

## REGULAR COUNCIL AGENDA

**C-20/2019 - Regular Council**

**Monday, December 2, 2019**

**5:30 PM**

**Town of Pelham Municipal Office - Council Chambers**

**20 Pelham Town Square, Fonthill**

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

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	<b>Pages</b>
1. Call to Order and Declaration of Quorum	
2. Singing of National Anthem	
3. Approval of Agenda	
4. Disclosure of Pecuniary Interests and General Nature Thereof	
5. Municipal Act Section 357 and 358 - Tax Write-Offs	5 - 5
6. Hearing of Presentation, Delegations, Regional Report	
6.1 Presentations	
6.1.1 Pelham Fire Department Recognition Awards	
1. Lafleur Family Donation to Fire Department and Recognition to the Lafleur Family	

## **2. Longstanding Service Awards:**

1. **Henry Wutzke, 25 Years**
2. **Steven Racz, 25 Years**
3. **Terry Beckett, 25 Years**
4. **George Popko - 31 Years**

### **6.1.2 Regional Inter Municipal Transit 6 - 20**

Robert Salewytsch, Program Manager, Transit Services,  
Niagara Region

## **6.2 Delegations**

### **6.2.1 Hospitality Committee Chair, Patricia Shannon 21 - 30**

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

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

## **6.3 Report of Regional Councillor**

## **7. Adoption of Minutes**

### **7.1 SC-38/2019 - Special Council Minutes November 18, 2019 31 - 33**

### **7.2 C-19/2019 Council Minutes of November 18, 2019 34 - 42**

## **8. Business Arising from Council Minutes**

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

## **10. Consent Agenda Items to be Considered in Block**

### **10.1 Presentation of Recommendations Arising from COW or P&P, for Council Approval 43 - 43**

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

**10.2 Minutes Approval - Committee**

<b>10.2.1</b>	<b>COW-08/2019 - Committee of the Whole Minutes November 18, 2019</b>	<b>44 - 47</b>
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**10.3 Staff Reports of a Routine Nature for Information or Action**

<b>10.3.1</b>	<b>Joint Accessibility Advisory Committee 2018-2022 Multi-Year Accessibility Plan Annual Update</b>	<b>48 - 99</b>
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**10.4 Action Correspondence of a Routine Nature**

**10.5 Information Correspondence Items**

**10.6 Regional Municipality of Niagara - Action Items**

**10.7 Committee Minutes for Information**

<b>10.7.1</b>	<b>Cannabis Control Committee Minutes September 18, 2019</b>	<b>100 - 101</b>
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<b>10.7.2</b>	<b>Joint Accessibility Advisory Committee Minutes October 2019 JAAC Minutes</b>	<b>102 - 103</b>
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<b>10.7.3</b>	<b>Summerfest Committee Minutes September 25, 2019</b>	<b>104 - 106</b>
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<b>10.7.4</b>	<b>MCC Hospitality Committee Minutes September 17, 2019 September 24, 2019 October 16, 2019</b>	<b>107 - 118</b>
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<b>10.7.5</b>	<b>Seniors Advisory Committee Minutes June 20, 2019 September 12, 2019</b>	<b>119 - 125</b>
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**11. Items for Separate Consideration, if Any**

**12. Presentation & Consideration of Reports**

**12.1 Reports from Members of Council:**

**12.2 Staff Reports Requiring Action**

<b>12.2.1</b>	<b>2020 Operating Budget Update with Actual 2019 Assessment Growth, 2019-0141-Corporate Services</b>	<b>126 - 130</b>
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<b>12.2.2</b>	<b>Investing in Canada Infrastructure Program Green Stream, 2019-0139-Corporate Services</b>	<b>131 - 133</b>
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**13. Unfinished Business**

**14. New Business**

**15. Presentation and Consideration of By-Laws**

**16. Motions and Notices of Motion**

**17. Matters for Committee of the Whole or Policy and Priorities Committee**

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

**19. Resolution to Move in Camera**

**20. Rise From In Camera**

<b>21. Confirming By-Law</b>	<b>134 - 134</b>
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**22. Adjournment**



**Taxes Written-off Under Section 357/358 of the Municipal Act, 2016**

**2017**

Roll #	Address	Reason	Start Date	End Date	# Days	Days in Year	Tax Class	Original AV	Adjusted AV	Increase/Decrease	Rate	Refund
2732 030 017 02400	364 Foss Rd	Gross or Manifest Error-Incorrect Data	2017-01-01	2017-12-31	365	365	FT	629,250	620,373	8,877	0.00324612	<b>(28.82)</b>

**2018**

Roll #	Address	Reason	Start Date	End Date	# Days	Days in Year	Tax Class	Original AV	Adjusted AV	Increase/Decrease	Rate	Refund
2732 030 017 02400	364 Foss Rd	Gross or Manifest Error-Incorrect Data	2018-01-01	2018-12-31	365	365	FT	679,400	669,815	9,585	0.00319031	(30.58)
2732 030 017 02400	364 Foss Rd	Demolished Structure	2018-07-24	2018-12-31	161	365	FT	669,815	635,658	34,157	0.00319031	(48.07)
2732 030 017 02400	364 Foss Rd	Demolished Structure	2018-07-24	2018-12-31	161	365	RT	176,600	167,219	9,381	0.01276123	(52.80)
												<b>(131.45)</b>

1

Roll #	Address	Reason	Start Date	End Date	# Days	Days in Year	Tax Class	Original AV	Adjusted AV	Increase/Decrease	Rate	Refund
2732 020 009 08500	1934 Centre St	Demolished Structure	2019-10-01	2019-12-31	92	365	RT	58,450	15,256	43,194	0.01282989	<b>(139.68)</b>
2732 030 017 02400	364 Foss Rd	Gross or Manifest Error-Incorrect Data	2019-01-01	2019-12-31	365	365	FT	729,550	719,258	10,292	0.00320748	(33.01)
2732 030 017 02400	364 Foss Rd	Demolished Structure	2019-01-01	2019-12-31	365	365	FT	719,258	682,579	36,679	0.00320748	(117.65)
2732 030 017 02400	364 Foss Rd	Demolished Structure	2019-01-01	2019-12-31	365	365	RT	189,950	179,859	10,091	0.01282989	(129.47)
												<b>(280.12)</b>

2732 020 001 04200	1410 Haist St	Demolished Structure	2019-09-19	2019-12-31	104	365	RT	207,250	131,258	75,992	0.01282989	<b>(277.80)</b>
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**Total Taxes Written Off Under Section 357/358**

**\$ (857.87)**

# On-Demand Transit

**Presentation to Pelham Town Council**

December 2, 2019

Matt Robinson – Director, GO Implementation Office, Niagara Region

Robert Salewytsch – Program Manager – Transit Services, Niagara Region

**MOVING  
TRANSIT  
FORWARD**

**CONNECTING MORE PEOPLE TO MORE POSSIBILITIES**

# Agenda

- Background
- Fixed-Route versus On-Demand
- Why Via?
- IMT West Expansion
- Next Steps

# Background

- IMT Service Enhancement Implementation Strategy (LNTC-C 21, 22, 23, 2018)
  - Identified NRT expansion pilot projects for Niagara West, as well as Pelham and Lincoln connections
  - NRT connection to Pelham MCC established Sept. 2019
- Niagara Transit Governance Study pending completion Q1/Q2 2020
  - IMTWG aligning contract durations to support potential transitions
- Feasibility study for on-demand transit options
- Follow-up Pelham Council on-demand transit presentation – October 21, 2019

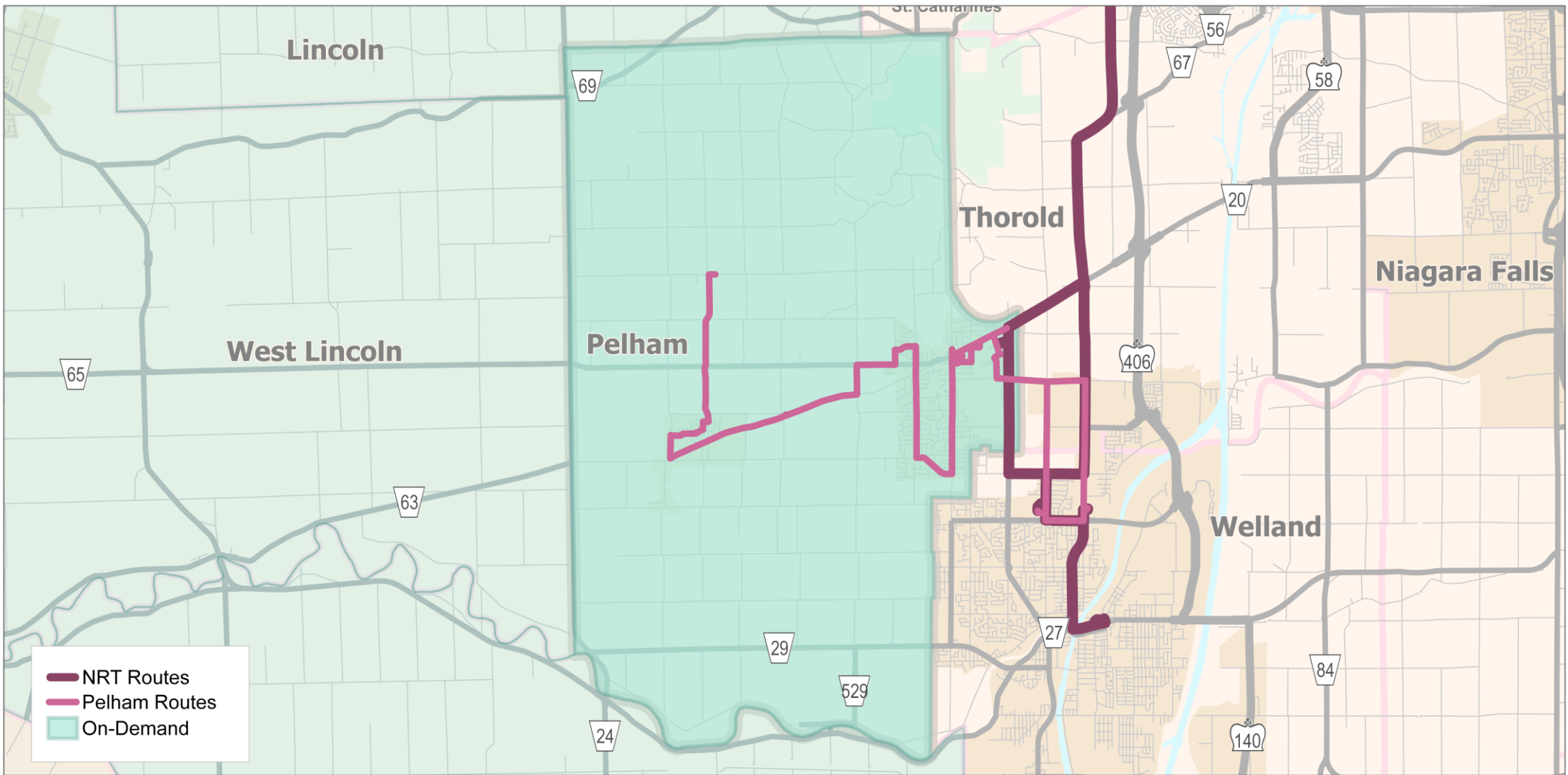
# Fixed-Route versus On-Demand

## Fixed-Route

- Limited area coverage
- Relies on peak demand to maximize vehicle utilization
- Requires 4 months to adjust schedules and routing
- Limited data potential

## On-Demand

- Complete area coverage
- Vehicle utilization responds to demand in real-time
- Dynamically adjusts routing
- Significant data analytic potential



**MOVING  
TRANSIT  
FORWARD**

**CONNECTING MORE PEOPLE TO MORE POSSIBILITIES**

# On-Demand Benefits - Providers

- Maximizes coverage areas – access for everyone
- Cost containment
- Increased ridership potential
- Operating model flexibility
  - door to door / curb to curb / corner to corner
- Eliminates need for separate specialized transit service
- Worldwide proven deployment record
- Big Data

# On-Demand Benefits - Riders

- Unique user profile
- Accessible vehicles
- Multiple booking options
  - Phone & App
- Same-day service
- Improved connectivity
- Consistent pricing
- Real-time vehicle arrival information





# Why Use Via?

## Consulting and Planning

In-depth analysis using proprietary approaches and tools to understand the potential for innovative mobility



## Microtransit Platform (SaaS)

Licensing Via's on-demand shuttle system to transit agencies and operators who prefer to use their own vehicles and drivers



## Microtransit Operations (TaaS)

Turnkey solution that includes technology plus drivers, vehicles, and operations management



## New Mobility Solutions

Mobility-as-a-Service (MaaS) products, demand management tools, school bus platforms, and more...



**MOVING  
TRANSIT  
FORWARD**

**CONNECTING MORE PEOPLE TO MORE POSSIBILITIES**

# Via's Global Presence: Via, ViaVan and Partners

Global Deployments

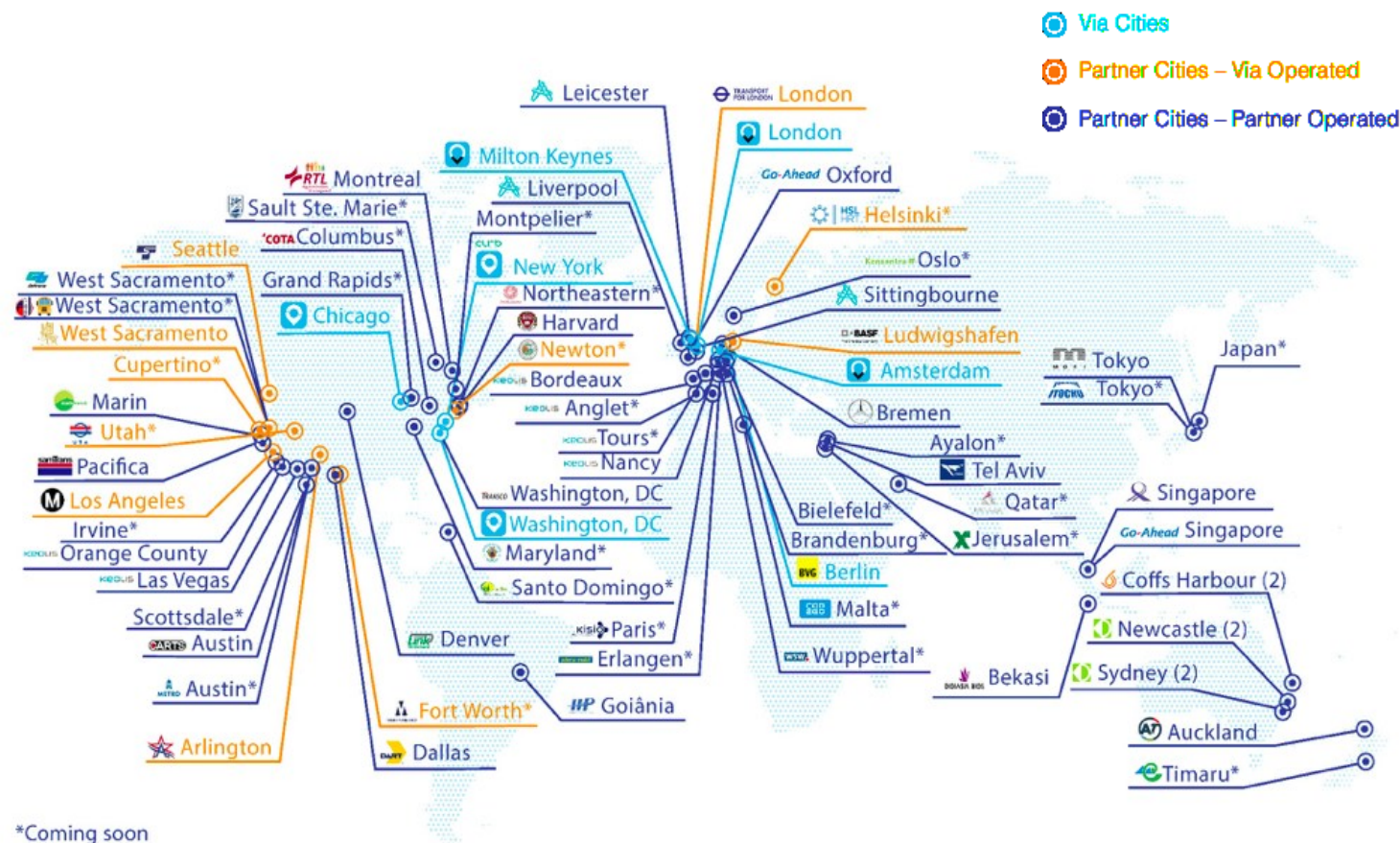
80+

Rides/Month

2m+

Engineers

225+

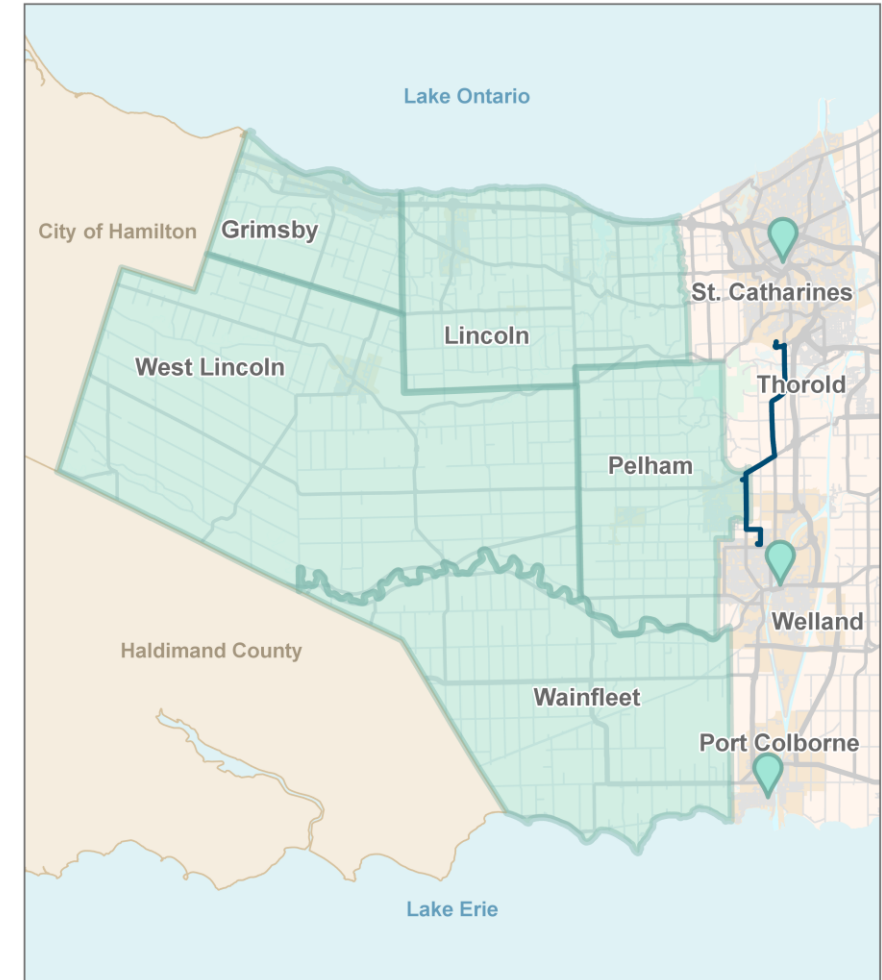


MOVING  
TRANSIT  
FORWARD

CONNECTING MORE PEOPLE TO MORE POSSIBILITIES

# IMT West Expansion

- Connectivity to:
  - Existing transit network
  - GO Transit stations
- Seamless rider experience
- Concept approved by Regional Council
  - Pending budget approval – Dec. 12
  - Tentative Q1 2020 deployment



# IMT West Pilot

## Purpose:

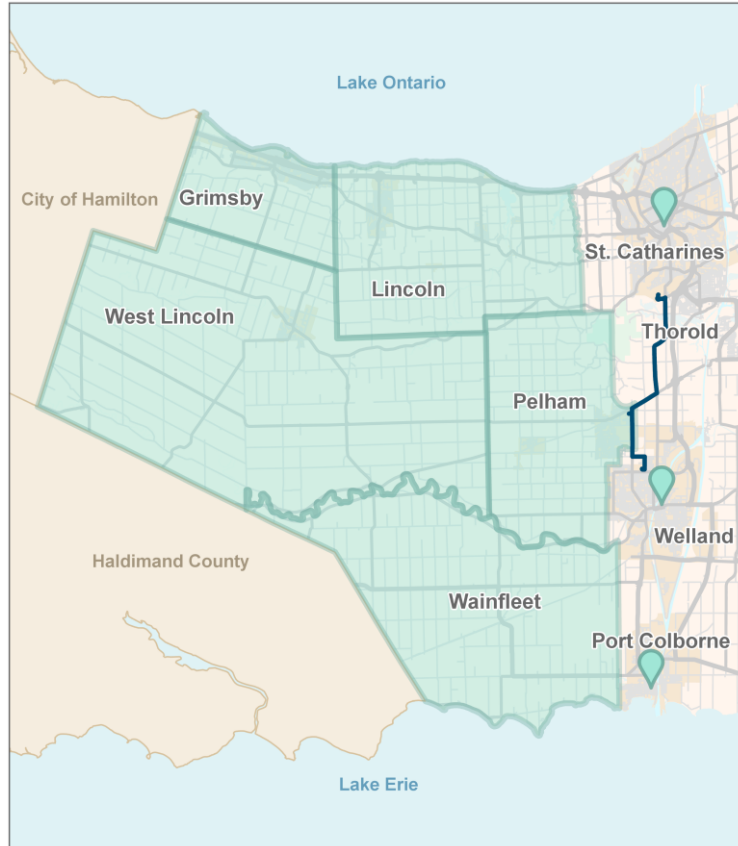
- Test feasibility of a fully on-demand system powered by Via

## Vehicle requirements based on demand:

- Intra-municipal (Pelham Only) requires: **2 - 3 vehicles**
- Inter-municipal (IMT West) requires: **7 - 10 vehicles**
- Integrated: **7 - 10 vehicles** due to routing efficiencies



# Connectivity



- From any origin in West Niagara to any destination in West Niagara
  - Including GO stations
- IMT connections in St. Catharines, Welland and Port Colborne
  - Access to existing NRT services
  - MCC to Brock and/or Niagara College (70A/75A)

# Additional Considerations - TBD

- Service Parameters Define Costs
  - # of partnering municipalities
  - Hours per day (7:00 a.m. to 10:00 p.m.)
  - # of vehicles
  - Estimated fares
    - \$3.00 intra-municipal
    - \$6.00 inter-municipal
- Suggested pilot duration of one year, plus additional 12 month option
  - Reallocate resources from existing fixed-route transit
- Expected deployment April 2020

# Next Steps

## Model Confirmation

Approved by Regional Council - **Nov. 14** ✓

Pending Regional budget approval - **Dec. 12**

Establish local partnerships - **Dec. 2019**

01

## Pelham Participation

Endorse staff report #XX

Partner with Niagara Region to deliver integrated on-demand transit service

Community engagement

02

## Localization and Implementation

Finalize service design and prepare for implementation

Roll out applications and service for testing in preparation of launch

03

## Continuous Optimization

Ongoing support to ensure targets are being reached

04

# Questions?

Matt Robinson  
Director  
GO Implementation Office  
[Matt.Robinson@niagararegion.ca](mailto:Matt.Robinson@niagararegion.ca)  
905-980-6000 ext. 3198

Rob Salewytsch  
Program Manager | Transit Services  
GO Implementation Office  
[Robert.Salewytsch@niagararegion.ca](mailto:Robert.Salewytsch@niagararegion.ca)  
905-980-6000 ext. 3232




**REQUEST TO APPEAR BEFORE COUNCIL FOR THE TOWN OF PELHAM**

NAME:

Patricia Shannon, Chair, MCC Hospitality Committee

ADDRESS:

81 Cherry Ridge Blvd. Fenwick, ON.

POSTAL CODE:

L0S 1C0

TELEPHONE #:

289-407-1888

E-MAIL ADDRESS:

apshannon123@gmail.com

The Council Chambers Is equipped with a laptop and projector. Please Check your audio/visual needs:

☒ Laptop

☒ Speaker

☐ Internet Connection

PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION:

 Regular Council: 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month; 5:30 p.m. (except summer schedule)

DATE:

Nov 4, 2019.

Please identify the desired action of Council that you are seeking on this issue:

Updating Council on the goals & actions of the MCC Hospitality  
Advisory Committee

I have never spoken on this issue before. Key points of my deputation are as follows:

**(Written presentation must accompany the request)**
→ Introduce members of the Committee
→ Goals & Action Steps
→ Actions taken to date

In accordance with the Procedure By-law, Requests to Appear before Council with respect to a matter already on Council's Agenda shall submit a written request to the Clerk no later than 12:00 noon, eight business days prior to the meeting of Council. Delegation requests to address Council on matters not already on the Agenda of Council must be submitted at least fourteen (14) days before the date and time of the Meeting of Council. Delegations shall only be heard at regular Meetings of Council, unless specifically invited by Council to a Meeting of a Committee of Council.

**All requests must include a copy of the presentation materials as detailed in the deputation protocol. Failure to provide the required information on time will result in a deferral or denial. Delegations are limited to ten (10) minutes.**

I have read and understand the deputation protocol included with this form; and, that the information contained on this form, including any attachments, will become public documents and listed on Town Meeting Agendas and on the Town's website.

I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to [NJBozzato@pelham.ca](mailto:NJBozzato@pelham.ca) in accordance with the deadlines outlined above.

  
 Signature

Oct 17, 2019  
 Date



## **Meridian Community Centre Advisory Committee**

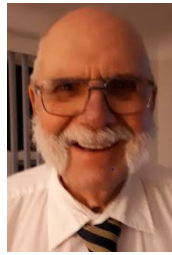
How the Town of Pelham can capitalize on new hospitality opportunities as a result of opening the new Meridian Community Centre.

*Enhance the Quality of  
Life in Our Town*



### **Brian McLeod**

- 18 years - Sous, Executive Chef, F&B Manager
- London U.K., Niagara Falls
- Culinary at George Brown College



### **Jake Dilts**

- 1950's Welland Flying Club, 87<sup>th</sup> Air Cadet Squadron
- Previous committee roles include TOP Sport Council, Recreation Committee, Market Committee, TOP Non-Profit Housing Corporation
- Fonthill Lions Club
- Royal Canadian Legion Branch 613



### **Patricia Shannon**

- 29 years as a Human Resources professional
- Director HR and VP HR and Ops – Red Lobster, Olive Garden, Lone Star and Nine West
- Rotman School of Management, University of Toronto



### **Bill Huisman**

- 25 years with Chateau des Charmes, previously with Wines of Cda
- Sales Manager, experience on numerous event and festival planning committees
- Business graduate of Brock University



## MCC Hospitality Advisory Committee

## TERMS OF REFERENCE SUMMARY :

- Sale and Handling of Alcohol
- Sale and Handling of Food Service
- Hospitality Activities/Field Experts
- Identify possible partnerships with user groups, public and private sector



Activities and Policies



Determine/recommend most effective/efficient F&B Services for the facility  
Enhance and strengthen using internal and external resources



Develop programs and opportunities to strengthen pro-forma



Investigate/assist with development of Hospitality Services






# MCC Hospitality Advisory Committee



## GOALS and PRIORITIES 2019-2022

- 1: Review the Current Hospitality Operations
- 2: Maximize the Hospitality Operation at the MCC
- 3: Recommend New Hospitality Business Opportunities
- 4: Advise Council

# UPDATE TO COUNCIL

TO DO Terms of Reference	DOING Goals and Priorities 2019-2022
Hospitality Activities/Field Experts	 Review the Current Hospitality Operations   Maximize the Hospitality Operation at the MCC   Recommend New Hospitality Business Opportunities   Advise Council
Identify possible partnerships with user groups, public and private sector	
Sale and Handling of Alcohol	
Sale and Handling of Food Service	

# UPDATE TO COUNCIL

TO DO Terms of Reference	DOING Goals and Priorities 2019-2022	DONE Activities to Date
Hospitality Activities/Field Experts	 Review the Current Hospitality Operations   Maximize the Hospitality Operation at the MCC   Recommend New Hospitality Business Opportunities   Advise Council	<ul style="list-style-type: none"> <li>• Established               <ul style="list-style-type: none"> <li>- Current MCC Hospitality Committee</li> <li>- A sounding board/Meeting cadence</li> <li>- Articulated Goals and Priorities</li> </ul> </li> <li>• Reviewed               <ul style="list-style-type: none"> <li>- Budgets/Operational procedures</li> <li>- 2020 Fees and Charges</li> <li>- Alcohol Policy, Pricing, Sales, Offerings</li> <li>- Servery Operations</li> <li>- Food Service Procedures</li> </ul> </li> <li>• Working on:               <ul style="list-style-type: none"> <li>- Events for 2020</li> <li>- Branding the Servery</li> <li>- Feedback Surveys</li> </ul> </li> </ul>
Identify possible partnerships with user groups, public and private sector		
Sale and Handling of Alcohol		
Sale and Handling of Food Service		



# Thank You



## **MCC Hospitality Advisory Committee Goals and Priorities 2019 – 2022**

### **Provide Recommendations and Advice regarding the new hospitality opportunities at the Meridian Community Centre.**

#### **Goal #1: Review the Current Hospitality Operations**

1. Define the nature and scope of hospitality activities at MCC, September 2019

##### **Actions:**

- Review relevant TOP policies and procedures
- Review current status of operation including food and beverage services, programming, rentals, sales, utilization and other criteria as determined by committee
- Determine the definition of hospitality activities at MCC
- Review activities of non-profit groups

2. Review procedures for the sale and handling of alcohol, September 2019

##### **Actions:**

- Examine the processes including inventory, purchase, sales and responsibility for control
- Review existing policies/activities re safe service and sale of alcohol
- Investigate best practices

3. Recommend the development of financial targets for hospitality activities, September 2019

#### **Goal #2: Maximize the Hospitality Operation at MCC**

1. Recommend procedures that maximize effectiveness, efficiency and profitability of food and beverage services, June 2020 and ongoing

##### **Actions:**

- Recommend RFP process for provision of services and supplies at MCC, with criteria to evaluate alternatives
- Use established food suppliers, liquor and alcohol suppliers
- Recommend procedures for deliveries, receiving and storage
- Review systems that create efficiencies such as accounts with Beer for Business, Sysco, etc.
- Review equipment requirements including freezer, ice maker
- Find products that offer quality and profitable return for MCC

2. Recommend strategies to enhance sales, June 2020 and ongoing

Actions:

- Recommend pricing for catering, food and beverage services
- Recommend a catering menu for meeting rooms and functions
- Provide input on a hospitality meeting package for sales and marketing
- Recommend a feedback mechanism with event organizers
- Establish goal regarding alcohol policies and sales
- Partner with suppliers to maximize marketing opportunities

**Goal #3: Recommend New Hospitality Business Opportunities**

1. Investigate and recommend possible partnerships, December 2020 and ongoing

Actions:

- Determine how partnerships can benefit TOP and community
- Investigate supplier partnerships
- Investigate partnerships with hotels for weddings and events requiring accommodations
- Explore cross promotion with community and businesses, without creating conflict
- Maximize partnerships with service clubs

2. Explore new opportunities, ongoing

Actions:

- Research potential for theatre series, concerts, tournaments, and business meetings
- Research and identify operating procedures for new activities including gate, ticket sales, catering %
- Establish feedback mechanism with community to understand what “enhanced” hospitality means
- Consider TOP demographics while exploring future activities

**Goal #4: Advise Council**

1. Recommend policies and procedures, as necessary

## **SPECIAL COUNCIL MINUTES**

**Meeting #:** SC-38/2019 Special Council  
**Date:** Monday, November 18, 2019, 4:30 pm  
**Location:** Town of Pelham Municipal Office - Council Chambers  
20 Pelham Town Square, Fonthill

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

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

**Other:** External Counsel via Conference Call  
(Mascarin and Dean); External Counsel present  
(Shedden and DeLorenzo); T. Wilson

**1. Call to Order and Declaration of Quorum**

Noting that a quorum was present, the Mayor called the meeting to order at approximately 4:35 pm

**2. Approval of the Agenda**

**Moved By** Marianne Stewart

**Seconded By** John Wink

**BE IT RESOLVED THAT the agenda for the November 18, 2019 Special Meeting of Council be adopted as circulated.**

**Carried**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

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

**4. Resolution to Move in Camera**

**Moved By** John Wink

**Seconded By** Lisa Haun

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

**Pursuant to Section 239(2)(e) litigation or potential litigation affecting the municipality; and 239(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (1 item, File L02-17-2019).**

**Pursuant to Section 239(2)(c) proposed or pending disposition of land by the municipality and 239(2)(f) advice subject to solicitor-client privilege, including communications necessary for that purpose (2 items; File L07-2018-04-S and File L07-2019-01-S)**

**Carried**

**5. Rise From In Camera**

**Moved By** Bob Hildebrandt

**Seconded By** John Wink

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

**Carried**

**Moved By** Lisa Haun

**Seconded By** John Wink

**BE IT RESOLVED THAT** the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the Special In Camera meeting of November 18, 2019.

**Carried**

**6. Confirming By-law**

**Moved By** Ron Kore

**Seconded By** Lisa Haun

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

**Being a By-law No. 4173(2019) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Special Meeting held on the 18th day of November, 2019.**

**Carried**

**7. Adjournment**

**Moved By** Mike Ciolfi

**Seconded By** Ron Kore

**BE IT RESOLVED THAT this Special Meeting of November 18th, 2019 be adjourned.**

**Carried**

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Mayor Marvin Junkin

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Town Clerk, Nancy J. Bozzato

## **REGULAR COUNCIL MINUTES**

**Meeting #:** C-19/2019 - Regular Council  
**Date:** Monday, November 18, 2019  
**Time:** 5:30 PM  
**Location:** Town of Pelham Municipal Office - Council  
Chambers  
20 Pelham Town Square, Fonthill

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

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

**Other:** Delegations: B. Gibson (Item 5.2.1); K. Gonyou  
(Item 5.2.2); T. Nohara (Item 5.2.3)  
Interested Citizens  
Media

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### **1. Call to Order and Declaration of Quorum**

Noting that a quorum was present, Mayor Junkin called the meeting to order at approximately 6:29 pm, with apologies for the late start due to a previously scheduled meeting running over time. The Mayor noted that the meeting was to be opened by a student who participated in the Take Your Kids to Work event in Pelham, however the participating students were not able to attend due to previous commitments.

**2. Singing of National Anthem**

The National Anthem was observed by those present.

**3. Approval of Agenda**

**Moved By** Mike Ciolfi

**Seconded By** Ron Kore

**BE IT RESOLVED THAT the agenda for the November 18, 2019 Regular meeting of Council be adopted as circulated.**

**Carried**

**4. Disclosure of Pecuniary Interests and General Nature Thereof**

**4.1 John Wink - Disclosure of Pecuniary Interests and General Nature Thereof**

An officer of Mountainview Homes contributed to the Campaign to Elect John Wink.

**5. Hearing of Presentation, Delegations, Regional Report**

**5.1 Presentations**

**5.2 Delegations**

**5.2.1 Bill Gibson, Summerfest Committee**

Bill Gibson, Chair of the Pelham Summerfest Committee, provided the final report on the 2019 event.

**Moved By** Ron Kore

**Seconded By** Lisa Haun

**BE IT RESOLVED THAT Council receive the Summerfest 2019 Final Report presentation from the Summerfest Committee, for information.**

**Carried**

**5.2.2 Mountainview Homes - Ken Gonyou**

Councillor Wink vacated the Chamber.

Ken Gonyou presented information regarding a request requiring Council approval to permit submission of minor variance applications whereas a zoning amendment was recently passed.

**Moved By** Marianne Stewart

**Seconded By** Lisa Haun

**BE IT RESOLVED** that Council receive the delegation from Ken Gonyou, Land Development Director from Mountainview Homes, and

**THAT Council grant an exemption to the 2-year waiting period for minor variance and thereby allow Mountainview Homes, for River Estates (Phase 2) development, to file an application to the Town's Committee of Adjustment for:**

- 1. Removal of the requirement for masonry wall separating detached garages (Blocks 39-46)**
- 2. Reduction in setback for detached garage to property line from 2.4m to 1.2m (Blocks 43-46)**
- 3. Reduction of front yard setbacks from 4.5m to 3.0m (Blocks 39-41)**

**Carried**

#### **5.2.3 Tim Nohara, Chair, Cannabis Control Committee**

The Chair of the Cannabis Control Committee provided an update on the progress of the Committee since the last report.

**Moved By** Bob Hildebrandt

**Seconded By** John Wink

**BE IT RESOLVED** that Council receive the delegation from Tim Nohara, Chair of the Cannabis Control Committee, for information.

**Carried**

#### **5.3 Report of Regional Councillor**

Regional Councillor Huson was not in attendance.

#### **6. Adoption of Minutes**

**Moved By** John Wink

**Seconded By** Lisa Haun

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

- 1. SC-37/2019 - Special Council Minutes October 28th, 2019**
- 2. C-18/2019 - Council Minutes of November 4th, 2019**

**Carried**



**7. Business Arising from Council Minutes**

None

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

Councillor Stewart requested item 9.1.2, being recommendations resulting from SCOW-07/2019 Special Committee of the Whole, October 28, 2019, be lifted for separate consideration.

Councillor Haun requested item 9.4.1, being an item regarding Seniors Programming at the Meridian Community Centre be lifted for separate consideration and subsequently withdrew her request.

**9. Consent Agenda Items to be Considered in Block**

**Moved By** Marianne Stewart

**Seconded By** John Wink

**BE IT RESOLVED THAT the Consent Agenda items as listed on the November 18th, 2019 Council Agenda be received and the recommendations contained therein be approved, as applicable, save and except Item 9.1.2.**

**Carried**

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

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

**1. PCOW-05/2019 Public Meeting - October 22, 2019**

**9.2 Minutes Approval - Committee**

**9.2.1 SCOW-07/2019 Special Committee of the Whole  
Minutes October 28, 2019**

**Moved By** Marianne Stewart

**Seconded By** John Wink

**BE IT RESOLVED THAT Council receive the SCOW-07/2019 Special Committee of the Whole minutes, dated October 28, 2019 for information.**

**Carried**

**9.2.2 PCOW-05/2019 Public Meeting Minutes October 22, 2019**

**BE IT RESOLVED THAT Council receive the PCOW-05/2019 Public Meeting minutes, dated October 22, 2019 for information.**

**9.3 Staff Reports of a Routine Nature for Information or Action**

**9.4 Action Correspondence of a Routine Nature**

**9.4.1 Seniors Programming at the Meridian Community Centre**

**BE IT RESOLVED THAT Council receive the correspondence from the Hamilton/Niagara Community Health Centre (Centre de sante) regarding the Stay Fit and Keeping Balance community programs conducted at the Meridian Community Centre; and**

**THAT Council hereby approves waiving the \$5,000 annual rental space fee for the 2019-2020 and 2020-2021 programs; and**

**THAT the Community Health Centre recognize the Town of Pelham as a sponsoring partner for the Stay Fit and Keeping Balance programs; and**

**THAT brochures about these programs, including registration information, be provided to the Town for circulation through the Meridian Community Centre.**

**9.5 Information Correspondence Items**

**9.5.1 Ministry of Natural Resources and Forestry re Environmental Registry Notice regarding Proposal to Amend Three Statutes and Make a New Regulation**

**BE IT RESOLVED THAT Council receive correspondence from the Ministry of Natural Resources and Forestry dated October 29, 2019 regarding an Environmental Registry Notice regarding a proposal to amend three statutes and make a new regulation, for information.**

**9.5.2 Thank You Letter from Niagara Region Police Service Board**

**BE IT RESOLVED THAT Council receive a thank you letter from the Niagara Regional Policy Service Board, dated October 28, 2019, for information.**

**9.5.3 Niagara Region Notice of Decision to Adopt Regional Official Plan Amendment 13 - Transportation Update**

**BE IT RESOLVED THAT Council receive the notice of decision to adopt Regional Official Plan Amendment 13 Transportation Update, for information.**

**9.6 Regional Municipality of Niagara - Action Items**

## **9.7 Committee Minutes for Information**

### **9.7.1 Cannabis Control Committee Minutes**

- August 21, 2019
- August 28, 2019
- September 4, 2019

**BE IT RESOLVED THAT Council receive the August 21, 2019, August 28, 2019 and September 4, 2019 Cannabis Control Committee minutes for information.**

### **9.7.2 Committee of Adjustment**

- July 9, 2019
- September 10, 2019
- October 1, 2019

**BE IT RESOLVED THAT Council receive the committee of adjustment minutes dated July 9, 2019. September 10, 2019 and October 1, 2019, for information.**

## **10. Items for Separate Consideration, if Any**

In response to questions by Councillor Stewart, the Director of Public Works advised that the sidewalk snow clearing contract extends until March of 2020. Following winter operations, a new tender for this service will be issued. Staff was requested to bring a report on this topic before awarding a contract for the 2020-2021 season.

**Moved By** Marianne Stewart

**Seconded By** John Wink

**BE IT RESOLVED THAT the Recommendations resulting from SCOW-07/2019, Special Committee of the Whole of October 28, 2019 be approved.**

**Carried**

## **11. Presentation & Consideration of Reports**

**11.1 Reports from Members of Council: None**

**11.2 Staff Reports Requiring Action: None**

## **12. Unfinished Business: None**

## **13. New Business: None**

**14. Presentation and Consideration of By-Laws**

**14.1 1. Being a By-law to appoint Andrew McMurtrie as a Building Inspector for the Corporation of the Town of Pelham**

**Moved By** Mike Ciolfi

**Seconded By** Lisa Haun

**BE IT RESOLVED THAT the Council of the Town of Pelham, having given due consideration to the following By-laws do now read a first, second and third time and do pass same, and**

**THAT the Mayor and Clerk be and are hereby authorized to sign and seal the by-laws**

**1. Being a By-law to appoint Andrew McMurtrie as a Building Inspector for the Corporation of the Town of Pelham**

**Carried**

**15. Motions and Notices of Motion: None**

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

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

**18. Resolution to Move in Camera**

**Moved By** Ron Kore

**Seconded By** Lisa Haun

**BE IT RESOLVED THAT Council recess the In Camera portion of the meeting and reconvene immediately following the Committee of the Whole meeting scheduled for this evening.**

**Carried**

The mayor called the meeting to order following the conclusion of Committee of the Whole.

**Moved By** Ron Kore

**Seconded By** Lisa Haun

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

**239(2)(b) personal matters about an identifiable individual, including municipal employees.**

**Carried**

**19. Rise From In Camera**

**Moved By** Lisa Haun

**Seconded By** John Wink

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

**Carried**

**Moved By** Bob Hildebrandt

**Seconded By** John Wink

**BE IT RESOLVED that Gordon Marasco be nominated to the Niagara Peninsula Energy Board of Directors for the period 2020 to 2023; and**

**THAT the Clerk be and is hereby directed to so advise the Board of this nomination.**

**Carried**

**20. Confirming By-Law**

**Moved By** Mike Ciolfi

**Seconded By** Lisa Haun

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

**Being a By-law No. 4175(2019) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 18th day of November, 2019.**

**Carried**

**21. Adjournment**

**Moved By** Marianne Stewart

**Seconded By** John Wink

**BE IT RESOLVED THAT this Regular Meeting of November 18th, 2019 be adjourned until the next regular meeting scheduled for December 2nd, 2019 at 5:30 pm.**

**Carried**

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Mayor: Marvin Junkin

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Town Clerk: Nancy J. Bozzato

# Recommendations of the Committee of the Whole held November 18, 2019

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BE IT RESOLVED THAT COUNCIL HEREBY approves the following Recommendations Resulting from the COW-08/2019 Committee of the Whole meeting of November 18, 2019:

1. **THAT the agenda for the November 28, 2019 regular meeting of Committee be adopted as circulated. CARRIED**
2. **THAT Committee recommend that Council receive Report # 2019-0128 – Corporate Services September 2019 Financial Reports for information. CARRIED**
3. THAT Committee receive Report #2019-0122 and recommend to Council: THAT Council approve the implementation of a uniform 50km/h speed limit on Effingham Street between Regional Road 20 and Regional Road 69.

**Amendment:**

**THAT the motion be amended to add the following:**

**AND THAT STAFF be directed to report back to Council on potential locations and cost of installing flashing light warnings along Effingham Street as well as the intersection of Tice Road and Effingham Street. CARRIED**

**Motion as Amended:**

**THAT Committee receive Report #2019-0122 and recommend to Council:**

**THAT Council approve the implementation of a uniform 50km/h speed limit on Effingham Street between Regional Road 20 and Regional Road 69; and THAT STAFF be directed to report back to Council on potential locations and cost of installing flashing light warnings along Effingham Street as well as the intersection of Tice Road and Effingham Street. CARRIED**

4. **THAT COMMITTEE receive Report #2019-0127 and recommend to Council:**

**THAT Brock Centre for Health and Well-being partnership – Satellite Site Proposal – Meridian Community Centre, be approved; and**

**THAT the Mayor & Clerk be authorized to sign the proposed Memorandum of Understanding with Brock University. CARRIED**

5. **THAT Committee receive Report #2019-0129 and recommend to Council:**

**THAT the Meridian Community Centre continue to offer summer ice. CARRIED**

6. **THAT COMMITTEE receive Report #2019-0121; and**

**THAT Committee recommend that Council declare Pelham Summerfest 2020 (July 16-19, 2020) a “Municipally Significant” event; and**

**THAT any surplus funds realized in 2019 be carried forward; and**

**THAT Council maintain the same level of funding for 2020 (\$15,000). CARRIED**

7. **THAT this Regular Meeting of Committee be adjourned until the next regular meeting scheduled for December 2<sup>nd</sup>, 2019 following Council. CARRIED**

## COMMITTEE OF THE WHOLE MINUTES

**Meeting #:** COW-08/2019 Immediately Following Council  
**Date:** Monday, November 18, 2019  
**Location:** Town of Pelham Municipal Office - Council  
Chambers  
20 Pelham Town Square, Fonthill

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

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

**Other:** Interested Citizens  
Media

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**1. Call to Order and Declaration of Quorum**

Noting that a quorum was present, the Mayor called the meeting to order at approximately 7:50 p.m.

**2. Adoption of Agenda**

**Moved By** Marianne Stewart

**THAT the agenda for the November 18th, 2019 regular meeting of Committee be adopted, as circulated**

**Carried**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

None.



#### **4. Department Reports**

##### **4.2 Corporate Services**

###### **4.2.1 September 2019 Financial Reports, 2019-0128- Corporate Services**

**Moved By** John Wink

**THAT Committee receive Report # 2019-0128-  
Corporate Services for information.**

**Carried**

##### **4.4 Public Works and Utilities**

###### **4.4.1 Effingham Street Road Safety, 2019-0122-Public Works**

**Moved By** Bob Hildebrandt

THAT Committee receive Report #2019-0122 and  
recommend to Council:

THAT Council approve the implementation of a uniform  
50km/h speed limit on Effingham Street between Regional  
Road 20 and Regional Road 69.

**Amendment:**

**Moved By** Lisa Haun

**THAT the motion be amended to add the following:**

**AND THAT STAFF be directed to report back to  
Council on potential locations and cost of installing  
flashing light warnings along Effingham Street as  
well as the intersection of Tice Road and Effingham  
Street**

**Carried**

**Moved By** Bob Hildebrandt

**THAT Committee receive Report #2019-0122 and  
recommend to Council:**

**THAT Council approve the implementation of a  
uniform 50km/h speed limit on Effingham Street  
between Regional Road 20 and Regional Road 69;**

**AND THAT STAFF be directed to report back to  
Council on potential locations and cost of installing  
flashing light warnings along Effingham Street as  
well as the intersection of Tice Road and Effingham  
Street**

**Carried**

## **4.5 Recreation, Culture and Wellness**

### **4.5.1 Brock University Centre for Health and Wellbeing Partnership - Satellite Site Proposal - Meridian Community Centre, 2019-0127-Recreation**

**Moved By** Lisa Haun

**THAT COMMITTEE receive Report #2019-0127 and recommend to Council:**

**THAT Brock Centre for Health and Well-being partnership – Satellite Site Proposal – Meridian Community Centre, be approved.**

**AND THAT the Mayor & Clerk be authorized to sign the proposed Memorandum of Understanding with Brock University.**

**Carried**

### **4.5.2 Summer Ice Update - 2019-0129-Recreation**

**Moved By** Ron Kore

**THAT COMMITTEE receive Report #2019-0129 and recommend to Council:**

**THAT The Meridian Community Centre continue to offer summer ice.**

**Carried**

### **4.5.3 Summerfest 2019 - Final Report - 2019-0121-Recreation**

**Moved By** Mike Ciolfi

**THAT COMMITTEE receive Report #2019-0121; and recommend that Council declare Pelham Summerfest 2020 (July 16-19, 2020) a “Municipally Significant” event; and**

**THAT any surplus funds realized in 2019 be carried forward; and**

**THAT Council maintain the same level of funding for 2020 (\$15,000)**

**Carried**

## **7. Adjournment**

**Moved By** Marianne Stewart

**THAT this Regular Meeting of Committee be adjourned until the next regular meeting scheduled for December 2nd, 2019 following Council.**

**Carried**

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Mayor: Marvin Junkin

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Town Clerk: Nancy J. Bozzato



LINCOLN, WEST LINCOLN, PELHAM, THOROLD, NIAGARA-ON-THE-LAKE & GRIMSBY

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# **Town of Pelham 2018-2022 Multi-Year Accessibility Plan Annual Update**

**November 18, 2019**

**Joint Accessibility Advisory Committee of  
Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake and Grimsby  
Annual Update of  
Multi-Year Accessibility Plan 2018-2022**

## **Introduction**

The Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake and Grimsby (JAAC) serves its municipalities by providing advice, guidance and input into ensuring continued compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and resulting regulations. The Accessibility for Ontarians with Disabilities Act (AODA) was proclaimed by the Province of Ontario in 2005. The legislation aims to develop, implement and enforce accessibility standards to achieve full accessibility in the Province by 2025.

The JAAC and its member municipalities have already initiated all compliance requirements as outlined in its first Multi-Year Accessibility Plan of 2012-2017. This Annual Update demonstrates how the JAAC is building on the successes of the first Multi-Year Plan and how accessibility remains a priority in municipal planning and activity. The Update addresses activities and deliverables specified in the Information and Communication, Employment Standards, Transportation Standards and Design of Public Spaces Standard and outlines an action plan for meeting these regulations.

The JAAC will also initiate more outreach with the public and private sector to ensure the community at large is educated about the AODA. Further, the JAAC will continue to celebrate successes with its Accessibility Award. In the coming year, the JAAC will reassess all municipally owned public spaces through an accessibility audit process to ensure they are fully accessible by 2025.

Once approved by Council, legislation requires this Update to be available to the public and in alternate format upon request.

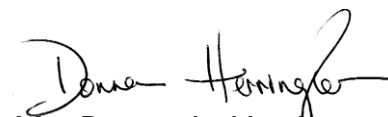
The JAAC will continue to communicate regularly with its staff contacts and will provide Council with ongoing updates.

The JAAC wishes to thank its administrative contacts for continuing to provide essential leadership in this process as well as assisting us in meeting our objectives. The JAAC hopes to continue to provide valuable information and resources for the municipalities as they continue complying with the AODA.

*Respectfully submitted by:*

*Stephen Barker*

*Ms. Stephen Barker  
Chairperson*



*Ms. Donna L. Herrington, Consultant to the JAAC  
The Herrington Group Ltd*

**Joint Accessibility Advisory Committee of  
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**Integrated Accessibility Standard Regulation: General Regulations**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<i>O. Reg. 191/11- 13 (1-2)</i> Organizations that prepare organizational emergency procedures, plans and public safety information and make that information available to the public, <b>shall</b> provide this information in an accessible format or via accessible communication supports as soon as practicable upon request	<ol style="list-style-type: none"> <li>1. <u>Communication Plan:</u> <ol style="list-style-type: none"> <li>1.1. Annual review of communication plan for informing public of alternate format availability. Ensure notice is posted on website, provided in printed materials and in all other corporate communications.</li> </ol> </li> <li>2. <u>Establish Alternate Format Service Provider - Vendor of Record:</u> <ol style="list-style-type: none"> <li>2.1. Review Vendor of Record agreement. Draft Request for Proposals (RFP) for Alternate Format Service Provider - Vendor of Record if needed</li> <li>2.2. Review of RFP responses; selection of Vendor of Record</li> <li>2.3. Review internal procedures for processing requests for alternate formats</li> </ol> </li> </ol>	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018</p> <p>January 1, 2018</p>	<ul style="list-style-type: none"> <li>• Public informed of availability of alternate formats upon request</li> <li>• Vendor of record established for alternate formats -T-Base Communications</li> </ul>

**Joint Accessibility Advisory Committee of  
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## Integrated Accessibility Standard Regulation: General Regulations

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<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Status</b>	<b>Comments</b>
<p><i>O. Reg. 191/11- 3 (1-4)</i>  <u>Accessibility Policy</u>            Develop Accessibility Policy to address compliance with Integrated Accessibility Standard Regulation. Policy can be one or more documents. Sections have varying compliance Due Dates.</p>	<p>1. <u>Policy:</u>            1.1. Annual review and update of Accessibility Policy. Communicate any changes to staff</p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Accessibility Policy is up to date</li> </ul>
<p><i>O. Reg. 191/11- 4 (1-4)</i>  <u>Accessibility Plan</u>            To outline compliance plan in regards to Integrated Accessibility Standard Regulation. Must be posted on website upon completion. Annual Progress Report required. Complete Plan update required every 5 years</p>	<p>1. <u>Plan Development:</u>            1.1. Develop Multi-Year Accessibility Plan             1.2. Present Plan to Council for adoption/approval             1.3. Post Multi-Year Accessibility Plan on website and make available to public             1.4. Prepare and make public annual progress reports on Multi-Year Accessibility Plan</p>	<p>July 2017             September 2017             December 31, 2017             December 31, 2018</p>	<ul style="list-style-type: none"> <li>• Multi-Year Accessibility Plan for 2018-2022 has been drafted, approved by Council and posted for public review</li> </ul>

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<p><i>O. Reg. 191/11- 5 (1-3)</i>  <u>Procurement Procedures</u>  Procurement Procedures must incorporate accessibility criteria. If not “practicable” organization must provide explanation upon request</p>	<p>1. <u>Review of Procurement Procedures:</u>  1.1. Annual review of Accessibility criteria/ Policy and/or Procedures in purchase agreements</p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Accessibility criteria considered in all new purchasing</li> </ul>
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**Integrated Accessibility Standard: General Regulations**

**Joint Accessibility Advisory Committee of  
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Multi-Year Accessibility Plan 2018-2022**

**Integrated Accessibility Standard Regulation: Information and Communication**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<i>O. Reg. 191/11 – 19 (1) &amp; (4)</i> <u>Public Libraries</u> Library Board <b>shall</b> provide access to or arrange for the provision of access to accessible materials where they exist	1. <u>Accessible Materials</u> 1.1 Annual review of communication plan for informing public of alternate format availability.	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>• Alternate formats of library materials available</li> </ul>
<i>O. Reg. 191/11 – 19 (2) &amp; (4)</i> Library boards <b>shall</b> make information about the availability of accessible materials publicly available and <b>shall</b> provide the information in an accessible format or with appropriate communication supports upon request	1. <u>Communication Plan:</u> 1.1. Annual review of how public is informed of available accessible material  1.2. Clerk to liaise with Library Board to facilitate connection with Vendor of Record – Alternate Format Service Provider to assist	January 1, 2018 – January 1, 2021  January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>• Library Board informed of Vendor of Record. JAAC provides advice and consultation upon request.</li> </ul>

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	in providing alternate formats upon request		
<i>O. Reg. 191/11 – 19 (3) &amp; (4)</i> Library boards <b>may</b> provide accessible formats for archival materials, special collections, rare books or donations	<p>1. <u>Accessible Archival Materials</u></p> <p>1.1 Annual review of how information is provided in alternate format upon request</p> <p>1.2 Copy and enlarge materials as needed; provide alternate formats upon request</p>	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Alternate formats available upon request</li> </ul>

## Integrated Accessibility Standard Regulation: Information and Communication

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**Integrated Accessibility Standard Regulation: Information and Communication**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<p><i>O. Reg. 191/11 – 7 (1-6)</i>  <u>Training</u>  Employers <b>shall</b> provide training regarding Integrated Accessibility Regulation and Ontario Human Rights Code requirements to all employees and volunteers, persons who participate in developing organizational policy and other persons who provide goods, services or facilities on behalf of the organization. Training to take place as soon as practicable and <b>shall</b> include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p>1. <u>Training Plan Development:</u>  1.1. Annual review and update of AODA training module   1.2. Provide refresher training to all staff, contractors and volunteers according to Accessibility Policy. Provide all new staff with AODA Training module   1.3. Review Accessible Documents Guide and provide training in accessible document production to municipal staff and volunteers</p>	<p>January 1, 2021 January 1, 2018  January 1, 2019   January 1, 2019</p>	<ul style="list-style-type: none"> <li>• Refresher training developed and provided to Town staff</li> </ul>
<p><i>O. Reg. 191/11 – 11 (1-4)</i>  <u>Feedback Mechanism</u>  Ensure accessible feedback mechanism in relation to areas covered under Integrated Accessibility Regulation. Every obligated organization <b>shall</b> notify</p>	<p>1. <u>Feedback Mechanism Update</u>  1.1. Annual review of Feedback mechanism.</p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• No updates to feedback mechanism at this time. Mechanism is in place.</li> </ul>

**Joint Accessibility Advisory Committee of  
Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake and Grimsby  
Annual Update of  
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public about availability of accessible formats and communication supports.			
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**Joint Accessibility Advisory Committee of  
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Annual Update of  
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**Integrated Accessibility Standard Regulation: Employment**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<i>O. Reg. 191/11 – 22</i> <u>Accommodation – Recruitment</u> Notice <b>shall</b> be provided to employees and public about the availability of accommodation for applicants with disabilities during recruitment process.	1. <u>Policy:</u> 1.1. Annual review of Employment Policy and Procedures.  1.2. Annual review of procedure for recruitment accommodations including notice in advertisements  1.3. Refresher procedural training regarding providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the recruitment process	January 1, 2018 – January 1, 2021  January 1, 2018 – January 1, 2021  January 1, 2019	<ul style="list-style-type: none"> <li>• Accessibility Policy addresses Employment Standard requirements</li> <li>• Refresher AODA training (which includes Employment Standard requirements) provided to all current and new staff</li> </ul>
<i>O. Reg. 191/11 – 23(1-2)</i> <u>Accommodation – Selection</u> Accommodation <b>shall</b> be provided to applicants selected to participate in assessment or selection process, upon request. Suitable accommodation <b>shall</b> be provided in manner that takes applicant's accessibility needs.	1. <u>Policy:</u> 1.1. Annual review of Employment Policy and Procedures - Selection Process.  1.2. Refresher procedural training regarding providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the selection process	January 1, 2018 – January 1, 2021  January 1, 2019	<ul style="list-style-type: none"> <li>• Accessibility Policy addresses Employment Standard requirements</li> <li>• Refresher AODA training (which includes Employment Standard requirements) provided to all current and new staff</li> </ul>

**Joint Accessibility Advisory Committee of  
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**Integrated Accessibility Standard Regulation: Employment**

**Joint Accessibility Advisory Committee of  
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Multi-Year Accessibility Plan 2018-2022**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><u>O. Reg. 191/11 - 24 Accommodation Notice - New Employees</u> Successful applicant <b>shall</b> be informed of availability of accommodation and <b>shall</b> provided with accommodation policy when making offer of employment</p>	<p>1. <u>Policy:</u> 1.1. Annual Review of Letter for all Offers of Employment</p> <p>1.2. Annual Review of Employment Offer Checklist to ensure that all successful applicants/new employees are aware of: Municipal Accessibility Policy, Municipal Accommodation Policy and Accommodation Planning Procedures and Municipal Emergency Response and Evacuation Support Procedures.</p>	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Accessibility Policy addresses Employment Standard requirements</li> <li>• Accessibility Policy addresses Employment Standard requirements</li> </ul>
<p><u>O. Reg. 191/11 – 25 (1-3) Accommodation Notice - All Employees</u> Accommodation policy <b>shall</b> be provided to all employees and any updates <b>shall</b> be provided whenever changes are made</p>	<p>1. <u>Policy:</u> 1.1 Provide updates to employees as needed</p> <p>1.2 Refresher procedural training provided to supervisors regarding any policy updates</p>	<p>January 1, 2018 - January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Updates provided to staff as needed</li> <li>• Refresher AODA training (which includes Employment Standard requirements) provided to all current and new staff</li> </ul>

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**Integrated Accessibility Standard Regulation: Employment**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<i>O. Reg. 191/11 – 26 (1-2)</i> Alternate formats <b>shall</b> be provided to employees with disabilities upon request including information needed to perform employee's job, information generally available in workplace. Employer <b>will</b> consult employee making request when determining suitability of accessible format provided.	1. <u>Policy and Procedure:</u> 1.1 Remind Municipal staff of availability of alternate format vendor of record  1.2 Annual review of alternate format request procedure and form.	January 1, 2018  January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>• Staff informed of vendor of record</li> <li>• Clerk staff manage alternate format requests</li> </ul>
<i>O. Reg. 191/11 – 28 (1-2)</i> Documented Accommodation Plans <b>shall</b> be provided to employees with disabilities	<u>Accommodation Planning Tool:</u> 1.1. Annual review of Accommodation Planning Form  1.2. Annual review of employee Individualized Accommodation Plans as required	January 1, 2018 – January 1, 2021  January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>• Accommodation Planning tool in place; updated as needed</li> <li>• Review of accommodation plans provided on a case-by-case basis with relevant employees</li> </ul>
<i>O. Reg. 191/11 – 29 (1-3)</i> Documented Return-to-Work process <b>shall</b> be established including disability-related accommodations	<u>Return-to-Work Accommodation Planning Tool:</u> 1.1. Annual review of Return-to-Work Process and use Accommodation Planning Form  1.2. Annual review of employee Individualized Return-to-Work Accommodation Plans as required	January 1, 2018 – January 1, 2021  January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>• Accommodation Planning tool in place; updated as needed</li> <li>• Review of accommodation plans provided on a case-by-case basis with relevant employees</li> </ul>

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<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<p><i>O. Reg. 191/11 – 30 (1-2); 31 (1-2); 32 (1-2)</i>  <u>Accessibility Throughout Employment Life-Cycle</u>  Performance Management, Career Development and advancement and Redeployment processes <b>shall</b> include accessibility accommodation and provided in alternate format</p>	<u>Performance Management:</u> 1.1 Communicate requirement to provide accommodation throughout employment life cycle to all directors, managers, supervisors and staff as appropriate	January 1, 2018	<ul style="list-style-type: none"> <li>Accommodation provided throughout the employment life cycle</li> </ul>
	1.2 Provide refresher procedural training for directors, managers, supervisors and staff as appropriate	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>Updates to training or procedures provided as necessary</li> </ul>
	<u>Career Development and Advancement:</u> 2.1 Annual review of accommodation procedures for employee training	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>Updates to training or procedures provided as necessary</li> </ul>
	<u>Redeployment:</u> 3.1 Annual review of Process Checklist for employee transfers and redeployment	January 1, 2018 – January 1, 2021  January 1, 2019	<ul style="list-style-type: none"> <li>Updates to training or procedures provided as necessary</li> </ul>

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	3.2 Provide refresher procedural training for directors, managers, supervisors and staff as appropriate		
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**Integrated Accessibility Standard Regulation: Employment**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<u>O. Reg. 191/11 – 7 (1-6) Training for Employment Process</u> Employment Training (i.e. Ontario Human Rights Code, accessible recruitment and screening, employment policy and accommodation planning training). Training to take place as soon as practicable and <b>shall</b> include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required	<u>Training Plan :</u> 1.1 Refresher training in the Ontario Human Rights Code and in the Employment Standard	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>Refresher AODA training (which includes Ontario Human Rights Code requirements) provided to all current and new staff</li> </ul>



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**Integrated Accessibility Standard Regulation: Information and Communication**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 - 12 (1)</i>  <u>Organizational Material in Alternate Format:</u>            Except as otherwise provided, every obligated organization <b>shall</b> upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities:            (a) in a timely manner that takes into account the person's accessibility needs and in consultation with the person making the request.</p>	<p>1. <u>Alternate Format Provision:</u>            1.1. Annual review of Accessible Style Guide             1.2. Provide refresher training in creating accessible templates and other accessible communication refresher training as needed.</p>	<p>January 1, 2018 – January 1, 2021             January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Updates to training or procedures provided as necessary</li> </ul>

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**Integrated Accessibility Standard Regulation: Transportation**

Regulation/Requirement	Action Required by Municipality	Timeline	Status
<p><i>O. Reg. 191/11 – 70(2-3)</i>  <u>Hours of Service:</u>  Where conventional and specialized transportation is provided by separate providers in the same jurisdiction, the specialized provider <b>will</b> ensure it has the same hours and days of service as the conventional transportation service provider</p>	<p>1. <u>Confirmation:</u>  1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>Hours of Service</li> </ul>	<p>January 1, 2017</p>	<ul style="list-style-type: none"> <li>Hours of operation are confirmed with provider</li> </ul>
<p><i>O. Reg. 191/11- 51 (1-4) &amp; 58</i>  Electronic Announcement System <b>shall</b> be installed on all transit vehicles – electronic announcement and display of route, direction and stops</p>	<p>2. <u>Confirmation:</u>  2.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>Availability of electronic announcement system on all transit vehicles</li> <li>Electronic Announcement System requirement is included in transit service purchase/partnership agreement</li> </ul>	<p>January 1, 2017</p>	<ul style="list-style-type: none"> <li>Electronic announcement system available.</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 78 (1-4)</i>  <u>Transit Stop Accessibility</u>  Municipality <b>shall</b> establish plan for accessible bus stops and shelters, including any steps that will be taken to meet the goal of accessible bus stops and shelters</p>	<p>1.1 Annual review of Accessibility Plan to improve accessibility of transit stops and shelters</p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Bus stop accessibility addressed on annual basis</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p>O. Reg. 191/11 – 46 (1) &amp; (3)  <u>Fare Equity Policy</u>  Provider <b>shall</b> ensure no higher fare to be charged to persons with a disability.</p> <p><u>Fare Equity/Fare Payment Policy:</u>  The provider <b>shall</b> make available alternative fare payment options to people with disabilities who cannot, because of their disability, use a fare payment option on conventional transport</p>	<p>1. <u>Policy Confirmation:</u>  1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>• Fare Equity Policy and procedure is included in transit service purchase/partnership agreement</li> <li>• Fare equity policy and related procedures for transit riders with accessibility needs</li> <li>• Public communication of fare equity policy is in place including making information available in alternate format upon request</li> <li>• Availability of alternative fare payment option is in place</li> <li>• Alternative fare payment option is included in transit service purchase/partnership agreement</li> </ul>	<p>January 1, 2018  – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Fare equity is provided</li> </ul>

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<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<p><i>O. Reg. 191/11 – 66(3)</i>  <u>Fare Parity:</u>  Where conventional and specialized transportation is provided by separate providers in the same jurisdiction the specialized service <b>shall</b> not will charge more than the highest conventional fee for the same jurisdiction</p>	<p>1. <u>Policy Confirmation:</u>  1.1 Confirm with Transit Service Provider:  <ul style="list-style-type: none"> <li>Fare Parity Policy</li> </ul> </p>	<p>January 1, 2018  – January 1, 2021</p>	<ul style="list-style-type: none"> <li>Fare parity is in place</li> </ul>
<p><i>O. Reg. 191/11 – 66(5)</i>  <u>Fare Parity:</u>  Where conventional and specialized transportation is provided by the same provider the provider <b>will</b> ensure they have the same fare structure</p>	<p>1. <u>Policy Confirmation</u>  1.1 Confirm with Transit Service Provider:  <ul style="list-style-type: none"> <li>Fare Parity Policy</li> </ul> </p>	<p>January 1, 2018  – January 1, 2021</p>	<ul style="list-style-type: none"> <li>Fare parity is in place</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 44 (1-4)</i>  <u>Boarding Policy</u>            Provider <b>shall</b> deploy lifting devices, ramps or portable bridge plates upon the request of a person with a disability; ensure adequate time is provided to safely board, be secured and de-board vehicles and provide assistance to do same upon request; assist with safe and careful storage of mobility aids or assistive devices used by persons with disabilities; allow a person with a disability to travel with a medical aid (i.e. respirators, portable oxygen tanks).</p>	<p>1. <u>Policy Confirmation:</u>            1.1 Annual review with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>• Availability of policy and procedure is included in transit service purchase/partnership agreement</li> <li>• Availability of boarding policy and related procedures for transit riders with accessibility needs</li> <li>• Public communication of boarding policy is in place including making information available in alternate format upon request</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Boarding policy and procedures are in compliance with AODA</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 35(1)</i>  <u>Non-functioning accessibility equipment</u>            If the accessibility equipment on a vehicle is not functioning and equivalent service cannot be provided, conventional transportation service providers and specialized transportation service providers <b>shall</b> take reasonable steps to accommodate persons with disabilities who would otherwise use the equipment and the transportation service provider <b>shall</b> repair the equipment as soon as is practicable.</p>	<p>1. <u>Procedure Confirmation:</u>            1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>• Procedure is included in transit service purchase/partnership agreement</li> <li>• Procedures relating to accommodating transit riders with accessibility needs in the event of non-functioning equipment</li> <li>• Public communication plan is in place in the event of non- functioning accessibility equipment including making information available in alternate format upon request</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Non-functioning accessibility equipment policy and procedures are in compliance with AODA</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 49 (1-6)</i>  <u>Priority/Courtesy Seating</u>            Provider <b>shall</b> establish and clearly mark with signage priority/courtesy seating for people with disabilities. seating <b>shall</b> be located as close as practicable to the entrance doors; seating <b>shall</b> be signed to indicate passengers without disabilities must vacate courtesy seating when required by a person with a disability; provider must develop a communication strategy designed to inform the public about the purpose of courtesy seating</p>	<p>1. <u>Policy Confirmation:</u>            1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>• Priority/Courtesy Seating policy and procedure is included in transit service purchase/partnership agreement</li> <li>• Availability of courtesy seating, installed signage and related procedures for transit riders with accessibility needs</li> <li>• Public communication of courtesy seating policy is in place including making information available in alternate format upon request</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Priority/Courtesy seating is provided and marked by signage in accordance with AODA</li> </ul>



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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 44 (1-4)</i>  <u>Mobility Aid and Assistive Device Storage Policy</u>  Provider <b>shall</b> not charge a fee for storage of mobility assistive device or mobility aid. If safe storage is possible, mobility assistive devices or mobility aid <b>shall</b> be stored in the passenger compartment within reach of the person with a disability who owns it.</p>	<p>1. <u>Policy Confirmation:</u>  1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>• Aid Storage policy and procedure is included in transit service purchase/partnership agreement</li> <li>• Availability of mobility aid and assistive device storage and related procedures for transit riders with accessibility needs</li> <li>• Public communication of mobility aid and assistive device storage policy is in place including making information available in alternate format upon request</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Mobility Aid/Assistive Device Storage is provided in accordance with AODA</li> </ul>

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**Integrated Accessibility Standard Regulation: Transportation**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<p><i>O. Reg. 191/11 - 42(1-2)</i>  <u>Accessibility Plan – Specialized Transportation Services</u>  Specialized transportation service providers <b>will</b> in their accessibility plans: identify the process for estimating demand for service and strategies to reduce wait times</p>	<p>1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>• Process for service demand and strategies for reducing waiting times</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Provider has process for reducing wait times</li> </ul>
<p><i>O. Reg. 191/11 - 43(1-2)</i>  <u>Accessibility Plan – Conventional and Specialized Transportation Services</u>  Both Conventional and Specialized transportation service providers <b>will</b> outline their procedures for</p>	<p>2. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>• Process for dealing with accessibility equipment failures on all vehicles</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Provider has procedures in place to deal with equipment failures on vehicles</li> </ul>

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dealing with accessibility equipment failures on vehicles			
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<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
<i>O. Reg. 191/11 – 66(6-7)</i> <u>Visitors:</u> Specialized transit providers <b>shall</b> make service available to visitors and will consider as eligible visitors who confirm they are eligible for service where they reside and visitors who meet the eligibility requirements of the provider where they are visiting	1. <u>Policy Confirmation:</u> 1.1 Confirm with Transit Service Provider: <ul style="list-style-type: none"> <li>• Visitor Policy</li> </ul>	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>• Provider has Visitor Policy in place</li> </ul>
<i>O. Reg. 191/11 – 69(1-3)</i> <u>Coordinated Service:</u> Specialized transit services provided in adjacent municipalities <b>will</b> facilitate connections between their respective areas and will determine accessible stops and drop off locations	1. <u>Policy Confirmation:</u> 1.1 Confirm with Transit Service Provider: <ul style="list-style-type: none"> <li>• Coordinated Service</li> </ul>	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>• Provider coordinates service with other providers in Region</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 73(1-4)</i>  <u>Service Delays:</u>  Where specialized transit services require reservations the provider <b>will</b> provide information on the duration of service delays to affected passengers. A delay is defined by a delay of 30 minutes or more after scheduled pick up time.</p>	<p>1. <u>Policy Confirmation:</u>  1.1 Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>• Service Delay Policy</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Service delay policy in place</li> </ul>
<p><i>O. Reg. 191/11 – 50 (1-3)</i>  <u>Service Disruption Procedure</u>  Where route is temporarily changed providers <b>shall</b> make available alternate accessible arrangements to transfer people with disabilities to their route and ensure information about alternate arrangements is communicated in a manner</p>	<p>1. <u>Policy Confirmation:</u>  1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>• Service disruption procedure and drivers and other transit staff are trained in the procedure</li> <li>• Service disruption procedure is included in transit service purchase/partnership agreement</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Service disruption procedure in place</li> </ul>

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that considers person's disability.			
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**Integrated Accessibility Standard Regulation: Transportation**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 - 41(2)</i>  <u>Accessibility Planning – Public Meeting</u>                      Every conventional transportation service provider <b>shall</b> annually hold at least one public meeting involving persons with disabilities to ensure that they have an opportunity to participate in a review of the accessibility plan and that they are given the opportunity to provide feedback on the accessibility plan.</p>	<p>1.1. <u>Public Meeting</u></p> <ul style="list-style-type: none"> <li>Confirm public consultation meeting with Transit Service Provider</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>Public consultation has taken place</li> </ul>
<p><i>O. Reg. 191/11 – 41 (1)</i>                      Transportation providers <b>shall</b> create a process for managing, evaluating and taking action on customer feedback</p>	<p>1. <u>Policy Confirmation:</u>                      1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> <li>Feedback mechanism is established and included in transit service purchase/partnership agreement</li> </ul>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>Feedback mechanism is in place</li> </ul>

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Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 36 (1-4)</i>  <u>Training</u>            Provider <b>shall</b> conduct transit driver training including: safe use of accessibility equipment and features, acceptable modifications to procedures to address temporary barriers or accessibility equipment failure, emergency preparedness and response procedures. Training records kept: date of training and number of participants</p>	<p>1. <u>Confirmation:</u>            1.1. Confirm training program or confirm offer to assist in driver training to meet requirements. Training to include: boarding and de-boarding assistance, driver training, customer service training, emergency procedure training, service disruptions            1.2. Confirm training conforms with requirements for Driver training according to O. Reg. 191/11</p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Training program is in place in accordance with the AODA</li> </ul>
<p><i>O. Reg. 191/11 – 38 (1-3)</i>  <u>Support Person Fare Policy</u>            No fare <b>shall</b> be charged to individual accompanying a person with a disability where person with disability has a need for a support person. Person with disability must demonstrate</p>	<p>1. <u>Policy Confirmation:</u>            1.1. Confirm with Transit Service Provider:  <ul style="list-style-type: none"> <li>• Support Person Fare Policy and drivers and other transit staff are trained in the policy</li> <li>• Support Person Fare Policy is included in transit service</li> </ul> </p>	<p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• Support Person Policy is in place in accordance with the AODA</li> </ul>

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need for support person and to ensure the appropriate designation for a support person is in place	purchase/partnership agreement		
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**Election Act: Election Accessibility Plan**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	<p>1. <b>Customer Service</b> – all Elections staff will be trained in Accessible Customer Service specific to their roles and responsibilities including:</p> <p>1.1 The Ontario Human Rights Code as it pertains to people with disabilities</p> <p>1.2 Allowing the use of service animals and assistive devices</p> <p>1.3 Allowing the use of support persons</p> <p>1.4 Procedures for temporary disruptions</p> <p>1.5 Procedures for emergency evacuation</p> <p>1.6 Feedback process</p> <p>1.7 Availability of voting ballot and/or voting process in alternate formats</p> <p>1.8 Voting location accessibility</p> <p>1.9 Proxy voting and curbside voting</p>	October 19, 2018	<ul style="list-style-type: none"> <li>• Training was developed and provided to all Election staff in accordance with the AODA and the Elections Act</li> </ul>

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**Elections Act Requirements: Election Accessibility Plan**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	<b>2. Voting Places and Methods</b> - all voting places will be physically accessible to voters including entrances/exits, queuing areas, voting booths and washroom areas. Voting locations will be assessed through a checklist.	October 19, 2018	<ul style="list-style-type: none"> <li>Voting places and methods were accessible in accordance with the AODA and the Elections Act</li> </ul>
	2.1 Voting ballots will be available in large print and Braille		
	2.2 Voting accessibility measures will be advertised to the public	October 19, 2018	<ul style="list-style-type: none"> <li>Candidates were provided accessible materials upon request</li> </ul>
	<b>3. Assistance to Candidates –</b> Candidate information and forms will be made available in alternate formats upon request.	October 19, 2018	<ul style="list-style-type: none"> <li>All candidates' activities were provided in an accessible location</li> </ul>
	3.1 All candidate speaking engagements (Candidate debates and meetings) held		

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	in a municipal facility will be held in a physically accessible location.		
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## Elections Act Requirements: Election Accessibility Plan

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**Elections Act Requirements: Election Accessibility Plan**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	<b>6. Feedback Process:</b>	October 19, 2018	<ul style="list-style-type: none"> <li>Feedback process was established and provided in accordance with AODA and Elections Act</li> <li>Post-election report was prepared and submitted as required</li> </ul>
	6.1 Feedback regarding election accessibility will be received by feedback form, written letter, email or other electronic format or telephone or TTY service		
	6.2 The municipality will take the person's disability into account when responding to feedback		
	6.3 The availability of the feedback process will be posted to the municipality's website.	January 1, 2019	
	<b>7. Post Election Report - The Report will include:</b>		
	7.1 Barriers experienced during election process and prevention solutions for future elections		
	7.2 Voter feedback		

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	7.3 Best practices for future consideration 7.4 The report will be posted to the municipality's website and made available in alternate formats upon request		
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**Joint Accessibility Advisory Committee of  
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**Public Outreach: Removing Barriers to Accessibility**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Timeline</b>	<b>Comments</b>
Public Outreach	<ol style="list-style-type: none"> <li>1. Initiate and implement education programs and events and develop training materials for the Municipality to meet its ongoing AODA compliance obligations.</li> <li>2. Liaise with other committees of Council to address accessibility concerns including: <ol style="list-style-type: none"> <li>a. Age-Friendly Committee</li> <li>b. Thorold BIA</li> <li>c. Active Transportation Committee</li> <li>d. Library Board</li> </ol> </li> <li>3. Present to Council ongoing updates on Accessibility matters</li> <li>4. Liaise with other Accessibility Advisory Committees to</li> </ol>	<p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p> <p>January 1, 2018 – January 1, 2021</p>	<ul style="list-style-type: none"> <li>• JAAC liaises with Age-Friendly Committee</li> <li>• JAAC to attend Council regularly to provide updates on accessibility issues.</li> <li>• JAAC to host joint meeting with other AAC's to discuss regional accessibility issues.</li> </ul>

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	leverage accessibility efforts across the Region		
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**Public Outreach: Removing Barriers to Accessibility**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
Public Outreach	5. Establish an Accessibility Award to in recognition of municipal, public and private sector efforts to improve accessibility in our community. These awards will be given out once (1x) per council term.	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>We Are Accessible Campaign initiated by JAAC. Six recipients in first year. Campaign continues in second year.</li> </ul>
	6. Liaise with public and private sector organizations and interest groups including: <ol style="list-style-type: none"> <li>maintaining a social media presence</li> <li>speaking to organizations about accessibility</li> <li>educating them how to welcome people with disabilities into their business or workplace and</li> <li>providing information about the AODA and its regulations.</li> </ol>	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>JAAC maintains a social media presence on Facebook, publishes articles about accessibility in newsprint media and responds to public enquiries.</li> </ul>

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**Built Environment: Removing Barriers to Accessibility**

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
Accessibility of the Built Environment – municipally owned facilities	<ul style="list-style-type: none"> <li>All municipally owned facilities must meet the Design of Public Spaces Standard accessibility requirements</li> </ul>	January 1, 2018 – January 1, 2021	<ul style="list-style-type: none"> <li>JAAC to audit municipally owned facilities according to schedule set by staff to determine level of accessibility. Report will outline remedial action necessary to ensure compliance with the Design of Public Spaces Standard of the AODA.</li> </ul>

Cannabis Control Committee  
Town of Pelham

Minutes of Meeting  
Wednesday, September 18, 2019 – 5:00 p.m.  
Meridian Community Centre – 100 Meridian Way, Fonthill

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

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**1. Declaration of Quorum**

Chair declared quorum at 5:04 p.m.

**2. Approve Agenda**

The Committee agreed that the agenda of September 18, 2019 be approved.

CARRIED.

**3. Minutes**

- Chair provided the signed Minutes of August 7 and 14 (signed by Carla Baxter) to the Secretary.
- Moved by J. Steele, seconded by J. Jeffs that the minutes of September 4, 2019 be deferred to the next meeting date.
- Moved by B. Heska, seconded by J. Steele that the minutes of August 21, 2019 be approved, as amended.
- Moved by C. Baxter, seconded by J. Langendoen that the minutes of August 28, 2019 be approved, as amended.

CARRIED.

D. Cribbs informed the Committee that minutes of meetings are to be generic on material provided.

**4. Discussion took place regarding the exclusion of North Pelham from the interim control by-law. Report to council was submitted and staff cannot amend the report.**

The Committee felt that the North Pelham Settlement Area should be included in the extended interim control area.



A motion was put forward by C. Baxter and seconded by J. Steele to note the Committee's position to strike 'and rural' from paragraph 1(a) of the proposed By-Law No. 4159(2019) being considered by Council at the September 23, 2019 council meeting. Carried.

5. The fence by-Law was discussed, and committee members agreed the by-law and fortification by-law are not areas requiring committee comments. They have been provided by town staff for information to assist the committee.
6. The Committee desires obtaining answers to some legal questions from legal counsel. D. Cribbs noted obtaining answers to written questions is cheaper than having counsel attend in person in a closed session.
7. Committee discussed work each member is working toward and future meeting dates were agreed between members for October 2 and 30, November 13 and 27 and December 11.
8. **Next Meeting:** October 2, 2019 at 5:00 pm – Fire Station 1, 177 Highway 20 West, Fonthill.
9. **Adjournment**

Moved by J. Jeffs, seconded by J. Langendoen that the meeting be adjourned.

The meeting adjourned at approximately 7:00 p.m.

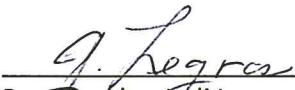
CARRIED.

Signed by:

Edited  
By:



Tim Nohara (Chair)



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

**Joint Accessibility Advisory Committee  
Meeting Minutes  
Thursday, October 10, 2019  
Town of Pelham  
Meridian Community Centre, Kinsmen Room D  
100 Meridian Way, Pelham, ON  
6:30 p.m. – 8:00 p.m.**

**Present:** Dave Antaya (NOTL), Joey Hewitt (Thorold), Stephen Barker (Grimsby), Kathleen Kelly (Lincoln), Karen Lemieux (West Lincoln), Rhys Evans (Pelham), Victoria Wilson (Thorold), Ann Villalta (Pelham), Carole Furher (Lincoln), Donna Delvecchio (Admin Group Rep.), Donna Herrington (JAAC Coordinator)

**Regrets:** Diane Rintjema (Lincoln), Rachel Brown (Grimsby)

1. Call to order

2. **Approval of Agenda**

Be it resolved that the agenda is approved as presented. Moved by Victoria Wilson, seconded by Carole Further. CARRIED.

3. Approval of Minutes from September 12, 2019

Be it resolved that the minutes of September 12, 2019 be approved as presented. Moved by Dave Antaya, seconded by Kathleen Kelly. CARRIED.

**Business Arising from the Minutes:**

4. a) **Accessibility Award – Brochure (distribution)**

Donna distributed the brochures for the campaign.

- b) **JAAC Flag – We will aim for December 3, 2019 – the International Day of People with Disabilities**

If the flag cannot be raised, we will go to Council and present the flag.

- c) **Accessibility Plan – Annual Update**

Donna to include an update with built environment considerations and bring back to JAAC for approval before going to Council.

- d) **Proposed Changes to the AODA by the Information and Communication Standards Committee – deleted from the agenda**

## **New Business:**

5. **Accessibility issues in Pelham**

Donna has forwarded the concerns to Nancy Bozzato. We are waiting for a response.

6. **Community News**

Rhys asked for information on the Ontario Building Code. Donna has forwarded the requested information to Rhys. Rhys asked Donna to check a ramp in the library at Niagara College's Welland Campus.

Kathleen – Ontario Disability Employment Network hosting an event to recognize National Disability Employment Awareness Month. She circulated the event notice to JAAC members.

Thorold - Thorold Public Library – is conducting a Needs Assessment to see community needs for the library.

Grimsby - McNally Hospice has an elevator now with a meeting room, which is now accessible.

Holiday Event – Stephen will check into JJ's on the Dock as they won an accessibility award. We will create a list of accessible venues and choose a location.

7. **Next Meeting – Thursday, November 14, 2019; Township of West Lincoln. Donna will try to book the meeting in NOTL or Thorold.**

8. **Adjournment – Rhys motioned to adjourn the meeting at 7:48 pm; seconded by Victoria. CARRIED.**

## SUMMERFEST COMMITTEE MINUTES

MEETING DATE: Wednesday, September 25, 2019 – 5:30 PM  
Kinsmen Room, MCC, Town of Pelham, Fonthill

**Present:** Bill Gibson (PATC)  
Sally Jaeger (Special Events & Festivals Programmer)  
Remo Battista (Resident)  
Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)  
Karen Blake (RCW Administrative Assistant)  
Bill Sheldon (Resident)  
Julie Milligan (Resident)  
Frank Adamson (Resident)  
Kelly Sauriol (Chamber of Commerce)

**Absent with Regrets:** Councillor John Wink, Marlene Ouwendyk (PBA), Emily Bonisteel (MYAC Rep), Candy Ashbee (PBA), Carolyn Mullin (Social Media Marketer), Bryan Lachapelle (Welland/Pelham Chamber of Commerce)

### 1 WELCOME

### 2 DECLARATION OF QUORUM AND CALL TO ORDER

The Chair, Bill Gibson, declared quorum and called the meeting to order at 5:38pm.

### 3 ADDITIONS TO THE AGENDA

Draw for Casino Package  
Chair's Upcoming Vacation

### 4 ADOPTION OF AGENDA

Moved by: Julie Milligan  
Seconded by: Kelly Sauriol

THAT the agenda for the September 25, 2019 Summerfest Committee Meeting be approved, as amended.

CARRIED

## SUMMERFEST COMMITTEE MINUTES

MEETING DATE: Wednesday, September 25, 2019 – 5:30 PM  
Kinsmen Room, MCC, Town of Pelham, Fonthill

### 5 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by: Remo Battista

Seconded by: Julie Milligan

THAT the Minutes of the August 7, 2019 Summerfest Committee meeting be approved, as presented.

CARRIED

### 6 SPONSOR THANK YOU CARD

Sally showed a preview of a draft electronic Thank You Card for 2019 Summerfest sponsors to the Committee. The Committee discussed types of photos to attach and agreed an electronic thank you card can be distributed for Summerfest 2019.

### 7 REBUILD THE ARCHES

Frank updated the Committee on the efforts of the Rebuild the Arches campaign and highlighted the immense support of the community. He updated the Committee on the status and logistics of the two upcoming community events: Raise the Arches Gala and Purse Bingo.

Bill G updated the Committee on the estimated cost of the arches, the materials and design, the construction process and estimate time of completion.

### 8 DRAFT FINAL REPORT & PRESENTATION TO COUNCIL

Sally distributed a draft final report and presentation to the Committee. She read through, and explained the report. The Committee discussed level of funding, the reserves, and contributions from the Community. Sally will work with the Chair to finalize the report and presentation. It is anticipated that both will go to the Council Meeting on November 4, 2019.

Vickie explained the upcoming changes in the Public Works department including how it will influence future Summerfest events. Bill G noted that he is working on

From the Department of



**Recreation, Culture  
& Wellness**



## SUMMERFEST COMMITTEE MINUTES

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**MEETING DATE: Wednesday, September 25, 2019 – 5:30 PM**  
**Kinsmen Room, MCC, Town of Pelham, Fonthill**

new logistics of the festival, which might lessen the load on the Public Works department. The Committee discussed the timeline for making decisions about the logistics of Summerfest. Sally explained the typical timelines of logistical decision-making.

### 9 OTHER BUSINESS:

- **Draw for Casino Prize:** Sally noted that 284 people were eligible for the Casino prize pack by completing the Summerfest survey in-person or online. The Committee chose a random number to select the winner. Sally will contact the winner to arrange for pick up of the prize.
- **Chair's Vacation:** Bill G noted that he will be away for a extended amount of time between October 2019 and April 2020. He asked the Committee if they would like him to remain chair. The Committee agreed unanimously for Bill G to remain chair.

### 10 NEXT MEETING – First Look at Financials & Draft Final Report

Next meeting: Wednesday October 30 at 5:30pm

### 11 ADJOURNMENT

Moved: Julie Milligan

Seconded: Kelly Sauriol

THAT the meeting of the Summerfest Committee, September 25, 2019 be adjourned at 6:51pm.

CARRIED



Chair of Summerfest Committee  
Bill Gibson



RCW Administrative Assistant  
Karen Blake

## MCC HOSPITALITY ADVISORY COMMITTEE MINUTES

**MEETING DATE:** Tuesday September 17, 2019 – 3:00 PM  
Town of Pelham, MCC Meeting Room, Fonthill

**Present:** Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)  
Karen Blake (RCW Administrative Assistant)  
Julie Cook (Recreation and Wellness Programmer)  
Jake Dilts (Service Club Representative)  
Patricia Shannon (Resident)  
Bill Huisman (Resident)

**Absent with Regrets:** Brian McLeod (Resident), Councillor Mike Ciolfi

### 1 WELCOME

The Chair, Patricia Shannon, declared quorum and called the meeting to order at 3:08pm.

### 2 ADDITIONS TO THE AGENDA

Fees and Charges  
Ice Rentals with Hot Beverages  
Hospitality Survey

### 3 ADOPTION OF THE AGENDA

Moved by: Bill Huisman  
Seconded by: Jake Dilts

THAT the agenda for the September 17, 2019 MCC Hospitality Advisory Committee meeting be approved, as amended.  
CARRIED

### 4 APPROVAL OF LAST MEETING'S MINUTES

Moved by: Jake Dilts  
Seconded by: Bill Huisman

THAT the minutes of the August 20, 2019 MCC Hospitality Advisory Committee meeting be approved, as presented.  
CARRIED



**Recreation, Culture  
& Wellness**



## MCC HOSPITALITY ADVISORY COMMITTEE

### MINUTES

MEETING DATE: Tuesday September 17, 2019 – 3:00 PM  
Town of Pelham, MCC Meeting Room, Fonthill

#### 5 REVIEW DRAFT CATERING CONTRACT

Patricia discussed the draft catering contract and asked the Committee for its feedback regarding a percentage versus dollar-amount referral fee. She walked the Committee through a procedure that would be required with these different fee structures. The Committee discussed the purpose of the catering contract. The Committee agreed to go out to the caterers to see what they will offer before making a final decision. This catering contract would only be for external bookings, including the service clubs. Patricia will circulate it to Vickie and Brian to get their feedback and then distribute to the Committee. Vickie will discuss the contract with Corporate Services before continuing with the RFP.

#### 6 SERVERY UPDATE – Julie Cook

Julie distributed a summary of the Servery profits in 2019 including the new-piloted servery hours and explained the current profit margin, and user group seasons. The Committee discussed the pilot hours, signage, gratuities and food sales for the Servery. They will re-evaluate these at year-end.

Vickie updated the Committee on the discussion surrounding food items sold in the Servery. The Committee discussed the current food sale operations, AGCO regulations, past food sales, types of food for sale, and if the sale of food is worthwhile. The Committee decided that it might be worthwhile to consider selling food during special events at the MCC. Committee discussed signage around the servery and the use of different vocabulary. Karen will change this signage to reflect the new wording.

Vickie updated the Committee on the POS System, and service club involvement. Julie will send Jake the Special Events Calendar for Service Club involvement.

Vickie updated the Committee that tips/gratuities were already within a policy and discussed the employment standards requirements. The Committee discussed alternative ways encourage customers to contribute to other community initiative (i.e. Raise the Arches campaign) without breaking employment standards requirements.

#### 7 IDEAS FOR SUMMER 2020

Defer until next meeting

#### 8 OTHER BUSINESS



## MCC HOSPITALITY ADVISORY COMMITTEE MINUTES

MEETING DATE: Tuesday September 17, 2019 – 3:00 PM  
Town of Pelham, MCC Meeting Room, Fonthill

**Fees and Charges** – Vickie distributed the fees and charges document and asked the Committee for their feedback regarding fees and charges for 2020. This discussion will take place during the subsequent meeting.

**Ice Rentals with Hot Beverages** - Julie asked the Committee about a specific opportunity that showed itself within the last week regarding a rental who asked to set up a table for warm beverages during their private ice rental. The Committee discussed and agreed that the Town of Pelham could encourage the rental to purchase the beverages from the Panther's Den.

**Hospitality Survey** – Defer until next meeting

### 9 NEXT MEETING

Next meeting: Tuesday, September 24 @ 3:00pm

### 10 ADJOURNMENT

Moved by: Bill Huisman

Seconded by: Jake Dilts

THAT the meeting of the MCC Hospitality Advisory Committee, September 17, 2019, be adjourned at 4:30pm.

CARRIED



Chair of MCC Hospitality Advisory Committee  
Patricia Shannon



RCW Administrative Assistant  
Karen Blake





## MCC HOSPITALITY ADVISORY COMMITTEE MINUTES

MEETING DATE: Tuesday September 24, 2019 – 3:00 PM  
Town of Pelham, MCC Meeting Room, Fonthill

**Present:** Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)  
Karen Blake (RCW Administrative Assistant)  
Julie Cook (Recreation and Wellness Programmer)  
Jake Dilts (Service Club Representative)  
Patricia Shannon (Resident)  
Bill Huisman (Resident)  
Councillor Mike Cioffi

**Absent with Regrets:** Brian McLeod (Resident),

### 1 WELCOME

The Chair, Patricia Shannon, declared quorum and called the meeting to order at 3:10pm.

### 2 ADDITIONS TO THE AGENDA

### 3 ADOPTION OF THE AGENDA

Moved by: Jake Dilts  
Seconded by: Bill Huisman

THAT the agenda for the September 24, 2019 MCC Hospitality Advisory Committee meeting be approved, as presented.  
CARRIED

### 4 APPROVAL OF LAST MEETING'S MINUTES

Moved by: Bill Huisman  
Seconded by: Jake Dilts

THAT the minutes of the September 17, 2019 MCC Hospitality Advisory Committee meeting be approved, as presented.  
CARRIED







## MCC HOSPITALITY ADVISORY COMMITTEE

### MINUTES

MEETING DATE: Tuesday September 24, 2019 – 3:00 PM  
Town of Pelham, MCC Meeting Room, Fonthill

#### 5 REVIEW DRAFT CATERING CONTRACT

Patricia distributed and read the draft catering contract, asking for clarification and feedback on certain aspects of the RFP. The Committee discussed the referral fee (percentage vs. flat fee), charging more for a kitchen rental, applicable rentals under this contract, the invoice process, insurance, and terms and conditions. Patricia asked for a few additional details from staff. The Committee agreed to charge a per plate referral fee. Patricia will edit the document and will send to the Vickie. Karen will distribute it to the Hospitality Committee to review. Further discussion will commence during a subsequent meeting.

#### 6 FEEDBACK & DISCUSSION Re: Pelham Art Festival and Pioneer's Tournament Meeting

Patricia distributed notes from meetings with the Pelham Art Festival and Pioneer's Tournament. Vickie updated the Committee of the history of the Art Festival and Pioneer's tournaments at the Town of Pelham's facilities and the conversations they had during these meetings. Vickie suggested that the Committee 'grandfathers' these two organizations in and works with them to continue to have successful events. The Committee discussed the two events in detail and agreed to 'grandfather' the two events in. The Committee agreed that as long as the MCC re-coop the costs, that the events could go forward under the Town's liquor license. The Committee discussed that the organizers could still supply the servers and the Town may give back a set percentage of sales to the organization. The Committee also discussed that this next year would be a test year, as there may have to be additional changes made for future years.

Patricia will edit notes from the meetings and send them to Vickie to review.

#### 7 FEES AND CHARGES 2020

Vickie discussed the new fees and charges schedule for 2020 and updated the Committee on new fees including the new meeting room on the main floor of the MCC. The Committee discussed the rental fees and how they compare to other municipalities' rates.

#### 8 IDEAS FOR SUMMER 2020

The Committee discussed different opportunities they could pursue for events in the MCC during summer 2020. The Committee discussed looking at the MCC special event schedule to look for availabilities, have a promoting company come in as well as seeing what companies other local facilities use. Vickie discussed bringing in Paul De Divitiis to discuss opportunities for the MCC. Vickie will arrange for him to attend a future meeting.

#### 9 HOSPITALITY SURVEY





## MCC HOSPITALITY ADVISORY COMMITTEE

### MINUTES

MEETING DATE: Tuesday September 24, 2019 – 3:00 PM  
Town of Pelham, MCC Meeting Room, Fonthill

The Committee discussed how surveys in the MCC will be distributed and the duration of these surveys. Committee members will come with survey questions to the following meeting.

#### 10 OTHER BUSINESS

The Committee discussed the upstairs Servery and decided that they would like food to be supplied there by mid-October. Staff will arrange for this.

Patricia also asked the Committee if she could reach out to Niagara College's Hospitality Program to see if they would like to take on the Servery as a business case practicum. The Committee agreed and Patricia will reach out to them.

#### 11 NEXT MEETING

Next meeting: Wednesday, October 16th @ 2:00pm-4:00pm

#### 12 ADJOURNMENT

Moved by: Bill Huisman

Seconded by: Jake Dilts

THAT the meeting of the MCC Hospitality Advisory Committee, September 24, 2019, be adjourned at 5:37pm.

CARRIED

A handwritten signature in blue ink, appearing to read "Patricia Shannon", written over a horizontal line.

Chair of MCC Hospitality Advisory Committee  
Patricia Shannon

A handwritten signature in blue ink, appearing to read "Karen Blake", written over a horizontal line.

RCW Administrative Assistant  
Karen Blake



Recreation, Culture  
& Wellness





## MCC HOSPITALITY ADVISORY COMMITTEE MINUTES

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MEETING DATE: Wednesday October 16, 2019 – 2:00 PM  
Town of Pelham, MCC Meeting Room, Fonthill

**Present:** Vickie vanRavenswaay (Director of Recreation, Culture & Wellness)  
Karen Blake (RCW Administrative Assistant)  
Julie Cook (Recreation and Wellness Programmer)  
Patricia Shannon (Resident)  
Bill Huisman (Resident)  
Councillor Mike Cioffi  
Brian McLeod (Resident)  
Paul De Divitiis (De Divitiis Group)

**Absent with Regrets:** Jake Dilts (Service Club Representative)

### 1 WELCOME

The Chair, Patricia Shannon, declared quorum and called the meeting to order at 2:14pm.

### 2 ADDITIONS TO THE AGENDA

### 3 ADOPTION OF THE AGENDA

Moved by: Bill Huisman  
Seconded by: Brian McLeod

THAT the agenda for the October 16, 2019 MCC Hospitality Advisory Committee meeting be approved, as presented.  
CARRIED

### 4 APPROVAL OF LAST MEETING'S MINUTES

Moved by: Bill Huisman  
Seconded by: Brian McLeod

THAT the minutes of the September 24, 2019 MCC Hospitality Advisory Committee meeting be approved, as presented.  
CARRIED





## **MCC HOSPITALITY ADVISORY COMMITTEE**

### **MINUTES**

**MEETING DATE: Wednesday October 16, 2019 – 2:00 PM**  
**Town of Pelham, MCC Meeting Room, Fonthill**

#### **5 IDEAS FOR SUMMER 2020**

**5.1 Paul De Divitiis:** Paul introduced himself, his history in the Hospitality industry and popular events that his company has been a part of in the Niagara Region. The Committee asked questions and discussed potential opportunities within the MCC. The Committee proposed early spring or fall 2020 for large special events. Paul let the Committee know that he has contact with agency groups and resources available and asked questions about the logistics. The Committee discussed different options for special events within the MCC. Paul will put together an outline with some questions for the Committee to give him a better understanding of what they are looking for. The Committee discussed proposing two different large special events during 2020 or starting with small events in the Accursi room. After Paul left, the Committee discussed pursuing a partnership with the De Divitiis group in which the Committee all agreed to pursue.

#### **6 FINAL REVIEW CATERING CONTRACT INVOICING & REFERRAL FEE**

Patricia distributed the final catering contract and discussed the changes to it. She gave time for the Committee to review. Vickie asked the Committee to clarify the process and if there would be a limit to the number of caterers accepted. Staff asked the Committee if a family who rents a room for a party would have to use an approved caterer. The Committee thoroughly discussed the parameters of the catering contract. The Committee decided that outside of the approved caterers list, only fruit, dessert and pizza will be permitted at rentals within the MCC. This will be addressed in a separate policy that will be drafted at a later date.

Patricia sent Vickie and Karen the document prior to the meeting. Vickie agreed to make any further adjustments and she will forward it to Corporate Service for the procurement process.

#### **7 BUDGETS**

Vickie distributed the updated budget packages and briefly updated the Committee on the year to date figures. The Committee was asked to review the budget packages on their own time and to come prepared with questions to the subsequent meeting.

#### **8 UPDATE ON SERVERY**

Julie distributed a summary of the Servery profits in 2019 including the Pilot Servery hours in September and October and explained the current profit margin. The Committee discussed the User Group seasons, and food sales in the Servery. The Committee discussed the current state of food sales in the Servery, expiration dates, and the logistics and cost associated with food sales. Councillor Ciolfi offered to







## **MCC HOSPITALITY ADVISORY COMMITTEE**

### **MINUTES**

---

**MEETING DATE: Wednesday October 16, 2019 – 2:00 PM**  
**Town of Pelham, MCC Meeting Room, Fonthill**

research pricing and quantities of the supplies needed including delivery options and expiry dates. He will get back to the Committee by the subsequent meeting.

The Committee also discussed ways of branding the servery to create an inviting atmosphere. This included discussion surrounding a naming contest and decorating the area with Pelham sports memorabilia. The Committee set a goal for the end of November to have some memorabilia up around the Servery. The Committee discussed getting in contact with the Paul De Divitiis, the Labatt's representative, or Kame & Kettle to discuss branding opportunities. Vickie will contact Todd Barber (Kame & Kettle).

#### **9 FEEDBACK & DISCUSSION Re: Pelham Art Festival**

This topic will be deterred until the subsequent meeting.

#### **10 HOSPITALITY SURVEY**

Patricia handed out a draft hospitality survey for distribution to Pelham residents. There was discussion surrounding the distribution process (ie. lpads, website, social media, newspaper, etc.), the length of the survey, timelines and the need for two different types of surveys – a Customer Service (CS) survey after a rental, and an inquiry survey for future programming/events at the MCC.

Patricia will modify the draft 'Inquiry' survey and send it to Karen and Vickie who will put them into circulation. Julie will draft a Customer Service (CS) Survey for distribution post-rental and submit to Vickie for review. Once approved by Vickie the CS survey is to go into use immediately.

#### **11 OTHER BUSINESS**

#### **12 NEXT MEETING**

Next meeting: Tuesday, October 29th @ 3:00pm

#### **13 ADJOURNMENT**

Moved by: Bill Huisman

Seconded by: Brian McLeod

THAT the meeting of the MCC Hospitality Advisory Committee, October 16, 2019, be adjourned at 4:32pm.

CARRIED





## MCC HOSPITALITY ADVISORY COMMITTEE MINUTES

---

MEETING DATE: Wednesday October 16, 2019 – 2:00 PM  
Town of Pelham, MCC Meeting Room, Fonthill

  
Chair of MCC Hospitality Advisory Committee  
Patricia Shannon

  
RCW Administrative Assistant  
Karen Blake



**Pelham Senior's Advisory Committee Minutes**

**Thursday, June 20th 2019 @ 1:30 p.m.**

**Present:** Julie Cook (Recreation and Wellness Programmer)  
Susan Buckingham  
Sharon Cook (President)  
Melissa Stewart (Pelham Cares and Lookout Ridge)  
Gwen MacDougall (Library)  
Del Leney  
Ken Olsen

**Absent with Regrets:** Elena Simone-Simonetti  
Councillor Marianne Stewart  
Dave Nicholson

1. Declaration of Quorum and Call to Order-1:37pm by Sharon Cook
2. Additions to Agenda
3. Adoption of Agenda-  
Moted by: Wayne Olsen  
Seconded by: Susan Buckingham
4. Disclosure of Pecuniary Interest and General Nature thereof  
None.
5. Presentations  
None.
6. Approval of Minutes of Previous Meeting.  
Moved by: Gwen MacDougall  
Carried by: Del Lenny

From the Department of



**Recreation, Culture  
& Wellness**

## 7. Business Arising from Minutes –

Seniors Month Flag-is presently hanging on the wall in the new lounge area and we are waiting to see if we can have permission to run it up the flag pole.

### **May 29<sup>th</sup> Niagara Age-Friendly Network Meeting Recap:**

- a) Susan: sustainability of age-friendly network and the possibility of a council on aging. Talk about helping those that are socially isolated. Talked about the age-friendly principles and strategy (that are both on their website). Welland wants to do a funded “seniors need” study. They are looking for funds from each municipality but nothing has been formalized yet.
- b) Julie: they are coming to the end of the available funding in their grant; they have to come up with a way to continue the work.

## 8. New Business:

- a) Active Living Lounge Opening Evaluation-between 45-50 people attended and seemed to understand the purpose. Sharon felt that the \$36 annual membership fee scared them off, but Del disagreed. Membership will progress as people see the benefits of being a part of this. Yearly membership will start in January; memberships starting in September will be prorated. Julie is going to work on the signage. Suggestion from some that attended is to have a microphone in the room as a lot of people could not hear the speakers. Nothing will be put up on the walls in the Lounge, but Julie has ordered a bulletin board and a whiteboard that can be put on an easel.
- b) Canada Day-Having the cake in Peace Park has not worked well in the past. Sharon asked if anyone is around for Canada Day to walk in the parade but most members are away. Suggestion made to put a small ad in The Voice wishing the Community a Happy Canada Day. Melissa will contact The Voice to arrange for a ¼ page ad. Wayne moves that we put a ¼ page ad in The Voice for Canada Day not to exceed \$200.00. Seconded by Gwen MacDougall.
- c) Summerfest-Suggestion made to have a PSAC member present at the entrance of Summerfest to ask if people attending are of age to drink. Julie will email Karen Blake to see if volunteers are needed.

- d) Active Seniors Living Fair-PSAC to put in a request for Tuesday, October 1<sup>st</sup> from 9am-1pm. Julie will ask Tim if he will do the bagged lunch again. Discussion about increasing cost of vendors (with the exception of the non-profits). Sub-committee will need to be established to help organize the event.
- e) Next Meeting for the Seniors Fair Organizing Committee: Thursday, July 11<sup>th</sup>, 2019 from 1:30-3:30pm
- 9. New Horizons Grant-is still on hold because the Federal Government has not acknowledged it; they have to formally announce it first. It could be on hold for a bit due to it being an Election Year.
- 10. Julie in the process of applying for the Seniors Active Living Centre Provincial Grant to receive Hearing assist devices during use of theatre; speaker series; workshops and for furniture to Active Living Lounge. Grant amount is \$15,000.
- 11. Getting more PR pictures-photo and ad in The Voice last week brought good exposure to the group. It was felt that the reporter came with pre-conceived notions and that was shown in the article.
- 12. Wayne suggested that we should have a website for the PSAC.
- 13. Suggestion to put vision of the PSAC on a plaque and display it in the Lounge. Wayne motioned to post the PSAC Goals & Priorities in the Active Living Lounge. Seconded: Susan Buckingham.
- 14. On Monday, June 17<sup>th</sup>: Sharon Cook made a presentation to Council asking for additional accessible parking spaces. Gwen MacDougall was present for this. Council has responded and the request has been forwarded to staff for investigation; temporary sandwich boards to block off designated seniors parking areas will be used in the meantime (during large events) until the investigation is complete. Sharon feels that 4 more disabled parking plus 2 van parking spots are needed. Council was very receptive to the presentation and all agreed that more parking is needed at the MCC.



15. Seniors Community Grant Program: Susan, Ann & Elena spoke; Grant program closes June 27<sup>th</sup>. Decided not to take this on for this year given the time frame, but thought that we should re-evaluate for next year. Julie suggested to keep this on our agenda for future projects.

16. Next Meeting: Thursday, July 11th, 2019 from 1:30-3:30pm for the Planning Committee for the Seniors Fair.

17. Next Regular Meeting: Thursday, September 12<sup>th</sup>, 2019 from 1:30-3:30pm.

18. Adjournment

Moved by: Wayne Olsen

Seconded by: Susan Buckingham

THAT the meeting of the Pelham Seniors Advisory Committee meeting, June 20th, 2019 adjourned at 2:58pm.

CARRIED.

  
Chair  
Secretary

**Pelham Senior's Advisory Committee Agenda**  
**Thursday, September 12<sup>th</sup>, 2019 @ 1:30 p.m.**

**Present:**

Julie Cook (Recreation and Wellness Programmer)  
Sharon Cook (President)  
Anna Oakes (Lookout Ridge)  
Melissa Stewart (Pelham Cares and Lookout Ridge)  
Gwen MacDougall (Library)  
Del Leney (Vice President)  
Wayne Olson  
Brittany MacLean (Town of Pelham)  
Susan Buckingham  
Anne Villati  
Vickie Van Ravensway (Town of Pelham)

**Absent with Regrets:**

Elena Simone-Simonetti  
Dave Nicholson  
Councillor Marianne Stewart

1. **Declaration of Quorum and Call to Order-1:35pm** by Sharon Cook
2. **Additions to Agenda-**a) Scam Alerts: Dave Burket asked the PSAC to write a list of the current scams out there to shed light on the situation and he said he would put this in The Voice.  
b) Resignation: Melissa Stewart has resigned and will be working at Portal Village. As such, she has resigned from the PSAC. Anna Oakes will sit on the Committee in the interim until a replacement is found for Melissa at Lookout Ridge.  
c) Transportation
3. **Disclosure of Pecuniary Interest and General Nature thereof**  
None.

From the Department of



4. **Approval of Minutes of Previous Meeting.**

Moved by: Gwen MacDougall

Carried by: Wayne Olsen

5. **Correspondence-None.**

6. **MCC Accessible parking**-Vickie: Sharon made a presentation to Council regarding accessible parking at the MCC. Big picture is that the MCC needs more parking. You have to have a certain amount of parking spaces for a facility like this. We meet the minimum standards of this right now. Right now, until we can have additional parking, Vickie is proposing that when we have Senior Programing, we will set up temporary accessible parking in that area. Seniors coming here for a program receive free transit to save on parking spaces.

7. **Business Arising from Minutes:**

- **New Horizons Grant**-not going forward with this, too many other things on the go.
- **Niagara Age Friendly Network Funding**-Sharon attended an age-friendly meeting this morning and said that they are looking for \$60,000.00 and the approach is going to be made to Niagara Region for funding. Any additional funding would be coming from the 13 involved municipalities. Julie advised that this would be a Capital Budget item and that Council is currently working on their budget. There is a Niagara Age-Friendly meeting on October 24<sup>th</sup> in Smithville at the Community Centre. They are looking for speakers similar to the February 2019 event. PSAC to look at having a Fraud seminar in November.
- **Seniors Community Grant Program**-Has been submitted but have not heard anything back yet.
- **Active Living Fair October 1, 2019**-All of applications are back and we have 30 people confirmed. Boggio's is going to do a walker and blood pressure clinic. Mix of profit and non-profit companies. Attending: Alzheimer's Society, Connect Hearing, Lewis Family Chiropractic, Seniors on the Move, Pelham Cares, Osteoporosis, THRIVE, Seniors for Seniors, Ministry of Transportation, Niagara Seniors at Home, Lookout Ridge, etc. We will be using the Accursi room for the luncheon; it will be a buffet instead of a bagged luncheon. Would like to get a guest speaker for the event also to talk in the Accursi room. Suggestion made to have Bill Thomas, Anna to forward contact information to Sharon. Melissa to order PSAC wipes to hand out at the Fair. Motioned by: Wayne. Seconded by: Susan. Carried. Julie to send Melissa the PSAC logo. Name tags to be ordered for the Committee. Black "Proud Pelham Seniors" shirts to be ordered for giveaways, along with a \$100 Sobeys gift card. PSAC shirts need to be ordered for the Committee as well. Sarah from Niagara-this-week took some notes to write an article about the event.
- **Seniors Lounge**-It hasn't progressed very well. We haven't had the time to dedicate to making it happen. We need a bulletin board, whiteboard and proper signage. We need to get our database happening, but firstly we need to have a schedule to offer to people. Brittany & Karen are going to assist in getting the Lounge up and running. Vickie: PSAC has to be actively involved to get the lounge up and running and with establishing a



schedule. Brittany suggested to include a Membership in the giveaways at the Active Living Fair. Suggestion for a sub-committee to get the scheduling done (Susan & Del volunteered), and to meet next week. Active Living Fair is prime opportunity to hand out schedules and to collect new membership fees. **Sub-committee set up for 9:30am-11:30am on Wednesday, September 18<sup>th</sup> to start planning.** Goal is to plan 1 activity/day, and then a special speaker once/month.

**8. New Business**

- Active Living Lounge-evaluation
- PSA and Housing Regulation Changes: Elena was going to speak to this, but is absent. Will forward to next meeting.
- Bus Trip-Get to know your Town: Suggestion by Wayne to offer a bus trip for people to go to different points of interest in Pelham in a day.

**9. Next Meeting:** Thursday, October 17<sup>th</sup> from 1:30-3:30pm

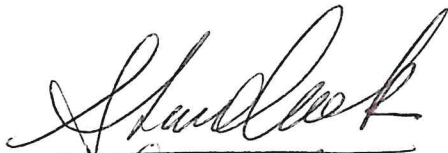
**10. Adjournment**

Moved by: Sharon Cook

Seconded by: Gwen MacDougall

THAT the meeting of the Pelham Seniors Advisory Committee meeting, September, 12th, 2019 adjourned at 3:20pm.

CARRIED.

  
Chair-PSAC

**Subject:** 2020 Operating Budget Actual Assessment  
Growth Update**Recommendation:**

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

**Background:**

The 2020 Operating Budget was presented to Council on October 28, 2019 with an estimated growth of 1.75%. MPAC released the growth number on November 15, 2019. The actual growth number for 2019 is 3.35%. As a result, monies are available to fund Council's increase to the Gypsy Moth expenditure of \$125,000 net of the library budget reduction of \$12,946. The remaining amount of \$92,602 will be allocated to the Roads Reserve with a portion to contingency. Therefore; the overall increase to the tax levy has decreased from 6.05% to 5.95%.

See Page Two for Analysis.

**Analysis:**

	<b>Tax Levy increase of 5.95% after growth</b>
Tax Revenue – Draft Budget	14,741,448
Library Reduction	(12,946)
Gypsy Moth Addition	125,000
Contingency including increase to Roads Reserve	92,602
Tax Levy Revised	14,946,104
Tax Increase \$	1,271,718
Tax Increase %	9.30%
Growth	(3.35%)
Tax Levy Increase After Growth	5.95%

**Financial Considerations:**

Financial considerations are outlined in the Background component of this report.

**Alternatives Reviewed:**

Council can change the suggested apportionment

**Strategic Plan Relationship: Financial Sustainability**

The additional growth revenue will lead to increased financial sustainability.

**Consultation:**

The Senior Leadership Team was consulted with regard to best uses for the monies.

**Other Pertinent Reports/Attachments:**

None

**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

GROWTH CALCULATION			
PROPERTY CLASS	2019	Total Assesment to December 31, 2019	Growth
RESIDENTIAL/FARM	2,480,194,170	2,555,511,770	3.04%
MULTI - RESIDENTIAL	17,693,000	17,693,000	0.00%
NEW MULTI-RESIDENTIAL	544,000	544,000	0.00%
COMMERCIAL OCCUPIED	91,261,286	90,345,386	-1.00%
COMMERCIAL ON-FARM BUSINESS	-	4,700	100.00%
COMMERCIAL EXCESS LAND	806,111	806,111	0.00%
COMMERCIAL VAC LAND	2,549,000	1,192,000	-53.24%
INDUSTRIAL OCCUPIED	3,148,600	3,998,000	26.98%
INDUSTRIAL ON-FARM BUSINESS	-	50,000	100.00%
INDUSTRIAL EXCESS LAND	45,100	45,100	100.00%
INDUSTRIAL VAC LAND	101,000	101,000	0.00%
PIPELINES	17,324,000	17,467,000	0.83%
FARMLANDS	170,829,633	169,321,433	-0.88%
MANAGED FORESTS	2,871,500	2,897,100	0.89%
<b>PROPERTIES SUBJECT TO PAYMENTS IN LIEU OR EXEMPT</b>	107,678,400	132,056,000	22.64%
<b>TOTAL ASSESSMENT</b>	<b>2,895,045,800</b>	<b>2,992,032,600</b>	<b>3.35%</b>

\* Total assessment to December 31st, 2019 taken from Municipal Change Profile

**SUMMARY OF YEAR OVER YEAR ASSESSMENT CHANGES**

<b>PROPERTY CLASS</b>	<b>2020</b>	<b>2019</b>	<b>INCREASE (DECREASE)</b>
RESIDENTIAL/FARM	2,555,511,770	2,409,606,273	145,905,497
MULTI - RESIDENTIAL	17,693,000	17,587,500	105,500
NEW MULTI-RESIDENTIAL	544,000	544,000	-
COMMERCIAL OCCUPIED	90,345,386	87,823,350	2,522,036
COMMERCIAL ON-FARM BUSINESS	4,700	-	4,700
COMMERCIAL EXCESS LAND	806,111	167,200	638,911
COMMERCIAL VAC LAND	1,192,000	2,803,645	(1,611,645)
INDUSTRIAL OCCUPIED	3,998,000	2,968,951	1,029,049
INDUSTRIAL ON-FARM BUSINESS	50,000	-	50,000
INDUSTRIAL EXCESS LAND	45,100	44,325	775
INDUSTRIAL VAC LAND	101,000	88,500	12,500
			-
PIPELINES	17,467,000	16,854,093	612,907
FARMLANDS	169,321,433	157,009,692	12,311,741
MANAGED FORESTS	2,897,100	2,701,293	195,807
<b>TOTAL ASSESSMENT FOR TAX PURPOSES</b>	<b>2,859,976,600</b>	<b>2,698,198,822</b>	<b>161,777,778</b>
<b>PROPERTIES SUBJECT TO PAYMENTS IN LIEU OR EXEMPT</b>	<b>132,056,000</b>	<b>104,434,036</b>	<b>27,621,964</b>
<b>MUNICIPAL TOTAL</b>	<b>2,992,032,600</b>	<b>2,802,632,858</b>	<b>189,399,742</b>

		% CHANGE
		6.06%
		0.60%
		100%
		2.87%
		100.00%
		382.12%
		-57.48%
		34.66%
		100.00%
		1.75%
		14.12%
		3.64%
		7.84%
		7.25%
		6.00%
		26.45%
		6.76%

**Subject:** Investing in Canada Infrastructure Program:  
Green Stream**Recommendation:**

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

**Background:**

The Investing in Canada Infrastructure Program (ICIP) is a federal infrastructure program designed to create long-term economic growth, build inclusive, sustainable and resilient communities and support a low-carbon economy. The Green stream includes up to \$7.12 billion in combined federal (\$2.85 billion), provincial (\$2.35 billion) and other partner (\$1.92 billion) funding over 10 years for projects across three federal sub-streams that advance outcomes associated with climate change mitigation, environmental quality and disaster mitigation. The Green stream prioritizes projects that address critical health and safety issues associated with water, wastewater and stormwater infrastructure. Project eligibility will be assessed using an outcomes-based approach. Eligible projects under the first intake must meet one of the following federally determined project outcomes prioritized for the environmental quality sub-stream: (1) Increase capacity to treat and/or manage wastewater and stormwater (2) Increase access to potable water. Mandatory project completion date is October 31, 2026.

**Analysis:**

The Town has reviewed the 10-year capital forecast and has identified capital projects that are eligible for this grant. The Town's share of the cost will be 26.67%. This is an opportunity to address water, wastewater and stormwater infrastructure needs relating to eligible project types of rehabilitation, replacement/upgrade and renewal. The Town has 6 years to complete this project. This will also relieve a financial burden relating to the capital pressures of the Town by optimizing this grant opportunity.

The project identified by the Director Public Works, Manager Roads & Facilities and Manager Engineering is as follows:

The projects that have been identified today are as follows:

WST 06-20 Foss Sanitary Upgrade	\$ 800,000
Church St Upgrade Sanitary Sewers	1,600,000
Welland Rd to Canboro to E Balfour, Watermain replacement	400,000
Church St upgrade Watermain	700,000
Design, Engineering and Project management	<u>300,000</u>
Total	<u>\$3,800,000</u>

These projects have been identified to address the wastewater upgrading that is required to support the development in Fenwick relating to Baxter Hall, Oak Haven and Fire Station 2.

The Town's cost-sharing is 26.67% is \$80,010 from the \$3 million maximum. The WST 06-20 Foss Sanitary Upgrade is included in the 2020 Capital budget for \$800,000.

### **Financial Considerations:**

The Town's cost-sharing portion of this grant is 26.67%, the federal government's cost-sharing portion of the grant is 40% and the Provincial government's cost-sharing portion is 33.33%. The maximum total eligible cost per project (including contingency funding) for a single applicant of \$3 million. These capital costs are already listed in the Town's 10-year capital plan, so obtaining these grants would reduce future levy spending.

### **Alternatives Reviewed:**

N/A

### **Strategic Plan Relationship: Financial Sustainability**

These grant opportunities will reduce the pressure on the Town's capital reserves.



**Consultation:**

Director Public Works, Manager Roads and Facilities and Manager Engineer

**Other Pertinent Reports/Attachments:**

None

**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

THE CORPORATION OF THE  
T O W N O F P E L H A M  
BY-LAW #4178(2019)

**Being a by-law to adopt, ratify and confirm the actions of  
the Council at its regular meeting held on the 02nd day of  
December 2019.**

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

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

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

- (1)
  - (a) The actions of the Council at its meeting held on the 02nd day of December, 2019, including all resolutions or motions approved, are hereby adopted, ratified and confirmed as if they were expressly embodied in this by-law.
  - (b) The above-mentioned actions shall not include:
    - (I) any actions required by law to be taken by resolution, or
    - (II) any actions for which prior Ontario Municipal Board approval is required, until such approval is obtained.
- (2) The Mayor and proper officials of the Corporation of the Town of Pelham are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.
- (3) Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of the Corporation of the Town of Pelham to all documents necessary to give effect to the above-mentioned actions.
- (4) THAT this by-law shall come into force on the day upon which it is passed.

READ, ENACTED, SIGNED AND SEALED  
THIS 02nd DAY OF DECEMBER, 2019 A.D.

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MAYOR MARVIN JUNKIN

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TOWN CLERK, NANCY J. BOZZATO