

COMMITTEE OF THE WHOLE AGENDA

COW-07/2019 Immediately Following Council
Monday, October 21, 2019
Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Meeting will convene immediately following Council. 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. Taping and/or recording of meetings shall only be permitted in accordance with the Procedure By-law. Rules of Decorum apply to observers.

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COMMITTEE REPORT
COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT

Monday, October 21, 2019

Subject: Vision for Main Urban Square (Woornerf) Lands
– East Fonthill

Recommendation:

**THAT Committee receive Report #2019-0112 Planning; and
recommend:**

THAT Council maintain the vision for the Main Urban Square;

**AND THAT the Main Urban Square Project be included in the
Investing in Canada Infrastructure Program, Community Culture and
Recreation Grant submission.**

Background:

On August 12, 2018 Council passed a motion directing staff to provide a report regarding the 'Woornerf' lands including a description of the original concept for the lands that was previously approved by Council, but not limited to the purpose, community need and alternative options for the lands.

Analysis:

The East Fonthill Secondary Plan was incorporated in the Town Official Plan that was adopted in March 2012, which in turn was approved by the Ontario Municipal Board in July 2014. Following the adoption of the Town Official Plan, The Planning Partnership was retained by the Town to prepare a Site Master Plan for the Mixed Use Centre which was completed in January 2015. The Mixed Use Centre is that portion of the area that is designated for a mix of land uses in the Urban Highway Commercial land use designation. It is bounded by Highway 20 to the north, Summersides Boulevard to the south, Rice Road to the east and the limits of the Secondary Plan Area to the west.

One of the general development objectives in the East Fonthill Secondary Plan is to design roads at a pedestrian scale that are also bicycle friendly, with attractive

public spaces, capable of performing a supporting role to the open space network.

The Site Master Plan for the Mixed Use Centre builds on the policies of the Official Plan and includes design guidelines and design concepts to visualize how development may be implemented in the mixed use area, it provides guidance. Included in the Site Master Plan is a Main Urban Square feature at what is now the intersection of Wellspring Way and Meridian Way. This Main Urban Square feature, became known as the 'Woornerf', town square or civic square.

Mixed Use Centre Development Concept Plan:



A Woornerf is a Dutch term that means a shared street that includes traffic calming, low speed limits, landscaping and pedestrian activity. It is designed to accommodate pedestrians and vehicular movements equally in contrast to a traditional street design which gives priority to motor vehicles.

The Site Master Plan vision for the Main Urban Square included a "Woornerf" function of the street system through the urban square. It describes the Main Urban Square as an important central focus within the East Fonthill Mixed Use Centre and envisioned it become a dynamic, animated and pedestrian focused public space where organized community events and informal gathering can take place. It also states that the development of the streets and spaces, as well as the surrounding

lands should enhance both the function and aesthetic of the square. In particular, the Site Master Plan states that the Main Urban Square will be finished in high quality unit pavers that will extend across the intersection to tie all four corners of the space together.

The built form guidelines of the Site Master Plan state that:

- Primary building facades and main entrances should be oriented to the Square;
- Surface parking is not permitted adjacent to the Square; Storage and service areas are not permitted on, or adjacent to the square;
- Landscape design shall be coordinated, consistent and represent a continuation of the Urban Square and adjacent sites;
- Building setbacks should allow for the extension of adjacent uses such as patios, gardens, and seating areas overlooking the Square;
- Building forms, material and colours shall complement the design of the Square; and
- Building should consider incorporating architectural elements that enhance the function and design of the Square.

The design elements within the Main Urban Square that the Site Master Plan identifies include:

- a central lawn area;
- a skating trail;
- a water feature;
- a raised pavilion;
- pedestrian pergolas;
- screen walls/fencing;
- seating areas;
- street furniture; and
- deciduous canopy trees.

The visual representation in the Site Master Plan for the Main Urban Square which included the design elements is as follows:



This visual representation is a concept of what the Main Urban Square or 'Woornerf' could look like with buildings close to the edge to frame the square, the use of continuous paving material, trees to frame the edge of the vehicular travel path and public spaces that all work together with the aim of slowing traffic down through this area so that it can be an active pedestrian and lively public area.

Building on this vision for the Main Urban Square, The Planning Partnership also developed more detailed landscape design plans for the one-acre parcel across from the Meridian Community Centre which provide the landscape design details for the lawn area, planting beds and paving elements. Details regarding the water feature, skating track around the perimeter of the lawn and the stage were not included in this landscape design package however.

The vision for the Main Urban Square is that it be a space that is used equally by pedestrians and vehicular traffic, that it be designed so that it can be an active space that can be used for community events and informal gatherings. However, it was not to replace Peace Park or the activities in Peace Park, but rather to build on those and provide different opportunities for community events. Its orientation was designed so that the space can be an extension of the Meridian Community Centre and events that take place in the Community Centre can also spill out onto this area as well.

In keeping with the Main Urban Square vision, the Town acquired land from Fonthill Gardens Inc. adjacent to their plaza alongside the Food Basics store for the Main Urban Square. Also, when Wellspring Niagara was developed the Town retained a parcel of land in front of the Wellspring Niagara building for the Main Urban Square function. In addition, the one-acre parcel opposite the Meridian Centre that the Town owns has not been declared surplus. Finally, the design of the Meridian Community Centre took into consideration the future Urban Square outside its front door with the design of the front entrance, siting concession and patio area towards the front of the building so that these areas can serve the public square area as well as integrate with it.

Financial Considerations:

Detail costing for construction of the Main Urban Square or 'Woornerf' has not been undertaken. For budgeting purposes however, a budget of \$3.5million has been included in the capital budget for this project and it is currently listed as a potential capital project for the 2028 budget. This budget amount will be revisited once all detail plans have been developed.

Alternatives Reviewed:

Direction is required from Council with regards to potential alternatives for use of the lands should Council wish to consider other alternatives.

Previously staff had prepared a preliminary concept plan that illustrated approximately 140 parking spaces could be accommodated on the one-acre parcel opposite the Meridian Community Centre and it was noted that this would not be consistent with the vision for these lands. This preliminary concept plan was included in the Meridian Community Centre Parking Options and Land Sales report on parking options that was presented to Council on April 15, 2019.

Strategic Plan Relationship: Strong Organization

The Main Urban Square or 'Woornerf' is meant to be a community asset that contributes to building a strong community. It will provide for a multi-functional space that can be used for an informal meeting place as well as provide an opportunity for more formal community events such as outdoor theatre or celebration area as examples, and also function as an outdoor extension of the Meridian Community Centre.

Consultation:

The East Fonthill Secondary Plan and the 'Woornerf' concept in the Site Master Plan were developed as the result of extensive public consultation, agency and department consultation over a number of years. Mr. Palmer, when he presented to Council in August, summarized the consultation process and years in making of the Secondary Plan that got the Town to where it is today. The Secondary Plan was adopted by Council in March, 2012 and the Site Master Plan was completed in January 2015. Through those processes a community need for a Main Urban Square or 'Woornerf' was identified and concepts were prepared to visualize what such a feature may look like and to establish a vision for this space.

The design of the Main Urban Square can still be adjusted and the development can be phased and completed over time, it does not need to be completed all at once, however, commitment to a vision is required to ultimately realize the vision and ensure that the phasing of the development of the Main Urban Square is consistent with that vision. Through the detailed design process stage which has yet to occur, opportunity for further consultation is available.

Other Pertinent Reports/Attachments:

Community Planning and Development Department Report of April 15, 2019.

Site Master Plan, East Fonthill Mixed Use Centre, January 2015.

Prepared and Recommended by:

Barbara Wiens, MCIP, RPP
Director of Community Planning and Development

Prepared and Submitted by:

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

Subject: August 2019 Financial Reports**Recommendation:**

THAT Committee recommend that Council receive Report # 2019-0106-Corporate Services, August 2019 Financial Reports, for information.

Background:

The Corporate Services Department has prepared the attached financial reports, as at August 31st, 2019, for the information of Council. The MCC and Transit reports also include non-financial indicators such as facility usage and ridership.

Analysis:

As at August 31st, 2019, approximately 67% of time had lapsed. Total revenues were at approximately 68% of budget and appear to be on track. However, water and wastewater revenues are lower than budget due to reduced consumption in summer. This consumption is impacted by weather patterns and is unpredictable. Total expenses were at approximately 65% of budget and appear to be on track. The Town has savings related to hydro at the MCC due to the work of the Utility Sustainability Committee.

MCC revenues are exceeding budget because we received the New Horizons for Seniors Program Grant subsequent to budget approval, and because the majority of camp revenue has been received for the year. MCC expenses are below budget due to hydro savings as a result of the work of the Utility Sustainability Committee. The MCC also has decreased expenses during the summer when there is only one ice surface in operation.

Transit revenues and expenses are below budget because the second bus started operation in September.

Financial Considerations:

None.

Alternatives Reviewed:

Not Applicable.

Strategic Plan Relationship: Financial Sustainability

By reviewing the monthly financial reports, Council can remain informed about whether there are any significant budget variances that would impact year-end financial results.

Consultation:

Not Applicable.

Other Pertinent Reports/Attachments:

Appendix 1- Monthly Revenue and Expenditure Report at August 31, 2019

Appendix 2- Meridian Community Centre Report at August 31, 2019

Appendix 3- Transit Report at August 31, 2019

Prepared and Recommended by:

Teresa Quinlin, MBA, CPA, CA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

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



Monthly Revenue Report at August 31, 2019 (67% of time lapsed)

	2019				2018	
	Budget	Actual at Aug 31	Actual as a % of Budget	Notes	Budget	Actual at Dec 31
Taxation						
General Tax Levy	\$ 13,674,386	\$ 9,161,839	67 %		\$ 12,530,619	\$ 12,530,627
Payments in Lieu	300,471	201,316	67 %		300,471	299,576
Total Taxation	13,974,857	9,363,155	67 %	(1)	12,831,090	12,830,203
Finance Department						
Penalties and Interest	270,000	194,284	72 %		340,000	268,465
Supplemental Revenues	200,000	211,625	106 %	(2)	300,000	172,853
Transfer from Building Department	77,938	51,959	67 %		77,938	77,938
Ontario Unconditional Grants	39,800	30,317	76 %	(3)	39,800	39,800
Miscellaneous	15,000	13,855	92 %		10,000	80,029
Investment Income	10,000	84,153	842 %	(4)	5,000	52,756
Total Finance Department	612,738	586,193	96 %		772,738	691,841
Clerk's Department						
Committee of Adjustment	50,000	29,198	58 %		50,000	37,829
Miscellaneous	16,750	9,157	55 %		16,750	15,141
Total Clerk's Department	66,750	38,355	57 %	(5)	66,750	52,970
Fire and By-law Services						
Fire Department Revenues	35,450	30,555	86 %	(6)	34,700	37,086
By-law and Parking Enforcement	14,300	17,805	125 %	(7)	14,300	22,809
Provincial Offences Act Revenue	10,000	13,910	139 %	(8)	10,000	43,474
Total Fire and By-law Services	59,750	62,270	104 %		59,000	103,369
Public Works						
Facilities and Beautification	676,219	410,347	61 %		530,506	499,763
Aggregate Resource Grant	25,000	-	- %	(9)	25,000	23,147
Transfer from Reserve	425,500	283,667	67 %		-	78,836
Miscellaneous	80,500	21,215	26 %	(10)	18,000	26,902
Fonthill/Hillside Cemeteries	78,500	42,553	54 %	(5)	71,600	95,850
Total Public Works	1,285,719	757,782	59 %		645,106	724,498
Recreation, Culture and Wellness						
Recreation and Wellness	347,450	336,952	97 %	(11)	225,423	256,881
Special Events and Festivals	150,150	144,749	96 %	(11)	150,250	197,521
Culture and Community Enhancement	78,500	54,926	70 %	(11)	66,000	78,824
Public Transit	211,953	73,632	35 %	(12)	165,000	80,576
Total Recreation, Culture and Wellness	788,053	610,259	77 %		606,673	613,802
Community Planning and Development						
Building Department Revenues	500,500	523,572	105 %		500,500	655,957
Planning Fees	65,340	128,326	196 %		65,340	196,913
Municipal Drainage	-	-	- %		12,000	-
Total Community Planning and Development	565,840	651,898	115 %	(13)	577,840	852,870
Water and Wastewater						
Water Revenues	2,761,884	1,753,752	63 %		2,477,727	2,512,226
Wastewater Revenues	2,014,104	1,292,992	64 %		1,708,694	1,796,919
Total Water and Wastewater	4,775,988	3,046,744	64 %	(14)	4,186,421	4,309,145
GRAND TOTAL	\$ 22,129,695	\$ 15,116,656	68 %		\$ 19,745,618	\$ 20,178,698



Monthly Revenue Report at August 31, 2019 (67% 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) Q2 POA received in August, 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 August. Consumption tends to be higher in the summer, therefore revenue appears to be slightly lower than budget due to lower consumption than anticipated.



Monthly Expenditure Report at August 31, 2019 (67% of time lapsed)

	2019				2018	
	Budget	Actual at Aug 31	Actual as a % of Budget	Notes	Budget	Actual at Dec 31
Administration Services						
Members of Council	\$ 217,409	\$ 157,161	72 %	(1)	\$ 184,643	\$ 189,270
CAO's Office	257,512	85,717	33 %	(2)	269,326	251,004
Human Resources	86,145	66,256	77 %	(3)	201,180	178,811
Total Administration Services	561,066	309,134	55 %		655,149	619,085
Clerk's Department						
Clerk's Department	357,814	258,938	72 %	(4)	413,943	414,959
Marketing and Communication	125,975	69,292	55 %		107,761	102,750
Committee of Adjustment	6,650	694	10 %	(5)	6,650	3,167
Total Clerk's Department	490,439	328,924	67 %		528,354	520,876
Corporate Services						
Finance Department	809,394	553,383	68 %		844,232	823,910
Shared Administrative Overhead	835,015	712,266	85 %	(6)	620,250	933,824
Shared Information Technology	448,848	319,149	71 %	(7)	455,702	431,258
Total Corporate Services	2,093,257	1,584,798	76 %		1,920,184	2,188,992
Fire and By-law Services						
Fire Services	1,329,511	706,145	53 %	(8)	1,297,766	1,303,643
By-law and Parking Enforcement	126,146	80,799	64 %		114,791	124,848
Health and Safety	7,955	7,898	99 %	(9)	88,434	26,459
Crossing Guards	42,563	25,510	60 %		41,508	44,482
Animal Control	36,000	18,300	51 %	(10)	39,868	39,868
Total Fire and By-law Services	1,542,175	838,652	54 %		1,582,367	1,539,300
Public Works						
General Administration	1,183,229	833,445	70 %	(11)	940,037	898,545
Roadway Maintenance	3,810,707	2,594,217	68 %		3,474,595	3,492,779
Facilities and Beautification	3,703,562	2,039,350	55 %	(12)	2,921,217	2,911,042
Street Lighting	224,789	116,243	52 %	(13)	224,789	175,896
Fonthill and Hillside Cemeteries	128,322	78,249	61 %		127,396	116,583
Niagara Central Airport	20,844	20,844	100 %	(14)	46,566	42,816
Total Public Works	9,071,453	5,682,348	63 %		7,734,600	7,637,661
Recreation, Culture and Wellness						
General Administration	357,669	248,171	69 %		413,502	356,848
Recreation and Wellness	379,270	306,410	81 %	(15)	275,835	306,276
Special Events and Festivals	270,601	217,787	80 %	(15)	257,976	339,723
Culture and Community Enhancement	158,046	104,932	66 %	(15)	167,064	147,714
Public Transit	442,390	244,753	55 %	(16)	218,850	259,054
Libraries	814,218	542,812	67 %		814,218	814,218
Total Recreation, Culture and Wellness	2,422,194	1,664,865	69 %		2,147,445	2,223,833
Community Planning and Development						
Building Department	500,500	298,420	60 %	(17)	500,500	655,956
Planning and Zoning	633,487	416,091	66 %		475,573	469,295
Municipal Drainage	39,136	21,357	55 %		15,025	14,556
Total Community Planning and Development	1,173,123	735,868	63 %		991,098	1,139,807
Water and Wastewater						
Water	2,761,884	1,660,404	60 %	(18)	2,477,727	2,512,226
Wastewater	2,014,104	1,341,624	67 %		1,708,694	1,796,918
Total Water and Wastewater	4,775,988	3,002,028	63 %		4,186,421	4,309,144
GRAND TOTAL	\$ 22,129,695	\$ 14,146,617	64 %		\$ 19,745,618	\$ 20,178,698



Monthly Expenditure Report at August 31, 2019 (67% 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) Increased contracted services required.
- (4) Some fees have been paid in full for the year, such as Joint Access Advisory Committee.
- (5) Honorariums are paid at the end of the year.
- (6) 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. Insurance premiums have been paid in full for the year.
- (7) Some software licenses and support fees have been paid in full for the year.
- (8) Volunteer firefighter stipends are paid in Q4.
- (9) Health and safety interdepartmental transfers will be recorded at year-end to allocate to departments.
- (10) Animal control payments have been made for Q1 and Q2.
- (11) Some debenture principal and interest payments made for the full year.
- (12) Hydro savings at the MCC due to work of Utility Sustainability Committee; half of the debenture principal and interest payments for facilities will be made in December.
- (13) Hydro savings on streetlights from increased use of LED lighting.
- (14) Operating contribution to Niagara Central Dorothy Rungeling Airport Commission has been paid.
- (15) Most recreation camp and special event activity occurs in Q2 and Q3.
- (16) Addition of second bus will occur in September.
- (17) WSIB and insurance expenses still to be allocated.
- (18) WSIB and interdepartmental transfers to be recorded at year-end. Reduced costs for meter flushing due to development.

Meridian Community Centre
Actual Results to Budget
as at August 31, 2019 (67% 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	Actual August 2019
Revenues													
Arena Revenues		\$ 539,219	\$ 322,668	60%	(1)	\$ 88,354	\$ 78,269	\$ 38,411	\$ 30,032	\$ 15,590	\$ 17,618	\$ 20,679	\$ 33,715
Multi-Purpose Space Revenues		63,000	46,656	74%		7,271	5,128	6,629	7,283	7,651	4,912	4,264	3,518
Gymnasium		61,000	42,668	70%	(2)	1,175	6,628	7,400	5,788	6,687	3,932	5,956	5,102
Programming Revenues		114,800	132,375	115%	(3)	1,921		12,861	(71)			62,079	55,585
Grants		42,700	58,216	136%	(4)	3,558	3,558	3,559	3,558	28,308	8,558	3,558	3,558
Other Revenues - Miscellaneous		55,550	40,793	73%		11,404	6,758	3,081	6,190	4,352	2,686	4,168	2,154
Advertising		30,000	7,500	25%	(5)				7,500				
Total Revenues	(a)	\$ 906,269	\$ 650,876	72%		\$ 113,683	\$ 100,341	\$ 71,941	\$ 60,280	\$ 62,588	\$ 37,706	\$ 100,705	\$ 103,632
Expenditures													
Salaries and Benefits		\$ 1,068,127	\$ 658,505	62%		\$ 99,114	\$ 74,407	\$ 75,126	\$ 51,819	\$ 64,537	\$ 68,789	\$ 84,759	\$ 139,953
Professional Development		10,900	7,164	66%		6,752		102				310	
Associations/Memberships		7,000	3,368	48%		3,013	305					50	
Travel		4,500	2,401	53%						2,401			
Hydro		542,140	173,310	32%	(6)	37,634	36,695	(26,028)	18,015	22,329	22,919	32,468	29,280
Natural Gas		95,072	33,202	35%	(7)	6,462	7,282	5,699	4,121	2,261	1,868	2,196	3,313
Water		45,212	23,329	52%	(8)		6,237		5,305		4,451		7,336
Telephone		4,200	7,516	179%	(9)	618	618	1,193	1,160	1,189	1,161	881	697
Office Supplies		6,150	2,490	40%		89	316	187	167	160	635	677	259
Material and Supplies		48,000	47,242	98%	(10)	8,067	8,207	7,285	1,836	1,869	6,337	11,600	2,041
Furniture & Equipment		1,000	16,497	1650%	(10)		81		9,111	7,305			
Material and Supplies-Janitorial		34,488	12,199	35%		1,415	1,117	1,177	400	3,186	757	1,710	2,438
Fuel		4,850	2,674	55%		622	529	431	153	290	138	24	487
Internet		12,000	6,594	55%		824	824	825	824	824	824	824	825
Insurance		30,000	43,716	146%	(11)		3,597		15,303				24,816
Contract Services-Janitorial		135,968	60,249	44%	(12)	15,205	17,036	15,205	15,500		(2,697)		
Contract Services-Other		118,950	76,347	64%		7,014	5,733	7,296	7,081	15,113	3,982	18,241	11,886
Repairs and Maintenance		11,500	4,572	40%			34	2,410	80	246	1,297	504	
Total Expenditures before Debt and Other Items	(b)	\$ 2,180,057	\$ 1,181,373	54%		\$ 186,829	\$ 163,018	\$ 90,907	\$ 130,875	\$ 121,708	\$ 110,460	\$ 154,245	\$ 223,330
Net Surplus (Deficit) before Debt and Other Items	(c) = (a) - (b)	\$ (1,273,788)	\$ (530,497)	42%		\$ (73,146)	\$ (62,677)	\$ (18,966)	\$ (70,595)	\$ (59,120)	\$ (72,754)	\$ (53,541)	\$ (119,697)
Debt Activity													
Tax Levy Debenture Interest		\$ (288,500)	\$ (144,779)	50%	(13)						\$ (144,779)		
Tax Levy Debenture Principal		(191,768)	(95,090)	50%	(13)						(95,090)		
Development Charge Revenue		630,310	630,310	100%		317,023						313,287	
Development Charge Debenture Interest		(377,212)	(377,212)	100%	(14)	(191,485)						(185,727)	
Development Charge Debenture Principal		(253,098)	(253,098)	100%	(14)	(125,538)						(127,560)	
		-											
Pre-MCC RCW and Facility Net Costs		893,531	595,687	67%		74,461	74,461	74,461	74,461	74,461	74,461	74,461	74,461
One-time Transfer from MCC Reserve		425,500	283,667	67%		35,458	35,458	35,458	35,458	35,458	35,459	35,459	35,459
Net Debt and Other Items	(d)	\$ 838,763	\$ 639,485	76%		\$ 109,919	\$ 109,919	\$ 109,919	\$ 109,919	\$ 109,919	\$ (129,949)	\$ 109,920	\$ 109,920
NET SURPLUS (DEFICIT)	(e) = (c) + (d)	\$ (435,025)	\$ 108,988	-25%		\$ 36,773	\$ 47,242	\$ 90,953	\$ 39,324	\$ 50,799	\$ (202,704)	\$ 56,379	\$ (9,778)

**Actual Results to Budget
as at August 31, 2019 (67% of time lapsed)**

Explanatory Notes:

- (1) Higher ice rental revenue during hockey season; expected to be lower in the summer. Additional rink flooded at the end of August.
- (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) Due to popularity and high demand for camp programs, additional spaces were added resulting in additional revenue.
- (4) New Horizons for Seniors Program Grant monies received for approximately \$25,000 subsequent to budget approval.
- (5) Advertising payments will be received in September and December. Total anticipated advertising revenue should be close to budget for 2019.
- (6) 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.
- (7) Natural gas usage will be higher in the fall and winter months.
- (8) Water is billed bi-monthly.
- (9) 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.
- (10) 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.
- (11) Insurance exceeding budget based on rates renewed in July 2019. 2020 budget will be adjusted to reflect higher premiums.
- (12) Expenses for Contracted Services - Janitorial ended on April 30, 2019. Staff have taken on the janitorial duties.
- (13) Tax levy debenture payments for the MCC occur in June and December.
- (14) Development charge debenture payments for the MCC occur in January and July.

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

Appendix 2 (3 of 6)

	Hours	Amount
Arena Revenues		
Pelham Minor Hockey Association (PMHA)	6.0	\$ 4,236
Niagara Centre Skating Club (NCSC)	54.5	7,536
Pelham Junior Hockey Club	385.0	5,522
Southern Tier Admirals AAA Hockey	16.5	2,214
Pelham Raiders Minor Lacrosse Association	30.0	603
Public Ice	91.5	11,561
School Ice		
Recreation & Wellness Programming	66.0	2,042
Arena Revenues Subtotal	649.5	\$ 33,715
Multi-Purpose Space Revenues		
Room Rentals	58.5	\$ 1,884
Recreation Programming (hours included in categories below)		1,634
Multi-Purpose Space Revenues Subtotal	58.5	\$ 3,518
Gymnasium Revenues		
Pelham Panthers Basketball	241.0	\$ 3,325
Other	44.0	1,777
Gymnasium Revenues Subtotal	285.0	\$ 5,102
Camp and Multi-Space Program Revenue	348.0	\$ 55,585
Grants		\$ 3,558
Other Revenues		
Advertising Revenues		-
Miscellaneous Revenues		2,154
Other Revenues Subtotal	-	\$ 2,154
TOTAL REVENUES	633.0	\$ 103,632

Town of Pelham**Meridian Community Centre Facility Usage Statistics Internal Activities**

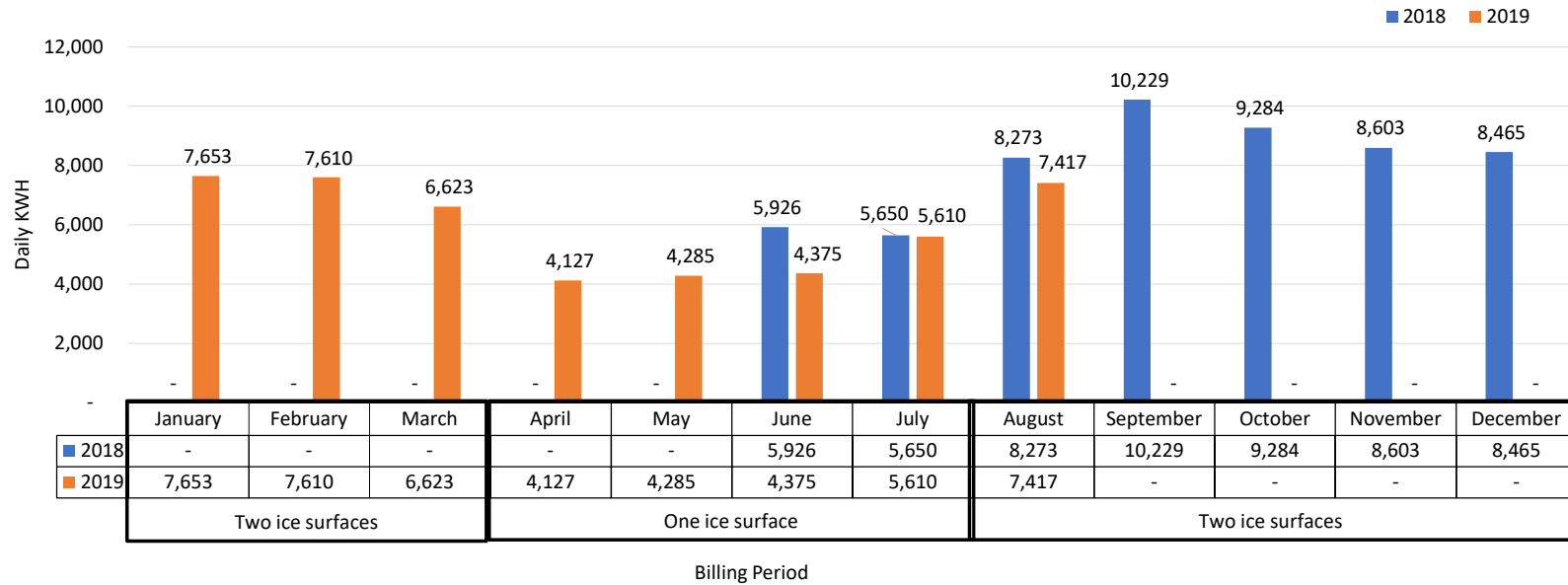
For the month ended August 31, 2019

Facility Name	Description	Days Reserved	Hours Reserved
211 and 212-Kinsmen Community Room	Full Room	22	242
228 and 229-Dr Gary & Mall Accursi Rm.	Full Room	6	19
228-Dr Gary & Mall Accursi Community RmA	1/2 Room	17	47
229-Dr Gary & Mall Accursi Community RmB	1/2 Room	17	42
230-Dr & Mrs Accursi Special Function Rm	Special function room (add on)	3	8
Duliban Insurance Arena	Arena	22	63
Accipiter Arena	Arena	3	3
MCC Lucchetta Gymnasium 1 - Full Gym	Full Gym	16	46
MCC Lucchetta Gymnasium 1 - No.1A	1/4 Gym	18	50
MCC Lucchetta Gymnasium 2 - Full Gym	Full Gym	26	127
MCC Lucchetta Gymnasium 2 - No.2	1/4 Gym	4	12
MCC Lucchetta Gymnasium 2 - No.2A	1/4 Gym	5	14
Total		159	671

*Internal Activities revenue comes from programming.

Town of Pelham Meridian Community Centre Facility Usage Statistics External Activities For the month ended August 31, 2019			
Facility Name	Description	Days Reserved	Hours Reserved
211 and 212-Kinsmen Community Room	Full Room		
211-Kinsmen Community Room	1/2 Room	1	2
212-Kinsmen Community Room	1/2 Room	1	4
218-Dr Gary & Mall Accursi Rm Kitchen	Kitchen (add on)	2	21
228 and 229-Dr Gary & Mall Accursi Rm.	Full Room	1	11
228-Dr Gary & Mall Accursi Community RmA	1/2Room	9	16
229-Dr Gary & Mall Accursi Community RmB	1/2 Room	8	26
Accipiter Arena	Arena	9	35
Accipiter Arena - Pad (no ice surface)	Arena	5	30
Duliban Insurance Arena	Arena	29	204
MCC Lucchetta Gymnasium 1 - No. 1	1/4 Gym	27	127
MCC Lucchetta Gymnasium 1 - Full Gym	Full Gym	24	66
MCC Lucchetta Gymnasium 1 - No.1A	1/4 Gym	4	5
MCC Lucchetta Gymnasium 2 - Full Gym	Full Gym	22	70
MCC Lucchetta Gymnasium 2 - No.2A	1/4 Gym	1	1
Total		143	617
*External Activities revenue comes from room and gym.			

Meridian Community Centre Hydro Usage



Town of Pelham - Transit
Actual Results to Budget
as at August 31, 2019 (67% of time lapsed)

Appendix 3

	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	Actual August 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	13,548	68%	(3)	7,866	342	638	1,086	810	655	1,040	1,111	13,548
Sponsorships	7,500	8,750	117%	(4)	5,250	3,000	250	-			250		8,750
													-
Total Revenues	\$ 211,953	\$ 73,632	35%		\$ 51,617	\$ 3,342	\$ 888	\$ 1,086	\$ 13,643	\$ 655	\$ 1,290	\$ 1,111	\$ 73,632
Expenditures													
Salaries and Benefits	\$ 107,196	\$ 72,671	68%		\$ 3,628	\$ 9,149	\$ 8,391	\$ 12,355	\$ 8,932	\$ 9,197	\$ 8,657	\$ 12,362	\$ 72,671
Material and Supplies	5,570	1,887	34%	(5)	570		30		93	36		1,158	1,887
Contract Services-Bus	325,124	170,207	52%	(5)	21,397	21,600	20,162	21,238	21,011	19,828	22,401	22,570	170,207
Interdepartmental Transfers	4,500	-	0%	(6)									-
Total Expenditures	\$ 442,390	\$ 244,765	55%		\$ 25,595	\$ 30,749	\$ 28,583	\$ 33,593	\$ 30,036	\$ 29,061	\$ 31,058	\$ 36,090	\$ 244,765
NET SURPLUS (DEFICIT)	\$ (230,437)	\$ (171,133)	74%		\$ 26,022	\$ (27,407)	\$ (27,695)	\$ (32,507)	\$ (16,393)	\$ (28,406)	\$ (29,768)	\$ (34,979)	\$ (171,133)
Ridership 2019					453	464	594	786	559	783	671	797	5,107
Ridership 2018					437	420	574	544	511	527	538	467	4,018

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.

Subject: Update on Peace Park Improvements**Recommendation:**

THAT Committee receive Report #2019-0109 regarding the Improvements to Peace Park for information.

Background:

At the September 16th Council Meeting the Fonthill Bandshell Concert Committee (Bandshell Committee) presented a concept to make improvements to Peace Park to make the Thursday night bandshell experience a safer and more enjoyable experience.

The proposed modifications include the regrading of the bowl surrounding the stage so that a gentler slope is achieved. In addition to the grading improvements there will be additional trees planted, improved drainage, new self-repairing turf, and an irrigation system to assist public works staff in maintaining and caring for the park. (See Appendix A for proposed Site Plan).

At its September 16th meeting Council approved in principle the proposed improvement project on the basis that the Bandshell Committee would fundraise to pay for the project and that the Town would temporarily finance the work to an upset limit of \$75,000.

In addition, it was agreed that the Town would be responsible for the costs of relocating and modifying the existing storm sewer system to accommodate the proposed new grades, make a watermain connection to allow the irrigation system to be installed and to remove a tree which was in conflict with the improvements.

Also, at the September 16th council meeting there was consideration toward the Town funding the entire project under the 2020 Capital Budget. Staff have included an allowance of \$75,000 in the 2020 Capital Budget for consideration.

Analysis:

Following the September 16th council meeting staff met with members of the Bandshell Committee and Dekortes Landscaping to determine the scope of work for the project and to develop a project budget.

At the meeting it was determined that in addition to the originally proposed scope of work there was interest in increasing the area of the restoration to include the entire area between the bandshell stage and the sidewalks surrounding the stage viewing area within Peace Park.

Further, it was requested that Town extend portions of the concrete sidewalk to include a pathway along the top slope of the bowl to make the viewing area more accessible to everyone attending the events.

The Bandshell Committee is committed to raising the funds required to complete the restoration and improvement to the bowl area. If it is council's direction to proceed with additional landscaping work beyond the bowl the cost will be the responsibility of the Town.

The cost of the two options is identified below in the Financial Considerations section of this report.

Financial Considerations:

The estimated cost to complete the restoration of the bowl area including regrading, re-turfing, drainage improvements, concrete improvements, installation of an irrigation system and general landscaping is approximately \$50,000. The details of this estimate is provided below:

1) Relocation of Storm Sewer and Drainage Improvements	\$3,500
2) Installation of Water Service	\$2,500
3) Removal of Trees	\$1,500
4) Installation of Concrete Sidewalks	\$8,000
4) Installation of Irrigation System	\$7,500
5) Regrading of Bowl Area Including New Sod	\$20,000
6) Installation of Subdrain	\$1,000
7) Repair and Extension of Interlocking Bricks	\$14,250
8) Supply and Installation of (3) Trees	\$1,950
9) Electrical Upgrades (Provisional)	\$2,500
10) Supply and Installation of Bollards (Provisional)	\$500
11) Project Contingency (5%)	\$3,000

TOTAL ESTIMATED PROJECT COST (Excluding HST) \$66,200

Of the total costs of the project the Town would be responsible for \$15,500. The costs associated with the drainage improvements, water service installation and tree removals would be funded through the 2019 operating budget. The costs associated with the installation of the additional concrete sidewalks would be included in as part of the 2019 Capital Project (RD 02-19) Concrete Repair and Replacement Program. Currently there is a positive budget variance of approximately \$30,000 for this project. The Bandshell Committee would be responsible for the remaining costs in the amount of \$50,700.

If it is Council's direction to make the improvements to re-turf the entire bandshell viewing area within the existing concrete sidewalks the additional cost to the project would be approximately \$15,000. The incremental cost to complete the entire area within the limits of the sidewalk would be incurred by the Town.

The Bandshell Committee is committed to continue the fundraising efforts for the project. In addition, staff are committed to work with the Bandshell Committee to complete this project prior to the 2020 summer concert series.

It is expected that construction will begin in mid-October and be completed by mid-November.

Alternatives Reviewed:

No alternatives were reviewed.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

The Pelham Bandshell and the Thursday night experience is a significant cultural asset to the Town of Pelham. Providing a safe, and reliable experience for the residents of Pelham reinforces a strong community while enhancing a significant cultural asset.

Consultation:

This report was completed in consultation with Ryan Cook, Manager of Public Works and Teresa Quinlin, Treasurer and Director of Corporate Services

Other Pertinent Reports/Attachments:

Appendix A – Proposed Peace Park Improvement Plan

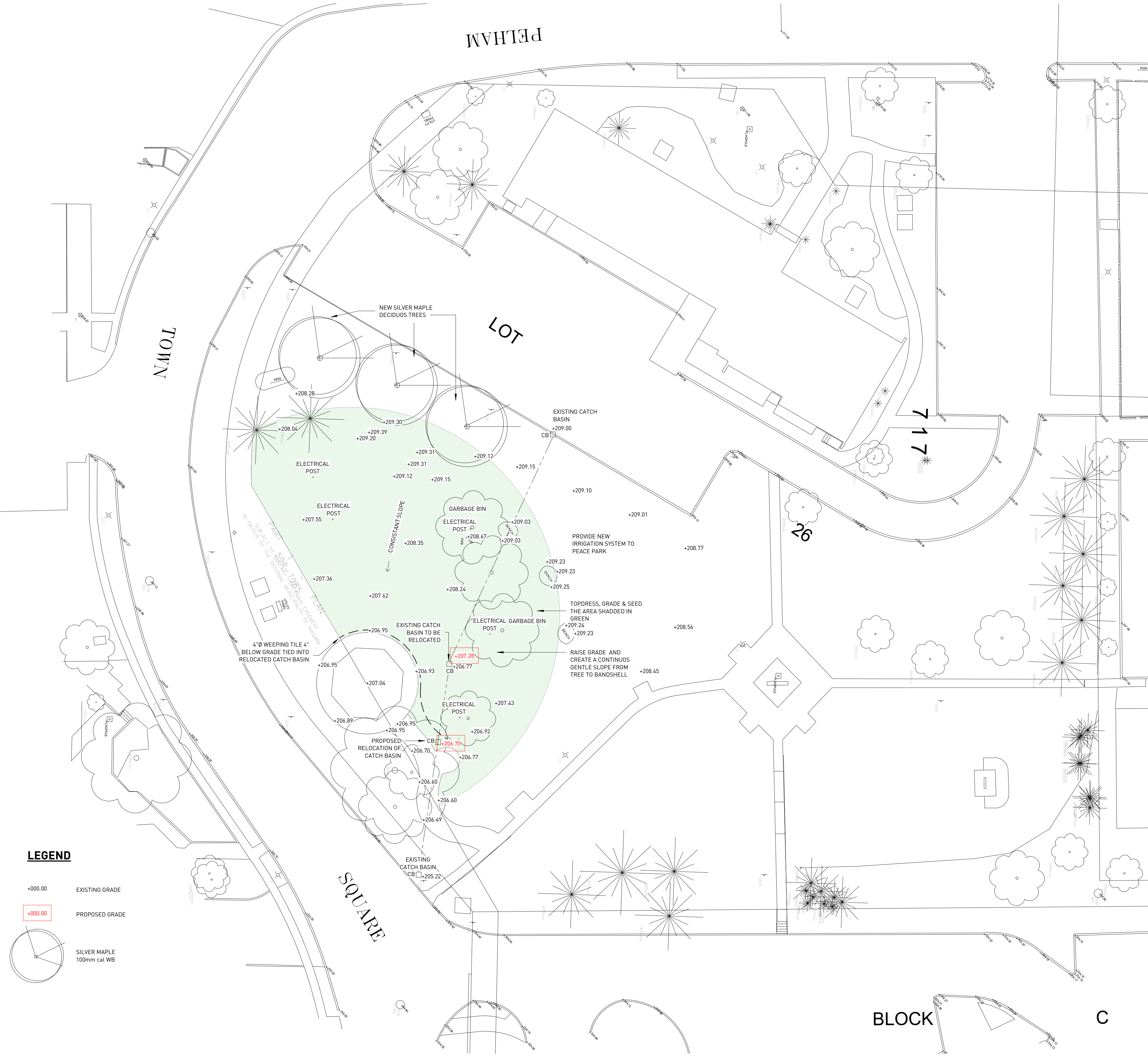
Prepared and Recommended by:

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

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

Appendix A - Peace Park Site Plan



FORESTGREEN

FORESTGREEN CREATIONS INC.
DESIGN • BUILD

1422 Pelham Street
Fonthill, Ontario
L0S 1E0
T: 905 892 9727
F: 905 892 4940
E: todd@forestgreencreations.com

PROJECT

Bandshell 2019

Enter address here

GENERAL NOTES

Contractor is to check and verify all dimensions and conditions on the project and report any discrepancies to the designer before proceeding with the work. Drawings are not to be scaled.

Contract documents are the copyright of the consultants and shall not be used or reproduced without authorization. Documents are to be returned upon completion of the project.

REVISION SCHEDULE

#	Revision Description	Date
	Issued For Review	08.13.2019

PRELIMINARY

DATE	8/13/2019 8:55:19 AM
SCALE	1" = 20'-0"
DRAWN	FC
CHECKED	FC/TJB
PROJECT NO.	Project Number

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a

QUALIFICATION INFORMATION

Required unless design is exempt under 2.17.5.1 of the building code

Todd Barber 22666
FULL NAME BCIN SIGNATURE

REGISTRATION INFORMATION

Required unless design is exempt under 2.17.5.1 of the building code

Forestgreen Creations Inc. 30817
FULL NAME BCIN SIGNATURE

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DRAWING

Landscaping +
Landscaping Details

DRAWING NO.

L1.0

Subject: Relocation of the remaining portable building from 1120 Haist Street to the Operations Centre

Recommendation:

THAT Committee receive Report # 2019-0115, regarding the relocation of the remaining portable building from 1120 Haist Street to the Operations Centre, for information.

Background:

In 2014 the Town of Pelham purchased two (2) portable buildings to be utilized at the Pelham Arena. One portable was built to be used as a lunch and meeting room for staff, while the other was to be used as a dressing room by the Junior B team.

The 1120 Haist Street Arena site has not been used by staff since the opening of the Meridian Community Centre when the portable buildings were left vacant and the land declared surplus.

The May 6th, 2019 Committee Report "1120 Haist Street Long Term and Financial Implications" advised Council that the portables on the Arena lands would be listed on a government auction site to be sold. As a result, the portable built for use as a lunch, and meeting room was sold for approximately \$20,000. The "dressing room" portable was not able to be sold and remains on the property.

Analysis:

The Operations Centre located at 675 Tice Road holds 19 full time employees responsible for Roads, Water/Wastewater, Beautification, Fleet and Facility maintenance. Throughout the summer an additional 10 part-time/seasonal staff work from the same location. The building was renovated in 2017 to improve the staff area and to support the relocation of the Beautification Department from the old arena to the Operations Centre.

While the overall function of the staff area was improved there was a reduction in

private meeting and office space, as well as storage space.

Relocating the remaining portable building to the Operations Centre would provide additional storage space for consumable supplies, shop manuals, system drawings and regularly referenced documents, as well as, would provide an office space for use by Facilities Maintenance staff who used to work from the MCC. In addition, the need for private meeting space for Public Works Supervisors could also be accommodated within the portable.

There is suitable space for the portable adjacent to the South/West corner of the Operation Centre building along the West property line (see Appendix A).

The cost to relocate and setup the portable building is approximately \$6,000 with an additional cost of \$2,000 to realign the security fence in order to accommodate the portable and the accessible ramp.

An additional \$6,500 has been included in the 2020 Facilities Capital Budget to upgrade the electrical panel at the Operations Centre and supply the portable with hydro. The electrical panel upgrade is required with or without the relocation of the portable building as the existing panel is in poor condition and is unable to hold any additional circuits.

The relocation of the portable will provide a short term benefit as a solution to office space and document storage but will not address the long term need for additional shop and yard space at the Operations Centre. The original building and yard is not large enough to support the number of staff and pieces of equipment that are currently working from the site.

As the remaining portable was expected to be sold, it was not included in the sale of the land and remains the responsibility of the Town of Pelham to remove or relocate it from the property prior to closing, at the Town's expense.

To allow for the relocation of portable to the Operation Centre property at 675 Tice Road a zoning amendment and minor variance will be required. It is expected that this report will be presented to Council as a separate item for consideration in November.

Financial Considerations:

The cost of \$6,500 to upgrade the electrical panel to accommodate the portable has been added to the 2020 Facilities Capital Budget. As stated previously this upgrade

is required at the Operations Centre regardless of the portable being relocated to this site.

Other works will be required to allow for the utilization of the portable including: 1) replacement of electric heat with a natural gas ductless furnace; 2) installation of water and wastewater lines; and 3) paint and installation of partition walls. These additional cost are estimated at \$5,500.

The following is a summary of the additional budget required to complete the relocation of the portable and make the necessary improvements for its intended use:

1) Transportation of Portable (incl. set-up and levelling)	\$6,000
2) Modifications to Existing Fence at Tice Operations Centre	\$2,000
3) Utility Connections and Interior Modifications	\$5,500
4) Contingency	\$1,500
TOTAL ESTIMATED COSTS	\$15,000

The actual incremental cost of using the portable for an additional usable space at the Tice Operations Centre is estimated at \$9,000 (including a contingency of \$1,500). This is due to the fact that the unit will need to be relocated from the 1120 Haist Street property upon the completed sale of the property.

The additional expenditure of \$15,000 to relocate the portable building is an unexpected cost that may result in an unfavorable budget variance within the Facilities department – contracted services at year end for 2019. As a result, staff intend to cover the cost of the Transportation and set-up (approximately \$8,000) in the 2019 operating budget and include the costs of utility connections and interior modifications as part of the 2020 operating budget.

Alternatives Reviewed:

Fire Stations 1,2 & 3 were reviewed for the placement of the portable building; however, it was determined that the most consistent use and immediate need would be at the Tice Operations Centre.

Alternatively, the portable could be re-listed on the government auction site for sale; however, it is staff's opinion that the unit holds greater value for its re-use as additional space at the Operations Centre.

Strategic Plan Relationship: Strong Organization

The purpose of the this report is to provide information to Council regarding the requirement to relocate the remaining portable building from the old Arena lands to the Operation Centre, and it's estimated cost.

Consultation:

Town of Pelham Public Works staff have been in consultation with NRB – Modular Buildings Inc, as well as, The Community Planning & Development Department, and Fire Services.

Other Pertinent Reports/Attachments:

Community Planning & Development - Committee of the Whole report "1120 Haist Street Long Term Plan and Financial Implications" May 6th, 2019 CIS-29-12 – General Committee report "Proposed Modular Lunchroom- Arena Staff" October 7,2013

Prepared and Recommended by:

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

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

PROPOSED TRAILER
LOCATION

12'6" (3.8m)

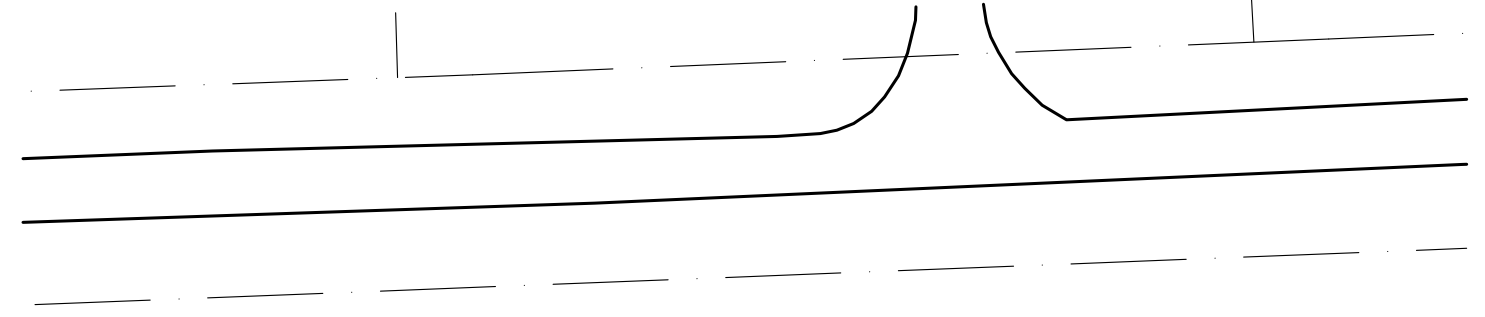
42' (12.8m)

Existing Tice
Yard Building

3.8m (min. 3m)

Existing Storage
Building

Existing Storage
Building



Subject: 2019 Canada Day Celebration Final Report**Recommendation:**

THAT COMMITTEE receive Report # 2019-0103 and recommend that Council support an application for funding from Heritage Canada for the 2020 Celebrate Canada Grant.

Background:

Pelham's annual Canada Day Celebration, at Harold Black Park, took place on Monday, July 1, 2019 with events beginning at 3 pm and concluding with a fireworks display at 10:15 pm. This event is delivered by staff and community volunteers, most particularly representatives from the Rotary Club of Fonthill, the Fonthill Lions Club and the Fenwick Lions Club.

The weather on Canada Day, 2019 was nearly ideal for an outdoor event, with seasonable temperatures, low humidity, mostly sunny with light clouds, little wind and no threat of rain. The attendance for 2019 was approximately 8,000.

The unusually wet weather in May and June, combined with the poor drainage in many areas of Harold Black Park, rendered much of the grassed area, normally used for the Canada Day set-up inaccessible. However, an alternative plan utilizing the parking areas in front of and behind the former concession building was implemented. This alternative plan worked very well and elements of it will be carried forward to future events in the park.

Summary of Events:

Peace Park: In the early stages of planning for 2019, the Senior's Advisory Council indicated that they did not have the resources to host the event in Peace Park. Taking into consideration the declining attendance over the years it was offered, financial and volunteer time implications, the planning group decided to eliminate this activity for 2019 and the foreseeable future.

Grande Parade and House Decorating Contest: The Grande Parade got underway at 3 pm, winding its way down Haist Street from A.K. Wigg School to Harold Black Park. Led by the water wielding firefighters, the parade entries were comprised of sports groups, marching bands, local businesses, politicians, Mayor's Youth Advisory Council and Pelham Active Transportation Committee to name a few. Along the parade route, homeowners had adorned their properties in festive Canada Day decorations, flags and inflatables. Thanks to the generous support of Committee Member Lance Wiebe, 19 prizes of Pelham Farmer's Market Bucks were handed out by the judges as the parade went by. Once again, the owners of 1122 Haist Street were recognized as the top competitor in the House Decorating Contest.



Opening Ceremonies and Cake Cutting: Following the parade, the Mayor and Councillors, accompanied by RCMP Cst. Sue Phillips, took to the stage to greet the community and welcome them to our celebration. Cabar-Eh Youth Theatre led the crowd in the singing of O' Canada and A Place to Stand (Ontario Song). The giant birthday cake, generously donated by Sobeys Fonthill, was then cut by the Mayor and a young Pelham resident celebrating his July 1st birthday. The cake was served by the Mayor's Youth Advisory Council members.



Rotary Children's Area: Once again the Rotary Club of Fonthill delivered a fun-filled Children's Area complete with bouncers, crafts, goodies, activities and games. Following feedback and observations from 2018, the Rotary Club hosted the Children's Area from 3 pm to 6 pm in 2019, rather than 1 pm to 5 pm. The Rotary Club noted that attendance was still quite low from 3-4 pm and they will look at further adjusting the timing of the children's activities next year. This is by far one of the most popular areas of the celebration and the efforts of the Rotary Club

members and volunteers in delivering this activity are very much appreciated.



Entertainment: The main stage was the place for live music on Canada Day. Following the Opening Ceremonies, students from Fonthill Music Academy had the opportunity to showcase their talents to the community. At 7 pm, catering to the teen demographic, Hunter Stull performed 1 hour set and was well received. Fonthill band, By Design, took over at 8:15 pm, rocking the crowd until the fireworks at 10:15 pm. By Design also led another singing of O' Canada directly before the first firework was lit.

Other entertainment included three ½ hour interactive shows by Professor Crookshank's Travelling Medicine Show, complimentary face painting and photo booth from 5 pm to 8 pm, an LED hula hoop dance party from dusk until 10 pm.





The photo booth and LED hoops were a new addition in 2019 and the planning groups hopes to offer them again in 2020.

Vendors: Between the two food vendors in the park, the Fonthill Lions and Cool Licks, a variety of food and beverage items were available for purchase. The Humane Society also attended with information about their services and events, t-shirts for sale, opportunities to donate, and water bowls for thirsty animals. Retail and food vendors remain hard to attract, partially as we are competing with similar celebrations in surrounding municipalities and, being a Statutory Holiday, staffing is an issue for some vendors. The planning group recognizes that this issue is not an easy one to solve and will look at options in the new year.

Fireworks Display: The evening concluded with another magnificent fireworks display put on by Redboss Pyrotechnicians Inc. of Fenwick. The planning group, and the community, are very grateful for the Volunteer Firefighters Association's continued support of the fireworks with a generous donation from their boot drive held earlier in the year.

Analysis:

The Town of Pelham has been hosting a community Canada Day Celebration since 1991. Throughout the years, the anchoring events of the day have been, and continue to be, the Grande Parade, the Rotary Children's Zone, live music and the fireworks display. While attendance fluctuates, dependant upon the weather and the day of the week on which the holiday falls, attendance remains consistently between 7,000 and 10,000 over the course of the day.

Financial Considerations:

This event is funded mainly by a grant from the Department of Canadian Heritage (\$16,500), an approved budget amount of \$8,500 and a donation from the Volunteer Firefighters Association in the amount of \$2,500. All activities within the

Children's Area are funded by the Rotary Club of Fonthill. Without the grant from the Federal Government, the ability to deliver a celebration on the same scale would be severely limited.

Alternatives Reviewed:

No alternatives were reviewed.

Strategic Plan Relationship: Strong Organization

Pelham's Annual Canada Day Celebration provides a venue for the Town's residents, along with their family and friends, to celebrate the nation's birthday within the community.

Consultation:

Lance Wiebe, Rotary Club of Fonthill; Fred Arbour, Fonthill Lions Club; Bill King, Fenwick Lions Club; Dave Nicholls, Supervisor of Beautification; Greg Young, By-law Officer; Bob Goodfield, Supervisor of Roads

Other Pertinent Reports/Attachments:

None.

Prepared and Recommended by:

Sally Jaeger, Special Events & Festivals Programmer
Vickie vanRavenswaay, Director of Recreation, Culture & Wellness

Prepared and Submitted by:

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

Subject: Niagara 2021 Canada Summer Games

Recommendation:

THAT Committee receive Report #2019-0105 Niagara 2021 Canada Summer Games and recommend to Council:

THAT Committee recommend to Council approve the terms of reference for a Thursday Night Experience Committee of Council to be established in preparation for the Niagara 2021 Canada Summer Games.

Background:

As Council is aware, the Niagara Region has been awarded the 2021 Canada Summer Games. Each municipality has the honor of hosting one or more sporting events, as well each municipality will be paired with a Province. The Town of Pelham will be hosting the cycling races on Thursday August 19, 2021 and we have been paired with the Province of Alberta for the 13 for 13 cultural program. The Niagara 2021 Canada Summer Games Committee has made it their mandate to make it as much a cultural experience as it is a sporting event, that being said each sporting event is paired with a cultural experience happening in each municipality. The Town of Pelham has paired the cycling race with its award winning Thursday Night Experience.

Analysis:

The 2021 Canada Summer Games staff would like each municipality to establish an internal working group for their respective events by the end of 2019. Town of Pelham staff in consultation with the Thursday Night stakeholders developed terms of reference for a Thursday Night Experience Committee to assist with the Canada Summer Games Event Implementation. The Canada Summer Games and Thursday Night Experience will be working closely together over the next two years. Please see the attached terms of reference for approval.

The Thursday Night Experience Committee would meet in 2019, and from that meeting would establish the need for meetings going forward.

Financial Considerations:

In 2017, an MOU was signed with the Niagara 2021 - Canada Summer Games organization, and with the Niagara Region to contribute up to \$21,250 in 2021 for the cycling event. See attached for MOU. Outside of the MOU the Niagara 2021 Canada Summer Games 13 for 13 Cultural Program will be augmenting the Thursday Night Experience Event on Thursday August 19, 2021 with financial support of \$10,000.

Alternatives Reviewed:

N/A

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

The 2021 Canada Summer Games matches sporting events with cultural events through the 13 for 13 cultural program, which aims to give Canada an insight into the small communities across Niagara with National Broadcasting. Pairing this with our Thursday Night Experience is a great way to showcase our community to all athletes, athletes families, volunteers participating in the games and the Country.

Other Pertinent Reports/Attachments:

Niagara 2021 – Canada Summer Games Town of Pelham Council Presentation June

Niagara 2021 – Canada Summer Games MOU 2017

Thursday Night Experience Committee of Council Terms of Reference

13 for 13 Cultural Program Outline

Consultation:

Senior Leadership Team

Thursday Night Groups – Farmers Market, Supper Market and Fonthill Bandshell

Niagara 2021 Canada Summer Games

Prepared and Recommended by:

Jodi Hendriks, Culture & Community Enhancement Programmer

Vickie vanRavenswaay, Director of Recreation, Culture & Wellness

Approved and Submitted by:

David Cribbs, Chief Administrative Officer

Memorandum of Understanding (MOU)

Among:

Niagara 2021 Canada Summer Games Bid Committee (the "Bid Committee")

and

The Regional Municipality of Niagara (the "Region")

and

Town of Pelham (the "Licensor")

1. Purpose:

- a. The Region and Bid Committee have made a bid to host the 2021 Canada Summer Games (the "Games"), to be held between Thursday August 4, 2021 and Sunday August 22, 2021;
- b. The Region has given authority over the development and submission of the bid to a Bid Committee. If the bid is successful, a Host Society will be created, which will be responsible to coordinate all aspects of hosting the Games. Upon creating of the Host Society, the Region and/or the Bid Committee may assign its/their rights and obligations to the Host Society, as applicable;
- c. In order to put forth a bid, the Bid Committee requires the commitment from local sport and non sport venues and their associated facilities, that meet the Canada Games sport venue and non sport venue standards (see Schedule B for relevant standards);
- d. The Licensor owns and operates, or has otherwise been granted by the registered owner, the rights and responsibilities as required to enter into legally binding agreements respecting the lands, buildings and facilities more commonly known as Pelham Sport Facilities (Cycling, Indoor Volleyball/Basketball) and located at the Steve Bauer Classic Course and Pelham Community Centre (the "Venue")
- e. The Bid Committee wishes to secure the exclusive use of the venue and associated facilities (the "Services") and the Licensor wishes to make the venue and the Services available for use during the Games.

- f. The Bid Committee and Licensor acknowledge that this MOU will ultimately need to be formalized in a venue use agreement between the Host Society and the Licensor.
- g. The Bid Committee and Licensor agree that in good faith, all commitments made within this document will be honoured by the Host Society and Licensor in the formalized venue use agreement. The MOU is not legally binding and places no legal obligation on the Region, Bid Committee or Licensor.

2. Conditions:

- a. The Bid Committee and Licensor acknowledge that all commitments made within this MOU are conditional on the Bid Committee being awarded the rights to host the games.

3. Services:

- a. The services provided by the Licensor will consist of those services necessary for hosting the Games (see schedule A). Where appropriate, services may be provided by Host Society volunteers or staff. For areas not identified as provided by the Licensor, but required for the hosting of the Games, the Licensor will be invited to submit a proposal around offering the services.
- b. The services must be provided in a manner that will allow for the Host Society to meet the mandatory standards set out in the Canada Games Hosting Standards (see Schedule B).
- c. The Licensor may be responsible to make contractual arrangements with third party service providers or provide consent to the Host Society to enter into contractual arrangements for Services to be provided at the venue.

4. Term:

- a. The Licensor will make the venue and Services available exclusively to the Host Society for the period of August 5 to August 22, 2021.
- b. The Licensor acknowledges that the Host Society may adjust these dates, based on the final sport schedule, up to 30 months prior to the start of the Games.
- c. The Licensor will make the venue and services non exclusively available to the Host Society outside of this period for purposes of Games planning, pre Games events (such as test events, meetings and commissioning) and Post Games events (such as meetings and decommissioning).

5. Financial

- a. The Licensor agrees to make the venue and services available exclusively to the Host Society, for the purposes of the Games (including any test event), for no cost. For the purpose of identifying the value in kind provided by the Licensor, the standard cost would have been a cost of \$19,000 (See schedule C for breakdown of costs).
- b. The Bid Committee and the Licensor commit to share in an investment of up to \$21,250 into capital expenditures at the Venue, for the purposes of equipment required to meet the Canada Games standards. The Licensor commits to pay one-eighth of that investment for Cycling Equipment (i.e., up to \$21,250).

6. Permits and Authorizations

- a. The Licensor will be responsible for obtaining all insurance, licenses, permits, other authorizations necessary for the services. Approval of permits that fall within the Region's authority must not be presumed and must be obtained through regular processes.

7. Miscellaneous

- a. The Region, Bid Committee and Licensor will agree to indemnify the each other.
- b. The Region, Bid Committee and Licensor acknowledge that they will not be partners, employers/ees or joint venturers in the Games bid.
- c. Throughout the bid the Region, Bid Committee and Licensor will at all times observe applicable laws, codes and regulations.

8. General

- a. Any dispute over the interpretation or implementation of this MOU will be resolved by consultation among the Region, Bid Committee and Licensor and will not be referred to an outside body.
- b. This MOU may be amended with the mutual written consent of the Region, Bid Committee and Licensor.
- c. This MOU will remain in effect until a formal venue use agreement is negotiated and signed by the Host Society and Licensor.

- d. This MOU can be terminated at any time, with the written consent of the Region, Bid Committee and Licensor.


By signing below the Region, Bid Committee and Licensor agree that the terms of this MOU accurately reflects their respective and mutual understanding and intentions related to the Games bid.

The Regional Municipality of Niagara

The Region

Per: 

Alan Castlin
Regional Clerk

Per: 
Carmelo D'Angelo, BSc MPA - CAO

(Authorized Signatory)

Print Name:

Date: January 2017

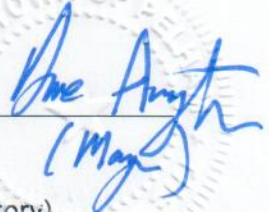
The Licensor



(Authorized Signatory)

Print Name: Nancy J. Bozzato

Town Clerk
Date: January 16, 2017


(Mayor)

Dave Augustyn
Mayor

The Bid Committee


(Authorized Signatory)

Print Name: Matthew Hill

Date: JAN 18/2017

Schedule A - The Services

Dates of the Games:	August 5 – 22, 2021
Dates of Use:	August 6 – 21, 2021

The Bid Committee is proposing to use your venue to host the following sports or non sport purposes:

- Cycling (Main Competition)
- Basketball (Practice)

Services to be provided (based on Canada Games functional areas)

Protocol <ul style="list-style-type: none"> • Not Applicable
Volunteers <ul style="list-style-type: none"> • Space for volunteer lounge • Space for volunteer check in
Sport Operations <ul style="list-style-type: none"> • Field of play that meets Canada Games standards • Access to space for athlete dressing rooms, lounges • Access for test events
Venue Operations <ul style="list-style-type: none"> • Space for venue operations office • Accessible venue • Cleaning and waste removal
Venue Overlay <ul style="list-style-type: none"> • Space for temporary infrastructure, including tents, trailers, bleachers, portable washrooms, fencing and other utilities based on requirements. • General furniture, fixtures and equipment
Signage, Pageantry and Fabrication

<ul style="list-style-type: none"> • Ability to post signs, put up flags, banners, etc. • Beatification of flower beds and other space around venue.
Food Services <ul style="list-style-type: none"> • Ability to bring in food from outside vendors/centralized services • Space for participant feeding • Space for volunteer feeding
Security <ul style="list-style-type: none"> • Security office • Access control points
Medical <ul style="list-style-type: none"> • Medical office
Transportation <ul style="list-style-type: none"> • Parking for accredited Games family (no cost to accredited individuals) • Space for participant transport systems • Spectator parking (pay or free)
Material Management <ul style="list-style-type: none"> • Space for storage of equipment • Loading/unloading bays • Equipment for loading/unloading (forklifts, etc)
Information Technology <ul style="list-style-type: none"> • Access to phone system • Access to internet (high bandwidth) • Access to network • Ability to bring in permanent or temporary network from national supplier
Broadcasting & Webcasting <ul style="list-style-type: none"> • Broadcast capabilities (space, power, towers, etc)
Media Relations <ul style="list-style-type: none"> • Media seating • Media workspace
Marketing <ul style="list-style-type: none"> • Ability to place sponsor signage within venue • Removal or covering up of non Canada Games sponsor signage • Venue sponsor or supplier contracts • Space for sponsor activation
Merchandising <ul style="list-style-type: none"> • Space for merchandising store

Schedule B - Relevant Standard

Cycling - Road	<p>FIELD OF PLAY</p> <ul style="list-style-type: none"> • Road Race Course <ul style="list-style-type: none"> ◦ Varying climbs, downhill and flat sections; ◦ Loop (not out and back) ◦ Start/Finish structure (arch) • Criterium Course <ul style="list-style-type: none"> ◦ Set up to favour a sprint finish; ◦ Loop (not out and back); ◦ Start/Finish structure (arch) • Individual Time Trial Course <ul style="list-style-type: none"> ◦ Flat with minimum uphill or downhill; ◦ Out and back (not loop); ◦ Start/Finish Structure (arch) <p>DIMENSIONS</p> <ul style="list-style-type: none"> • Road Race Course <ul style="list-style-type: none"> ◦ 6.0km - 12.0km loop; ◦ Max gradient of hills is 10%. • Criterium Course <ul style="list-style-type: none"> ◦ 1.0km - 3.0km loop; ◦ 1 pit lane 100m long x 4m deep in close proximity to start/finish line. • Individual Time Trial <ul style="list-style-type: none"> ◦ 7.5km - 20km course (3.75km - 10.0km each way); ◦ Max gradient of hills is 5% over 500m; ◦ Roads must be no less than 6.0m wide; ◦ Start/Finish area <ul style="list-style-type: none"> ■ Must be 8.0m wide; ■ Start ramp as per Cycling Canada/Union Cycliste Internationale 	<p>GENERAL</p> <ul style="list-style-type: none"> • Competition courses must be available for practice/warm-up; • No additional practice/warm-up requirements 	<p>DIMENSIONS</p> <ul style="list-style-type: none"> • Road Race Course <ul style="list-style-type: none"> ◦ 10km loop • Criterium Course <ul style="list-style-type: none"> ◦ 1.5km loop <p>SECURITY</p> <ul style="list-style-type: none"> • Complete road closures for all events. <p>ANCILLARY</p> <ul style="list-style-type: none"> • Up to 13 team tents (1 for each team) at each course.
	<p style="text-align: right;">regulations.</p> <ul style="list-style-type: none"> ■ Must be straight and flat, or gently rising for no more than 400m. <p>SURFACE (FOR ALL COURSES)</p> <ul style="list-style-type: none"> • Smooth pavement <p>ANCILLARY</p> <ul style="list-style-type: none"> • Commissaire unit capable of holding 6 people. Located at start/finish line, 3 feet off ground and fully covered; • Timing tent 10 feet x 15 feet at finish line; • Portable bathroom <p>SECURITY</p> <ul style="list-style-type: none"> • Police/Municipality authorization to close roads; • All on-coming traffic must be police controlled; • All junctions must be police controlled and overtaking traffic must be restricted 		

Schedule C - Finances

Sport(s) / Use:	Cycling	Dates of Use:	August 6 – 21, 2021	
Venue:	Pelham Sports Facilities			
Fees	# of Days	Daily Rate	Tax	Total
Space (add additional rows as required)				
Steve Bauer Classic Course (Road Closures, Barricades, Start/Finish Area)	1	\$5,000	Inclusive	\$5,000
Pelham Community Centre (Practice)	14	\$1000	Inclusive	\$14,000
Facility Operations (add additional rows as required)				
Cost included above.				
Equipment (add additional rows as required)				
Cost included above.				
Other (add additional rows as required)				
Cost included above.				
Total				\$19,000

Capital Investment	Amount	Tax	Total
Cycling Equipment	\$21,250	Inclusive	21,250
Total			\$21,250

TERMS OF REFERENCE

PELHAM – THURSDAY NIGHT EXPERIENCE COMMITTEE

MEMBERSHIP

Membership will consist of 9 representatives:

- 1 Member representing the Pelham Farmers' Market Executive
- 1 Member representing the Pelham Supper Market
- 1 Member representing the Fonthill Bandshell Committee
- 1 Member representing the Active Transportation Committee
- 1 Member representing the Art Advisory Committee
- 1 Member representing the Mayor's Youth Advisory Council
- 3 Members from the Community at Large
- Town of Pelham staff (ex officio)
- Town of Pelham Councillor (ex officio)
- Niagara 2021 – Canada Summer Games Representative (ex officio)

All members are considered voting members with the exception of ex-officio members.

Membership will continue through the term of Council 2022. Representatives will be invited to submit a standard application form identifying the skills they have that will assist in the fulfillment of the mandate of the Thursday Night Experience Committee. Applications will be reviewed by Town Council in accordance with the Town's Public Appointment policy. Resigning members will be replaced by appointment of Council. Members are eligible for reappointment.

PURPOSE

The Committee will organize, develop and support the weekly Thursday Night Experience that will showcase the agricultural, culinary, musical, cultural and retail business diversity of Pelham and will contribute to Council's goal of building strong communities and cultural assets.

OBJECTIVES

- To promote community spirit and active lifestyles by creating a public space for people to connect and enjoy.
- To work as a cohesive group Supper Market; Farmers Market; and Bandshell Concerts; and local businesses to promote what Pelham has to offer to both on the local and the broader community.
- To encourage, enhance and strengthen economic and cultural growth within our community.
- To promote local restaurants, farmers', musicians, businesses and the arts in order to showcase Pelham's cultural diversity and community vibrancy.
- To contribute to making Pelham a destination of choice on Thursday evenings.



**Administration
Services**

- To work together to make the Thursday Night Experience safe for all attendees through developing an annual Emergency Event Management Plan
- To work together with the local business community to alleviate parking concerns by developing a parking plan on an annual basis.
- To work with and assist with Town/ Regional/ Provincial/ Federal hosted events such as Summerfest, Niagara 2021 Canada Summer Games, and any other large sporting or cultural event that comes to the Town of Pelham.

MEETINGS**Frequency**

The Committee will meet at the call of the chair. All meetings are to be open to the public and the date and time of meetings will be posted on the Town's website calendar.

Quorum

Quorum for the meetings of the committee shall be determined according to the Town's Procedural By-law and declared by the chair. Approval of any motion shall require 50% plus one of the voting members in attendance at the meeting.

Minutes

Minutes shall be kept and copies forwarded to Town Council for information after committee approval. Recommendations for Council shall be forwarded in resolution form under the signature of the Chair.

Sub-Committees

Sub-committees and/or task groups will be formed as necessary and will determine their own meeting times and dates.

REPORTING STRUCTURE

The Thursday Night Experience Committee reports directly to Town Council via minutes of its meetings, presentations as requested and/or deemed necessary and provides an annual report to Town Council.

As of September 16, 2019

13 for 13 Cultural Program

Objectives:

Niagara is not a single city or municipality. It is a team of 13 – the Regional Municipality of Niagara and 12 local municipalities, sometimes referred to as “Team Niagara”. This opens unprecedented cultural opportunities since unlike previous Canada Games, the Niagara 2021 Canada Summer Games won’t take place on a single stage within one city, but across a wide spectrum of communities that possess their own cultural heritage and identities, while still sharing the same Niagara spirit and core values of hospitality, accessibility and celebration of sport and culture.

Not only will the 13 for 13 Cultural Program be available for approximately 5,000 athletes and coaches and upwards of 10,000 family and friends of the participating athletes to attend; we aim to engage the local Niagara community and encourage their participation at these events, incorporating our vision of Inspire, Transform and Unify.

The 13 for 13 Cultural Program aims to achieve the following:

- Execute 13 events across the Niagara Region between August 7 and 20, 2021. One per municipality plus the Niagara Region.
- These events will be held in a different Niagara municipality each day. Each municipality will host one event within this program as outlined in the below chart.
- Evening is the preferred timing of each event as to not conflict greatly with the competition day and encourage athlete participation.
- Each municipality will be paired with a province or territory with the goal of incorporating the flavour of the paired province or territory. “Flavour” can be identified as culinary offerings, artistic/ artisan components and possible demonstrations, entertainment, etc.
- Each event is open to the general public and will not charge an admission fee.



Proposed Schedule of 13 for 13 Events:

Week One: August 7 to 13, 2021		Week Two : August 14 to 20, 2021	
Date	Pairing	Date	Pairing
Saturday, August 7th	Lincoln & Newfoundland	Saturday, August 14th	Niagara Region & Ontario
Sunday, August 8th	West Lincoln & Saskatchewan	Sunday, August 15th **	Fort Erie & Nova Scotia
Monday, August 9th	Open Possible Indigenous Celebration	Monday, August 16th	Wainfleet & Nunavut
Tuesday, August 10th	Thorold & Manitoba	Tuesday, August 17th	Port Colborne & New Brunswick
Wednesday, August 11th	NOTL & British Columbia	Wednesday, August 18th	Grimsby & Prince Edward Island
Thursday, August 12th	St. Catharines & Yukon	Thursday, August 19th	Pelham & Alberta
Friday, August 13th	Niagara Falls & North West Territories	Friday, August 20th	Welland & Québec

*** Preferred date for Port Colborne & New Brunswick to celebrate Acadian Day*

Please note that the Opening and Closing Ceremonies are not included in the 13 for 13 events and will be held August 6th and August 21st respectively.



Contribution | Areas of Responsibilities:

Municipality

- Enter a Memo of Understanding (MOU) with Niagara 2021.
- Preparation of site plan.
- Secure all required permits.
- Staff with volunteers.
- Incorporate shared information from the paired province or territory.
- Determine theme of their event and scope.

Niagara 2021 Canada Summer Games

- Enter an MOU with each municipality and the Niagara Region.
- Niagara 2021 pageantry that could include banners, scrim, signage, show mobile, entertainment; where applicable and appropriate.
- Marketing Initiatives via various advertising and promotional platforms:
 - Sample: Social, Digital, Radio, Print, Website, Billboard
- Contribute a minimum \$10,000.00 per municipality to support and augment the 13 for 13 event based on an approved event scope & design by the Niagara 2021 Canada Summer Games Marketing Committee.
- Development of passport-style app to encourage visitation to as many events as possible by both Games visitors and Niagara Region residents. As visitors check-in to an event through the app they are eligible for a destination prize of the paired province/territory. Marketing data shared with PMOs for their future marketing efforts.
- Onsite activation space with the opportunity to sell Games merchandise.
- Augment municipality volunteers with Niagara 2021 volunteers where applicable.

Provincial Marketing Organization (PMO) Contribution

- Marketing assets to assist with event branding.
- Exchange of information with paired municipality to ensure current messaging is shared with attendees.
- Offer a destination prize to their province or territory that could include overnight stays, attractions, transportation.
- Should a PMO choose to send staff to an event to share marketing information with attendees, all related costs will be at their expense.

COMMITTEE REPORT
RECREATION, CULTURE & WELLNESS DEPARTMENT

Monday, October 21, 2019

Subject: Pelham Senior Advisory Committee –
Additional Accessible Parking request update

Recommendation:

THAT COMMITTEE receive Report #2019-0114 and recommend to Council:

THAT Pelham Senior Advisory Committee – additional accessible parking request update be received for information

Background:

At the June 17, 2019 meeting of Council, Sharon Cook, Chair of the Pelham Senior Advisory Committee attended the meeting as a delegation to request additional accessible parking stalls at the Meridian Community Centre. Currently the MCC has four designated parking stalls located in front of the main entrance of the building. The Committee were also requesting two larger stalls to accommodate vans with side lifts for wheel chairs or scooters.

Analysis:

Staff attended the September 12th Senior Advisory Committee meeting to discuss their request. It was agreed that until the MCC expands the parking areas the following will be in place:

1. when senior events are held a portable A-frame sign would be placed designating temporary additional senior parking stalls located by the existing accessible parking stalls.
2. in the future, when the MCC parking lot is expanded additional accessible parking spaces will be installed, including two larger stalls to accommodate vans with side lifts.

The Senior Advisory Committee tested the suggested temporary accessible park signage out for the Senior's Fair held October 1st and it worked well. The

Committee will also encourage Seniors to take public transit to the special events and MCC programs.

Financial Considerations:

The temporary signage has no financial implications. The additional accessible parking spaces will be included with the expansion of the MCC parking lot.

Alternatives Reviewed:

N/A

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

Supporting the Senior Advisory Committee and the Seniors Acting Living Centre special events and programs by providing additional accessible parking spaces.

Consultation:

Pelham Senior Advisory Committee; Senior Leadership Team

Other Pertinent Reports/Attachments:

N/A

Prepared and Recommended by:

Vickie vanRavenswaay, RRFA
Director of Recreation, Culture and Wellness

Prepared and Submitted by:

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

Subject: Accessibility Advisory Consultant**Recommendation:**

THAT Committee receive Report #2019-0101-Clerks, and recommend to Council:

THAT the 2020-2022 Proposal to Coordinate Compliance Under the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11 (AODA)* submitted by The Herrington Group Ltd., at a cost of \$10,000 per year, be approved.

Background:

In 2005, the *Accessibility for Ontarians with Disabilities Act* (AODA), which aims at developing, implementing and enforcing accessibility standards with a view toward full accessibility in the Province by 2025, was enacted. In response to this legislation, the Town of Pelham joined forces with the Towns of Lincoln, Niagara-on-the-Lake, Grimsby, the City of Thorold, and the Township of West Lincoln to form a Joint Accessibility Advisory Committee (JAAC). The professional services of The Herrington Group have continuously been engaged to ensure compliance with The Act, with the cost of \$10,000 per year, per municipality, remaining unchanged since the inception of the JAAC.

The JAAC is comprised of representative members from each of the partner municipalities. Pelham is well represented by Ann Villalta and Rhys Evans. Mr. Evans is the Vice Chair.

The Herrington Group Ltd. has provided professional Consultant services for the purposes of ensuring compliance for all partner municipalities with Ms. Donna Herrington as the principal Consultant to the JAAC. As a result of the efforts of Ms. Herrington and the JAAC, the Multi-Year Accessibility Plan, submitted to Council earlier this year, has been developed.

The AODA requires that the Council of a municipality prepare an accessibility report each year and to adopt an Annual Accessibility Plan. Because the Town has been

an active participant in the JAAC in the past, access to the dedicated and knowledgeable committee members and consultant affords the opportunity to rely upon the JAAC to spearhead the requirements necessary to facilitate the Town's ability to remain compliant with the constantly-changing legislation. These volunteers work closely with the Consultant, and are dedicated to ensuring compliance and this work significantly reduces the time commitment for municipal staff in this regard. Without this resource and the variety of insights and knowledge that each committee member and the Consultant brings, each partner municipality would be left to its own individual resources to ensure AODA compliance and would require dedicated staff to fulfill the requirements. The cost of this would exceed the partnership contribution and is not recommended.

Municipalities with a population of not less than 10,000 are mandated to establish and maintain an accessibility advisory committee. The JAAC fulfills this mandate and brings together a cross-representation from the six partner municipalities. The \$10,000 annual contribution from each municipality for the consultant has remained unchanged.

A copy of The Herrington Group Ltd. proposal to co-ordinate the AODA compliance is attached.

On June 17, 2019 Council endorsed the 2019 JAAC Work Plan and the "We Are Accessible" campaign.

Analysis:

The Clerks for each partner municipality, being the staff representatives to the JAAC, meet on a regular basis to review and consider compliance requirements. Most recently, the Clerks met to review the proposal for 2020-2022 and unanimously support the proposal by The Herrington Group Ltd. proposal as the recommended option.

Both the Consultant and the JAAC are important assets to the Town as they are able to focus solely on the AODA Legislation and provide advice and recommendations for compliance. The Herrington Group Ltd. has continuously provided professional, knowledgeable and reliable advice to municipal staff in various different initiatives. In addition to this, the cost to each partner municipality for this shared service contract has remained consistent, representing a value for service which could not be otherwise achieved without the benefit of the

partnership.

Financial Considerations:

\$10,000 has been included in the annual budget.

Alternatives Reviewed:

In order to ensure AODA compliance, if this joint committee and consultant approach is not used, the Town would be required to seek individual proposals for this scope of work. A standalone process is not recommended, as the joint approach has proven both cost effective as well as

Strategic Plan Relationship: Communication and Engagement

Given the involvement of community volunteers on this committee, communication and engagement is enhanced.

Consultation:

JAAC Partner Municipalities

Other Pertinent Reports/Attachments:

The Herrington Group Ltd. Proposal for 2020-2022

Prepared and Recommended by:

Nancy J. Bozzato, Dipl.M.M., AMCT
Town Clerk

Prepared and Submitted by:

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



Proposal to Coordinate AODA Compliance for 2020 - 2022

Submitted to:
The Town of Lincoln
The Township of West Lincoln
The Town of Pelham
The City of Thorold
The Town of Niagara-on-the-Lake and
The Town of Grimsby

Submitted to:
Ms. Donna Delvecchio
JAAC Administrative Contact and City Clerk
City of Thorold
3540 Schmon Parkway
P.O. Box 1044
Thorold, ON L2V 4A7

Submitted by:
Donna L. Herrington
President and Senior Planner
The Herrington Group Ltd
53 Greenmeadow Court
St. Catharines, ON L2N 6Y7
donna@theherringtongroup.ca

August 14, 2019

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Introduction

The Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake and Grimsby (JAAC) seeks a consultant to provide consultation and assistance in developing compliance strategies and tools to ensure continued compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and resulting regulations.

In 2017, The Herrington Group (THG) was contracted for a two-year term (2017-2019) by the JAAC to assist with compliance activities relating to the Accessibility with Ontarians with Disabilities Act, 2005. THG assisted the JAAC partners in complying with the AODA by:

- Drafting a 5-Year Accessibility Plan and Annual Progress Reports
- Developed and implemented Refresher AODA Training Module
- Supporting the JAAC in developing and implementing the We Are Accessible Campaign
- Providing daily support to municipal staff and the Joint Accessibility Advisory Committee members.

The Herrington Group Ltd (THG) has extensive experience in accessibility consulting and compliance strategy development under the AODA having provided similar services to a variety of clients. This proposal will outline our understanding of the required deliverables as well as the suitability of our firm to provide consulting services to the JAAC.

2.0 Corporate Background and Experience

The Herrington Group is comprised of individuals who have extensive experience in disability issues, training, Universal Design, Barrier-Free Access, Human Resources, Human Rights legislation, planning and policy development, research, and architecture/construction. Most of our team also consists of individuals who also live with a variety of disabilities. This “lived experience” informs our work and strengthens our products and services.

Donna L. Herrington, B.A., Accessibility Consultant and Project Manager

Donna Herrington, the senior planner and owner of The Herrington Group has extensive personal and professional experience in disability issues. Donna possesses over twenty-five years' experience in accessibility planning, policy and program development, training development and organizational change processes. Donna is well-versed in compliance obligations under the AODA and consequently has extensive experience in the area of accessibility planning.

Since starting THG in 2003, Donna has conducted accessibility audits of over 1000+ facilities and has created training programs to comply with the AODA's Customer Service Standard O. Reg. 429/07 that have trained over 25,000 people across the province.

Clients include: Algonquin College, Humber College, Conseil Scolaire Catholique du Nouvel Ontario The City of Mississauga, GlaxoSmithKline, the Ontario Pension Board, the Cadillac Fairview Corporation, The Niagara Parks Commission, the Town of Oakville, the Regional Municipality of Peel, the City of Port Colborne, the Township of Wainfleet, the Halton District School Board and the Upper Grand District School Board, the Sudbury Catholic District School Board, the Catholic District School Board of Eastern Ontario, the City of St. Catharines, the City of Ottawa, Brock University, the City of Waterloo, the City of Kitchener and the Niagara Health System.

Donna has been an instructor for Niagara College's Multidisciplinary Geriatric and Mental Health Program teaching courses in Ontario's Mental Health System. She has served as an Expert Proposal Evaluator for Human Resources Development Canada's Social Development Partnerships Program – Disability Component. She has volunteered her time with the Niagara Prosperity Initiative and previously served as a member of the Niagara Grant Review Team of the Ontario Trillium Foundation.

2.1 Related Experience

- **Algonquin College; Humber College**– conducted accessibility audits of all facilities within these corporations
- **Niagara Parks Commission** - acted as an Accessibility Consultant coordinating all AODA compliance activities. Includes authoring all compliance policies, documents, and planning tools to comply with the Accessibility for Ontarians with Disabilities Act. Conducted accessibility audit of all NPC attractions.
- **GlaxoSmithKline** – acted as an Accessibility Consultant coordinating all AODA compliance activities. Includes authoring all compliance policies, documents, and planning tools to comply with the Accessibility for Ontarians with Disabilities Act. Conducted accessibility audit of the corporate facilities.
- **Ontario Pension Board** - acts as an Accessibility Consultant in the Corporation's compliance effort under O. Reg. 191/11 including the authoring the organization's Accessibility Policy and providing templates for the development of a Multi-Year Accessibility Plan.
- **Cadillac Fairview Corporation** – acted as an Accessibility Consultant in the Corporation's compliance effort under O. Reg. 191/11 including the authoring the organization's Accessibility Policy and providing templates for the development of a Multi-Year Accessibility Plan. O. Reg. 429/07. Authored the Cadillac Fairview's Accessible Customer Service Policy and conducted a peer review of the organization's accessible customer service training. Policy and training enacted across entire Ontario operations which includes 28 facilities.
- **The Regional Municipality of Peel** – acted as an Accessibility Consultant in the Region's compliance effort under O. Reg. 429/07. Conducted organization-wide training and policy gaps analysis. Assisted in the authoring of the Region's Accessible Customer Service Policy. Designed training modules.
- **The City of Ottawa** – developed and piloted an accessibility training module for front line staff that can be customized for different types of City services and incorporated into existing learning/training opportunities. Developed and authored a facilitator's handbook to guide trainers in delivering the accessibility training module
- **The City of Mississauga, the Catholic District School Board of Eastern Ontario and Sudbury Catholic District School Board** – conducted accessibility audits of all facilities within these corporations (including offices, community centres, public

pools, arenas, parking facilities, parks, lecture halls, theatres, recreational areas and outdoor spaces etc.).

3.0 Deliverables Provided by The Herrington Group from 2015-2017

From 2017-2019, The Herrington Group provided the following deliverables to the JAAC:

1. Provided support to JAAC members. The JAAC has the following priorities and objectives:
 - Establish an effective working relationship with JAAC staff and Councils to ensure appropriate compliance with AODA Accessibility Standards;
 - Assist JAAC staff and Councils by providing compliance planning tools and resources with the aim to make compliance easier for staff and more effective for people with disabilities receiving programs and services;
 - Educate JAAC staff and Councils about barriers facing people with disabilities in our community.
2. Managed the Accessibility Advisory Committee; facilitated 18 meetings and maintained minutes and managed related action items.
3. Drafted Refresher AODA Training and with the JAAC, submitted updated training module to ensure ongoing compliance with the AODA.
4. Prepared a 5-Year Accessibility Plan that follows the JAAC partners initial Multi-Year Accessibility Plan including a public consultation process.
5. Assisted JAAC members in accessing development opportunities including attendance at a regional meeting in Niagara Falls relating to the legislated 5-Year Review of the AODA by the Province.
6. Assisted JAAC municipalities respond to AODA compliance questions from Province. Prepared, collated and submitted all compliance related documents.
~~Provided legislative interpretation advice to municipal contacts, provided response advice and direction.~~

7. Conducted Site Plan reviews for Town of Pelham, Town of Lincoln, Town of Grimsby and Town of Niagara-on-the-Lake.
8. Developed and submitted Support Letters for JAAC member accessibility related funding applications.
9. Consulted on Human Rights issues relating to disability as requested.
10. Responded to telephone and email access related enquires from JAAC partners and their staff. Attended several meetings with Town staff.

4.0 2020 - 2022 Project Deliverables and Responsibilities

To ensure effective compliance with AODA the consultant proposes the following services for the contract term:

1. Management of the Joint Accessibility Advisory Committee:

- Solicitation and screening of new committee members (as required)
- Orientation for new and existing committee members
- Preparation and distribution meeting packages (agendas, minutes, materials for review)
- Secure meeting locations ensuring a minimum of 8 regularly scheduled meetings in the planning year
- Arrange committee member transportation and other accommodations as required
- Attend JAAC meetings in the role of Secretary.
- Develop and submit annual work plans to the Admin Group.

2. AODA Interpretation and Compliance Support:

- The Consultant will provide AODA and Accessibility Standard analysis and interpretation and will orient JAAC members and JAAC Admin staff to compliance requirements (addressing general information needs as well as answering specific enquiries).
- The Consultant will review any new Accessibility Standards created under the AODA and any related legislation which impacts compliance such as the Human Rights Code and the Accessible Canada Act. The consultant will provide consultation and advice in a variety of formats (written and verbal) as required.

This includes advising on existing and new Accessibility Standard implications, policy and procedural needs, training needs and equipment and capital needs to comply with regulations.

- The Consultant will audit sample internal and external documents, processes and information systems to identify barriers to people with disabilities as well as identify Accessibility Standard compliance gaps with the assistance of the JAAC.
 - The Consultant will assist in policy writing, procedure development and training plan and content development to comply with AODA requirements and emerging municipal needs.
 - The Consultant will recommend strategies and implementation measures that are identified as best practices as a result of THG's previous experience with the identified compliance need as well as best practices from a legislative perspective.
 - The Consultant will recommend best practices as they relate to providing the greatest extent of accessibility for individuals living with a wide variety of disabilities (i.e. maintaining a "cross-disability focus" addressing the needs of individuals with physical, sensory, environmental and mental health disabilities).
- 3. Re-audit municipal facilities to address physical barriers ahead of 2025 legislated deadline**
- The consultant, with the JAAC, will re-audit any municipal facility and prepare reports to identify physical barriers as they relate to AODA, the new OBC and FADS in anticipation of the legislated deadline of 2025.
- 4. Provide Accessibility Training to New Council, Committee Members and Staff:**
- Consultant and JAAC members will provide accessibility training to all new Council, Committee Members and municipal staff as requested
- 5. Coordinate and Host meeting of Niagara-based Accessibility Advisory Committees**
- Host a meeting of all other Niagara-based accessibility advisory committees to share best practices, problem-solve joint issues and barriers and increase regional coordination of efforts

- Propose regional “working group”/subcommittee to increase regional coordination of efforts and increase communication between committees

6. Development of the Multi-Year Accessibility Plan Progress Report:

- The Consultant will create Multi-Year Accessibility Plan Progress Reports.
- The Consultant will circulate the reporting tool and coordinate the drafting of the Annual Progress Report with input from JAAC partner contacts and submit the Report to Council for approval and adoption.
- Upon completion of the Progress Report, the Consultant will coordinate and assist in developing a Communication Plan for the Report.

7. Site Plan Reviews - provide compliance interpretation and support for Niagara FADS, the AODA Built Environment Standard and updated Ontario Building Code:

- The Consultant will conduct site plans and/or review as requested by JAAC partner municipalities to determine compliance with Built Environment Design Standards including Niagara FADS, AODA Design of Public Spaces and new Ontario Building Code as applicable.

8. Liaison support for JAAC staff:

- The Consultant will respond to email and telephone questions, attend meetings at JAAC and other appropriate locations as requested.

9. Further develop the We Are Accessible Award

- Work with the JAAC to furthering its recognition award program for municipal, public and private sector efforts to improve accessibility in our community. These awards will be given out once (1x) per year.

10. Liaise with public and private sector organizations and interest groups.

In conjunction with the JAAC members:

- providing information about the AODA and its regulations
- maintaining a social media presence
- speaking to organizations about accessibility

- educating organizations on how to welcome people with disabilities into their business or workplace

Service Inclusions and Additional Considerations:

- a) Assignment activities will be conducted at The Herrington Group Ltd's offices. Email and telephone consultation will be widely used to reduce the amount of required travel in providing services. However, services will also be provided on site within JAAC municipalities as required.
- b) The consultant will be responsible for planning, meeting facilitation, production of draft materials, dissemination of materials for review, and collecting and consolidating feedback. The consultant will be responsible for the development of the Multi-Year Accessibility Plan Progress Report and any other compliance related policies.
- c) All staff of The Herrington Group Ltd is subject to its Health and Safety Policy and Confidentiality Agreement.
- d) The Herrington Group Ltd holds general liability and errors and omissions insurance in the amount of \$5,000,000. THG also holds an account, in good standing, with WSIB. Certification to confirm both accounts will be provided upon contract commencement.

5.0 Budget

<u>Expense</u>	<u>Annual Amount</u>	<u>2-Year Total Contract Amount</u>
Printing	\$750	\$1,500
Transportation	\$3,700	\$7,400
Meeting of Niagara-based AAC's	\$300	\$300
JAAC Meeting Accommodations	\$250	\$500
Consultant's Fee (plus HST):	\$55,000	\$110,000
<ul style="list-style-type: none"> • JAAC Management • AODA Compliance Planning • Facility Re-audits • Advice: New Accessibility Standards, new legislation • Multi-Year Accessibility Plan and Annual Progress Report Development • Community Outreach • Site Plan Review Services • Compliance Support • Staff Liaison Services • Administrative Support 		
TOTAL	\$60,000	\$120,000

5.1 Narrative Explanation of Proposed Budget

The JAAC pays for actual expense costs. All original receipts are submitted with invoices.

Printing - \$750/annum

This figure reflects printing for the We Are Accessible Campaign promotional materials (brochures and award certificates).

Transportation - \$3,700/annum

These funds will ensure consumer participation from all partnering municipalities. By providing transportation for JAAC members with disabilities, barriers to participation are eliminated and equality in the JAAC planning process is ensured. JAAC members are utilizing transportation most often as they participate in direct service activities such as staff training and consultations.

Eligible transportation costs include mileage reimbursement, taxi and bus costs and the chartering of accessible taxi cabs for wheelchair users. Costs are reflective of on current actual costs and are calculated at \$370/month x 10 months (there is usually no JAAC meeting in July and December).

Meeting of Niagara-based AAC's - \$300/annum

Costs associated relate to hosting a meeting of all AAC's in Niagara and spearheading cross-committee partnerships and communications. Costs would relate to hosting a day-long plenary session.

JAAC Meeting Accommodations - \$250/annum

Costs here include light meeting refreshments for monthly JAAC meetings. Costs are estimated as such: Refreshments - \$25/meeting x 10 meetings.

Consultant's Fee - \$55,000/annum

Consultant fee includes:

- **JAAC Committee Management and Administration** — annual work plan, monthly meetings, minute taking, follow up support.

- **AODA Compliance Support**– provide interpretation and compliance support relating to existing or new Accessibility Standards including: accessibility audits of internal operations, processes, documents, internal and external communications. Meeting with Senior Staff to obtain needed information. Propose compliance measures, provide status updates and create required documents.
- **Multi-Year Accessibility Plan Progress Report Development** – including designing progress reporting process, collecting and synthesizing data, adding new data should new AODA Standards be regulated, managing JAAC consultation process, drafting Final Progress Report and submission of same to Councils.
- **Facility Re-audits** – re-audit municipal facilities
- **Community Outreach Activities** – prepare for JAAC members AODA related materials to be used in their community outreach activities.
- **Meeting of Niagara-based AAC's and potential development of Regional Sub-group** - hosting a meeting of all AAC's in Niagara and spearheading cross-committee partnerships and communications.
- **Site Plan Review Services** – as requested
- **Staff Liaison Services** – respond to email and telephone enquiries. Attend JAAC partner consultation meetings
- **Administrative Support** – calculated at \$15/hour x 10 hours/month x 12 months.

Fee will be billed monthly and Harmonized Sales Tax will be added.

