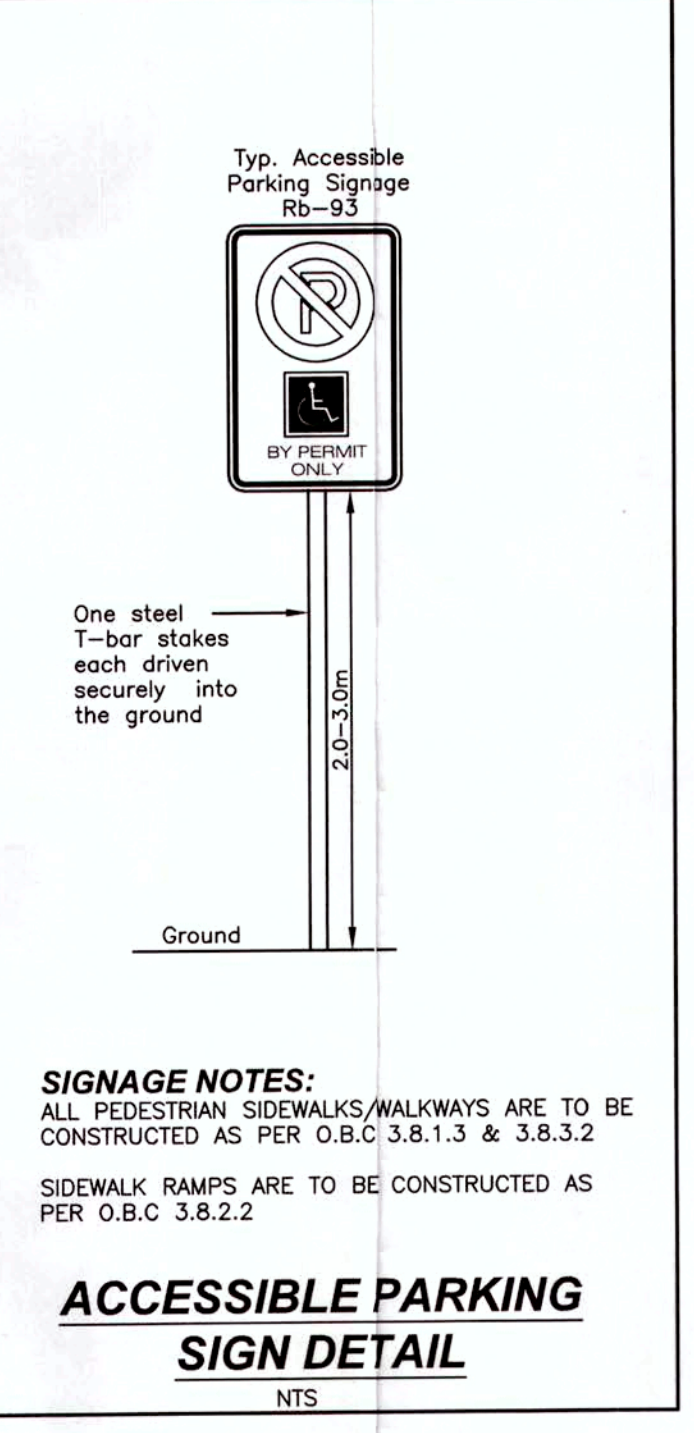
PROPOSED
PART 1 - 8 SPACES
PART 5 - 4 SPACES
PART 6 - 4 SPACES

TOTAL - 16 SPACES

COMMERCIAL PARKING PROVIDED = 8 SPACES
RESIDENTIAL PARKING PROVIDED = 6 SPACES
VISITOR PARKING PROVIDED = 2 SPACES
BARRIER FREE PARKING PROVIDED = 1 SPACE



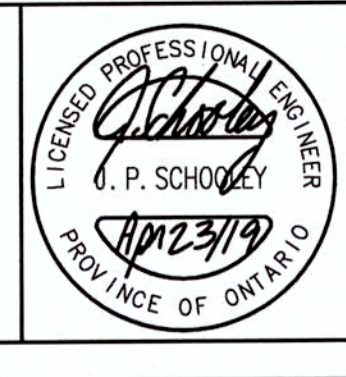
- LEGEND**
- WV EX WATER VALVE
 - WVC PROP WATER VALVE
 - WMC EX WATER VALVE CHAMBER
 - WMC PROP WATER METER CHAMBER
 - HYD EX HYDRANT
 - HYD PROP HYDRANT
 - CB EX CATCHBASIN
 - CB PROP CATCHBASIN
 - DCB EX DOUBLE CATCHBASIN
 - DCB PROP DOUBLE CATCHBASIN
 - CBMH EX CATCHBASIN MANHOLE
 - CBMH PROP CATCHBASIN MANHOLE
 - STM EX STORM MANHOLE
 - STM PROP STORM MANHOLE
 - MH EX SANITARY MANHOLE
 - MH PROP SANITARY MANHOLE
 - PLUG EX PLUG
 - PLUG PROP PLUG
 - CMB EX PROP COMMUNITY MAILBOX
 - HP EX HYDRO POLE
 - HP PROP HYDRO TRANSFORMER
 - TRANS EX STREET LIGHT PEDESTAL
 - SL PROP STREET LIGHT PEDESTAL
 - LS EX LIGHT STANDARD
 - LS PROP LIGHT POLE
 - LS PROP TACTILE WARNING PLATE
 - DOOR
 - FIRE EXIT
 - 100.00 EXISTING ELEVATION
 - 100.00 PROPOSED ELEVATION
 - WAT EX WATERMAIN
 - WAT PROP WATER LATERAL WITH CURBSTOP
 - WAT PROP WATERMAIN
 - EX STORM SEWER
 - STM PROP STORM LATERAL
 - EX STORM SEWER
 - EX SANITARY SEWER
 - SAN PROP SANITARY LATERAL WITH CLEANOUT
 - EX SANITARY SEWER
 - PROP CURB
 - PROP DEPRESSED CURB
 - SILT FENCE
 - PROP CHAIN-LINK FENCE
 - PROP WOOD FENCE
 - ROOF DOWNSPOUT & SPLASH PAD



#	REVISION	DATE	INIT
2	REVISED PER LEGAL PLAN	2019-04-04	JMD
0	ISSUED FOR REVIEW	2018-07-10	JS

- NOTES:**
- THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWER, AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.
 - PROPERTY LINES WERE PLOTTED USING REGISTERED PLANS AND BARS LOCATED IN THE FIELD. TO VERIFY THE ACCURACY OF THESE PROPERTY LINES, A LEGAL SURVEY SHOULD BE PERFORMED PRIOR TO CONSTRUCTION.
 - ALL CONSTRUCTION MUST COMPLY WITH THE NIAGARA PENINSULA STANDARD CONTRACT DOCUMENT.

DRAFTING	JMD
DESIGN	JS
CHECKED BY	JS
APPROVED BY	JS



UPPER CANADA CONSULTANTS
ENGINEERS / PLANNERS

30 Hanover Drive Unit 3
St. Catharines, Ontario
L2W 1A3
Phone: (905) 688-9400
Fax: (905) 688-5274

1 HWY 20 WEST, Fonthill
TOWN OF PELHAM
SITE & LANDSCAPE PLAN

CONSULTANT FILE No.	1842
DATE	2019-04-04
PRINTED	2019-04-23
SCALE	1:100 m
REF No.	
DWG No.	1842-SP
REV	1

VIA E-MAIL ONLY

May 30, 2019

Shannon Larocque
Senior Planner
Community Planning and Development
Town of Pelham
20 Pelham Town Square
P.O. Box 400
Fonthill, ON L0S 1E0

Submission for Site Plan Application

Proposal: To construct a three (3) storey mixed-use building consisting of ground floor commercial (3 units) and 6 residential units above.

Location: 1 Highway 20 West
In the Town of Pelham

Our File: SP-19-040

Regional Planning and Development Services staff have completed a review of the following materials which were provided as part of an application for a development at 1 Highway 20 in the Town of Pelham

- Site & Landscape Plan (1842-SP), prepared by Upper Canada Consultants, dated 2019-04-04;
- Site Servicing and Grading Plan (1842-SSGP), prepared by Upper Canada Consultants, dated 2019-04-04; and
- Traffic Impact Study, prepared by Paradigm Transportation Solutions Ltd., dated April 2019.

This proposed development was the subject of a pre-consultation meeting attended by the applicant, Town and Regional Staff on October 17, 2017.

The above-noted documents were received by Regional staff on May 13, 2019. The submitted Site Plan application is proposing to construct a three (3) storey mixed-use building consisting of ground floor commercial (3 units) and 6 residential units above located on 1 Highway 20 in the Town of Pelham. The following comments are provided from a Regional and Provincial perspective based on the information submitted in order to assist the Town in reviewing the application.

REGIONAL ROAD ALLOWANCE

The subject property has frontage along Regional Road 20 (Highway 20). There is sufficient road allowance at this road section; therefore, we will not be requesting any further road widening at this time.

REGIONAL INFRASTRUCTURE EASEMENT

The developer/owner should be made aware that there is an existing Regional easement located on the property as shown on easement plan 59R-902 (see Appendix II). Regional easements are required to protect and ensure access to the Regional infrastructure located on the subject property. The developer/owner should be made aware that no development will be allowed on the easement, with the exception of minor landscaping (restricted to lower type vegetation, no large trees) and parking/roadway, in order to maintain access to an easement in perpetuity.

The Site & Landscape Plan (1842-SP), prepared by Upper Canada Consultants (dated 2019-04-04) shows stairs encroaching into the easement and will need to be relocated to ensure entrances to the building are not affected if the sewer needs to be replaced or repaired.

REGIONAL SANITARY

The Region of Niagara has a Sewer Use By-Law which requires owner/occupants of commercial, institutional or industrial premises, to install and maintain a suitable maintenance access point (manhole) to allow observation, sampling and flow measurement of sewage effluent from the proposed development. Further, every manhole installed must be located on the property of the owner as close to the property line as possible.

The By-Law also requires every owner or operator of a property where food is cooked, processed or prepared, or where sand, grit, oil, grease, etc. may enter the sewer, to install an interceptor to prevent these substances from entering the sewer system. The full requirements of this By-Law are available on the Region's website at the following location:

<http://www.regional.niagara.on.ca/living/sewage/sewage-bylaw.aspx>

Should the developer/owner or occupant have any questions or wish to discuss these matters, please contact: Jason Oatley, B.Sc, C.Chem, Manager, Quality & Compliance Wastewater at 905-980-6000 x 3758.

REGIONAL CONSTRUCTION ENCROACHMENT & ENTRANCE PERMIT

Prior to any construction or entrance construction taking place within the Regional road allowance, a Regional Construction and Entrance Permit must be obtained from the Transportation Services Division, Public Works Department. Any alterations to the existing entrance and curbs will have to be reinstated with barrier curb to the satisfaction of the Niagara Region. Staff request that the applicant submit revised engineering drawings to show grades and details that address the entrance and clearly indicate that extent of any curb cuts or reinstatement of curb.

Permit applications can be made through the following link:

<http://niagararegion.ca/living/roads/permits/default.aspx>

Regional staff have reviewed the Site Servicing and Grading Plan (1842-SSGP), prepared by Upper Canada Consultants (dated 2019-04-04) and it appears that there are alterations to the curb cut on Highway 20. The Niagara Region requires that the Grading Plan be revised to show existing curb cuts and proposed curb cuts for the entrance area. Staff will require that any existing curb cuts that are not being used for the proposed access be fully restored with barrier curb and boulevard to Regional restoration standards.

TRAFFIC IMPACT STUDY

Regional staff have reviewed the '1 Highway 20 West Transportation Impact Study' prepared by Paradigm Transportation Solutions Ltd. (dated April 2019). The Transportation Impact Study (TIS) recommends that the existing on-street parking on the north side Highway 20, west of Park Lane be removed to improve the site lines for the laneway.

Regional Staff cannot support the removal of on-street parking on the north side of Highway 20, west of Park Lane. This parking is required to accommodate patrons of the various commercial buildings on Highway 20. Regional staff will require a warning clause be included in the site plan agreement and future purchase/lease and sales agreement advising future residents/tenants of the restricted sight lines at the access.

The TIS also identified a reduced level of service at the signalized intersection of Highway 20 and Pelham Street during peak traffic times. The Region will require a warning clause be included in the site plan agreement and future purchase/lease and sales agreement advising future residents/tenants of the potential impact of the queueing on the access to this property.

WASTE COLLECTION

Niagara Region provides curbside waste and recycling collection for developments that meet the requirements of Niagara Region's Waste Collection Policy. The subject property is eligible to receive Regional curbside waste and recycling collection provided that the owner bring the waste and recycling to the curbside on the designated pick up day, and that the following limits are not exceeded:

- No limit blue/grey containers;
- No limit green containers; and,
- 07 garbage containers per property

The proposed development is located within the Pelham Designated Business Area collection area. Based on the Region's current waste collection contract, this property is eligible for an increased limit of waste containers to be collected on the designated curbside collection day. These limits are subject to change with future contracts.

URBAN DESIGN

The proposed design addresses the downtown condition of the site correctly by placing a multi-storey building close to the streetline to create a sense of enclosure of the street wall and to activate and enliven the streetscape with commercial uses at the ground floor. Urban Design staff have the following comments:

1. Streetscaping:

- Staff request a reduction in the existing curb cut along the regional road to the extent of Park Lane and replace with streetscaping to match existing.
- Urban Design staff request that the applicant submit a streetscape landscape plan for the frontage along Regional Road 20 (Highway 20 West) for review and approval. The Region encourages the applicant to provide street trees, perhaps as part of the restoration of the boulevard where the curb cut is being removed.

2. Pedestrian Network

- Region Urban Design staff request provisions for a barrier-free access to each of the commercial units from the municipal sidewalk along the Regional road. Currently, Units 2 and 3 out of the 4 entrances propose steps

3. Building setback along Regional Road

- The Niagara Region require confirmation that the entire built form (including required ramps and stairs at entrances to commercial units) is to be contained entirely on private lands.

PROTECTION OF SURVEY EVIDENCE

Survey evidence adjacent to Regional road allowances is not to be damaged or removed during the development of the property. Any agreements entered into for this development should include a clause that requires the applicant to obtain a certificate from an Ontario Land Surveyor stating that all existing and new evidence is in place at the completion of said development.

CONCLUSION

Based on the analysis and comments above, Regional staff offers no objection to the Site Plan application, subject to the Conditions outlined in the Appendix, and that the following drawings and information is forwarded for Regional review and approval prior to execution of the Site Plan Agreement.

- That the applicant submit a streetscape landscape plan for the frontage along Regional Road 20 (Highway 20 West) for review and approval
- That the applicant submit revised engineering grading plan for the driveway to the Region for review and approval.

If you have any questions or wish to discuss these comments please contact the undersigned at extension 3426, or Susan Dunsmore, Manager Development Engineering, at extension 3661.

Best Regards,



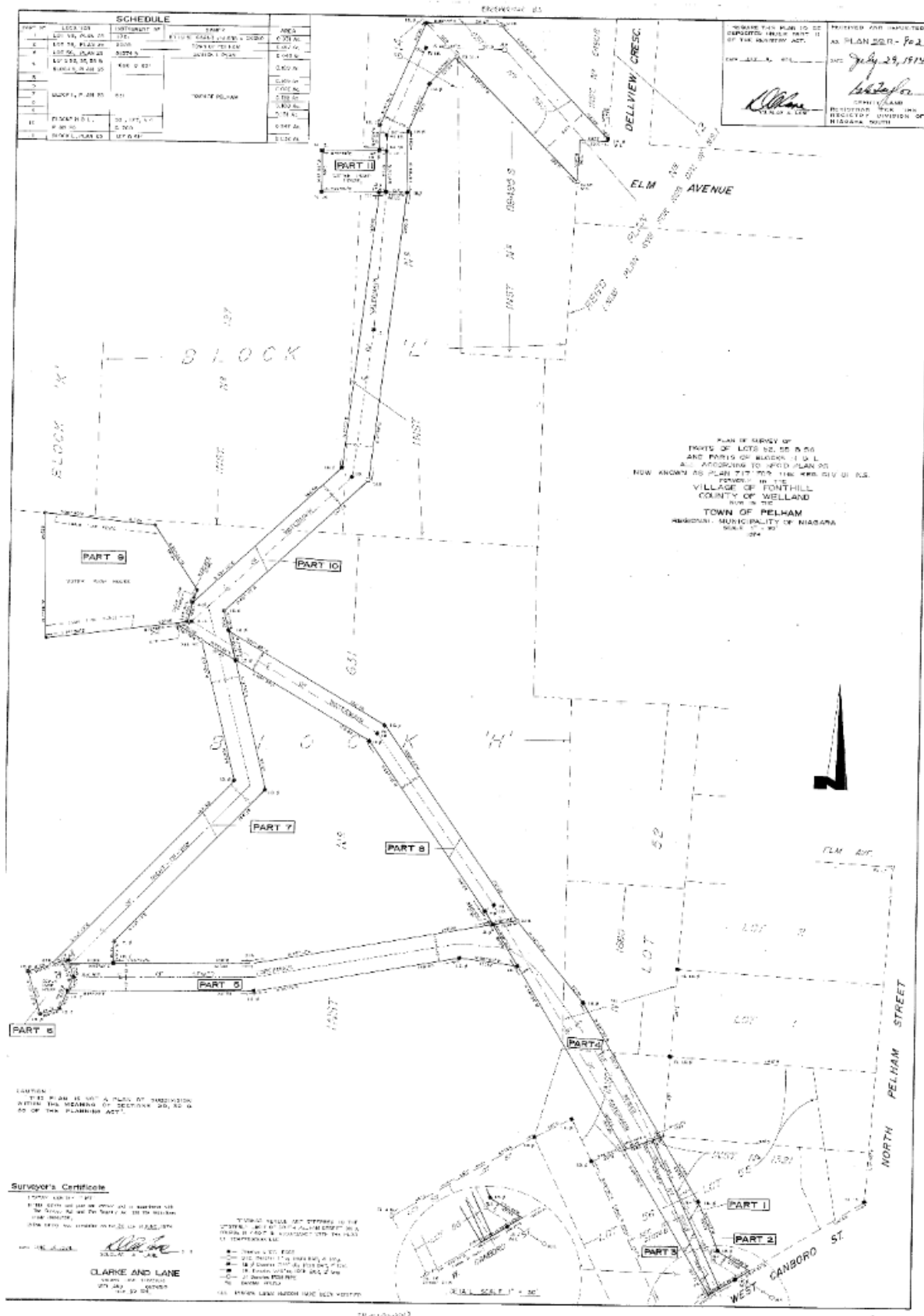
Taylor Boyle
Development Approvals Technician
Niagara Region

Attention: Appendix- Regional Conditions for Site Plan Approval

cc. Susan Dunsmore, Manager, Development Engineer, Niagara Region
Julia Van der Laan de Vries, Urban Designer, Niagara Region
Jason Oatley, Manager, Quality & Compliance Wastewater, Niagara Region

Appendix I
Regional Conditions of Site Plan Approval
1 Highway 20, Pelham

1. That the Owner agrees to include following warning clauses in all future offers and agreements of purchase and sale or lease:
 - a. *“Purchasers/tenants are advised that sight line distance may be restricted due to the existing on-street parking on the north side of Highway 20, west side of Park Lane.*
 - b. *“Purchasers/tenants are advised that access to the development at 1 Highway 20 may be restricted due to reduced levels of service at the signalized intersection of Highway 20 and Pelham Street during peak travel times.*
2. That the Site Plan Agreement between the owner and the municipality contain a provision whereby the owner agrees to obtain a certificate from an Ontario Land Surveyor stating that all existing and new survey evidence is in place at the completion of the development.
3. That prior to any construction taking place within the Regional road allowance the owner shall obtain the required Regional Road Permits.



Memorandum

Public Works Department - Engineering

To: Curtis Thompson Planner

CC: Jason Marr, Director of Public Works

From: Tolga Aydin, Engineering Technologist

Date: June 4, 2019

File #: SP-05-19

Subject: 1 Hwy 20 West – First Submission

The Public Works Department has reviewed the submitted documentation regarding the proposed development located at 1 Hwy 20 West. Please note the following notes and conditions provided.

The following submitted drawings have been considered for the purpose of this application:

- Proposed Site Plan, Dated: April 4, 2019
- SSGP – Site Servicing and Grading Plan, Dated: April 4, 2019
- STMDA – Storm Drainage Area Plan, Dated: June 21, 2018

The following submitted reports have been considered for the purpose of this application:

- Transportation Impact Study, prepared by Paradigm, dated April, 2019
- Municipal Servicing Assessment, prepared by Upper Canada Consultants, dated September 24, 2018

Engineering Reports

The following comments shall be addressed to the satisfaction of the Director of Public Works and Utilities.

Municipal Servicing Assessment

1. The sanitary system will require modelling to determine the effect the site will have on the system. All costs associated with the modelling are to be borne by the developer.
2. The storm water management section speaks to the same drainage area size outletting into the storm sewer on Highway 20. If a new storm lateral is to be installed, confirmation, backed up with calculations, that the proposed storm lateral will not have an adverse effect on the existing storm system will be required. The post development flows must match or be less than pre development flows.


Transportation Impact Study

1. The Town will not be supporting the removal of the on-street parking on the north side of Highway 20, west of Park Lane.

Curtis Thompson

From: Bob Lymburner
Sent: June 3, 2019 11:25 AM
To: Curtis Thompson
Subject: RE: Request for Comments - Application for Site Plan Approval - 1 Highway 20 West

Fire has no comment

 Pelham NIAGARA <i>Vibrant • Creative • Caring</i>	Bob Lymburner <i>Fire Chief</i> Fire & By-Law Services	e: blymburner@pelham.ca p: 905.892.2607 x203 c: 905.327.4411 pelham.ca	177 Highway 20 West P.O. Box 323 Fonthill, ON L0S 1E0
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From: Curtis Thompson
Sent: Monday, June 03, 2019 10:38 AM
To: Bob Lymburner
Subject: FW: Request for Comments - Application for Site Plan Approval - 1 Highway 20 West

Hey Bob,

Have you sent Shannon comments for this development application? I have not received anything from yourself or her.

Let me know. Thanks,

 Pelham NIAGARA <i>Vibrant • Creative • Caring</i>	Curtis Thompson, BURN <i>Planner</i> Community Planning & Development	e: cthompson@pelham.ca p: 905.892.2607 x324 pelham.ca	20 Pelham Town Square P.O. Box 400 Fonthill, ON L0S 1E0
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From: Curtis Thompson
Sent: May 8, 2019 12:59 PM
To: Dev Planning Applications - Region (devtplanningapplications@niagararegion.ca)
<devtplanningapplications@niagararegion.ca>
Subject: FW: Request for Comments - Application for Site Plan Approval - 1 Highway 20 West

SITE PLAN COMMENTS

Date: May 29, 2019

Re: SP-05-19

The building department offers the following comment,

- A building permit will be required.
- Sign permits may be required.

Respectfully,
Belinda Menard, Dipl.T.
Building Intake/Plans Examiner

Curtis Thompson

From: Shannon Larocque
Sent: May 10, 2019 2:50 PM
To: Curtis Thompson
Subject: FW: SPA (SP-05-19), 1 Highway 20 West, Pelham



Shannon Larocque, MCIP, RPP
Senior Planner
**Community Planning &
Development**

e: slarocque@pelham.ca
p: 905.892.2607 x319
pelham.ca

20 Pelham Town
P.O. Box 400
Fonthill, ON L0S

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From: circulations@wsp.com <circulations@wsp.com>
Sent: Friday, May 10, 2019 8:45 AM
To: Shannon Larocque <SLarocque@pelham.ca>
Subject: SPA (SP-05-19), 1 Highway 20 West, Pelham

2019-05-10

Shannon Larocque

Pelham

, ,

Attention: Shannon Larocque

Re: SPA (SP-05-19), 1 Highway 20 West, Pelham; Your File No. SP-05-19

Our File No. 84625

Dear Sir/Madam,

We have reviewed the circulation regarding the above noted application.

The following paragraph is to be included as a condition of approval:

“The Owner shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements”.

We hereby advise the Developer to contact Bell Canada during detailed design to confirm the provision of communication/telecommunication infrastructure needed to service the development.

As you may be aware, Bell Canada is Ontario’s principal telecommunications infrastructure provider, developing and maintaining an essential public service. It is incumbent upon the Municipality and the Developer to ensure that the development is serviced with communication/telecommunication infrastructure. In fact, the 2014 Provincial Policy Statement (PPS) requires the development of coordinated, efficient and cost-effective infrastructure, including telecommunications systems (Section 1.6.1).

The Developer is hereby advised that prior to commencing any work, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is available. In the event that such infrastructure is unavailable, the Developer shall be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure.

If the Developer elects not to pay for the above noted connection, then the Developer will be required to demonstrate to the satisfaction of the Municipality that sufficient alternative communication/telecommunication will be provided to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

MMM (a WSP company) operates Bell Canada’s development tracking system, which includes the intake and processing of municipal circulations. Please note, however, that **all responses to circulations and other requests, such as requests for clearance, come directly from Bell Canada, and not from MMM.** MMM is not responsible for the provision of comments or other responses.

Should you have any questions, please contact the undersigned.

Yours truly,

Meaghan Palynchuk
Manager, Municipal Relations
Access Network Provisioning, Ontario
Phone: 905-540-7254
Mobile: 289-527-3953
Email: Meaghan.Palynchuk@bell.ca

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DELIVERY PLANNING
CANADA POST CORPORATION
955 HIGHBURY AVENUE NORTH
LONDON ON N5Y 1A3

May 10, 2019

SHANNON LAROCQUE
PELHAM
P.O. BOX # 400
20 PELHAM TOWN SQUARE
FONTHILL, ONTARIO L0S 1E0

RE: (SP-05-19) 1 Highway 20 West, Pelham

Dear Shannon:

Canada Post Corporation has no requirements or conditions regarding this project as the development in question falls within the Post Office Box-served boundaries of the Fonthill Post Office.

Should the description of the project change, I would appreciate an update in order to assess the impact of the change on mail service.

If you have any questions or concerns regarding this decision, I can be reached at 226-268-5914 or the above noted address.

I appreciate the opportunity to comment on this project.

Sincerely yours,

A. Carrigan

Andrew Carrigan
Delivery Services Officer

May 16, 2019

Shannon Larocque, MCIP, RPP
Senior Planner
Town of Pelham
20 Pelham Town Square
PO Box 400
Fonthill, ON L0S 1E0

Dear Shannon,

Re: Site Plan Control Application
1 Highway 20 West
Town of Pelham
File No.: SP-05-19

Enbridge Gas Inc. does not object to the proposed application(s).

This response does not constitute a pipe locate or clearance for construction.

The applicant shall contact Enbridge Gas Inc.'s Customer Connections department by emailing CustomerConnectionsContactCentre@Enbridge.com for service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, Silva cells, and/or soil trenches) and/or asphalt paving.

If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction, all costs are the responsibility of the applicant.

Easement(s) are required to service this development and any future adjacent developments. The applicant will provide all easement(s) to Enbridge Gas Inc. at no cost.

In the event a pressure reducing regulator station is required, the applicant is to provide a 3 metre by 3 metre exclusive use location that cannot project into the municipal road allowance. The final size and location of the regulator station will be confirmed by Enbridge Gas Inc.'s Customer Connections department. For more details contact CustomerConnectionsContactCentre@Enbridge.com.

Enbridge Gas Inc. reserves the right to amend or remove development conditions.

Sincerely,

A handwritten signature in black ink that reads "Alice Coleman". The signature is fluid and cursive, with the first name "Alice" and last name "Coleman" clearly distinguishable.

Alice Coleman

Municipal Planning Coordinator
Long Range Distribution Planning

ENBRIDGE GAS INC.

TEL: 416-495-5386

MunicipalPlanning@enbridge.com

500 Consumers Rd, North York, ON, M2J 1P8

enbridgegas.com

Safety. Integrity. Respect.

Curtis Thompson

From: Shannon Larocque
Sent: May 21, 2019 11:27 AM
To: Curtis Thompson
Subject: FW: Pelham Niagara, 1 HWY 20 West, SP-05-19



Shannon Larocque, MCIP, RPP
Senior Planner
**Community Planning &
Development**

e: slarocque@pelham.ca
p: 905.892.2607 x319
pelham.ca

20 Pelham Town
P.O. Box 400
Fonthill, ON L0S

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From: Iwona.Lipowski@HydroOne.com <Iwona.Lipowski@HydroOne.com>
Sent: Tuesday, May 21, 2019 11:22 AM
To: Shannon Larocque <SLarocque@pelham.ca>
Subject: Pelham Niagara, 1 HWY 20 West, SP-05-19

Hello,

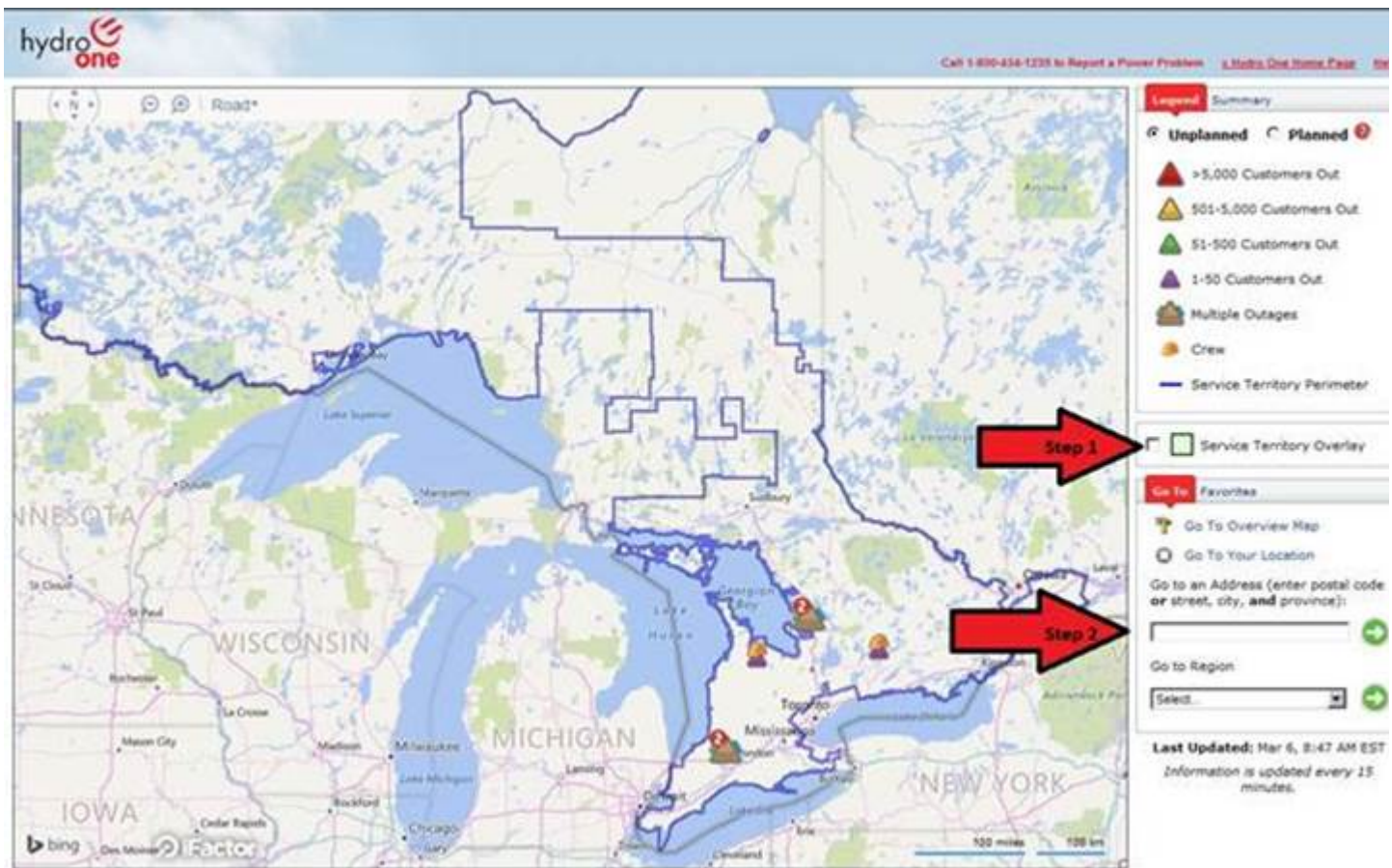
We are in receipt of your Site Plan Application, SP-05-19 dated May 8th, 2019. We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time. **Our preliminary review considers issues affecting Hydro One's 'High Voltage Facilities and Corridor Lands' only.**

For proposals affecting 'Low Voltage Distribution Facilities' please consult your local area Distribution Supplier.

To confirm if Hydro One is your local distributor please follow the following link:

<http://www.hydroone.com/StormCenter3/>

Please select "Service Territory Overlay" and locate address in question by entering the address or by zooming in and out of the map



If Hydro One is your local area Distribution Supplier, please contact Customer Service at 1-888-664-9376 or e-mail CustomerCommunications@HydroOne.com to be connected to your Local Operations Centre

Thank you,

Iwona Lipowski

Real Estate Clerk - Real Estate Services

Hydro One Networks Inc.

185 Clegg Road

Markham, ON L6G 1B7

Iwona.Lipowski@HydroOne.com

On behalf of,

Dennis De Rango

Specialized Services Team Lead, Real Estate Department

Hydro One Networks Inc.

Tel: (905)946-6237

Email: Dennis.DeRango@HydroOne.com

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COMMUNITY PLANNING & DEVELOPMENT MONTHLY REPORT
JUNE, JULY, AUGUST, 2019
DEPARTMENT OVERVIEW & STATISTICS
Planning:

The Planning Department continues to work on the following development applications: six (6) Subdivision Applications, two (2) Official Plan Amendment applications, ten (10) Zoning By-Law Amendments, five (5) applications for Site Plan Approvals, four (4) consent applications, nine (9) minor variance applications and two (2) Niagara Escarpment Development Permit applications. In addition, planning staff are also working with the consultants on the East Fenwick secondary plan and the new comprehensive zoning by-law.

Building:

The Building Department continues to receive incoming permit applications consistent with seasonal trends and remains occupied with inspections, conducting a total of 564 inspections since the May 27th report.

Building Activity Statistics from May 28, 2019 – August 31, 2019 & Comparison to 2018/2019 results:

Month	All Building Permits	Inspections	Demolition Permits	Commercial Building Permits Sq.Ft.		Estimated Total Value of Construction	New Dwelling Units
<i>2019</i>							
May 28 – Aug 31'19	86	564	3	9	19,686	\$13,066,582	29
<i>2018 Comparison</i>							
May 28 – Aug 31'18	70	467	1	7	9,902	\$11,939,921	24

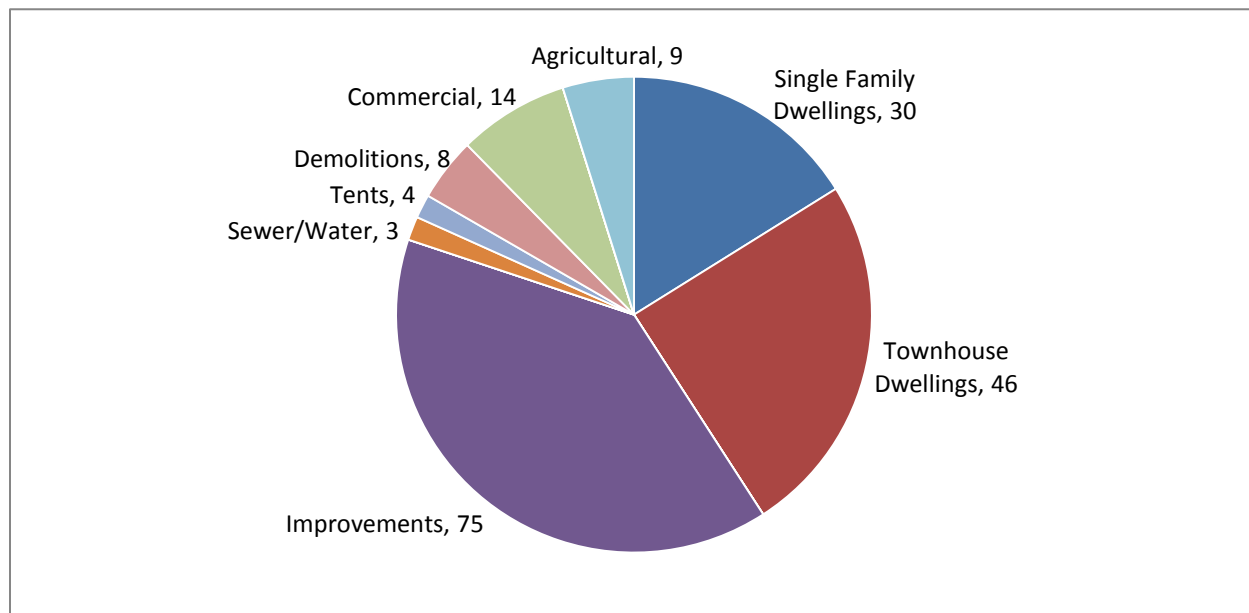
Building Permit Time Frames from May 28, 2019 – August 31, 2019:

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: 10 days	62	7
Small Building: 15 days	23	10
Large Building: 20 days	1	3
Complex Building: 30 days	-	-
Total:	86	

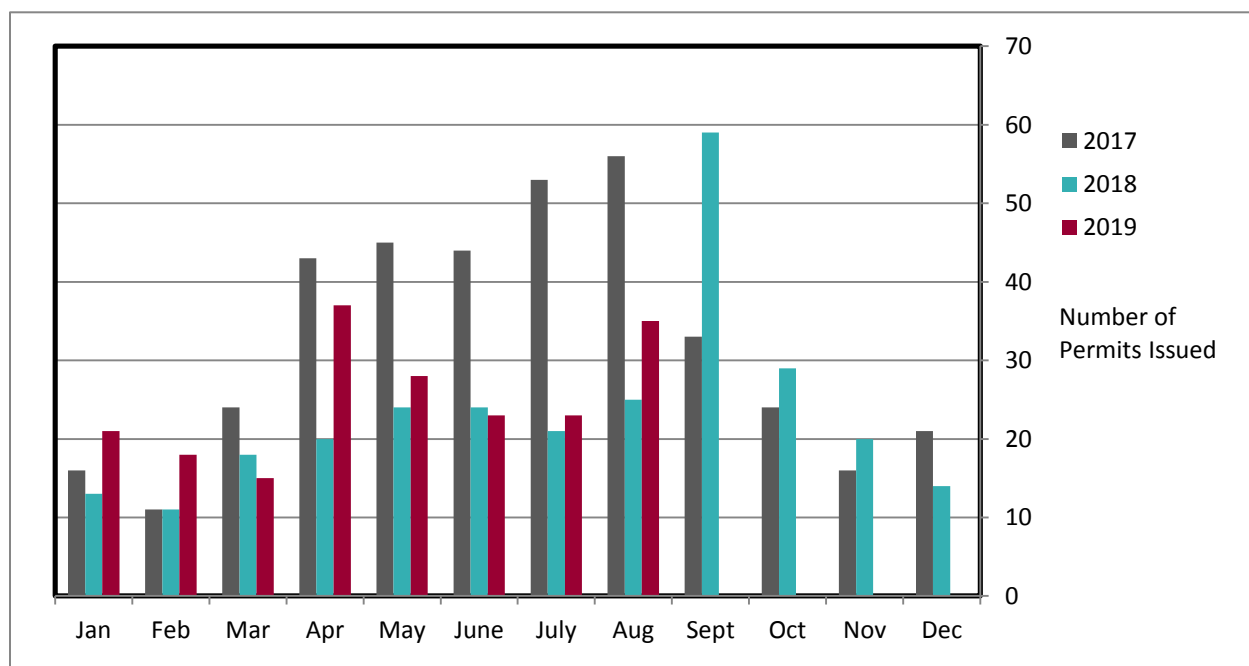
Major Building Projects Over \$250,000 (excluding single family dwelling units):

- \$750,000 - Commercial Building
- \$300,000 - Commercial Building interior renovations

Building Permit Breakdown (Year to Date):



Comparative Building Activity Statistics from 2017 to 2019



PROJECTS**Proposed Changes to the Provincial Legislation**

On June 21, 2019 the Provincial government released 3 proposed draft regulations to implement changes made to the *Planning Act* and *Development Charges Act* through *Bill 108 - More Homes, More Choice Act, 2019* relating to the community benefits authority, development charges and transition matters. The formula for calculating the community benefits charge was not released however, and will be subject to further consultation. The proposed community benefits charge implementation date is January 1, 2021; soft service development charges can no longer be charged after that date. The Ministry has indicated that the key goal of the community benefits charge formula will be to ensure that municipalities maintain their historic revenue collected for soft services from its development charges.

The proposed start date for the community benefits charge is January 1, 2020 when municipalities can pass community benefits charges and by January 1, 2021 municipalities must transition to the use of community benefits charges to collect money for soft services. Thereafter municipalities are prohibited from collecting development charges for soft services. The regulation also identifies annual reporting requirements by the Treasurer. The Town may need to amend the development charges background study and pass a new by-law in advance of its current expiry to satisfy the January 1, 2021 community benefits implementation date.

The proposed changes to the regulations for the development charges provide for a deferral of payment of development charges for certain types of developments such as rental housing, non-profit housing, institutional, industrial and commercial uses. The proposed regulation also proposes to freeze the development charge to the amount set at the time of site plan application or zoning by-law amendment application vs. at time of building permit as is the current practice. The rate freeze is for a period of two years.

The transition matters provide for the transition of matters at the Local Planning Appeal Tribunal (LPAT) being where a hearing date for existing appeals has not been established, the matter will proceed under the new rules and existing appeals with hearing dates will proceed under the old rules.

Changes to the Provincial Policy Statement

On July 22, 2019 the Provincial Government released proposed amendments to the Provincial Policy Statement. The Province has indicated that the proposed changes to the Provincial Policy Statement are to encourage the development of an increased mix and supply of housing, protect the environment and public safety, reduce barriers and costs for development and provide greater predictability, support rural, northern and indigenous communities and support the economy and job creation.

With regards to increasing the housing supply and mix, the proposed changes increase the planning horizon from 20 years to 25 years, increase the housing supply from 10 to 12 years, increase flexibility for municipalities related to phasing of development and compact built form, require transit supportive development and support the development of housing to meet current and future housing needs and provide housing options to name a few.

With regards to protecting the environment and public safety the proposed changes form direction to prepare for impacts of a changing climate, enhance stormwater management policies to protect water and support climate resiliency, direct development away from hazardous and flood prone areas and maintain the protections of the Greenbelt.

**Community Planning
& Development**

The proposed changes require municipalities to take action to fast track development applications for certain types of development, such as housing, align policies related to cultural heritage with recent changes to the *Ontario Heritage Act*, and direct large ground mounted solar facilities away from prime agricultural and specialty agricultural lands.

The proposed changes to are aimed at enhancing municipal engagement with indigenous communities on land use planning matters to help inform decision making, build relationships and address issues upfront in the approval process, enhance agricultural protections to support food production and the agricultural sector as an economic driver, allow flexibility for communities on private water and sanitary sewer systems for lot creation in rural settlement areas.

The proposed policy changes also aim to support certainty and economic growth by encouraging municipalities to facilitate conditions for economic investment and at the time of official plan review update locally identified employment areas to ensure designations are appropriate, provide municipalities with greater control over employment area conversions to support the forms of development and job creation that suit the local context and provide stronger protection for major facilities such as manufacturing and industrial areas where non-employment uses are planned nearby.

Big Creek Drain Culvert Replacement Poth Street

Tender was awarded to Duffin Construction and installation of new culverts has commenced. The Drainage Superintendent together with Engineering staff are monitoring the construction.

PERSONNEL

The following staff has received training to update skills and development in their related fields:

- B. Wiens attended the Congress of New Urbanism Conference June 11th -14th
- Planning staff participated in webinar by Weir Foulds on Bill 108
- Planning and Building staff participated in a workplace assessment
- Planning staff participated in Lean Review of Development Application Processes

GRANTS, CONTRACTS, RFPs & AGREEMENTS

There have not been any grants, contracts, RFPS of Agreements during this period.

MEETINGS

On-going meetings:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Chief Building Officials of Niagara ▪ Development Coordinating Meeting | <ul style="list-style-type: none"> ▪ Pre-Consultation Meetings ▪ SMT Meetings ▪ Joint Health & Safety Committee Meeting |
|---|--|



**Community Planning
& Development**

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:

- Meeting with Regional staff on Bill 108
- Meeting with Regional staff regarding changes to Growth Plan
- All Staff meeting
- Meetings with to review website content
- Weekly Cannabis Control Committee Meetings
- Lathrop Property Pond Restoration



**Community Planning
& Development**

CORPORATE SERVICES MONTHLY REPORT**AUGUST, 2019****DEPARTMENT OVERVIEW & STATISTICS****Overview**

June – Planning and preparation for the 2020 capital and operating budgets continued to ensure timely completion of the 2020 budget before the end of this year.

July – Capital and operating budget sheets were distributed to departments in preparation for the 2020 budget. Budget mid-year review meetings were held with directors and department managers. A “LEAN” review was conducted regarding procurement and accounts payable processes. Corporate Services staff worked during Summerfest to provide friendly customer service and ensure financial controls were maintained. Debenture proceeds were received for the \$4M debenture in accordance with the 2019 budget.

August – 2020 budget preparation continues for corporate services departments. Gypsy moth bills were prepared and distributed, and staff responded to inquiries from residents.

Summerfest

13 staff members from Corporate Services contributed their time with Summerfest ticket sales and were happy to be a part of this community event. The staff work schedule was reconfigured and increased up to 6 cashiers during the peak hours. This, along with the change to increase to 3 ticket booths, significantly reduced the wait times for customers. Staff commented how much they enjoyed supporting this event.

Gypsy Moth Spraying

The Gypsy moth bills were sent out at the beginning of August. A total of 294 bills were issued and due by August 30. Any outstanding bills will be added to property taxes.

Budget Transfer

The budget for global merit and equity has been distributed from the HR department to the individual departments. As a result, the budget figures for expenditures have changed slightly from the previous monthly report but the total budget is unchanged.

Financial Reports

1. Monthly Revenue and Expense Report at July 31, 2019 (Appendix 1).
2. 2019 Capital Projects- Second Quarter (Appendix 2).
3. 2019 Meridian Community Centre (MCC) May, June, July Reporting (Appendix 3): MCC Revenue, Facility Usage Statistics for Internal and External Activities and Hydro Usage (Appendix 3).

4. Transit Report to July 31, 2019 (Appendix 4).

Taxes

In June, 6241 final tax bills were mailed to residents. This is an increase of 98 bills over 2018. An insert was sent along with this bill, which provided information on how the Town, Region and school boards share of the taxes is distributed; it also provided answers to frequently asked questions. Positive responses have been received on the insert. The first set of supplemental tax bills was mailed to residents, of which the Town's share was \$148,926.60. Calls and negotiations resulted in notable collections of \$69,137.07 representing 3.6% of the balance at May 31st, 2019.

Human Resources

New Hires for June:

Craig Hyatt has joined the Town of Pelham team as the new IT Support Technician. He has worked in various IT positions, is a graduate of TriOS College and CompTIA A+ Certified.

Whitney Gilliland has started as the new Human Resources and Health and Safety Intern working directly with Town policy and the review of Safe Operating Practices for the Public Works Department. Whitney is completing the post graduate Health and Safety Management Program and will be completing the 300 hour internship component of the program with the Town.

Seasonal Parks Labourers, Camp and Aquatic Staff and RCW summer student employment will end on August 30. We thank all summer seasonal staff for their dedication and commitment over the summer months in their respective positions here at the Town. Congratulations on another successful season!

Camp Staff:

Alanna Peplinski
 Alicia Oldfield
 Brittany MacLean
 Isabella Norio
 Jake Richard
 Noah Stickney
 Paige Bonsignore
 Ryan Dykstra
 Michael Dykstra
 Rachelle Tunikaitis
 Sarah Belovari

Aquatic Staff:

Aliene Zamora
 Alison Dykstra
 Elliott Song
 Harmon Narbonne
 Hope Larmour
 Krista Zucco
 Kylie Fast
 Stefanie Bray
 Trent Glenney
 William Guitard
 Cailyn Zamora
 Zachary Pasma

New Hires for July:

David Cribbs began with Town as our Chief Administrative Officer on July 8. David joins us from Norfolk County where he served as the CAO from 2017-2019, providing leadership and guidance to

over 750 county staff. David is an experienced municipal employee of nearly 15 years, working for the City of London, City of Hamilton, County of Lambton, and his most recent employment with Norfolk County.

Diane Adamo began as a new Part-Time Customer Service Representative on July 8. Diane brings municipal experience from working with the Town of Caledon where she worked as a senior kennel attendant.

Brittany MacLean has successfully transitioned from Camp Supervisor to Active Living Programmer, effective July 29. Brittany has demonstrated her leadership abilities as the Town's camp supervisor for many summers. Brittany will now be implementing and overseeing all youth programs.

Rick LaPointe started on July 2. He is the new Maintenance Assistant working directly as a support for Rick Palframan. Rick honed his skills and experience working as a Facilities Maintenance Manager for many years. He has a wealth of knowledge in HVAC, plumbing, electrical and carpentry.

Tim Zack started as an Equipment Operator on July 8. Tim joins us from The Miller Group and has many years of experience working with heavy equipment.

Allison Loan is a Facilities Attendant who has been hired Part Time at the MCC to be of assistance for the Facilities Department. Allison is coming to us from the Meridian Centre in St. Catharines where she was the Head Cleaner/Operator and the first female Zamboni driver. Alison started with the Town of Pelham on July 15.

Jeff Zachar and Phillip Rominger are the MCC's new Facilities Operators. Jeff has experience working in the Facilities department at the Town of Lincoln and the Town of West Lincoln. Jeff joined the Town of Pelham on July 15. Phillip has experience working both as an ice and pool technician and he joins us from the Township of Norwich and began as an Operator on July 8. We are excited to have Phillip and Jeff's skills as operators at the MCC.

Derek Jung joined the Town last year as Events Support Staff. He is excited to start his new role as a Facilities Attendant. Chris Macleod has been with the Town since January 2018 and has now accepted a permanent position as a Facilities Attendant. Both Derek and Chris began their new positions on July 15.

Holli Zwierschke and Nick Hostetter have been hired as Part Time Facilities Support Staff, being utilized for general MCC cleaning, maintenance and event set up and tear down. Holli will be transitioning from Events Support to Facility Support Staff. Nick has accepted a permanent Facility Support Staff position and will transition over from the role of Seasonal Parks Labourer.

Turnover Rate

2019	Aug	Jul	Jun	May	April	Mar	Feb	Jan
Terminations	1	1	1	1	2	2	0	1
Monthly Turnover %	1.25%	1.25%	1.25%	1.25%	2.5%	2.5%	0.00%	1.25%
YTD Terminations	9	8	7	6	5	3	1	1
YTD Turnover %	11.25%	10%	8.75%	7.5%	6.25%	3.75%	1.25%	1.25%

PROJECTS

IT Projects

- Website Training took place on Tuesday July 30th at the MCC for employees.
- Working with Marmark to install and setup Facilities Tracking Module and By-law complaints database.
- Mobile phone upgrades for staff.
- Data line graph report for USC.
- Security camera installations.
- Deployment of laptops for staff (upgrades).
- Review of RFQ for Council Chambers.
- New user accounts for Facilities support staff.

Human Resources Projects

Staff attended the Niagara Region Health & Safety quarterly meeting. This meeting brought together various municipalities from the Niagara Region and discussed prevalent health and safety issues in a municipal context.

The focus in Health and Safety will be on ergonomics for the following month and preparing for a Ministry of Labour visit to discuss ergonomics in the Public Works department. Members of the Joint Health and Safety Committee will be conducting ergonomics workplace inspections.

A Ministry of Labour Inspection, 1 has been completed. The inspector will return for a workplace audit later in the summer with a specific focus on the Public Works Department. Part 1 of this initiative included a Health and Safety Administration review, auditing the Town's Internal Responsibility System.

Human Resources has begun workplace ergonomics inspections. On a monthly basis, HR will connect with both office based and outside staff to review a workplace ergonomics check list, observe

how work is done and discuss any ergonomic concerns staff may have. These inspections will be brought to the Joint Health and Safety Committee on a monthly basis for analysis and discussion.

Part 2 of the Ministry of Labour Inspection is now complete. The Inspector spent 3 hours watching work completed by the Beautification department, focusing on ergonomics. It is recommended that, moving forward, the Town purchases tools with lower vibration levels, limit worker exposure to vibration, provide anti-vibration gloves, those working in the cemetery begin using the monument lifter for burials, as well as some administrative changes including more specific Ergonomic policies and procedures.

The HR Intern has been working on the review of Operating Procedures for Public Works, meeting with HR and Public Works supervisors and managers.

Human Resources organized an OMERS Information Session. All staff members were invited to attend and learn more about their OMERS pension options.

CONSTITUENT CONCERNS & ISSUES ARISING

There have been no concerns or issues to report during this period.

PERSONNEL

The following staff have received training to update skills and development in their related fields:

- iCity Webinar for AP/Eft Transfer Set Up and Demo attended by Barb Amies (Accounts Payable)
- Municipal Finance Officer's Association (MFOA) webinar on the Construction Lien Act attended by Charlotte Tunikaitis (Deputy Treasurer)

GRANTS, CONTRACTS, RFPs & AGREEMENTS

Current Bids and Tenders

Invitation to Bid# 2019-CS-02 - General Insurance & Risk Management Service Program

Bidders

Marsh Canada

BFL CANADA Risk and Insurance Services Inc.

Frank Cowan Company

Award is to Frank Cowan Company: \$494,287 for 18 months
--

Invitation to Bid# 2019-PW-09 - Exterior & Interior Painting - Municipal Building Town of Pelham
--



<u>Bidders</u>	<u>Amount</u>
Cabcon Contracting Ltd.	\$398,965
Brampton Painting Co. Ltd.	\$45,849
May's Group	\$66,709
Award is to Brampton Painting Co. Ltd. with a contract value of \$45,849	
Invitation to Bid# 2019-PW-04 - Engineering Services for the Design of Sanitary Sewer Replacement Church Street, Fenwick	
<u>Bidders</u>	
kerry t. howe engineering limited	
Noveen Engineering Inc.	
GHD Limited	
Metropolitan Consulting Inc.	
Associated Engineering (Ont.) Ltd.	
Upper Canada Consultants	
IBI Group Professional Services (Canada) Inc.	
Quartek Group Inc.	
Morrison Hershfield Limited	
Award is to Associated Engineering (Ont.) Ltd. with a contract value of \$42, 471 Design only.	
Invitation to Bid# 2019-PW-11 - Sewer Flushing and CCTV Program	
<u>Bidders</u>	<u>Amount</u>
Dambro Environmental Inc.	\$221,250
Bob Robinson & Son Construction	\$153,285
Wessuc Inc.	\$155,989
Pipetek Infrastructure Services Inc	\$125,970
Award is to Pipetek Infrastructure Services Inc with a contract value of \$125,970	
Invitation to Bid# 2019-PW-03-2 - Haist Street Watermain Replacement	
<u>Bidders</u>	<u>Amount</u>
O'Hara Trucking and Excavating	\$791,880
Peter's Excavating INc	\$761,780
Award is to Peter's Excavating INc with a contract value of \$761,780	
Invitation to Bid# 2019-PW-10 - Big Creek Drain - Poth Street Culvert	
<u>Bidders</u>	<u>Amount</u>
Duffin Contracting Inc	\$387,730
Award is to Duffin Contracting Inc. with a contract value of \$387,730	
Invitation to Bid# 2019-PW-08-3 - Pelham St North Reconstruction	
<u>Bidders</u>	<u>Amount</u>

O'Hara Trucking and Excavating	\$2,534,172
1573335 ONT LTD O/A Charlton Group	\$2,043,138
Peter's Excavating INc	\$2,098,022
Brennan Paving – Niagara, a division of Brennan Paving & Construction Ltd.	\$2,372,182
Alfred Beam Excavating Limited	\$2,955,440
Nexterra Substructures Incorporated	\$2,292,382
Award is to 1573335 ONT LTD O/A Charlton Group with a contract value of \$2,043,138	
Invitation to Bid# 2019-PW-12 - Road Rehabilitation Program	
<u>Bidders</u>	<u>Amount</u>
NORJOHN CONTRACTING AND PAVING LIMITED	\$1,094,774
Circle P Paving Inc.	\$1,140,856
Award is to NORJOHN CONTRACTING AND PAVING LIMITED with a contract value of \$1,094,774	
Invitation to Bid# 2019-PW-13 - Concrete Repair and Replacement Program	
<u>Bidders</u>	<u>Amount</u>
Catalina Excavating Inc.	\$149,290
Sacco Construction	\$145,355
Gauboc Construction Limited	\$102,860
Award is to Gauboc Construction Limited with a contract value of \$102,860	

MEETINGS

- Joint Health & Safety
- Senior Management Team
- CIBC
- Job Evaluation Committee
- Ministry of Municipal Affairs
- Watson & Associates
- Pelham Library Acting CEO
- Audit Committee Members
- Central Square (Vadim Software)
- BJM & Associates
- Audit Committee
- SLT



Monthly Revenue Report at July 31, 2019 (58% of time lapsed)

	2019				2018	
	Budget	Actual at Jul 31	Actual as a % of Budget	Notes	Budget	Actual at Dec 31
Taxation						
General Tax Levy	\$ 13,674,386	\$ 7,976,719	58 %		\$ 12,530,619	\$ 12,530,627
Payments in Lieu	300,471	175,510	58 %		300,471	299,576
Total Taxation	13,974,857	8,152,229	58 %	(1)	12,831,090	12,830,203
Finance Department						
Penalties and Interest	270,000	169,483	63 %		340,000	268,465
Supplemental Revenues	175,000	211,625	121 %	(2)	300,000	172,853
Transfer from Building Department	77,938	45,464	58 %		77,938	77,938
Ontario Unconditional Grants	39,800	30,317	76 %	(3)	39,800	39,800
Miscellaneous	15,000	11,898	79 %		10,000	80,029
Investment Income	10,000	59,770	598 %	(4)	5,000	52,756
Total Finance Department	587,738	528,557	90 %		772,738	691,841
Clerk's Department						
Committee of Adjustment	50,000	27,768	56 %		50,000	37,829
Miscellaneous	16,750	7,699	46 %	(5)	16,750	15,141
Total Clerk's Department	66,750	35,467	53 %		66,750	52,970
Fire and By-law Services						
Fire Department Revenues	35,450	29,792	84 %	(6)	34,700	37,086
By-law and Parking Enforcement	14,300	15,741	110 %	(7)	14,300	22,809
Provincial Offences Act Revenue	10,000	6,955	70 %	(8)	10,000	43,474
Total Fire and By-law Services	59,750	52,488	88 %		59,000	103,369
Public Works						
Facilities and Beautification	676,219	362,231	54 %		530,506	499,763
Aggregate Resource Grant	25,000	-	- %	(9)	25,000	23,147
Transfer from Reserve	425,500	248,208	58 %		-	78,836
Miscellaneous	80,500	14,453	18 %	(10)	18,000	26,902
Fonthill/Hillside Cemeteries	78,500	36,386	46 %	(5)	71,600	95,850
Total Public Works	1,285,719	661,278	51 %		645,106	724,498
Recreation, Culture and Wellness						
Recreation and Wellness	347,450	248,371	71 %	(11)	225,423	256,881
Special Events and Festivals	150,150	141,400	94 %	(11)	150,250	197,521
Culture and Community Enhancement	78,500	33,443	43 %	(11)	66,000	78,824
Public Transit	211,953	72,521	34 %	(12)	165,000	80,576
Total Recreation, Culture and Wellness	788,053	495,735	63 %		606,673	613,802
Community Planning and Development						
Building Department Revenues	500,500	441,380	88 %		500,500	655,957
Planning Fees	65,340	122,882	188 %		65,340	196,913
Municipal Drainage	-	-	- %		12,000	-
Total Community Planning and Development	565,840	564,262	100 %	(13)	577,840	852,870
Water and Wastewater						
Water Revenues	2,761,884	1,159,962	42 %		2,477,727	2,512,226
Wastewater Revenues	2,014,104	873,914	43 %		1,708,694	1,796,919
Total Water and Wastewater	4,775,988	2,033,876	43 %	(14)	4,186,421	4,309,145
GRAND TOTAL	\$ 22,104,695	\$ 12,523,892	57 %		\$ 19,745,618	\$ 20,178,698



Monthly Revenue Report at July 31, 2019 (58% of time lapsed)

Explanatory Notes:

- (1) Taxation revenue based on budget; final tax bills were sent out in June.
- (2) Supplemental revenue is collected June through November, and has exceeded budget for 2019.
- (3) Budget of \$39,800 pertained to Ontario Municipal Partnership Fund (OMPF). OMPF payments for Q1-Q3 have been received, and new Municipal Modernization grant of \$725,000 has been deferred until it can be applied to expenditures approved by Council. Approximately \$520k has been approved to be applied to capital projects in order to allocate Federal Gas Tax to the Pelham St. project. These grants are considered unconditional because they are not dependent upon a specific project being completed.
- (4) Interest will be allocated to non-discretionary and obligatory reserves at year-end.
- (5) Uncertain timing of certain revenue streams.
- (6) \$5,000 Grant received from Enbridge for fire equipment which has been purchased.
- (7) Increased fees for permits and parking fines.
- (8) Q1 POA received in April, and year-to-date received is tracking higher than budget.
- (9) Aggregate resource grant received in September each year.
- (10) Payments expected for federal grant related to climate change and innovation.
- (11) Most recreation camp and special event activity occurs in Q2 and Q3.
- (12) Significant portion of transit grants pertain to the second bus and therefore have not yet been received.
- (13) Increased revenue due to growth within the Town. At year-end, any Building Department surplus is transferred to its reserve.
- (14) Water and wastewater have been billed for January to June. Consumption tends to be higher in the summer.



Monthly Expenditure Report at July 31, 2019 (58% of time lapsed)

	2019				2018	
	Budget	Actual at Jul 31	Actual as a % of Budget	Notes	Budget	Actual at Dec 31
Administration Services						
Members of Council	\$ 217,409	\$ 137,047	63 %	(1)	\$ 184,643	\$ 189,270
CAO's Office	257,512	56,043	22 %	(2)	269,326	251,004
Total Administration Services	474,921	193,090	41 %		453,969	440,274
Clerk's Department						
Clerk's Department	357,814	217,638	61 %	(3)	413,943	414,959
Marketing and Communication	125,975	58,048	46 %		107,761	102,750
Committee of Adjustment	6,650	694	10 %	(4)	6,650	3,167
Total Clerk's Department	490,439	276,380	56 %		528,354	520,876
Corporate Services						
Finance Department	809,394	473,644	59 %		844,232	823,910
Shared Administrative Overhead	835,015	506,036	61 %	(5)	620,250	933,824
Shared Information Technology	448,848	286,717	64 %	(6)	455,702	431,258
Human Resources	86,145	53,955	63 %	(7)	201,180	178,811
Total Corporate Services	2,179,402	1,320,352	61 %		2,121,364	2,367,803
Fire and By-law Services						
Fire Services	1,329,511	633,607	48 %	(8)	1,297,766	1,303,643
By-law and Parking Enforcement	126,146	67,858	54 %		114,791	124,848
Health and Safety	7,955	7,168	90 %	(7)	88,434	26,459
Crossing Guards	42,563	25,418	60 %		41,508	44,482
Animal Control	36,000	18,000	50 %	(9)	39,868	39,868
Total Fire and By-law Services	1,542,175	752,051	49 %		1,582,367	1,539,300
Public Works						
General Administration	1,183,229	706,296	60 %	(10)	940,037	898,545
Roadway Maintenance	3,810,707	2,298,446	60 %	(11)	3,474,595	3,492,779
Facilities and Beautification	3,678,562	1,723,445	47 %		2,921,217	2,911,042
Street Lighting	224,789	100,868	45 %		224,789	175,896
Fonthill and Hillside Cemeteries	128,322	66,437	52 %		127,396	116,583
Niagara Central Airport	20,844	20,844	100 %	(12)	46,566	42,816
Total Public Works	9,046,453	4,916,336	54 %		7,734,600	7,637,661
Recreation, Culture and Wellness						
General Administration	357,669	205,657	57 %		413,502	356,848
Recreation and Wellness	379,270	172,163	45 %	(13)	275,835	306,276
Special Events and Festivals	270,601	166,073	61 %	(13)	257,976	339,723
Culture and Community Enhancement	158,046	71,682	45 %	(13)	167,064	147,714
Public Transit	442,390	208,675	47 %	(14)	218,850	259,054
Libraries	814,218	474,961	58 %		814,218	814,218
Total Recreation, Culture and Wellness	2,422,194	1,299,211	54 %		2,147,445	2,223,833
Community Planning and Development						
Building Department	500,500	246,417	49 %	(15)	500,500	655,956
Planning and Zoning	633,487	353,524	56 %		475,573	469,295
Municipal Drainage	39,136	18,283	47 %		15,025	14,556
Total Community Planning and Development	1,173,123	618,224	53 %		991,098	1,139,807
Water and Wastewater						
Water	2,761,884	1,414,046	51 %	(16)	2,477,727	2,512,226
Wastewater	2,014,104	1,172,535	58 %		1,708,694	1,796,918
Total Water and Wastewater	4,775,988	2,586,581	54 %		4,186,421	4,309,144
GRAND TOTAL	\$ 22,104,695	\$ 11,962,225	54 %		\$ 19,745,618	\$ 20,178,698



Monthly Expenditure Report at July 31, 2019 (58% of time lapsed)

Explanatory Notes:

- (1) Some expenditures have been paid in full for the year, such as memberships and the strategic plan. Additional costs incurred related to Haist arena surveys.
- (2) Budget variance due to organizational changes.
- (3) Some fees have been paid in full for the year, such as Joint Access Advisory Committee.
- (4) Honorariums are paid at the end of the year.
- (5) WSIB expense is higher than budget and some will be allocated to water, wastewater, and building. Postage fees are higher than budget due to mailout of Haist arena survey.
- (6) Some software licenses and support fees have been paid in full for the year.
- (7) Health and safety interdepartmental transfers will be recorded at year-end to allocate to departments.
- (8) Volunteer firefighter stipends are paid in Q4.
- (9) Animal control payments have been made for Q1 and Q2.
- (10) Some debenture principal and interest payments made for the full year.
- (11) Significant portion of winter control budget has been spent.
- (12) Operating contribution to Niagara Central Dorothy Rungeling Airport Commission has been paid.
- (13) Most recreation camp and special event activity occurs in Q2 and Q3.
- (14) Addition of second bus will occur in September.
- (15) WSIB and insurance expenses still to be allocated.
- (16) Water consumption tends to be higher in the summer.

Town of Pelham							Appendix 2
2019 Capital Projects - Second Quarter Reporting		Cost Centre	Expenditures				Status
			2019 Original Budget	2019 Revised Budget	2019 Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at June 30, 2019							
GENERAL GOVERNMENT							
IT 01-19	Annual Equipment PSAB	100162	32,000	32,000	22,641	71%	Ongoing.
IT 04-19	Backup Generator for IT Server Room (Town Hall)	100165	46,000	46,000	-	0%	Ongoing.
IT 05-19	Innovation Technology	100166	50,000	50,000	5,141	10%	Ongoing.
Total General Government			128,000	128,000	27,782	22%	
PROTECTION SERVICES							
FD 01-19	Replacement of Self-Contained Breathing Apparatus (SCBA) masks	200113	15,000	15,000	13,725	92%	Ongoing.
FD 02-19	Replacement of Radio Equipment	200112	305,000	305,000	303,099	99%	Complete.
Total Protection Services			320,000	320,000	316,824	99%	
TRANSPORTATION SERVICES							
FACILITIES							
FAC 01-19	Concrete & Asphalt Repairs - Various	300446	10,000	10,000	-	0%	Will be included in 2019 Asphalt Patching Program.
FAC 03-19	Municipal Building - foundation, structural, waterproofing, exterior / interior painting - FCA Critical 2016	300448	55,000	55,000	-	0%	Tender awarded.
FAC 04-19	Fire Station #1 - roof repair section 4.1 - FCA Critical 2019 - 2024	300449	45,000	45,000	-	0%	To be done in August.
FAC 06-19	Tice Road - well replacement	300451	30,000	30,000	20,479	68%	Completed June 2019.
FAC 08-19	Fonthill Cemetery Building - replace overhead door	300453	6,500	6,500	1,435	22%	Complete.
FAC 09-19	Municipal Building - Partial Roof Replacement	300454	47,000	47,000	-	0%	To be done in August.
ROADS							
RD 01-19	Culvert Replacement	300460	400,000	400,000	-	0%	Contract awarded work will happen in July & August
RD 02-19	Concrete Repair & Replacement Program	300461	110,000	110,000	-	0%	2019 Inspections and program are being undertaken. Tenders to go out late July 2019.
RD 03-19	Culver Replacement Program	300462	60,000	60,000	-	0%	Ongoing.
RD 04-19	Engineering	300463	20,000	20,000	-	0%	Ongoing.
RD 06-19	Pavement Condition Index Study	300465	12,000	12,000	-	0%	RFP out for Engineering Services.

Town of Pelham							Appendix 2
2019 Capital Projects - Second Quarter Reporting		Cost Centre	Expenditures				Status
			2019 Original Budget	2019 Revised Budget	2019 Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at June 30, 2019							
RD 07-19	Road Base and Surface Repair Program	300466	170,000	170,000	-	0%	2019 program and Tender being developed.
RD 08-19	Pelham Street Storm and Road Reconstruction	300467	2,436,055	2,436,055	-	0%	Design approx. 95% complete. Tender closes July 19.
RD 10-19	Stormwater Facility Maintenance	300469	30,000	30,000	-	0%	RFP for SWM assignment to be completed.
RD 11-19	Streetlights and Traffic Signal Maintenance	300470	55,000	55,000	23,111	42%	Ongoing. Annual.
RD 12-19	Road Rehabilitation	300471	400,000	400,000	-	0%	2019 program and Tender to be issued July 14.
RD 13-19	Main Street Revitalization	300472	52,782	52,782	-	0%	Ongoing. Projects being evaluated for consideration.
Total Transportation Services			3,939,337	3,939,337	45,025	1%	
FLEET							
VEH 01-19	2018 Continued Lease Payments (10 year term)	300455	32,340	32,340	23,030	71%	Ongoing.
VEH 02-19	Seasonal Rental of Summer Fleet	300456	22,750	22,750	-	0%	Ongoing.
VEH 03-19	Seasonal Rental of Snow Clearing Equipment	300457	25,550	25,550	25,823	101%	Ongoing.
VEH 04-19	4x4 Patrol and Responses Truck	300458	42,000	42,000	34,500	82%	Complete.
Total Fleet			122,640	122,640	83,354	68%	

Town of Pelham							Appendix 2
2019 Capital Projects - Second Quarter Reporting		Cost Centre	Expenditures				Status
As at June 30, 2019			2019 Original Budget	2019 Revised Budget	2019 Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
HEALTH SERVICES							
CEM 01-19	Monument Lifting Device (Health & Safety)	400011	2,500	2,500	-	0%	Preparing for quotes.
Total Health Services			2,500	2,500	-	0%	
WASTEWATER							
WST 01-19	Design - Church Street Upgrade	700162	60,000	60,000	-	0%	RFP for Design Assignment has closed
							Design complete. Geotech investigation being completed. Expected to tender in late Spring 2019. Contingent on laterals from WST 03-19.
WST 02-19	Haist Street: Welland Rd to Beckett	700163	45,000	45,000	-	0%	
WST 03-19	Sanitary Lateral Replacement	700164	60,000	60,000	9,906	17%	
WST 04-19	Sanitary Sewer Inspection, CCTV and Flushing	700165	57,500	57,500	-	0%	
WST 05-19	Sanitary Sewer Capital	700166	80,000	80,000	-	0%	Ongoing.
Total Wastewater			302,500	302,500	9,906	3%	
WATER							
							Design complete. Geotech investigation being completed. Expected to tender in July 2019.
WTR 01-19	Haist Street: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward	700167	519,750	519,750	13,065	3%	
WTR 02-19	Water System Repair Equipment	700168	30,000	30,000	2,935	10%	Ongoing.
							Design approx. 95 % complete. Tender package preparation underway.
WTR 03-19	Pelham St N Watermain Replacement	700169	250,000	250,000	-	0%	
Total Water			799,750	799,750	16,000	2%	

Town of Pelham							Appendix 2
2019 Capital Projects - Second Quarter Reporting		Cost Centre	Expenditures				Status
			2019 Original Budget	2019 Revised Budget	2019 Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at June 30, 2019							
RECREATION & CULTURAL SERVICES - PARK FACILITIES							
PRK 01-19	Tree Removal	500172	80,000	80,000	80,092	100%	Ongoing.
PRK 02-19	Centennial Park Electric Sign	500173	13,000	13,000	12,099	93%	Ongoing.
PRK 05-19	Centennial Park Electrical Upgrades	500176	13,500	13,500	6,250	46%	Ongoing.
Total Recreation & Cultural Services			106,500	106,500	98,441	92%	
COMMUNITY PLANNING & DEVELOPMENT							
PLN 01-19	Complete East Fenwick SP	600117	20,000	20,000	-	0%	Approval Fall of 2019.
PLN 02-19	Complete Zoning By-law	600118	20,000	20,000	-	0%	Draft to be circulated to Agencies (RON, NPCA).
Total Community Planning & Development			40,000	40,000	-	0%	
LIBRARY SERVICES							
LIB 01-19	Technology Service Development	500171	10,000	5,000	-	0%	Budget reduced by 50%.
Total Library Services			10,000	5,000	-	0%	
MUNICIPAL DRAINAGE							
DRN 01-19	Brushing Swayze Drain	900036	30,000	30,000	-	0%	Ongoing.
Total Municipal Drainage			30,000	30,000	-	0%	

Town of Pelham							Appendix 2
2019 Capital Projects - Second Quarter Reporting		Cost Centre	Expenditures				Status
			2019 Original Budget	2019 Revised Budget	2019 Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at June 30, 2019							
TOTAL AS PER 2019 APPROVED BUDGET			5,801,227	5,796,227	597,331	10%	
CANCELLED AND RED-CIRCLED PROJECTS							
PRK 03-19	Cenotaphs - Maintenance and Conservation	500174	7,500	7,500	-	0%	Red circled.
RD 05-19	Steve Bauer Trail Paving	300464	100,000	100,000	-	0%	Red circled project. Investigating Alternatives.
RD 14-19	Sulphur Spring Drive Repair	300473	250,000	250,000	-	0%	On July 15, 2019 Council approved to defer project to 2020 as they want more information on the project with the options.
VEH 05-19	Building Inspector Vehicle	300459	40,000	40,000	-	0%	Cancelled.
Total Cancelled and Red-Circled Projects			397,500	397,500	-	0%	
Grand Total			6,198,727	6,193,727	597,331	10%	

Town of Pelham						Appendix 2
Prior Year's Carry Forward Capital Projects - Second Quarter Reporting		Expenditures				Status
As at June 30, 2019		Original Budget	Carry Forward Amount	Total Paid in 2019 (including Committed)	2019 Total to date as a % of Carry Forward	
GENERAL GOVERNMENT						
IT 02-18	Annual Equipment PSAB additions/replacements	30,000	712	-	0%	Complete.
IT 03-18	Innovation Technology	50,000	32,865	38,226	116%	Complete.
IT 04-18	Voice Activation System	15,000	15,000	-	0%	To be done by end of 2019
IT 05-18	Website Enhancements	30,000	30,000	-	0%	Ongoing
Total General Government		125,000	78,577	38,226	49%	
TRANSPORTATION SERVICES						
ROADS						
RD 08-17	Easement for Station Street storm outlet	35,000	35,000	-	0%	Ongoing
RD 09-17	Station: Town Square to Port Robinson Road	51,500	38,164	72,006	189%	Ongoing
RD 11-17	Road Reconstruction - Haist St: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward	111,150	111,150	-	0%	Tender awarded
RD 21-17	Replace 2 Farm Culverts on Big Creek Drain in road authority	10,000	10,000	-	0%	In the process of being installed.
No Project ID	Bridge Replacement: Poth St: 100 m N of Weber (resolution during 2017)	-	21,126	33,122	157%	The design is complete.
RD 04-18	Culvert Replacement Program	60,000	6,051	2,881	48%	Complete.
RD 10-18	Roadside Ditching Program	110,000	42,292	43,081	102%	Complete. On April 1, 2019 Council approved \$ 29,000 budget be reallocated towards WTR 02-18 (1 of 3).
RD 11-18	Sign Replacement Program	5,000	5,000	4,469	89%	Complete.
RD 12-18	Stormwater Facility Maintenance - Station, Timber Creek	70,000	70,000	58,125	83%	Ongoing. Completing design.
RD 13-18	Streetlights and Traffic Signal Maintenance	55,000	49,817	6,025	12%	Complete.
RD 14-18	Sulphur Spring Drive Engineering	40,000	19,821	6,220	31%	Complete. Invoices to come.
RD 15-18	Traffic Safety and Intersection Operations Review Consulting	25,000	15,000	6,973	46%	On-going
FACILITIES						
FAC 09-17	Masonry Repairs (Park Lane, Fonthill Library, Model Railway, Municipal Building, Tice Rd) - FCA Critical 2017	24,500	24,500	-	0%	Ongoing.
FAC 03-18	Tice Road Operations Centre - Man Door Repairs, insulation and vapour barrier in north bay - FCA Critical 2016	37,000	37,000	12,884	35%	Ongoing.

Town of Pelham						Appendix 2
Prior Year's Carry Forward Capital Projects - Second Quarter Reporting		Expenditures				Status
As at June 30, 2019		Original Budget	Carry Forward Amount	Total Paid in 2019 (including Committed)	2019 Total to date as a % of Carry Forward	
FAC 09-18	Harold Black Park - reconfiguration of soccer fields	10,000	10,000	-	0%	Ongoing. Too wet in the spring to do.
Total Transportation Services		644,150	494,921	245,786	50%	
FLEET						
VEH 01-18	01 - Lease - Heavy Duty Pick-up Truck with landscape box Replaces Truck 125 - 2004 F250	13,596	13,596	-	0%	Ongoing
VEH 06-18	Fuel Pump / Diesel and Regular Equipment unreliable and Parts no longer available	18,000	18,000	15,964	89%	Complete
VEH 07-18	GPS/ALV Tracking of Snow Clearing Fleet includes \$2400 annual fee for unit tracking and web based reporting platform (annual tracking to go to winter maintenance operating budget in 2019)	20,000	20,000	14,220	71%	Complete
VEH 12-18	2 Tractor w/ plow and spreader - seasonal rent 7 month seasonal rent - (Replaces Truck 422 - 2003, 5 Tonne Sterling) - approved by Council	68,700	35,000	-	0%	Ongoing
VEH 13-18	Vehicle Pressure Washer - Replaces old 2003 unit Equipment unreliable	10,500	11,000	11,277	103%	Ongoing
Total Fleet		130,796	97,596	41,461	42%	
HEALTH SERVICES						
CEM 01-18	Fonthill Cemetery - circulation fans/dehumidifiers in mausoleum - FCA Critical 2017 - 2025	20,000	20,000	-	0%	Possible use towards WST 04-18. Report will be going to Council for approval. Additional engineering studies required.
Total Health Services		20,000	20,000	-	0%	
WASTEWATER						
WST 06-17	Hurricane Road Sewer lateral Replacement - Design & Construction: lateral repairs as required	85,000	-	-		Complete. On April 1, 2019 Council approved \$ 85,000 budget be reallocated towards WTR 02-18 (2 of 3).
WST 01-18	Sanitary Lateral Replacement Program (5 laterals)	60,000	12,000	12,120	101%	Ongoing.
WST 02-18	Sanitary Sewer Inspection, CCTV and Flushing Program	115,000	80,309	19,177	24%	Ongoing.

Town of Pelham						Appendix 2
Prior Year's Carry Forward Capital Projects - Second Quarter Reporting		Expenditures				Status
As at June 30, 2019		Original Budget	Carry Forward Amount	Total Paid in 2019 (including Committed)	2019 Total to date as a % of Carry Forward	
WST 03-18	Pollution Control Plan - Welland Wastewater Treatment Plant	100,000	-	-		On April 1, 2019 Council approved \$ 100,000 budget be reallocated towards WTR 02-18 (3 of 3).
WST 04-18	Foss Road Upgrade existing sewer from 350 to 450mm diam	592,800	71,640	62,463	87%	On June 3, 2019 Council approved \$ 50,000 increase to budget from the Wastewater Reserve.
WST 05-18	Rice Road North of 20 - Sewer services - additional	50,000	24,995	24,995	100%	Complete.
Total Wastewater		1,002,800	188,944	118,755	63%	
WATER						
WTR 03-17	Water Model - Field Calibration & Water Needs Study	45,000	8,254	-	0%	Complete.
WTR 05-17	Design: Haist Street: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward	51,975	26,338	-	0%	Tender awarded.
WTR 01-18	Backflow Prevention Program	50,000	50,000	16,816	34%	Ongoing.
WTR 02-18	Station Street: Hwy 20 to Port Robinson, Watermain Replacement - trench only	644,442	758,063	703,053	93%	Complete. On April 1, 2019 Council approved \$ 85,000 (WST 06-17), \$ 100,000 (WST 03-18) and \$ 29,000 (RD 10-18) budgets be reallocated towards WTR 02-18 for gas main relocation.
WTR 03-18	Water System Repair	30,000	30,000	11,321	38%	Complete.
Total Water		821,417	872,655	731,190	84%	
RECREATION & CULTURAL SERVICES- PARK FACILITIES						
REC 02-16	Fenwick Rail Trail Furnishings	75,000	16,932	-	0%	Final signage and site furniture to be completed over the summer months.
PRK 03-17	Design & Public Consultation - Weiland Heights Park Development	22,500	21,228	-	0%	Ongoing.
PRK 01-18	Design Build - Weiland Heights Park Development	150,000	150,000	158,387	106%	Ongoing.
PRK 02-18	Ash tree removals - continued program	75,000	15,378	8,994	58%	Ongoing.
PRK 03-18	Design Build - Residences at Lookout Park Development	230,000	230,000	207,317	90%	Ongoing.
Total Recreation & Cultural Services		552,500	433,538	374,698	86%	

Town of Pelham						Appendix 2
Prior Year's Carry Forward Capital Projects - Second Quarter Reporting		Expenditures				Status
As at June 30, 2019		Original Budget	Carry Forward Amount	Total Paid in 2019 (including Committed)	2019 Total to date as a % of Carry Forward	
COMMUNITY PLANNING & DEVELOPMENT						
PLN 03-15	Comprehensive Zoning by-law	28,500	26,974	11,688	43%	Draft to be circulated to Agencies (RON, NPCA).
PLN 01-17	East Fenwick Secondary Plan	130,000	200	400	200%	Approval Fall of 2019.
PLN 03-17	Comprehensive Zoning By-law Mapping	5,900	5,900	5,900	100%	Draft to be circulated to Agencies (RON, NPCA).
PLN 04-17	Comprehensive Zoning By-law	17,000	17,000	17,000	100%	Draft to be circulated to Agencies (RON, NPCA).
Total Community Planning & Development		181,400	50,074	34,988	70%	
LIBRARY SERVICES						
LIB 02-18	Computer Services Development	5,000	3,002	-	0%	Not spent. Keep in reserves.
Total Library Services		5,000	3,002	-	0%	
EAST FONTHILL						
RD 29-14	East Fonthill Rd (changed to Wellspring/Shaw)	5,400,000	100,000	(30,227)	-30%	Ongoing
RD 02-16	Construction of Summersides East to Rice Rd	2,473,963	50,000	50,981	102%	Complete
RD 01-17	Summersides: Station to Wellspring (E. Fonthill)	2,088,774	250,000	-	0%	Ongoing
Total East Fonthill		9,962,737	400,000	20,754	5%	
Subtotal - excluding CANCELLED PROJECTS		13,445,800	2,639,306	1,605,858	61%	
CANCELLED PROJECTS						
RD 06-18	FUNDING REQUIRED Cycling Signage Initiative	12,000	12,000	-	0%	Cancelled.
RD 16-18	Cycling Counter - PATC Request	3,000	3,000	-	0%	Cancelled.
Total Cancelled		15,000	15,000	-	0%	
Grand Total		13,460,800	2,654,306	1,605,858	61%	

Actual Results to Budget

as at July 31, 2019 (58% of time lapsed)

	Budget 2019	Actual 2019 YTD Total	Actual as a % of Budget	Notes	Actual January 2019	Actual February 2019	Actual March 2019	Actual April 2019	Actual May 2019	Actual June 2019	Actual July 2019	Total YTD
Revenues												
Arena Revenues	\$ 539,219	\$ 288,953	54%	(1)	\$ 88,354	\$ 78,269	\$ 38,411	\$ 30,032	\$ 15,590	\$ 17,618	\$ 20,679	\$ 288,953
Multi-Purpose Space Revenues	63,000	43,139	68%		7,271	5,128	6,629	7,283	7,651	4,912	4,264	\$ 43,138
Gymnasium	61,000	37,566	62%	(2)	1,175	6,628	7,400	5,788	6,687	3,932	5,956	\$ 37,566
Programming Revenues	114,800	76,791	67%		1,921		12,861	(71)			62,079	\$ 76,790
Grants	42,700	54,657	128%	(3)	3,558	3,558	3,559	3,558	28,308	8,558	3,558	\$ 54,657
Other Revenues	85,550	46,139	54%		11,404	6,758	3,081	13,690	4,352	2,686	4,168	\$ 46,139
Total Revenues	\$ 906,269	\$ 547,244	60%		\$ 113,683	\$ 100,341	\$ 71,941	\$ 60,280	\$ 62,588	\$ 37,706	\$ 100,705	\$ 547,244
Expenditures												
Salaries and Benefits	\$ 1,068,127	\$ 518,431	49%		\$ 99,114	\$ 74,576	\$ 75,211	\$ 52,028	\$ 64,537	\$ 68,789	\$ 84,175	\$ 518,431
Professional Development	10,900	7,164	66%	(4)	6,752		102				310	7,164
Associations/Memberships	7,000	3,368	48%		3,013	305					50	3,368
Travel	4,500	2,401	53%						2,401			2,401
Hydro	542,140	144,030	27%	(5)	37,634	36,695	(26,028)	18,015	22,329	22,919	32,468	144,030
Natural Gas	95,072	29,889	31%	(6)	6,462	7,282	5,699	4,121	2,261	1,868	2,196	29,889
Water	45,212	15,993	35%	(7)		6,237		5,305		4,451		15,993
Telephone	4,200	6,819	162%	(8)	618	618	1,193	1,160	1,189	1,161	881	6,819
Office Supplies	6,150	1,322	21%		89	316	187	167	160	371	33	1,322
Material and Supplies	48,000	39,988	83%	(9)	8,067	8,207	7,285	1,836	3,275	5,649	5,670	39,989
Furniture & Equipment	1,000	16,497	1650%	(9)		81		9,111	7,305			16,497
Material and Supplies-Janitorial	34,488	9,761	28%		1,415	1,117	1,177	400	3,186	757	1,710	9,761
Fuel	4,850	2,186	45%		622	529	431	153	290	138	24	2,186
Internet	12,000	5,770	48%		824	824	825	824	824	824	824	5,770
Insurance	30,000	18,900	63%	(10)		3,597		15,303				18,900
Contract Services-Janitorial	135,968	60,248	44%	(11)	15,205	17,036	15,205	15,500		(2,697)		60,249
Contract Services-Other	118,950	58,223	49%		7,014	5,733	7,296	7,081	15,113	2,644	13,343	58,224
Repairs and Maintenance	11,500	4,269	37%			34	2,410	80	246	1,499		4,269
Total Expenditures before Debt and Other Items	\$ 2,180,057	\$ 945,262	43%		\$ 186,829	\$ 163,187	\$ 90,992	\$ 131,084	\$ 123,114	\$ 108,372	\$ 141,684	\$ 945,262
Net Surplus (Deficit) before Debt and Other Items	\$ (1,273,788)	\$ (398,018)			\$ (73,146)	\$ (62,846)	\$ (19,051)	\$ (70,804)	\$ (60,526)	\$ (70,666)	\$ (40,979)	\$ (398,018)
Debt Activity												
Tax Levy Debenture Interest	\$ (288,500)	\$ (144,779)	50%	(12)						\$ (144,779)		\$ (144,779)
Tax Levy Debenture Principal	(191,768)	(95,090)	50%	(12)						(95,090)		(95,090)
Development Charge Revenue	630,310	630,310	100%		317,023						313,287	630,310
Development Charge Debenture Interest	(377,212)	(377,212)	100%	(13)	(191,485)						(185,727)	(377,212)
Development Charge Debenture Principal	(253,098)	(253,098)	100%	(13)	(125,538)						(127,560)	(253,098)
	-											
Pre-MCC RCW and Facility Net Costs	893,531	521,226	58%		74,461	74,461	74,461	74,461	74,461	74,461	74,460.92	521,226
One-time Transfer from MCC Reserve	425,500	248,208	58%		35,458	35,458	35,458	35,458	35,458	35,459	35,459	248,208
Net Debt, Pre-MCC Net Costs & Reserve Transfer	\$ 838,763	\$ 529,566	63%		\$ 109,919	\$ 109,919	\$ 109,919	\$ 109,919	\$ 109,919	\$ (129,949)	\$ 109,920	\$ 529,565
NET SURPLUS (DEFICIT)	\$ (435,025)	\$ 131,548	-30%		\$ 36,773	\$ 47,073	\$ 90,868	\$ 39,115	\$ 49,393	\$ (200,615)	\$ 68,941	\$ 131,547

Explanatory Notes:

- (1) Higher ice rental revenue during hockey season; expected to be lower in the summer.
- (2) Revenue for January 2019 has been adjusted to reflect changes made within the recreation software permit system related to bookings held during 2018 but adjusted in 2019. Permits are now being set up monthly to ensure more accuracy in monthly reporting.
- (3) New Horizons for Seniors Program Grant monies received.
- (4) Professional development takes place in the spring.
- (5) A credit of \$66,858 was received for the period of Nov 22, 2017 to March 25, 2019. A lower rate is now being charged. There should be a minimum of \$150,000 savings on this budget line for 2019.
- (6) Natural gas usage will be higher in the fall and winter months.
- (7) Water is billed bi-monthly and represents March- April and May-June billings.
- (8) Telephone costs for the MCC are coming in above budget and are now estimated at \$15,000 for the year, due to dedicated analog lines required for the elevators as well as handheld devices for staff which were budgeted in facilities - general. Budget savings are expected in general facilities expense to offset.
- (9) Costs incurred for puck boards, equipment hooks and cable covers. Purchase of floor equipment, including floor scrubbers. Savings in Contract-Services-Janitorial expected to offset the cost.
- (10) Current insurance policy expires July 1, 2019. Prepaid insurance still to be adjusted.
- (11) Expenses for Contracted Services - Janitorial ended on April 30, 2017. Staff have taken on the janitorial duties.
- (12) Tax levy debenture payments for the MCC occur in June and December.
- (13) Development charge debenture payments for the MCC occur in January and July.

Meridian Community Centre
Revenue by Major Customer & Activity
for the month ended May 31, 2019

Appendix 3 (3 of 12)

	Hours	Amount	Notes
Arena Revenues			
Pelham Minor Hockey Association (PMHA)		\$ -	
Niagara Centre Skating Club (NCSC)	14.5	3,079	
Pelham Junior Hockey Club	6	850	
Southern Tier Admirals AAA Hockey	0	217	
Pelham Raiders Minor Lacrosse Association	84	(1,353)	
Public Ice	77.5	10,455	
School Ice			
Recreation & Wellness Programming	82	2,342	
Arena Revenues Subtotal	264	\$ 15,590	
Multi-Purpose Space Revenues			
Room Rentals	88	\$ 3,716	
Recreation Programming	159	3,935	
Multi-Purpose Space Revenues Subtotal	247	\$ 7,651	
Gymnasium Revenues			
Pelham Panthers Basketball	243	\$ 4,570	(1)
Other	45	2,117	
Gymnasium Revenues Subtotal	288	\$ 6,687	
Camp and Multi-Space Program Revenue		\$ -	
Grants		\$ 28,308	
Other Revenues			
Advertising Revenues		-	
Miscellaneous Revenues		4,352	
Other Revenues Subtotal	-	\$ 4,352	
TOTAL REVENUES	288	\$ 62,588	

**Meridian Community Centre
Revenue by Major Customer & Activity
for the month ended June 30, 2019**

Appendix 3 (4 of 12)

	Hours	Amount
Arena Revenues		
Pelham Minor Hockey Association (PMHA)		\$ -
Niagara Centre Skating Club (NCSC)	1.5	493
Pelham Junior Hockey Club	12	1,751
Southern Tier Admirals AAA Hockey		-
Pelham Raiders Minor Lacrosse Association	96	1,896
Public Ice	77	11,490
School Ice		
Recreation & Wellness Programming	16	1,988
Arena Revenues Subtotal	203	\$ 17,618
Multi-Purpose Space Revenues		
Room Rentals	138	\$ 2,375
Recreation Programming	129	2,537
Multi-Purpose Space Revenues Subtotal	267	\$ 4,912
Gymnasium Revenues		
Pelham Panthers Basketball	138	\$ 2,417
Other	52	1,515
Gymnasium Revenues Subtotal	190	\$ 3,932
Camp and Multi-Space Program Revenue		\$ -
Grants		\$ 8,558
Other Revenues		
Advertising Revenues		-
Miscellaneous Revenues		2,686
Other Revenues Subtotal	-	\$ 2,686
TOTAL REVENUES	190	\$ 37,706

**Meridian Community Centre
Revenue by Major Customer & Activity
for the month ended July 31, 2019**

Appendix 3 (5 of 12)

	Hours	Amount
Arena Revenues		
Pelham Minor Hockey Association (PMHA)		\$ -
Niagara Centre Skating Club (NCSC)	7.5	1,047
Pelham Junior Hockey Club	19.5	2,404
Southern Tier Admirals AAA Hockey	3	-
Pelham Raiders Minor Lacrosse Association	159	4,139
Public Ice	88	10,379
School Ice		604
Recreation & Wellness Programming		2,106
Arena Revenues Subtotal	277	\$ 20,679
Multi-Purpose Space Revenues		
Room Rentals	109	\$ 2,225
Recreation Programming	75	2,039
Multi-Purpose Space Revenues Subtotal	184	\$ 4,264
Gymnasium Revenues		
Pelham Panthers Basketball	306	\$ 4,967
Other	28	989
Gymnasium Revenues Subtotal	334	\$ 5,956
Camp and Multi-Space Program Revenue	280	\$ 62,079
Grants		\$ 3,558
Other Revenues		
Advertising Revenues		-
Miscellaneous Revenues		4,168
Other Revenues Subtotal	-	\$ 4,168
TOTAL REVENUES	614	\$ 100,704

Town of Pelham Meridian Community Centre Facility Usage Statistics External Activities For the month ended May 31, 2019			
Facility Name	Description	Days Reserved	Hours Reserved
211 and 212-Kinsmen Community Room	Full Room	7	44
211-Kinsmen Community Room	1/2 Room	5	10
212-Kinsmen Community Room	1/2 Room	4	14
218-Dr Gary & Mall Accursi Rm Kitchen	Kitchen (add on)	4	57
228 and 229-Dr Gary & Mall Accursi Rm.	Full Room	4	21
228-Dr Gary & Mall Accursi Community RmA	1/2Room	4	26
229-Dr Gary & Mall Accursi Community RmB	1/2 Room	2	15
230-Dr & Mrs Accursi Special Function Rm	Special function room (add on)	3	15
Accipiter Arena - Pad (No Ice)	Arena	21	149
Duliban Insurance Arena	Arena	25	96
MCC Lucchetta Gymnasium 1 - No. 1	1/4 Gym	19	40
MCC Lucchetta Gymnasium 1 - Full Gym	Full Gym	29	128
MCC Lucchetta Gymnasium 1 - No.1A	1/4 Gym	1	1
MCC Lucchetta Gymnasium 2 - Full Gym	Full Gym	27	107
MCC Lucchetta Gymnasium 2 - No.2	1/4 Gym	1	1
MCC Lucchetta Gymnasium 2 - No.2A	1/4 Gym	5	11
Total		161	734
*External Activities revenue comes from room and gym.			

Town of Pelham Meridian Community Centre Facility Usage Statistics Internal Activities For the month ended May 31, 2019			
Facility Name	Description	Days Reserved	Hours Reserved
211 and 212-Kinsmen Community Room	Full Room	6	14
211-Kinsmen Community Room	1/2Room	1	2
212-Kinsmen Community Room	1/2 Room	1	5
228 and 229-Dr Gary & Mall Accursi Rm.	Full Room	10	20
228-Dr Gary & Mall Accursi Community RmA	1/2 Room	6	22
229-Dr Gary & Mall Accursi Community RmB	1/2 Room	17	38
230-Dr & Mrs Accursi Special Function Rm	Special function room (add on)	2	9
Duliban Insurance Arena	Arena	26	94
MCC Lucchetta Gymnasium 1 - No. 1	1/4 Gym	5	13
MCC Lucchetta Gymnasium 1 - Full Gym	Full Gym	16	50
MCC Lucchetta Gymnasium 1 - No.1A	1/4 Gym	5	13
MCC Lucchetta Gymnasium 2 - Full Gym	Full Gym	25	107
MCC Lucchetta Gymnasium 2 - No.2	1/4 Gym	1	2
MCC Lucchetta Gymnasium 2 - No.2A	1/4 Gym	-	-
Total		121	388
*Internal Activities revenue comes from programming.			

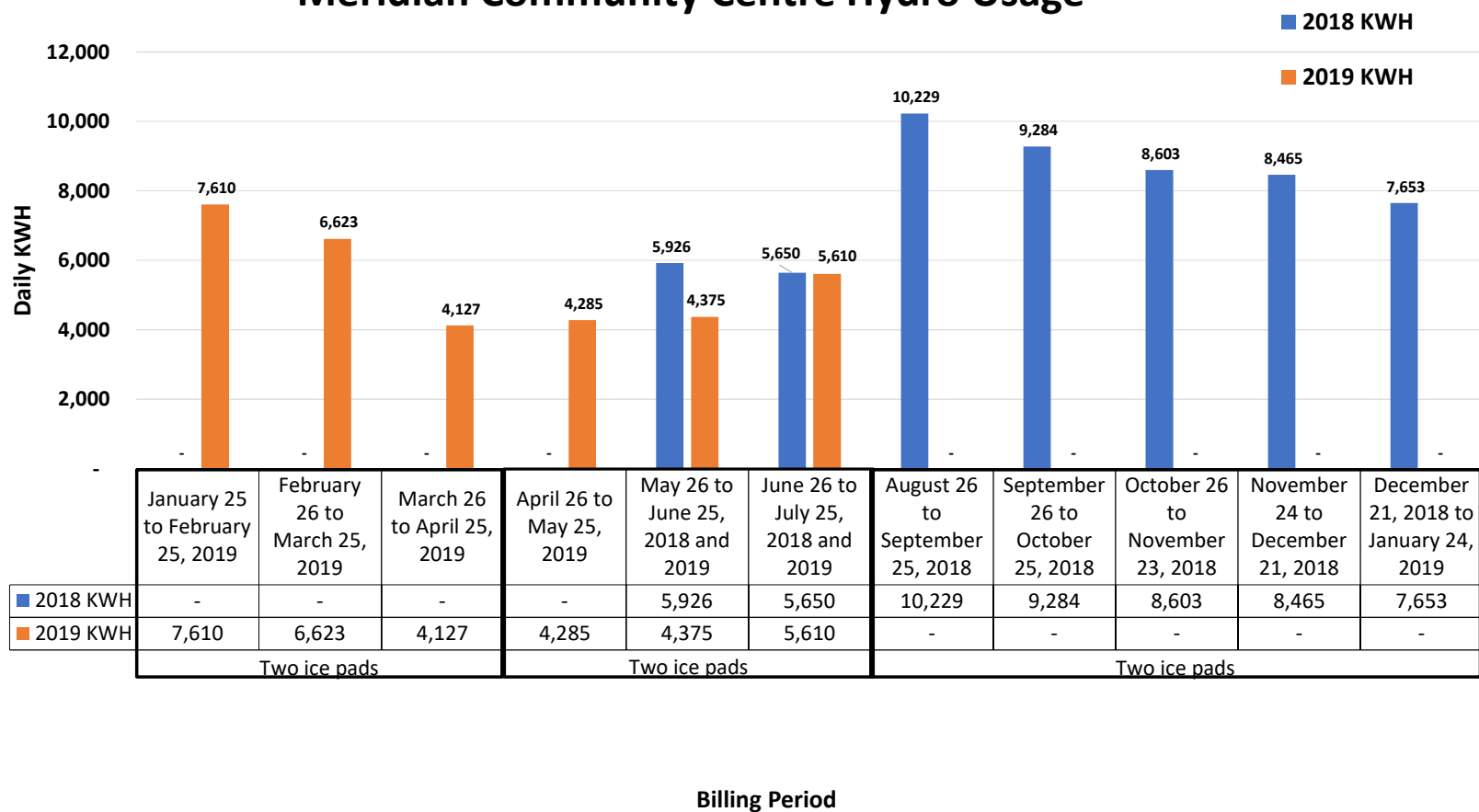
Town of Pelham Meridian Community Centre Facility Usage Statistics External Activities For the month ended June 30, 2019			
Facility Name	Description	Days Reserved	Hours Reserved
211 and 212-Kinsmen Community Room	Full Room	4	20
211-Kinsmen Community Room	1/2 Room	6	20
212-Kinsmen Community Room	1/2 Room	7	12
218-Dr Gary & Mall Accursi Rm Kitchen	Kitchen (add on)	1	9
228 and 229-Dr Gary & Mall Accursi Rm.	Full Room	3	24
228-Dr Gary & Mall Accursi Community RmA	1/2Room	4	23
229-Dr Gary & Mall Accursi Community RmB	1/2 Room	2	17
230-Dr & Mrs Accursi Special Function Rm	Special function room (add on)	2	13
Accipiter Arena - Pad (No Ice)	Arena	18	120
Duliban Insurance Arena	Arena	25	91
MCC Lucchetta Gymnasium 1 - No. 1	1/4 Gym	16	35
MCC Lucchetta Gymnasium 1 - Full Gym	Full Gym	28	98
MCC Lucchetta Gymnasium 1 - No.1A	1/4 Gym	2	2
MCC Lucchetta Gymnasium 2 - Full Gym	Full Gym	20	51
MCC Lucchetta Gymnasium 2 - No.2	1/4 Gym	2	5
Total		140	537
*External Activities revenue comes from room and gym.			

Town of Pelham Meridian Community Centre Facility Usage Statistics Internal Activities For the month ended June 30, 2019			
Facility Name	Description	Days Reserved	Hours Reserved
211 and 212-Kinsmen Community Room	Full Room	9	27
211-Kinsmen Community Room	1/2 Room	2	6
212-Kinsmen Community Room	1/2 Room	1	2
228 and 229-Dr Gary & Mall Accursi Rm.	Full Room	7	16
228-Dr Gary & Mall Accursi Community RmA	1/2 Room	9	30
229-Dr Gary & Mall Accursi Community RmB	1/2 Room	16	47
230-Dr & Mrs Accursi Special Function Rm	Special function room (add on)	1	4
Duliban Insurance Arena	Arena	25	97
MCC Lucchetta Gymnasium 1 - No. 1	1/4 Gym	3	8
MCC Lucchetta Gymnasium 1 - Full Gym	Full Gym	14	52
MCC Lucchetta Gymnasium 1 - No.1A	1/4 Gym	3	8
MCC Lucchetta Gymnasium 2 - Full Gym	Full Gym	24	96
MCC Lucchetta Gymnasium 2 - No.2	1/4 Gym		
MCC Lucchetta Gymnasium 2 - No.2A	1/4 Gym		
Total		114	391
*Internal Activities revenue comes from programming.			

Town of Pelham Meridian Community Centre Facility Usage Statistics External Activities For the month ended July 31, 2019			
Facility Name	Description	Days Reserved	Hours Reserved
211 and 212-Kinsmen Community Room	Full Room	4	37
212-Kinsmen Community Room	1/2 Room	2	2
218-Dr Gary & Mall Accursi Rm Kitchen	Kitchen (add on)	1	11
228 and 229-Dr Gary & Mall Accursi Rm.	Full Room	1	11
228-Dr Gary & Mall Accursi Community RmA	1/2Room	4	22
229-Dr Gary & Mall Accursi Community RmB	1/2 Room	6	27
Accipiter Arena - Pad (No Ice)	Arena	23	174
Duliban Insurance Arena	Arena	27	118
MCC Lucchetta Gymnasium 1 - No. 1	1/4 Gym	17	113
MCC Lucchetta Gymnasium 1 - Full Gym	Full Gym	24	103
MCC Lucchetta Gymnasium 1 - No.1A	1/4 Gym	4	14
MCC Lucchetta Gymnasium 2 - Full Gym	Full Gym	28	102
MCC Lucchetta Gymnasium 2 - No.2	1/4 Gym	1	2
Total		142	736
*External Activities revenue comes from room and gym.			

Town of Pelham Meridian Community Centre Facility Usage Statistics Internal Activities For the month ended July 31, 2019			
Facility Name	Description	Days Reserved	Hours Reserved
211 and 212-Kinsmen Community Room	Full Room	22	244
228 and 229-Dr Gary & Mall Accursi Rm.	Full Room	1	4
228-Dr Gary & Mall Accursi Community RmA	1/2 Room	16	55
229-Dr Gary & Mall Accursi Community RmB	1/2 Room	18	51
230-Dr & Mrs Accursi Special Function Rm	Special function room (add on)	1	4
Duliban Insurance Arena	Arena	25	81
MCC Lucchetta Gymnasium 1 - Full Gym	Full Gym	14	35
MCC Lucchetta Gymnasium 1 - No.1A	1/4 Gym	9	22
MCC Lucchetta Gymnasium 2 - Full Gym	Full Gym	25	95
MCC Lucchetta Gymnasium 2 - No.2	1/4 Gym	4	12
MCC Lucchetta Gymnasium 2 - No.2A	1/4 Gym	4	12
Total		139	613
*Internal Activities revenue comes from programming.			

Meridian Community Centre Hydro Usage



Town of Pelham - Transit
Actual Results to Budget
as at July 31, 2019 (58% of time lapsed)

	Budget 2019	Actual 2019 YTD Total	Actual as a % of Budget	Notes	Actual January 2019	Actual February 2019	Actual March 2019	Actual April 2019	Actual May 2019	Actual June 2019	Actual July 2019	Total YTD
Revenues												
Grants - Provincial	\$ 121,953	\$ 51,334	42%	(1)	\$ 38,501				\$ 12,833			\$ 51,334
Grants - Other	62,500	-	0%	(2)								-
Other Revenues	20,000	12,437	62%	(3)	7,866	342	638	1,086	810	655	1,040	12,437
Sponsorships	7,500	8,750	117%	(4)	5,250	3,000	250	-			250	8,750
												-
Total Revenues	\$ 211,953	\$ 72,521	34%		\$ 51,617	\$ 3,342	\$ 888	\$ 1,086	\$ 13,643	\$ 655	\$ 1,290	\$ 72,521
Expenditures												
Salaries and Benefits	\$ 107,196	\$ 60,309	56%		\$ 3,628	\$ 9,149	\$ 8,391	\$ 12,355	\$ 8,932	\$ 9,197	\$ 8,657	\$ 60,309
Material and Supplies	5,570	729	13%	(5)	570		30		93	36		729
Contract Services-Bus	325,124	147,637	45%	(5)	21,397	21,600	20,162	21,238	21,011	19,828	22,401	147,637
Interdepartmental Transfers	4,500	-	0%	(6)								-
												-
Total Expenditures	\$ 442,390	\$ 208,675	47%		\$ 25,595	\$ 30,749	\$ 28,583	\$ 33,593	\$ 30,036	\$ 29,061	\$ 31,058	\$ 208,675
NET SURPLUS (DEFICIT)	\$ (230,437)	\$ (136,154)	59%		\$ 26,022	\$ (27,407)	\$ (27,695)	\$ (32,507)	\$ (16,393)	\$ (28,406)	\$ (29,768)	\$ (136,154)
Ridership 2019					453	464	594	786	559	795	671	4,322
Ridership 2018					437	420	574	544	511	527	538	3,551

Explanatory Notes:

- (1) The Town has been notified that our most recent provincial gas tax allocation is \$51,334. The remaining approximate \$70,000 relates to the Ministry of Transportation Grant of \$500,000 over 5 years, and is for start-up and operating costs related to the second bus.
- (2) Region contribution to link not yet received.
- (3) Niagara College and Brock uPass paid in advance for the first half of the year; Ticket revenues not dispersed evenly through the year because they are sometimes purchased in a blocks of tickets.
- (4) Sponsorships are often paid in advance for the full year of advertising.
- (5) Expenses below budget because the second bus is not yet in operation. The budget was based on the first bus operating for a full year and the second bus operating from approximately September to December.
- (6) Interdepartmental transfers are allocations of costs from other department, such as facilities. These are recorded at year-end based on actual results.

FIRE & BY-LAW SERVICES MONTHLY REPORT**SEPTEMBER, 2019****DEPARTMENT OVERVIEW & STATISTICS****Suppression:**

The department responded to a normal call volume over the summer, there was no large loss of property or injuries. Pelham supported St. Catharines Fire in their efforts to battle a very large fire at a greenhouse complex; Pelham sent 4 apparatus plus Car 1; in total the department was on scene for approx. 16 hours. The fire was a major loss of property; however there were no injuries to report. As originally reported after the fire, our new communications equipment performed exactly as designed, having the ability to operate on a dedicated channel provides the highest level of safety in accountability and fire ground communications.

Aerial one was involved in a single vehicle accident while returning from a service appointment at the dealership in Woodstock. The incident resulted in property damage only with no injuries and cost assessments are still on going at this time.

Bylaw:

- Cannabis odor complaints for August totaled 6 repeat complaints from the same 2 people (3 complaints each). These complaints were relating to the same facility.
- 14 parking infractions were issued in August
- Grass and Weed and Property Standards complaints continued to be the major issues for the By-law Department during the month of August.

NRP issued 37 speeding violations within a 2 our period on Pelham roads.

Fire Prevention:

In the month of August Fire Prevention received calls regarding open air burning and back yard camp fires. All residents are required to have a permit prior to having an open air burn. The department received great feedback regarding the summer Fire Fighter kids camp that was run the last week of July, there were suggestions on how to further improve it next year.

The Facebook page has been getting lots of views and shares. August also saw the kick off of the Emily Project. Pelham is the first community in Niagara region to adopt the rural signage program. There has already been a few people in to fill out the applications for the Yellow 9-1-1 signs to mark agricultural plot of land.

In the month of September we are preparing for Fire Prevention week (Oct 6 to 12).



Follow our Facebook page for information about the events promoting Fire safety.

PROJECTS

The 911 rural sign program (Emily project) is now in service, at this time we have received two applications. The voice ran a story regarding the details of the program.

CONSTITUENT CONCERNS & ISSUES ARISING

None identified.

PERSONNEL

In September the current recruit class will be reaching its final goal in obtaining their NFPA 1001 certification (fire fighter 1 and 2). This class will be Pelham Fires first recruit class to reach this goal. Moving forward the training division has adopted this training as a standard and all future classes will be required to meet this certification.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

MEETINGS

CAO
Mayor
Regional Chiefs
Fire coordinators
Fire College
SLT

FIRE & BY-LAW ADMINISTRATION
FIRE RESPONSES

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
STRUCTURE/VEHICLE FIRE	8	1	1	2	1	1	2		
MUTUAL AID OTHER DEPT	5	2	2	0	0	1			
MVC	35	9	3	4	6	6	7		
UNKNOWN 9-1-1	0	0	0	0	0	0			
REMOTE ALARMS	27	7	4	5	4	6	1		
MEDICAL ASSIST	149	23	27	24	25	27	23		
EMERG. & NON EMERG ASSIST	26	13	7	3	2	1			
PUBLIC ASSISTANCE	31	3	10	8	1	4	5		
GRASS/BRUSH FIRE/COMPLAINT	9	0	1	1	6	0	1		
RESCUES	0	0	0	0	0	0			
ODOUR INVESTIGATION	4	0	0	1	0	1	2		
CO INVESTIGATIONS	12	3	2	3	2	2			
Monthly Totals		61	57	51	47	49	41	0	0
Annual Total	306								
							till june 24		
Total Responses for 2018	598								

FIRE PREVENTION 2019
INSPECTIONS

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Inspections	0	2	3	5	7	10	12		
Town Monthly Building Inspect.	0	12	12	12	12	12	12		
Plan reviews	0	4	2	3	4	5	4		
Tapp-C	0	0	0	0	0	0	0		
Fireworks Permit	0	0	0	0	0	2	2		
Open Air Burning Permit	0	10	6	44	58	35	25		
Observed fire drill	0	0	0	0	0	0	0		
Court appearance	0	0	0	0	0	0	0		
Monthly Totals		28	23	64	81	64	55	0	0
Annual Total	0								

MONTHLY COMMITTEE/ASSOCIATION MEETINGS

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
OMFPOA	6	1	1	0	1	1	2		
Arson Committee	1	0	0	0	0	1	0		
TAPP-C	2	0	0	0	1	0	1		
HMW Green Team	0	0	0	0	0	0	0		
Development Coordinator Meeting	4	1	1	1	0	1	0		
Town staff meeting	2	1	0	0	0	0	1		
Meetings, various (n.o.s.)	128	0	2	0	5	8	113		
Monthly Totals		3	4	1	7	11	117	0	0
Annual Total	143								

FIRE INVESTIGATIONS

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Monthly Total		0	0	1	0				
Annual Total	1								

PUBLIC EDUCATION

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Station Visit School	0	0	0	0	0	0	0		
Fire Prevention Education Event	7	0	0	1	0	2	4		
Child / Children Visit Station	4	0	0	1	1	2	0		
Public Education Presentation	3	0	0	0	1	2	0		
General inquiries	95	10	9	11	18	22	25		
Facebook Public Education Posts	36	4	5	9	9	9			

Other Public Education Activities	4	0	2	0	0	2			
Monthly Totals		14	16	22	29	39	29	0	0
Annual Total	149								
OTHER ACTIVITIES									
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Report Writing	0	0	0	0	0	0	0		
Compliance Letter	8	1	1	3	1	1	1		
Fire safety plan/fire drill scenario reviews	1	0	0	1	0	0	0		
Training for firefighters	0	0	0	0	0	0	0		
Training Course	6	2	1	0	0	1	2		
Monthly Totals		3	2	4	1	2	3	0	0
Annual Total	15								

BY-LAW SERVICES REPORT 2019									
BY-LAW COMPLAINTS RECEIVED									
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
New Complaints	Total	3	5	9	20	17	19		
Y-T-D Totals	73								
Annual Total									
2018 Total	133								
PARKING INFRACTIONS ISSUED									
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Tickets Issued	Total	40	1	0	0	5	0		
Y-T-D Totals	46								
Annual Total									
2018 Total	120								
PARKING WARNINGS ISSUED									
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Warnings issued	Total	0	0	1	0	0	0		
Y-T-D Totals	1								
Annual Total									
ENVIRONMENTAL BY-LAW FILL APPLICATIONS RECEIVED									
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Received	Total	1	0	0	3	3	2		
Authorized	6	1			1	2	2		
Properties Exempt	0								
Denied	1				1				
Monthly Totals Y-T-D	9								
Annual Total									
2018 Total	8								
POLICE REPORTS FILED									
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Incidents Reported	Total	0	0	0	0	0	0		
Mischief									
Vandalism									
Trespassing									
Graffiti									
Other									
Monthly Totals Y-T-D									
Annual Total									
CANNABIS ODOUR COMPLAINTS RECEIVED									
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
NEW Complaints	2	1	4	7	6	2			
REPEAT Complaint	0	7	3	2	2	7			
From PELHAM	0			7	8	9			

From WELLAND	0			0		0			
Monthly Totals	2	8	7	9	8	9	0	0	0
YTD GRAND TOTAL	43								
CANNABIS OPERATIONS LIGHT POLLUTION COMPLAINTS RECEIVED									
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
NEW Complaints	2	0	0	0	0	0			
REPEAT Complaints	0								
From PELHAM	0								
From WELLAND	0								
Monthly Totals	2	0	0	0	0	0	0	0	0
YTD GRAND TOTAL	2								
NOISE COMPLAINTS									
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
NEW Complaints				1	2	0			
REPEAT Complaints									
Y-T-D TOTALS	3								

FIRE & BY-LAW ADMINISTRATION

FIRE RESPONSES							
	Total	JAN	FEB	MAR	APR	MAY	JUN
STRUCTURE/VEHICLE FIRE	8	1	1	2	1	1	2
MUTUAL AID OTHER DEPT	6	2	2	0	0	1	0
MVC	43	9	3	4	6	6	8
UNKNOWN 9-1-1	1	0	0	0	0	0	0
REMOTE ALARMS	29	7	4	5	4	6	1
MEDICAL ASSIST	173	23	27	24	25	27	31
EMERG. & NON EMERG ASSIST	26	13	7	3	2	1	0
PUBLIC ASSISTANCE	34	3	10	8	1	4	7
GRASS/BRUSH FIRE/COMPLAINT	9	0	1	1	6	0	1
RESCUES	0	0	0	0	0	0	0
ODOUR INVESTIGATION	5	0	0	1	0	1	2
CO INVESTIGATIONS	16	3	2	3	2	2	2
Monthly Totals		61	57	51	47	49	54
Annual Total	350						
Total Responses for 2018	598						

FIRE PREVENTION 2019

INSPECTIONS							
	Total	JAN	FEB	MAR	APR	MAY	JUN
Inspections	0	2	3	5	7	10	12
Town Monthly Building Inspect.	0	12	12	12	12	12	12
Plan reviews	0	4	2	3	4	5	4
Tapp-C	0	0	0	0	0	0	0
Fireworks Permit	0	0	0	0	0	2	2
Open Air Burning Permit	0	10	6	44	58	35	36
Observed fire drill	0	0	0	0	0	0	0
Court appearance	0	0	0	0	0	0	0
Monthly Totals		28	23	64	81	64	66
Annual Total	0						

HLY COMMITTEE/ASSOCIATION MEETINGS

	Total	JAN	FEB	MAR	APR	MAY	JUN
OMFPOA	6	1	1	0	1	1	2
Arson Committee	1	0	0	0	0	1	0
TAPP-C	2	0	0	0	1	0	1
HMW Green Team	0	0	0	0	0	0	0
Development Coordinator Meeting	4	1	1	1	0	1	0
Town staff meeting	4	1	0	0	0	0	1
Meetings, various (n.o.s.)	133	0	2	0	5	8	113
Monthly Totals		3	4	1	7	11	117
Annual Total	150						

FIRE INVESTIGATIONS

	Total	JAN	FEB	MAR	APR	MAY	JUN
Monthly Total		0	0	1	0		
Annual Total	1						

PUBLIC EDUCATION

	Total	JAN	FEB	MAR	APR	MAY	JUN
Station Visit School	0	0	0	0	0	0	0
Fire Prevention Education Event	12	0	0	1	0	2	4

Child / Children Visit Station	4	0	0	1	1	2	0
Public Education Presentation	9	0	0	0	1	2	0
General inquiries	115	10	9	11	18	22	25
Facebook Public Education Posts	59	4	5	9	9	9	11
Other Public Education Activities	13	0	2	0	0	2	3
Monthly Totals		14	16	22	29	39	43
Annual Total	212						
OTHER ACTIVITIES							
	Total	JAN	FEB	MAR	APR	MAY	JUN
Report Writing	0	0	0	0	0	0	0
Compliance Letter	9	1	1	3	1	1	1
Fire safety plan/fire drill scenario review	2	0	0	1	0	0	0
Training for firefighters	0	0	0	0	0	0	0
Training Course	7	2	1	0	0	1	2
Monthly Totals		3	2	4	1	2	3
Annual Total	18						

BY-LAW SERVICES REPORT 2019							
BY-LAW COMPLAINTS RECEIVED							
		JAN	FEB	MAR	APR	MAY	JUN
New Complaints	Total	3	5	9	20	17	19
Y-T-D Totals	81						
Annual Total							
2018 Total	133						
PARKING INFRACTIONS ISSUED							
		JAN	FEB	MAR	APR	MAY	JUN
Tickets Issued	Total	40	1	0	0	5	0
Y-T-D Totals	68						
Annual Total							
2018 Total	120						
PARKING WARNINGS ISSUED							
		JAN	FEB	MAR	APR	MAY	JUN
Warnings issued	Total	0	0	1	0	0	0
Y-T-D Totals	1						
Annual Total							
ENVIRONMENTAL BY-LAW FILL APPLICATIONS RECEIVED							
		JAN	FEB	MAR	APR	MAY	JUN
Received	Total	1	0	0	3	3	2
Authorized	7	1			1	2	2
Properties Exempt	0						
Denied	1				1		
Monthly Totals Y-T-D	10						
Annual Total							
2018 Total	8						
POLICE REPORTS FILED							
		JAN	FEB	MAR	APR	MAY	JUN
Incidents Reported	Total	0	0	0	0	0	0
Mischief							
Vandalism							
Trespassing							
Graffiti							
Other							

Monthly Totals Y-T-D							
Annual Total							
CANNABIS ODOUR COMPLAINTS RECEIVED							
	JAN	FEB	MAR	APR	MAY	JUN	JUL
NEW Complaints	2	1	4	7	6	2	0
REPEAT Complaint	0	7	3	2	2	7	4
From PELHAM	0			7	8	9	4
From WELLAND	0			0		0	
Monthly Totals	2	8	7	9	8	9	4
YTD GRAND TOTAL	47						
CANNABIS OPERATIONS LIGHT POLLUTION COMPLAINTS RECEIVED							
	JAN	FEB	MAR	APR	MAY	JUN	JUL
NEW Complaints	2	0	0	0	0	0	0
REPEAT Complaints	0						
From PELHAM	0						
From WELLAND	0						
Monthly Totals	2	0	0	0	0	0	0
YTD GRAND TOTAL	2						
NOISE COMPLAINTS							
	JAN	FEB	MAR	APR	MAY	JUN	JUL
NEW Complaints				1	2	0	0
REPEAT Complaints							
Y-T-D TOTALS	3						

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FIRE & BY-LAW ADMINISTRATION
FIRE RESPONSES

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
STRUCTURE/VEHICLE FIRE	10	1	1	2	1	1	2	0	2
MUTUAL AID OTHER DEPT	7	2	2	0	0	1	0	1	1
MVC	46	9	3	4	6	6	8	8	2
UNKNOWN 9-1-1	1	0	0	0	0	0	0	1	
REMOTE ALARMS	35	7	4	5	4	6	1	2	6
MEDICAL ASSIST	213	23	27	24	25	27	36	20	31
EMERG. & NON EMERG ASSIST	28	13	7	3	2	1	2	0	
PUBLIC ASSISTANCE	33	3	10	8	1	4	5	2	
GRASS/BRUSH FIRE/COMPLAINT	16	0	1	1	6	0	2	3	3
RESCUES	2	0	0	0	0	0	0	0	2
ODOUR INVESTIGATION	5	0	0	1	0	1	2	1	
CO INVESTIGATIONS	20	3	2	3	2	2	2	2	4
Monthly Totals		61	57	51	47	49	60	40	51
Annual Total	416								
Total Responses for 2018	598								

FIRE PREVENTION 2019
INSPECTIONS

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Inspections	0	2	3	5	7	10	12	15	19
Town Monthly Building Inspect.	0	12	12	12	12	12	12	12	12
Plan reviews	0	4	2	3	4	5	4	2	6
Tapp-C	0	0	0	0	0	0	0	0	0
Fireworks Permit	0	0	0	0	0	2	2	1	0
Open Air Burning Permit	0	10	6	44	58	35	36	17	9
Observed fire drill	0	0	0	0	0	0	0	0	0
Court appearance	0	0	0	0	0	0	0	0	0
Monthly Totals		28	23	64	81	64	66	47	46
Annual Total	0								

MONTHLY COMMITTEE/ASSOCIATION MEETINGS

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
OMFPOA	6	1	1	0	1	1	2	0	0
Arson Committee	1	0	0	0	0	1	0	0	0
TAPP-C	2	0	0	0	1	0	1	0	0
HMW Green Team	1	0	0	0	0	0	0	0	1
Development Coordinator Meeting	4	1	1	1	0	1	0	0	0
Town staff meeting	4	1	0	0	0	0	1	2	0
Meetings, various (n.o.s.)	143	0	2	0	5	8	113	5	10
Monthly Totals		3	4	1	7	11	117	7	11
Annual Total	161								

FIRE INVESTIGATIONS

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Monthly Total		0	0	1	0				1
Annual Total	2								

PUBLIC EDUCATION

	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Station Visit School	0	0	0	0	0	0	0	0	0
Fire Prevention Education Event	14	0	0	1	0	2	4	5	2
Child / Children Visit Station	4	0	0	1	1	2	0	0	0
Public Education Presentation	9	0	0	0	1	2	0	6	0
General inquiries	143	10	9	11	18	22	25	20	28
Facebook Public Education Posts	76	4	5	9	9	9	11	12	17

Other Public Education Activities	20	0	2	0	0	2	3	6	7
Monthly Totals		14	16	22	29	39	43	49	54
Annual Total	266								
OTHER ACTIVITIES									
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Report Writing	0	0	0	0	0	0	0	0	0
Compliance Letter	9	1	1	3	1	1	1	1	0
Fire safety plan/fire drill scenario reviews	4	0	0	1	0	0	0	1	2
Training for firefighters	0	0	0	0	0	0	0	0	0
Training Course	7	2	1	0	0	1	2	1	0
Monthly Totals		3	2	4	1	2	3	3	2
Annual Total	20								

BY-LAW SERVICES REPORT 2019										
BY-LAW COMPLAINTS RECEIVED										
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
New Complaints	Total	5	13	16	22	20	25	13	20	
Y-T-D Totals	134									
Annual Total										
2018 Total	133									
PARKING INFRACTIONS ISSUED										
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
Tickets Issued	Total	40	1	0	0	5	0	22	14	
Y-T-D Totals	82									
Annual Total										
2018 Total	120									
PARKING WARNINGS ISSUED										
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
Warnings issued	Total	0	0	1	0	0	0	0	0	
Y-T-D Totals	1									
Annual Total										
ENVIRONMENTAL BY-LAW FILL APPLICATIONS RECEIVED										
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
Received	Total	1	0	0	3	3	2	1	0	
Authorized	7	1			1	2	2	1		
Properties Exempt	0									
Denied	1				1					
Monthly Totals Y-T-D	10									
Annual Total										
2018 Total	8									
POLICE REPORTS FILED										
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
Incidents Reported	Total	0	0	0	0	0	0	0	0	
Mischief										
Vandalism										
Trespassing										
Graffiti										
Other										
Monthly Totals Y-T-D										
Annual Total										
CANNABIS ODOUR COMPLAINTS RECEIVED										
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
NEW Complaints	2	1	4	7	6	2	0	0		
REPEAT Complaint	0	7	3	2	2	7	4	6		
From PELHAM	0			7	8	9	4			

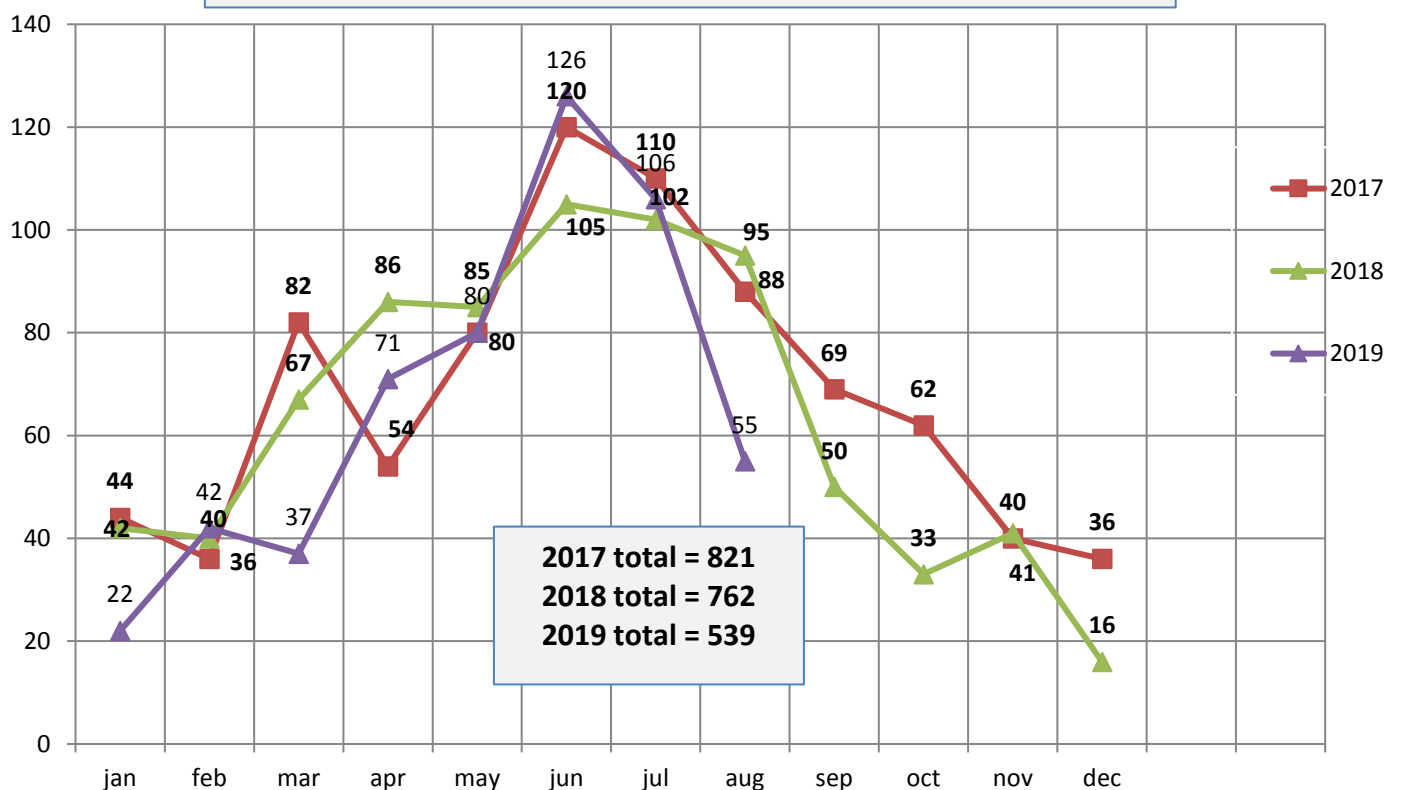
From WELLAND	0			0		0			
Monthly Totals	2	8	7	9	8	9	4	6	0
YTD GRAND TOTAL	53								
CANNABIS OPERATIONS LIGHT POLLUTION COMPLAINTS RECEIVED									
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
NEW Complaints	2	0	0	0	0	0	0	0	
REPEAT Complaints	0								
From PELHAM	0								
From WELLAND	0								
Monthly Totals	2	0	0	0	0	0	0	0	0
YTD GRAND TOTAL	2								
NOISE COMPLAINTS									
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
NEW Complaints				1	2	0	0	2	
REPEAT Complaints									
Y-T-D TOTALS	5								

PUBLIC WORKS MONTHLY REPORT

SEPTEMBER, 2019

DEPARTMENT OVERVIEW & STATISTICS

PW -Service Requests from the Public



PROJECTS

FACILITIES

Facilities staff continue to make routine repairs and perform preventative maintenance on all equipment within all municipally owned buildings.



Staff have been in communication with the contractor regarding the Painting at Town Hall. Several items have not yet been completed. At the time of this report a schedule for completing the outstanding items has not been received.

The Well and Pump at the Tice Road Operations Centre has been completed within budget. The new well was drilled to a depth of 165 feet.

The Electrical upgrades at Centennial park are ongoing however in consultation with the utility provider it was determined that a private utility pole at the property line would need to be replaced to complete the upgrades. The current service line to the Park runs overhead between two neighboring properties whose service lines are also attached to the pole. The ownership of the pole is unknown. According to the utility provider, the pole and the overhead services to the private residences would become the responsibility of the Town if the pole was replaced at staff's request. To eliminate any future expenses associated with pole and private services a new service would need to be installed into the park. A budget request of \$15,000 has been included in the 2020 Capital Facilities budget to install a single underground service line into Centennial Park to complete the required upgrades.

The repairs to the roof at Fire Station No. 1 and Pelham Town Hall have been awarded to Canadian Flat Roof Systems and will be completed this fall. The value of the work being completed will be under the approved capital budget for this project.

CONSTITUENT CONCERNS & ISSUES ARISING

ROADS

Through late spring and summer roads staff have replaced 14 culverts and utilized 40 Tons of cold and 36 Tons of hot mix asphalt to fill 849 potholes. Recently staff have been spray patching Haist Street North between Brewerton and Overholt Road in an attempt to stabilize the road surface. This process involves spraying asphalt emulsion over previously filled pot holes then spreading stone chips over the area. The process is time and labour intensive however staff hope that it will reduce the time required to maintain this section of road until it can be resurfaced.

Traffic Warrant Studies have been completed at Look-out Street at Brewerton Boulevard, Haist Street at Brewerton Boulevard, and Pelham Street at Hurricane Road. To warrant all-way stop intersection control at these intersections there are two conditions that must both be met: the minimum volume condition and the volume split condition. For a three-leg intersection warrant, the combined minor approach volume must exceed 350 vehicles in an hour period. And the volume split between a major and a minor road must not

exceed 75/25. None of the intersections noted above meet the warrants for all-way stop control. Unwarranted stop signs should not be utilized as traffic calming measures as they reduce the overall safety of an intersection and have been found to increase collisions, increased mid-block speed, result in poor compliance with stop signs due to driver frustration, and increase the risk to pedestrians, especially children and seniors crossing an intersection.

BEAUTIFICATION

Due to a wetter than normal spring Harold Black Park's sports fields were unusable by Pelham Soccer and Baseball organizations. Because of the lack of overland drainage and ground water conditions the baseball diamonds were unavailable until late July and the soccer field was not placed into service until mid-August. Large sections of the park were also closed for Canada Day Celebrations.

Centennial Park Soccer Field No. 2 was once again vandalized by a vehicle driving through it, damaging the playing surface. Although staff were able to repair the damage without closing the field, this is the second time in three years that the field has been damaged by vehicles. In 2018 the damage was so severe that the field was closed for the season. The Outhouse near this field has also been vandalized three times this season. A budget request for the fencing of Centennial Park Soccer Field No.2 has been included for consideration in the 2020 Parks-Facilities Capital Budget.

The Downtown Fenwick flower beds have been replanted with special thanks to John Langendoen of Willowbrook Nurseries for donating the plant material as well as the labour to plant the flower beds and replace trees. Town staff prepared the beds for planting, and have completed the project by adding mulch. As part of the improvements the irrigation system has been changed from sprinkler heads to drip irrigation which is a more efficient use of water.

WATER/WASTEWATER

In 2017 the Region of Niagara's Water/Wastewater Master Servicing Plan identified the need to upgrade or replace the Pelham Elevated Water Tank located at 181 Hwy 20 West (behind Fire Station No.1). It has been determined that the existing site is not large enough to hold a larger tank. The Niagara Region and its Design Consultant have begun work on the EA process to replace the existing tank in an alternate location. A Public Information Session is planned for October however a date had not yet been selected at the time of this report.

On July 23rd, 2019 The Town of Pelham received its Municipal Drinking Water Licence and Drinking Water Works Permit from the Ministry of the Environment, Conservation and Parks. The Licence and Permit allow staff to continue to operate and improve the Town's Drinking Water System.

On July 29th, 2019 Staff repaired a Watermain Break on Welland Road near Balfour Road.

FLEET

In August, Fire personnel from Station 1 reported trouble operating with the ladder and platform system on Aerial 1 a 2001 Pierce Aerial Platform Truck. After taking the truck out of service and attempting to diagnose the issue unsuccessfully the truck was sent to the dealer in Woodstock for repair. It was determined that corrosion in the multiplex electrical system, a faulty voltage control regulator and a hydraulic control module were the cause of the issue. Staff have not yet received the total bill for this repair but the preliminary costs are approximately \$8500.00 which represents 14% of the outside fleet repair budget. While travelling back to Pelham from Woodstock the front left steering tire burst causing damage to the cab. The truck has been towed back to the dealer for repair. The costs to repair the cab were not known at the time of this report.

ENGINEERING

The following is a summary of the activities that have occurred in the Engineering Department since June 2019:-

Sulphur Springs Rehabilitation – This project has been included in the 2020 Capital Budget for Roads. Staff are preparing the terms of reference for a Environmental Assessment study to look into the option of permanently closing Sulphur Springs Road to vehicular traffic. Staff will report back to council in the fall of 2019 with the estimated costs to complete this study.

Pelham Street North – Project was tendered and awarded to The Charlton Group, Kick-off meeting held and construction due to commence September 2019.

Station Street Watermain Replacement – Utility relocation works have been completed by Enbridge Gas and the Town is waiting for the as-built drawing before commencing with the remaining section of watermain installation from Pelham Town Square to Port Robinson Road.

Haist Street Watermain Replacement – Project was tendered and awarded to Peter's Excavating, the Kick-off meeting was held and construction is due to start in September 2019.

Sewer Flushing & CCTV Program – Project was tendered and awarded to Pipetek Infrastructure Services, the Kick-off meeting was held and the program has commenced.

Road Rehabilitation & Base Repair Program - Project was tendered and partial award to Norjohn Contracting & Paving, the Kick-off meeting was held and the program has commenced. It is anticipated that the work will be completed in the fall of 2019.

Culvert Replacement Program – this project was tendered and the Town received no bids. Staff requested

quotations from three local contractors and the work has been awarded to Antony's Excavating from Wellandport. Work is expected to commence and be completed in the fall of 2019.

Poth Street Culvert Replacement – Project was tendered and awarded to Duffin Construction, Kick-off meeting held and construction has commenced.



2019 Capital Project Tenders are being prepared for tendering.

Engineering staff continue to thoroughly review all Planning and Committee of Adjustment applications. Reviews entail a site visit and detailed analysis of drawings and reports, to ensure Town standards are adhered to. For more complex applications, this process sometimes involves several re-submissions and repeated reviews by staff. Engineering staff also continue to manage requests for assumption of subdivisions, and for

reduction of securities at various stages of the development process. In addition, Engineering Staff complete reviews on lot grading plans for building permits received through the Planning Department.

In addition, Engineering Staff continue to support the Pelham Active Transportation Committee (PATC), generating reports for other departments to be sent back to the federal government, and coordinating other Town departments for assistance.

CORPORATE CLIMATE CHANGE ADAPTATION PLAN

On June 14th 2019, the Town of Pelham along with six other municipalities participated in Brock University's inaugural Niagara Adapts workshop. Members of the partnership identified key demographics, defining features, geography, history of climate change (i.e. specific events that took place within their municipality), along with what they had hoped to achieve with their climate adaptation plans. Brock TV also filmed a promotional video for Niagara Adapts and will be readily available once the Town has launched their new website layout. Nonetheless it is strongly encouraged to be shared by each municipality as it offers an excellent opportunity to promote the work of the collaborative partnership!



Niagara Adapts is a partnership that brings together seven municipalities – Lincoln, Niagara Falls, Niagara-on-the-Lake, Grimsby, Welland, St. Catharines and Pelham – with Brock University's Environmental Sustainability Research Centre to address climate change

Following the first workshop with Niagara Adapts, the Town created an official Project Adaptation Team – a team that is responsible for providing research and consultation, synthesizing data from both the internal Adaptation Steering

Committee (ASC) and the external Stakeholder Advisory Committee (SAC) into the final draft of the plan. It is composed of staff from the Town along with sustainability experts from Brock University. In July, the Town identified members of the Adaptation Steering Committee – a committee that will provide strategic direction and input for the plan. Members will complete key milestones, such as risk and vulnerability assessments as well as final endorsements of the plan. Members of the ASC will be meeting one-on-one with the Climate Change Coordinator at the end of August to identify key current and future climate projections as well as potential climate change impacts specifically within Pelham.

Project Adaptation Team	<ul style="list-style-type: none"> • Derek Young – <i>Manager of Engineering</i> – Public Works • Deanna Allen – <i>Climate Change Coordinator</i> - Public Works • Dr. Jessica Blythe – <i>Research Professor, Niagara Adapts Lead</i> – Brock University • Dr. Ryan Plummer – <i>Research Professor, Niagara Adapts Lead</i> – Brock University
Adaptation Steering Committee (ASC)	<ul style="list-style-type: none"> • Jason Longhurst - <i>Fire Prevention Officer</i> – Fire & By-Law Services • Shannon Larocque - <i>Senior Planner</i> - Community Planning & Development • Curtis Thompson – <i>Planner</i> – Community Planning & Development • Tolga Aydin - <i>Engineering Technologist</i> – Public Works • Mitch Holland – <i>Arborist</i> – Public Works • Tim Zack – <i>Equipment Operator (Roads)</i> – Public Works • Teresa Quinlin – <i>Director</i> – Corporate Services • TBD – Recreation Culture and Wellness?
Stakeholder Advisory Committee (SAC)	<ul style="list-style-type: none"> • Diana Huson – <i>Regional Councillor Town of Pelham</i> – Niagara Region • More participants TBD

*The
breakdown of*

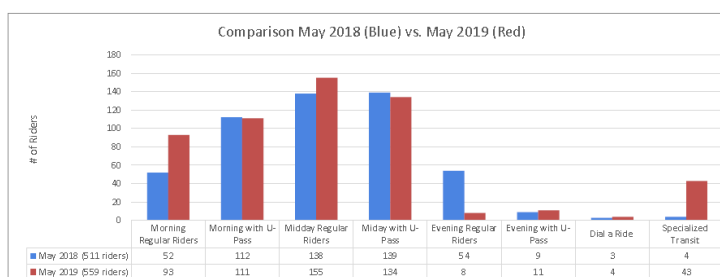
the committee's required for the Town's Climate Adaptation Plan. After the first ASC Meeting, the Town will have identified more members for the Stakeholder Advisory Committee.

Lastly, in mid-August the Town participated in the second workshop provided by Niagara Adapts. The workshop introduced participants to key climate change concepts and climate change trends and projections (from global to local). It also introduced participants to the process of identifying potential climate change impacts and risk assessments. A report involving the purpose, scope, objectives and preliminary schedule will be brought forth to Council in September.

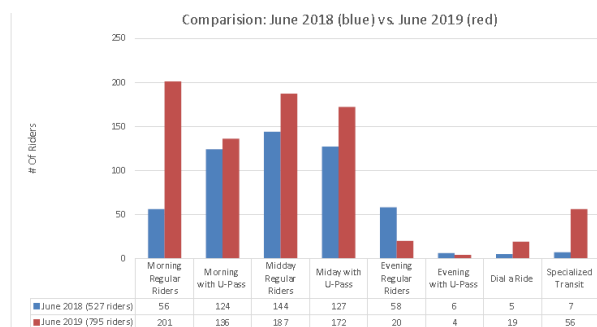
PELHAM TRANSIT – SUMMER 2019 REVIEW

See below for comparisons between ridership during the months of April 2018 - April 2019:

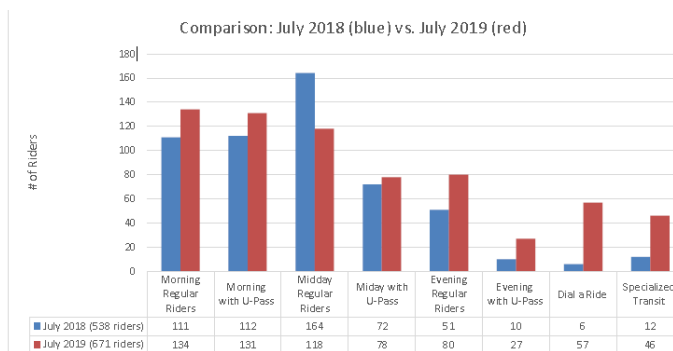
	May 2018 (511 riders)	May 2019 (559 riders)
Morning Regular Riders	52	93
Morning with U-Pass	112	111
Midday Regular Riders	138	155
Midday with U-Pass	139	134
Evening Regular Riders	54	8
Evening with U-Pass	9	11
Dial a Ride	3	4
Specialized Transit	4	43
Total	511	559



	June 2018 (527 riders)	June 2019 (795 riders)
Morning Regular Riders	56	201
Morning with U-Pass	124	136
Midday Regular Riders	144	187
Midday with U-Pass	127	172
Evening Regular Riders	58	20
Evening with U-Pass	6	4
Dial a Ride	5	19
Specialized Transit	7	56
Total	527	795



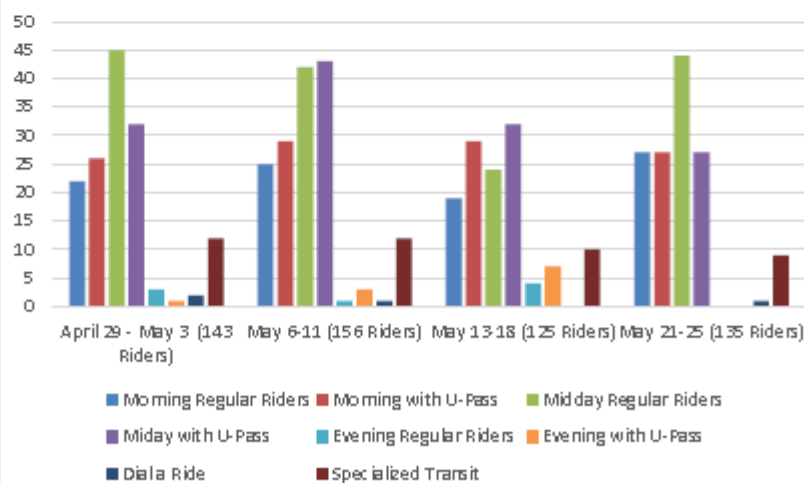
	July 2018 (538 riders)	July 2019 (671 riders)
Morning Regular Riders	111	134
Morning with U-Pass	112	131
Midday Regular Riders	164	118
Midday with U-Pass	72	78
Evening Regular Riders	51	80
Evening with U-Pass	10	27
Dial a Ride	6	57
Specialized Transit	12	46
Total	538	671



May 2019 Transit Ridership

	April 29 - May 3 (143 Riders)	May 6-11 (156 Riders)	May 13- 18 (125 Riders)	May 21- 25 (135 Riders)	Total Riders to Date
Morning Regular Riders	22	25	19	27	93
Morning with U-Pass	26	29	29	27	111
Midday Regular Riders	45	42	24	44	155
Midday with U-Pass	32	43	32	27	134
Evening Regular Riders	3	1	4	0	8
Evening with U-Pass	1	3	7	0	11
Dial a Ride	2	1	0	1	4
Specialized Transit	12	12	10	9	43
Total	143	156	125	135	559

Pelham Transit Ridership May 2019



PERSONNEL

The Contingent of Summer Students that began on April 29th will finish their summer on August 30th. The Beautification team relies heavily on the dedication of summer students to help with Horticulture, Parks Maintenance, Cemetery Operations, and Forestry. For seasonal staff employees will continue on until November 29th.

Our employee has transitioned from roads operator to the position of Water/Wastewater Operator to as a succession management initiative in preparation for a retirement in November.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

Contracts, tenders and RFP awards as reported by Corporate Services.

Development and subdivision agreements reviewed and comments provided, as reported through Planning.

Engineering staff are reviewing the second phase of Ontario Municipal Commuter Cycling funding program.

MEETINGS

As we are a group of considerable size and a wide variety of job functions, staff attends many regular internal meetings, and meetings about development, capital projects and agencies. Only special noteworthy meetings are listed below:

- Public Works Officials Meeting
- Public Works Operations Safety Meeting (Hardhats)
- Niagara Contract Review Meeting
- Niagara Public Works and Utilities Meeting
- South Central Water Works Association By-Annual Meeting

Committee Report
Monday, September 16, 2019

Subject: Outdoor Christmas Market 2019

Recommendation:

THAT Committee Receive Report #2019-00070; and recommend:

THAT Council designate Christmas in Pelham – Outdoor Christmas Market, to be held on Friday, December 6, 2019 from 4 pm to 10 pm on Pelham Town Square, as a Municipally Significant Event;

AND THAT the Clerk be authorized to make application for a Special Occasion Permit for Christmas in Pelham – Outdoor Christmas Market;

AND FURTHER THAT Council authorize the following road closure: Pelham Town Square entrance at Pelham Street to 55 metres east of Pelham Street, from 12:00 pm to 12:00 am on Friday, December 6, 2019.

Background:

As the anchor event of the Christmas-in-Pelham season, the Town annually delivers an Outdoor Christmas Market on the first Friday in December. The event is held at Pelham Town Square from 4 pm until approximately 9:30 pm. Modeled on traditional European Christmas Markets, the market features local artisans and their seasonal offerings, along with local businesses and restaurants offering seasonal products and food. The event provides Town residents with an opportunity to gather, meet with friends and family, enjoy the spirit of the season while listening to live entertainment, visit with Santa and various other activities, including the very popular carriage rides.

It is proposed, as in previous years, to offer local craft beer, the legendary mulled wine and other warming beverages at this event. A Special Occasion Permit from the AGCO is necessary to serve alcohol and Christmas in Pelham must be designated as a "Municipally Significant Event" in order to apply for such permit.

Staff are also requesting a temporary road closure to facilitate the delivery of this event. The closure request is for Pelham Town Square from Pelham Street to 55 metres east of Pelham Street (see map attached) from 12:00 pm to midnight on Friday, December 6, 2019. The temporary closure will limit through traffic but allow business parking access.

Analysis:

The outdoor Christmas market started in 2013 and has been a popular seasonal outing each year since. Depending on the weather, the event can draw between 1,800 – 2,500 in attendance.

Financial Considerations:

An approved budget amount of \$6,700 supports this event. Additional revenues are raised from vendor fees, sale of beverages and corporate and community donations.

Alternatives Reviewed:

The alternative would be to not host this event.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

This events provides residents with the opportunity to come together with friends, family and neighbours in a pleasant and festive environment an allows locals businesses to gain exposure and sales.

Other Pertinent Reports/Attachments:

Street closure map is attached.

Consultation:

Publics Works; Roads & Beautification; By-law Services

Legal Consultation, If Applicable:

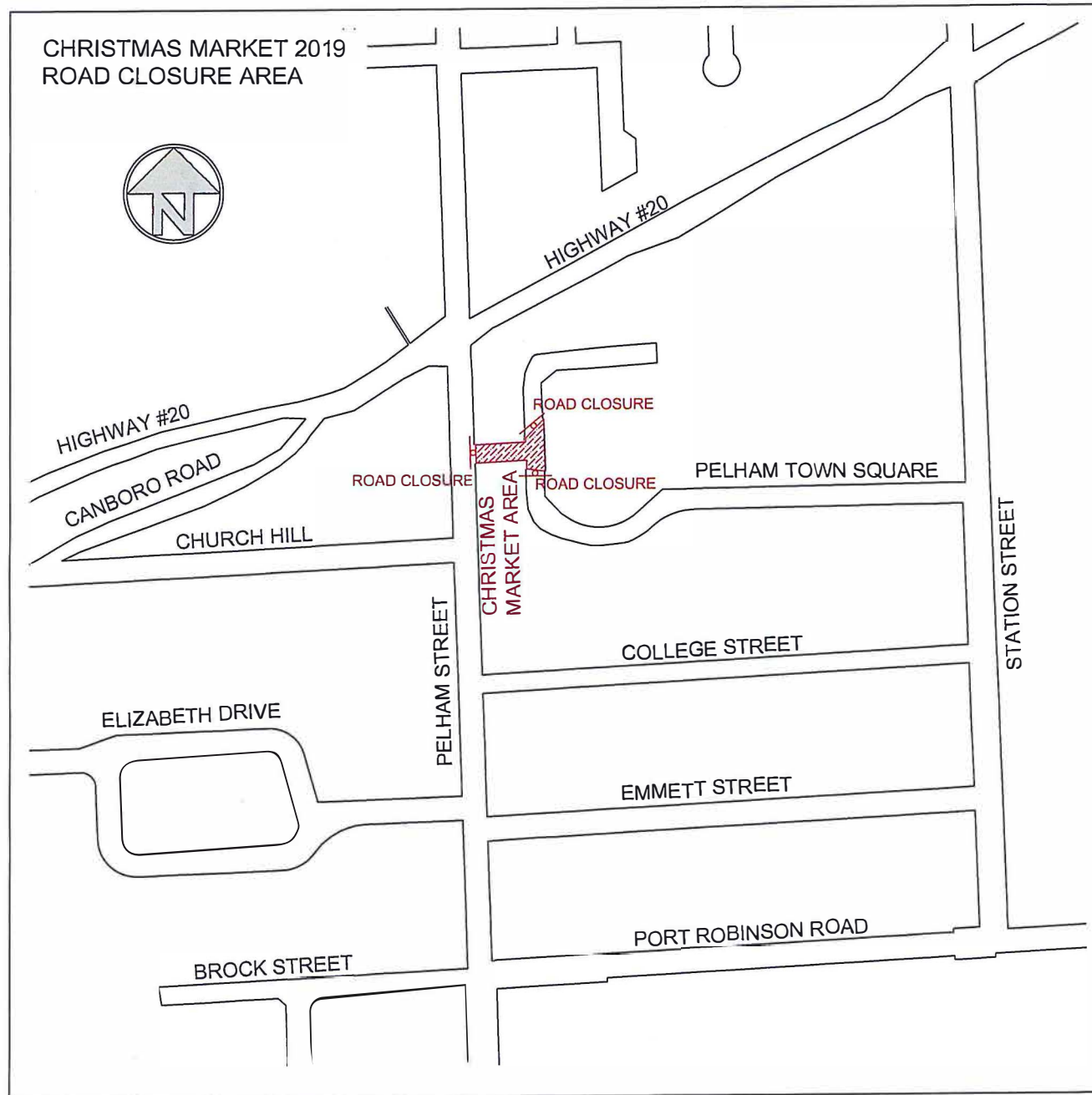
NA

Prepared and Recommended by:

Vickie vanRavenswaay, Director of Recreation, Culture & Wellness

Approved and Submitted by:

David Cribbs, Chief Administrative Officer



RECREATION, CULTURE & WELLNESS MONTHLY REPORT**SUMMER 2019****PROJECTS****1) Recreation Programs:****Programs**

Chair Yoga, Hatha Yoga, Zumba, Pickleball, Volleyball, Badminton and Shuffleboard ran all summer long with good success. With September upon us, additional classes such as a second Chair Yoga class, a Mom and Baby fitness class as well as 2 new classes being Flexagility and Yogalates are being offered. The walking track has been extremely popular as residents sought relief from the heat to get their exercise in. Even though the temperature on the track has changed due to ice making, it remains popular.

On the cold side:

The Duliban arena was well used this summer with public skates, shinnies and stick and pucks. In addition, there were several hockey camps that kept the MCC ice full

Lacrosse used the Accipiter pad 4 nights a week and hosted some very successful special events such as the Notre Dame High School graduation in June, the Paperweight Lacrosse tournament and Irish Dance Competition in July, the Doug Burr Tournament in August and September will bring the GOJHL (Greater Ontario Junior Hockey League) Showcase to the MCC. This will see 26 Junior B teams playing some of their best hockey to impress scouts from major hockey teams looking for talent.

All fall and winter ice and gym applications have been received, approved by the User Group Committee and permitted. See attached typical weekly schedules.

All things Senior:

It's been quiet during the summer, which is common. October 1st is the 2nd annual Senior's Fair. Last year the MCC saw close to 300 in attendance and we are hopeful for a repeat. As well, the "VIP" – Volunteers in Pelham program is starting to be promoted.

Unfortunately, the Pelham Oldtimers Hockey League did not see sufficient registration to move forward.

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& Wellness**

2) Summer Programs

Camp

Summer camp has been busier than ever this summer! Ranging from 55 to 65 campers each week, not including specialty camps, Camper registration was extremely successful, with many new campers signing up for camp this summer! This year the Town employed had 1 camp supervisor, 10 camp leaders, and 1 part-time leader. Having a part time leader was extremely useful, as this allowed the Town to meet safety ratios while in the pool, and have someone to rely upon if staff members called in sick. This year campers visited Wild Waterworks, Adventure Village, African Lion Safari, Captain Jacks, Safari Niagara and Puddicombe farms. These Thursday trips are always a highlight for campers, and one of the main reasons families travel from all over Niagara to register in our camps. Campers also travelled to the pool 3 days a week, and to Bissell's on Tuesdays. The busy camp schedule helps to keep campers active and excited about each camp day! This year, the Town offered Art & Theatre, Jr. Firefighter and T.O.P Chef camp, which all reached maximum registration very quickly! These specialty camps allow campers to learn new skills and provide them with new experiences. The bike camp ran for two weeks this summer, bringing in a CanBike instructor to teach biking and road safety. With great camp staff and our fun-filled programming, it was a very successful summer, with many campers excited to register for our upcoming P.D. Day & March Break camps!



Aquatics

The Pelham Pool ran the Swim to Survive programs with both A.K. Wigg and Wellington Heights this June. It was enjoyed by all students and received great feedback from teachers, excited to be involved in the program again next year. There were 4 sessions of swimming lessons this summer, along with public swim, lane swim, aqua Zumba and swim team! This year the Pelham Penguins Swim Team won Regionals bringing home the trophy, with 3 of the swimmers receiving a medal for the most points in their age category! The Pelham Pool will be hosting this regional swim meet in 2023. The Town will also be running the Pelham Swim Meet



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on Summerfest weekend next year! It is great way to bring swimmers and their families from other municipalities into Pelham for this fun filled weekend. This summer saw a rise in admissions for weekend public swim, and participation in lessons have also increased.



Camp & Aquatics

Camp and aquatics have a great partnership where campers visit the pool 3 times a week. While they are there, they participate in Swim to the T.O.P, a program which teaches them swimming skills based on their age group and ability. Camp staff and lifeguards work well together, working as a team to insure the safety of all campers while in and around the pool. Parents love this program, as it helps to teach children important skills to strengthen their swimming abilities each day while at camp. These skills can then be applied and used when on our other trips around water, such as at Bissell's or Wild Waterworks. This is a great program and partnership which strengthens not only the bond amongst summer students, but also the quality of programming! This year the Township of West Lincoln also took advantage of bringing their camp to Pelham's public swim each Tuesday afternoon, which created a partnership between communities, bringing more people to Pelham! We hope this partnership continues in the future.



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3) Thursday Night Experience

Peace Park is still the place to be on Thursday nights. The Farmers Market will be running until October 10, Supper Market and Fonthill Bandshell concerts will end September 5. This season has been very successful, and mother nature has cooperated on a weekly basis. Below is a chart for comparable attendance from year to year (Mapping, ticket sales, and counters at entrances of Supper Market), once the Thursday night Experience ends a full report will be done on all numbers including shuttle, and bike valet.

Date	# of attendee's 2019	# of attendee's 2018	# of attendee's 2017	# of attendee's 2016
Week 1	632*	1471*	743*	600*
week 2	***	1329*	972*	947*
week 3	1448**	3,603	532*	2695
week 4	2329	2,944	3259	3330
week 5	1838	2592	2809	3000
week 6	1837	3,115	3810	2496
week 7	5083	5,611	6289	4523
week 8	1671	1,711	2759	3211
week 9	2393	1,832	2271	4118
week 10	2650	4,342	4406	2183
week 11	2286	2,005	4400	2107
week 12	2596	2,599	610	2649
week 13	2147	2,427	3761	871
week 14		2056	3988	3229
week 15	-	703*	2261	1756
week 16	-	-	520*	317*
Totals		34,837	40,623	36,168

* No Bandshell Concert

** Rainy weather

*** Rain cancellation

Staff continues to promote Thursday night vendors, local entertainment in the Supper Market, parking plan, shuttle services, shuttle buck incentives, bike valet, Farmers Market and the Fonthill Bandshell



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concerts. All groups are supportive in cross promoting the Thursday night Experience on social media through the following accounts:

- Town of Pelham website, Facebook, Twitter;
- Pelham Supper Market Facebook, and Instagram,
- Pelham Farmers' Market website, Instagram and Facebook;
- Fonthill Bandshell website, Facebook, Instagram and Twitter

4) Love my Hood

Love my hood is now in it's 3rd season of operation, there have been 2 events this season; Kinsman Court (June) and Abbott Place (September). This year some challenges with the group insurance policy, cap on the amount of events and shrinking interest. Future reporting on the visability of this program may become necessary.

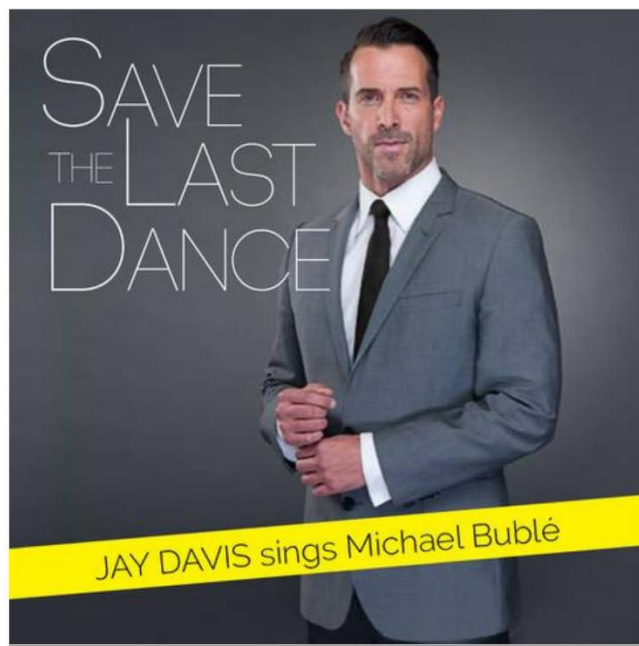


5) Theatre Series


Smile Theatre: Save the Last Dance: Jay Davis Show – Friday October 25 at 2pm



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Friday October 25
2:00PM – Meridian Community Centre
Tickets \$10
 Contact Jodi Hendriks Culture & Community Enhancement Programmer
jhendriks@pelham.ca 905-892-2607 ext. 341



Save The Last Dance is a fun, energetic and touching concert of Michael Bublé's most popular songs, sung by Smile Theatre performer, Jay Davis. Sit back, relax, and be transported to the jazz club with songs like, "Moondance", "Haven't Met You Yet", "Home" and, of course, "Save The Last Dance". Jay is an outstanding performer, with recent credits including the acclaimed Toronto production of "Dear Evan Hansen", "The 27 Club", and "Mama Mia" at Neptune Theatre in Halifax.

[Tickets are available online through Eventbrite.](#)

6) Niagara Community Foundation Grant – SAY IT! On Stage

With a successful launch in April of the active living lounge we were able to introduce the SAY IT! On Stage Program which stands for Seniors and youth intergenerational theatre. Working with a very dedicated volunteer Colleen Kenyon, she has hosted 10 conversation circles with seniors and youth over the summer time, we've had participation ranging from 15 – 25 participants. September and October will be focusing on organizing our Adult actors and working with EL Crossley Drama Class for our performance on Friday December 13.

[SAY IT! On Stage Website](#)



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7) Niagara Investment in Culture – Niagara Improv Festival

Staff have been working with Cabar Eh Youth theatre to host the first Niagara Improv Festival on Saturday November 16, from 10am – 3pm. Staff have been working with a group of volunteers and improv groups from across Niagara including high school groups to bring this day together.

[Niagara Improv Festival Website](#)

8) Meridian Community Centre – Art Walls

The Public Art Committee have been working diligently to get artists to have their works on display at the Meridian Community Centre. Bev Sneath's exhibit will be on display for the month of September. The Committee had an interview with Niagara this week which has gained a lot of attention from local artists, you can see article below, the committee hopes to have an artist for every month.

[Niagara this week article](#)

[Meridian Community Centre – Art Wall Rental Form](#)

9) Canada Day

The Canada Day planning group met on June 5, 2019 and an interdepartmental staff meeting was held on June 17, 2019 to review the upcoming event, responsibilities and tasks. Pelham's annual Canada Day Celebration took place on Monday, July 1st and was a wonderful event. Staff debrief meetings have taken place during August and the planning group will meet again on September 11, 2019 to review the event and make recommendations for next year. Full details will follow in a separate report once that meeting has taken place.

10) Summerfest

The Summerfest Committee met on June 5, June 19, June 26, July 3, July 10 in preparation of the event and on August 7 to do an initial debrief of the 4 days of fun. Staff also met with Roads,



**Recreation, Culture
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Beautification, Finance, By-law Services and suppliers in June and July to review the upcoming event, requirements, responsibilities and tasks. On July 9, a meeting was held with representatives from the Alcohol & Gaming Commission, Town staff and the festival licensing participants to review the duties, regulations and responsibilities with respect to the Special Occasion Permit and Liquor Sales Extension Permits. Pelham Summerfest 2019 took place on an extremely hot and humid weekend, July 18-21. Despite Mother Nature's challenges, the event was very successful. Debrief meetings with Finance, Roads, Beautification and By-law took place in August. RCW staff are currently working on the draft final report which will be reviewed by the Summerfest Committee at their next meeting, September 25, 2019 and presented to Council once it has been finalized.

11) Volunteer Enhancement Campaign – Summer 2019

Staff continue to promote volunteer opportunities with the Town of Pelham through the Town's website, social media channels and monthly emails to the volunteers in the corporate database.

Community volunteers came to help out at annual summer events, including Canada Day, Summerfest, and Supper Market. A volunteer came to help out at the Town's annual Canada Day event and provided directions and giveaways to attendees. Three community volunteers have invested their time and energy into helping at the Bike Valet, Green Zone and selling tickets at Supper Market this year which has contributed to the success of this weekly summer event.

Twenty-seven community volunteers came out to help at Summerfest 2019 in a variety of roles. Altogether they put in 94 hours of volunteer work during the weekend, not to mention the 199 hours that local Service Clubs contributed.

Staff has interviewed a few additional volunteers who will be added to the Volunteer database.

Staff has begun working with the CAO's office for a volunteer appreciation event in November.

www.pelham.ca/volunteer

12) MYAC Updates

MYAC has not been running over the summer, but will start back up again with the first meeting being scheduled for early September. Staff have received 22 applications for this year's council, with voting for Executive positions taking place at the first official meeting. Meetings will run once a month, with Executive meetings also taking place once a month. These specific meeting dates will be decided by MYAC as a whole at the first meeting. The first meeting is currently being planned, which will include goal planning, an orientation by the Clerk's department, a description of committees and the nomination and voting process for executive roles.

13) Pelham Transit Update – Summer 2019

Over the summer, staff has been working with St Catharines Transit, Niagara Region Transit and Welland Transit on developing the new expanded Pelham Transit schedule for Fall 2019. This new schedule will commence on September 3rd, 2019. This new route includes an additional bus, connections to Niagara Region Transit at the Meridian Community Centre, decreased wait times, more bus stops throughout Pelham and more consistent routes.

Starting September 3rd, Niagara Region Transit will stop at the Meridian Community Centre between 7-9 a.m. and 3-5 p.m. Monday through Friday. These stops will be a part of their route between Brock University and Niagara College. During these peak hours, Pelham Transit runs a half an hour service through Pelham on the 801: Pelham Circuit. Between 9 a.m. – 3 p.m. & on Saturdays, Pelham Transit will run two routes. The 801: Pelham Circuit is an hourly service from North Pelham through Fenwick to the Meridian Community Centre. The 802: Pelham Connector is a half hour service from the Meridian Community Centre to Niagara College and Seaway Mall.

Between Pelham Transit buses, there will be transfers available at no additional cost.

Pelham Transit now accepts and issues Niagara Region Transfers. To be issued a transfer, there will be an additional fee of \$3 on top of the \$3 fare for Pelham Transit.

Pelham Transit remains free for all riders every Saturday.

The Fall 2019 Pelham Transit Schedules are available online, on the bus, Town Hall, and the Meridian Community Centre.

14) Bench Dedication Program

Staff has been developing a Bench Dedication program for local parks and trails over the summer. Residents who would like to donate or dedicate a bench in a town park or trail have the opportunity to do so. There is a cost of \$1500 for each bench installation or dedication. Cost includes the purchase of the bench, a small plaque, installation of concrete pad and ongoing maintenance. A charitable tax receipt can be issued for this donation. A brochure is in development and will be available shortly.

CONSTITUENT CONCERNS & ISSUES ARISING

PERSONNEL

Brittany Maclean has taken the place of Alison Fisher as Active Living Programmer –Youth & Child
 Stephanie Yole will be filling Jodi Hendriks, Culture & Community Enhancement Programmer,



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maternity leave beginning mid October

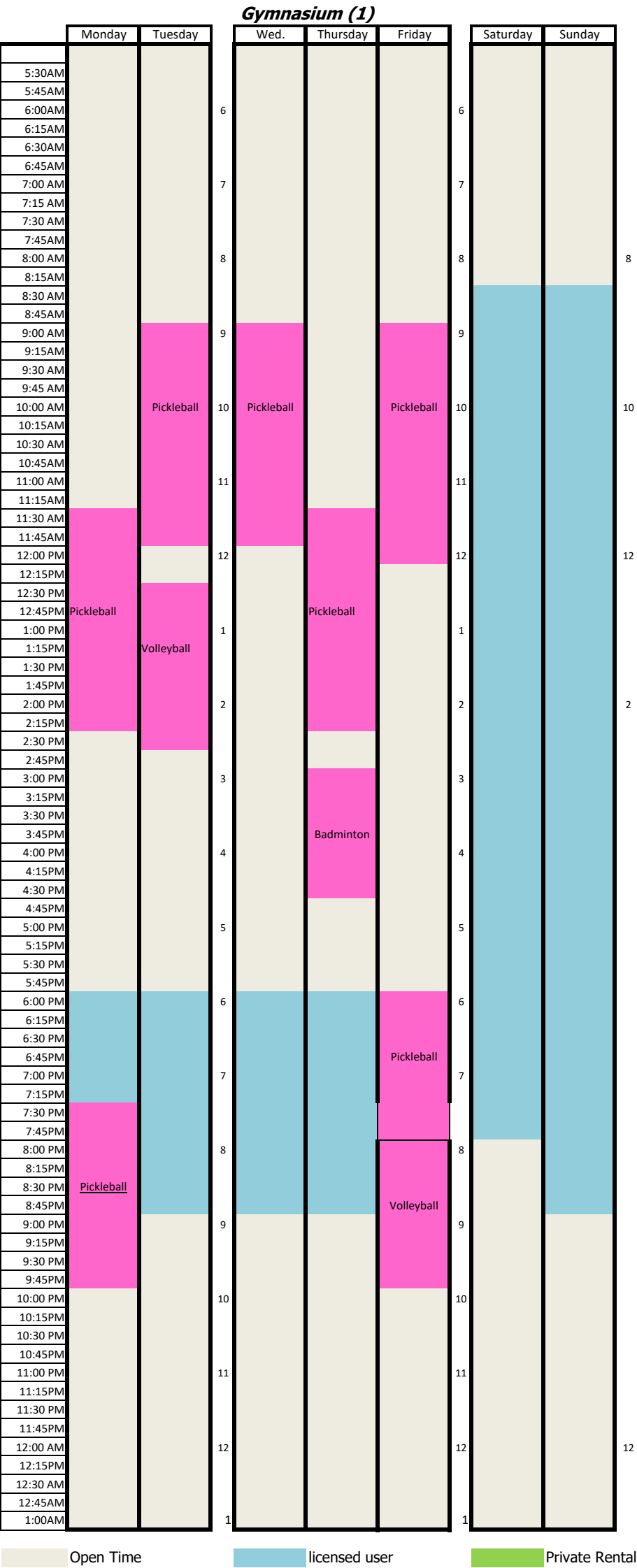
GRANTS, CONTRACTS, RFPs & AGREEMENTS

MEETINGS

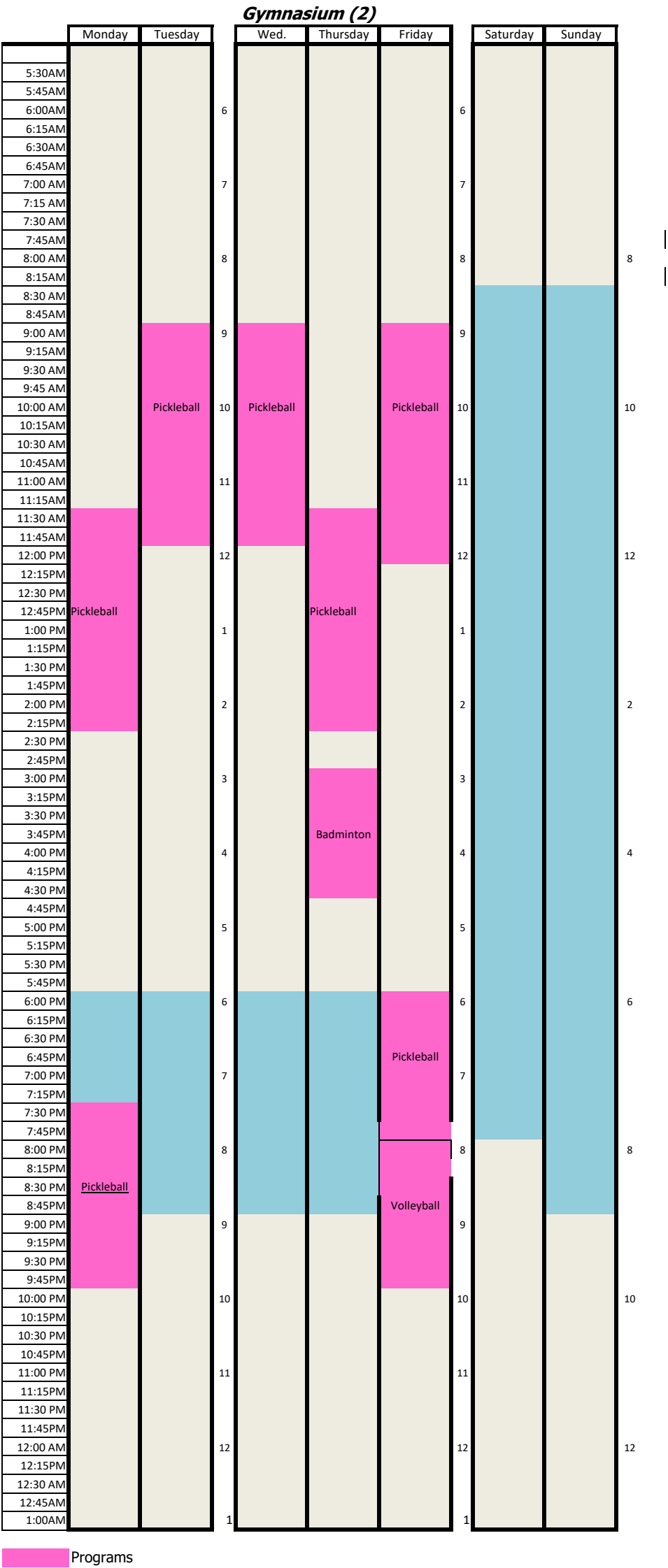
Brittany MacLean and Alison Dykstra attended the post season Regional Swim Team meeting
Weekly Pool In-Service Trainings
Weekly Camp In-Service Meetings
Transit meeting with Niagara Region Transit, St Catharines Transit and Welland Transit
Karen attended RAVA (Regional Association of Volunteer Administrators) executive meeting
Melanie Taylor-Ridgway, Pelham Library
Summerfest Committee
Pelham Public Art Advisory Committee
Dr. Peter Tidus & Dr. Deb O'Leary, Brock University
MCC User Group Round Table Committee
MCC Hospitality Committee
Utility Sustainability Committee



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Open Time licensed user Private Rental Programs



Programs

Accipiter Arena

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9:30 AM					Men's Shinny		
9:45 AM							
10:00 AM	Women's Learn to Play	School Skates		Women's Shinny	60+ Shinny		
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11:00 AM	Women's shinny						
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1:00 PM							
1:15PM	Jr. B 1-2:30	Adult Preschool		Adult skate			
1:30 PM							
1:45PM							
2:00 PM							
2:15PM							
2:30 PM							
2:45PM		E.L. Crossley 2:00-4:00					
3:00 PM	Under 6 Stick & Puck		E.L. Crossley 2:30-4:00				
3:15PM							
3:30 PM							
3:45PM							
4:00 PM	7 to 12 Stick & Puck		Jr. B 4:00-5:30	Jr. B 3:30-5	DSBN Hockey 4:00-5:00		
4:15PM		Jr.B 4:00-5:30					
4:30 PM							
4:45PM							
5:00 PM							
5:15PM					18+ Stick &Puck		
5:30 PM							
5:45PM							
6:00 PM			PMHA 5:30-10:30	PMHA 5:00-10:00	PMHA 6:00-7:30		
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6:45PM		PMHA 5:30-7:30					
7:00 PM							
7:15PM	PMHA - 5:00-10:00						
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9:15PM					Breadner 900 - 10:00		
9:30 PM							
9:45PM		PMHA 9:00-10:30					
10:00 PM	NCSC 10:00-11:00				PHL Niagara 10:00-11:30		
10:15PM			Kelly Jones 10:30-11:30				
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Open Time

licensed user

Private Rental

Duliban Insurance Arena

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3:00 PM	E.L Crossley 2:30-4:00						
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6:30 PM	NCSC 4:30-8:30						
6:45PM							
7:00 PM							
7:15PM							
7:30 PM							
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8:00 PM							
8:15PM							
8:30 PM							
8:45PM		Pioneers L. Peters 8:30-9:30					
9:00 PM							
9:15PM	PMHA 8:30-10:30						
9:30 PM							
9:45PM		Fossils 9:30-10:30					
10:00 PM							
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10:45PM							
11:00 PM							
11:15PM							
11:30 PM							
11:45PM							
12:00 AM							
12:15PM							
12:30 AM							
12:45AM							
1:00AM							

Open Time

licensed user

Private Rental

Programs

School Rental

CLERK'S DEPARTMENT MONTHLY REPORT

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

This report covers June, July & August 2019

DEPARTMENT OVERVIEW & STATISTICS

<u>Area of Responsibility</u>	<u>2018</u> <u>Year End</u>	<u>2019</u> <u>Year To Date</u>
Insurance or Small Claims Processed (incl.potential)	24	15
Pelham Deaths Registered	101	53
Deaths Outside of Pelham Registered	106	73
Lottery Licenses Issued	30	19
Council Meetings Attended/Minuted	20	13
Special Council Meetings Attended/Minuted	24	29
COW Meetings Attended/Minuted	7	6
SCOW & Public Meetings Attended/Minuted	6	7
P & P Meetings Attended/Minuted	7	6
Pelham Audit Committee Meetings Attended/ Minuted		2
Affidavits Sworn	111	88
FOI Requests Received/Processed	19	2
FOI Appeal or Complaint		0
Closed Meeting Investigation	0	0
Committee of Adjustment – Variances	25	23
Committee of Adjustment – Consents	6	8
Committee of Adjustment – Hearings	11	9
Ontario Municipal Board Appeals C of A	0	0
Property Standards Appeals	0	0
Fence Viewing Meetings	1	0
By-laws	105	91
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	0	1
Livestock Valuer Claims	0	2
Drainage Petitions Received	0	0
AMP Review Hearings	20	19
AMP Review Decision Appeals	0	0
Marriage Licenses Issued	45	24
Civil Marriage Ceremonies Officiated	9/13	6/8
Proclamations	8	7
Press Releases	37	17
News Briefs	62	48
Muzzle Order Appeal Hearing	0	1



**Administration
Services**

PR/MARKETING**Webpage Analytics for June:**

Page Views	Unique Page Views	Average Time on Page
78, 097	33,949	39 seconds

Page Views: Total number of page views; pages viewed multiple times are counted

Unique Page Views: Number of times a page was viewed at least once

Top 5 Visited Pages: Careers, Canada Day, MCC, Supper Market, Aquatics

Twitter Analytics for June:

Tweets	Impressions	New Followers
79	32.7k	14

Impressions: Number of times users saw the Tweet

Facebook Analytics for June:

Engagements	Page Views	Total Reach
4,579	779	13,293

Reach: Number of people who have seen any content associated with Page

Engagements: Number of people who engaged with Page; engagement includes any click or story created.

Webpage Analytics for July:

Page Views	Unique Page Views	Average Time on Page
81, 014	35,735	37 seconds

Page Views: Total number of page views; pages viewed multiple times are counted

Unique Page Views: Number of times a page was viewed at least once

Top 5 Visited Pages: Careers, Summerfest, Canada Day, MCC, Aquatics

Twitter Analytics for July:

Tweets	Impressions	New Followers
35	20.9k	15

Impressions: Number of times users saw the Tweet

Facebook Analytics for July:

Engagements	Page Views	Total Reach
2,546	616	6,287

Reach: Number of people who have seen any content associated with Page

Engagements: Number of people who engaged with Page; engagement includes any click or story created.

Webpage Analytics for August:

Page Views	Unique Page Views	Average Time on Page
57, 683	25, 123	37 seconds

Page Views: Total number of page views; pages viewed multiple times are counted

Unique Page Views: Number of times a page was viewed at least once

Top 5 Visited Pages: Careers, Supermarket, Transit, MCC, Zoning By-law

Twitter Analytics for August:

Tweets	Impressions	New Followers
36	17.6k	8

Impressions: Number of times users saw the Tweet

Facebook Analytics for August:

Engagements	Page Views	Total Reach
1,416	397	6,053

Reach: Number of people who have seen any content associated with Page

Engagements: Number of people who engaged with Page; engagement includes any click or story created.

Projects

- Web site redesign in progress – sandbox site in hand, images, clean up, etc. underway. Go live date is September 30, 2019. Soft launch mid-September to internal.
- Fall/winter community guide completed and ready for production

Print Advertising/ Promotion

- June newsletter;
- 7 print ads;
- 15 Summerfest print ads;
- July newsletter;
- August newsletter;
- 8 print ads (August);
- 1 social media event promotion.

iCreate Training

On July 30, 2019, representatives from eSolutions facilitated an iCreate training session for administrative assistants and IT staff. This training will ensure that staff are familiar with the new website layout and properties prior to the go-live date.

PROJECTS**Procedural By-law Update**

The procedural by-law underwent review and revision to accommodate the changes desired by Council. As a result, Procedural By-law 4107(2019) was enacted on June 3, 2019. Changes include but are not limited to:

- A council start time of 5:30 p.m.
- A curfew of 9:00 p.m
- A delegation submission date of 8 days prior to the meeting concerning matters on the agenda;
- A delegation submission date 14 days prior to the meeting for matters not considered on the

agenda; and

- Posting agendas to the public 3 business days before the meeting date.

Legislative Update

The Deputy Clerk has assembled a construction lien working group to help facilitate amendments to the *Construction Act*. The amendments will have a direct effect on the Clerk's department and Corporate Services department with emphasis on the Purchasing and Accounts Payable divisions. This Act will indirectly affect the Public Works department. This working group will establish correct practice and ensure compliance.

The Clerk's Department worked with the LEAN 6 Sigma Consultant to help draft the Committee of Adjustment's process in its current state and helped identify potential efficiencies. From these potential efficiencies a proposed future state was drafted. We look forward to implementing a new process, which will allow us to work more efficiently and better serve our community!

Internal Processes

Together with the Planning department, Clerks staff participated in a LEAN review of Committee of Adjustment Applications. A review of the current process was necessary to implement efficiencies and create a more streamlined procedure. The results of this review will be presented to SLT.

Records Management

1. Staff recorded and archived numerous boxes of historical by-laws from the Police Village of Fonthill and the Township of Fonthill, with the oldest by-law being from 1915.

CONSTITUENT CONCERNS & ISSUES ARISING

Flag Raising

In June, The Canadian Flag was removed at the Municipal Building to temporarily host a community flag, which has been the process for the past number of years. The Clerk's department received an abundance of concerns over the removal of the Canadian Flag.

To address flag raising concerns, a Flag Policy has been developed. If adopted, this policy will clarify flag protocol and provide guidelines for submitting a flag request to the Clerk's department. This policy was presented to Council for consideration at the Policy and Priorities Committee on September 3, 2019.

PERSONNEL

June 2-4th the Deputy Clerk attended the Ontario Association of Committees of Adjustment & Consent Authorities Conference in Toronto. She attended numerous informative workshops and shared the knowledge gained with Town staff upon her return. In addition to learning, Holly formed several relationships with other professional in the Committee of Adjustment field. Holly indicated the conference was excellent and she was thrilled to have attended.

The Clerk attended the 81st annual AMCTO conference from June 9 – 12th in Huntsville. This conference is Ontario's leading professional development and networking event for local government managers.

On June 13th, the Deputy Clerk made a presentation to SLT regarding the up-coming legislative changes to the Construction Act. The Clerk's Office has requested SLT create an internal working group to review the proposed legislative changes and create internal processes and procedures to address these changes. SLT approved the creation of the internal team. The working group is excited to undertake this project.

On June 20th, a presentation was made to SLT regarding the ongoing records management initiative within the Town. It is important that SLT remain aware of the requirements of their staff to ensure that the Town remain compliant with the prescribed records management policies and procedures. SMT support is crucial to the success of the program. There will be future in-depth training with all administrative assistants.

The Deputy Clerk performed her first wedding ceremony on June 28, 2019. We are happy that Holly is now able to provide this service for our residents!

The Deputy Clerk joined the Niagara Customer Service Network Committee. She met with the group on Thursday, July 18th. She looks forward to sharing our sister municipalities customer service tools and practices with the Town of Pelham's Senior Leadership Team. Furthermore, she is enthusiastic about sharing the Town's best practices and customer service experiences with our local municipalities.

The temporary Records Manager, celebrated her last day with the Town on August 23, 2019. Great progress was made towards the implementation of a records management program.

The Clerk attended the Risk Management Symposium hosted by AMO/Frank Cowan Company with workshops relating to Cybersecurity, Cannabis, Smart Cities and more.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

MEETINGS

Town Clerk
 Clerk's Meeting
 SLT
 Committee of Adjustment Hearing
 Council/Committee Agenda Review



**Administration
 Services**

Area Clerks Meeting

Weekly working meetings with Deputy Clerk

All-staff meeting

Marketing/ PR Specialist

SLT

Clerk's Meeting

eSolutions

Niagara Communications Group X3

Website Focus Group

All-staff Meeting

Canada Day promotions meeting with RCW

ICreate Training

eSolutions X6

Website training session X4

Niagara Region communications – transit expansion

Deputy Clerk

Pre-consultations

Committee of Adjustment Applications

Committee of Adjustment Hearing

Job evaluation Committee

RFP lean review (with TQ and JM)

Development Opportunities with the Clerk

Pre-wedding consultation

All-staff meeting

Construction Act – Review of Up-Coming Changes

LEAN Process - Day One - Leadership Meeting

LEAN Process – Team Days X2

Niagara Customer Service Network Committee

Modernization of the Lien Act in Ontario Webinar

Construction Lien Update with CAO & Clerk

Administrative Assistant

All-staff meeting

Construction Act – Review of Up-Coming Changes

LEAN Process – Team Days X2

iCreate Training

Construction Lien Update with CAO & Clerk



**Administration
Services**