

REGULAR COUNCIL AGENDA

C-12/2020 Regular Council

Monday, July 27, 2020

5:30 PM

Town of Pelham Municipal Office - Council Chambers

20 Pelham Town Square, Fonthill

During this unprecedented global pandemic, Novel Coronavirus COVID-19, the Town of Pelham Council will continue to convene meetings in compliance with Provincial directives. Attendance by most Members of Council will be electronic. Public access to meetings will be provided via Livestream

www.youtube.com/townofpelham/live and subsequent publication to the Town's website at www.pelham.ca.

Pages

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

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Fire Chief R. Lymburner

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By-law 4261(2020) - Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located on the south side of Quaker Road, west of Clare Avenue, municipally known as 695 Quaker Road. The Zoning By-law Amendment rezones the lands from the Residential 1 (R1) Zone to a site-specific Residential 2 (R2) and Residential Multiple 1 (RM1-281{H}).

By-law 4262(2020) - Being a by-law to amend By-law No. 1118 (1987) to require site plan control in the Town of Pelham.

By-law 4263-(2020) - Being a by-law to amend by-law No. 4202(2020) known as the Town of Pelham Odorous Industries Nuisance By-law to incorporate an Administrative Monetary Penalty System (AMPS) in regard to Offences and Penalties

By-law 4264(2020) - Being a by-law to authorize the execution of a site plan agreement for the lands municipally known as 103 Overholt Road, legally described as Part Lot 2 Concession 6 Pelham as in RO524835 Lying South of Hydro Lands; S/T AA68048; Part Lot 2 Concession 6 Pelham as in RO524835 Lying North of Hydro Lands; Pelham, Iggy's Farm Ltd. File SP-01-20.

By-law 4265(2020) - Being a by-law to assume the subdivision known as Weiland Heights Subdivision and to designate the streets as shown on Registered Plan 59M-399 as public highways and to name the

street accordingly, Abbott Place and Kline Crescent.

14. Motions and Notices of Motion

Moved by Councillor Stewart; Seconded by Councillor Haun

WHEREAS the spread of novel coronavirus COVID-19 has been declared a pandemic by the World Health Organization, the Town of Pelham declared a state of emergency, and the province remains under emergency orders due to the health risks to Ontario residents arising from COVID-19; and

WHEREAS COVID-19 continues to be present within the town, and is a disease that is readily communicable from person to person, even with minimal or no signs of symptoms or illness, and carrying a risk of serious complications such as pneumonia or respiratory failure, and may result in death; and

WHEREAS there is a growing body of evidence on the effectiveness of masks and face coverings to act as a barrier to prevent the spread of COVID-19; and

WHEREAS wearing masks and face coverings may act as a visual cue that public health measures, including maintaining a physical distance from others, are still required, that the COVID-19 Pandemic is ongoing and that resurgence of local disease activity remains an ongoing threat; and

WHEREAS the Province of Ontario has enacted O. Reg. 263/20 (STAGE 2 CLOSURES) under Subsection 7.0.2 (4) or as current, of Emergency Management and Civil Protection Act to permit certain businesses to reopen for attendance by members of the public subject to conditions, including the advice, recommendations and instructions of public health officials; and

WHEREAS physical distancing is difficult to maintain in enclosed spaces open to the public and health authorities at the Federal, Provincial, and Regional level have recommended that persons wear face coverings in public where physical distancing cannot be maintained;

THEREFORE BE IT RESOLVED that Council for the Town of Pelham consider the enactment of a temporary by-law requiring individuals or organizations that are responsible for the operation of a facility or businesses which have enclosed spaces open to the public to ensure no member of the public is permitted entry unless wearing a mask or face covering to help limit the spread of COVID-19; and

BE IT FURTHER RESOLVED that the by-law provide that masks or face coverings must be worn, unless it is reasonably required to temporarily remove the covering for services provided by the establishment or while actively engaging in an athletic or fitness activity during physical activity, and exemptions may be accommodated if:

- The person is under three years of age.
- The person has an underlying medical condition which inhibits their ability to wear a mask or face covering.
- Wearing a face covering would inhibit the person's ability to breathe in any way.
- The person is unable to place or remove a mask or face covering without assistance.
- Employees and agents of the person responsible for the establishment are within an area designated for them and not for public access, or within or behind a physical barrier; and

BE IT FURTHER RESOLVED that the by-law provide that employees working with members of the public in an enclosed space must also wear a mask or face covering, unless they are in an area not for public access or within or behind a physical barrier, or they meet one of the exemptions; and

BE IT FURTHER RESOLVED that the by-law also apply to Town of Pelham facilities open to the public such as community centres, libraries and public transit; and

BE IT FURTHER RESOLVED that the by-law be in force for a temporary period of time, effective upon enactment and continuing for two month intervals whereupon Council will review the by-law to determine if extensions are necessary; and

BE IT FURTHER RESOLVED that staff be directed to prepare the necessary by-law for consideration by Council at their next Regular Meeting.

15. **Matters for Committee of the Whole or Policy and Priorities Committee**
16. **Matters Arising Out of Committee of the Whole or Policy and Priorities Committee**
17. **Resolution to Move in Camera**
18. **Rise From In Camera**
19. **Confirming By-Law** 313 - 313
20. **Adjournment**

Subject: COVID-19 Financial Impacts Update**Recommendation:**

BE IT RESOLVED THAT Council receive Report # 2020-0095 Corporate Services for information.

Background:

The purpose of this report is to provide an update on the potential financial impacts of the COVID-19 pandemic in the Town of Pelham. On May 19, 2020, the first report on the COVID-19 financial impact was presented to Council.

Staff continue to expect that a budget adjustment related to the changes in services, incremental cost and lost revenue associated with COVID-19 emergency response will be required. At this time full impacts are still unknown and staff will bring back a proposed budget adjustment for Council approval when more clarity around funding sources and full cost is available.

Estimates in this report are to December 31, 2020. These estimates are fluid and changing on a weekly basis as new information becomes available.

The Town of Pelham's current estimate of the tax levy supported 2020 total gross cost of COVID-19 pandemic is \$1,251,659.

The Town's current estimate of the 2020 net tax levy supported deficit as a result of COVID-19 pandemic is \$669,336.

The Town has not received any confirmation of funding to offset these COVID-19 pandemic costs. Additional funding announcements are expected but not confirmed.

The Town has a key role in mitigating the impact of COVID-19 on its community; both to implement policies and procedures aimed at reducing the spread of COVID-19 as well as minimizing the economic repercussions of the pandemic on citizens. Some of the Town's actions amid the current pandemic are as follows:

(i) Tax relief measures: the Town has waived interest and penalties for both property taxes and water/wastewater billing from April 1 to June 30, 2020. The lost

revenue relating to this relief measure is \$83,813. The Province's action to defer the required quarterly remittance of education tax collections by 90 days along with the Niagara Region allowing the Town to defer their property tax installment as a percentage of the amount collected during this period has provided financial relief to the Town.

(ii) Closing Facilities: The Province's State of Emergency on March 17th resulted in immediate closure of municipal facilities such as parks, libraries, recreation centre, Town Hall and more. The closure of these facilities is necessary to help reduce the spread of COVID-19, but there are significant revenue losses as a result. For half of March and all of April, May and June all recreational revenues at the community centre have been lost.

(iii) Cancelling of Special Events from April to the end of September: Council approved the cancellation of Summerfest and The Thursday Night Experience including Bandshell concerts. The only activity operating is the Farmer's Market. This has resulted in lost revenues.

(iv) Reducing User fees: The Pool fees will be reduced in order to further provide financial relief.

(v) Cost reduction strategies: The Town continues to assess the financial impacts of COVID-19 and implement short-term strategies to minimize the impact of revenue loss. The Town has identified incremental cost savings in the form of reduced utilities in now-closed facilities, as well as savings due to lower fuel prices. However, these savings do not offset the losses.

In the short-term, staff in non-essential work have been either laid off or redeployed to essential jobs. There has been a decrease in the number of summer students hired for the 2020 summer season.

Staff have reviewed their 2020 budget line by line in order to identify savings such as not attending conferences.

Capital projects have been reviewed in order to identify projects that can be deferred. The total amount of capital projects deferred to 2021 is \$1.5M.

Analysis:

2020 Tax Levy Impact

The tax levy operating deficit of approximately \$669,336 has been forecasted to the end of December as a result of COVID-19. This is a decrease from the projection provided to Council on May 19, 2020 of \$180,484. In this projection the Meridian Community Centre opened starting July 6, 2020 with summer camps running and one ice pad arena available for renting. The second ice pad will be opening on July 27 due to the high demand for ice in the Niagara Region. The incremental net revenue increase to opening the second ice pad is \$57,043. The swimming pool will be opened for swimming lessons as well. These are the main reasons why the tax levy impact has improved compared to the previous report. Please refer to Appendix 1 for the breakdown.

Cash Flow for 2020

There has been an improvement in the cash flow from May 19 report to Council related to Development Charges (DC). Effective May 18, building permits have been allowed to be issued. As a result, should the current level of DC collections continue, it is anticipated that collections will be sufficient to cover DC debt charges for the year. We have had an approximate 2% decline in aging for property taxes receivable and overall property tax collections appear on track. Staff will continue to monitor cash flows on a monthly basis.

Impact on Budget 2020 and 2021

The Town has set aside \$100,000 in the Working Funds reserve for COVID-19 expenditures. The Niagara Region is advocating on the Town's behalf for Federal and Provincial funding relief to cover the shortfall. If this does not happen, then the 2020 deficit would be added to the 2021 budget and tax levy. The \$669,336 deficit is equivalent to a 4.5% tax levy increase.

Financial Considerations:

The Town is projecting that the tax levy operating budgets will be negatively impacted by COVID-19 to December 31, 2020. Given the uncertainty around timelines and availability of funding sources, it is difficult at this time to quantify the full impact of individual items as well as the impact to the Town.

Alternatives Reviewed:

This report is for information purposes only. No alternatives applicable.

Strategic Plan Relationship: Strong Organization

The Town continues to work with the Niagara Region and other local municipalities in order to participate in a united and consistent approach to seek relief from the Federal and Provincial governments.

Consultation:

The Senior Leadership Team

Other Pertinent Reports/Attachments:

Appendix 1: Updated Financial Impact to December 31, 2020

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

	Total costs supported by our approved base budget (1)	Total costs incremental to base budget (2)	Lost Revenue (3)	Confirmed Funding Announcement	Mitigations Incidental (4)	Mitigations Strategic (5)	Net Cost (Savings)	Deficit (Surplus) dollar amount (2,3,4,5)	Deficit/ (Surplus) % of Levy	Anticipated method of funding deficit	
										Stabilization reserve in 2020 Yes or No	Budget in 2021 Yes or No
CAO, Human Resources and Council	\$ 112,137	\$ -	\$ -	\$ -	\$ -	\$ (11,807)	\$ 100,330	\$ (11,807)			
Recreation, Culture and Wellness	24,982	13,157	577,826	-	(212,000)	(193,831)	210,134	185,152			
Clerks, Marketing & Communications	46,914	21,244	13,000	-	-	-	81,158	34,244			
Corporate Services	110,298	40,471	141,313	-	-	(15,106)	276,976	166,678			
Fire & By-law	217,648	-	10,000	-	-	(11,371)	216,277	(1,371)			
Planning & Building	28,504	-	74,438	-	-	-	102,942	74,438			
Public Works	41,841	175,620	58,625	-	(12,243)	-	263,843	222,002			
Transit		-	115,000	-	(115,000)	-	-	-			
Total Levy Supported	582,323	250,492	990,202	-	(339,243)	(232,115)	1,251,659	669,336	4.5%		
Water/Wastewater Rate Supported	-	-	5,000	-	-	-	5,000	5,000			
Library		5,000	47,000	-	-	(61,300)	(14,300)	(9,300)			
Building Department Permit Fees Supported	-	-	112,000	-	-	-	112,000	112,000			
Total	\$ 582,323	\$ 255,492	\$ 1,154,202	\$ -	\$ (339,243)	\$ (293,415)	\$ 1,354,359	\$ 777,036	4.5%	No	Yes

- 1 Salary and benefit costs for staff fully activated in the EOC, Staff unable to work due to self-isolation, needing to care for family members or being sick directly associated with COVID-19, and redeployments.
- 2 Additional salary, benefits and overtime costs related to managing the emergency, purchases to support emergency (eg. Cleaning supplies/services, PPE, emergency shelter, screening, advertising).
- 3 Estimated loss of expected revenue sources (e.g. recreational programs, special events, development applications, POA infraction revenue).
- 4 Estimated cost savings related to operations refocused on emergency and compliance with Provincial restriction (eg. reduced travel costs, reduced electricity, cancelled events).
- 5 Estimated cost savings related to mitigation measures adopted by the municipality (e.g. gapping of vacant positions, reduced non-emergency repair work, reduced transit service costs).

REQUEST TO APPEAR BEFORE COUNCIL FOR THE TOWN OF PELHAM

NAME: Tim Nohara

ADDRESS: PO Box 366, Fonthill, ON

POSTAL CODE: L0S 1E0

TELEPHONE #: 905-329-1875

E-MAIL ADDRESS: tnohara@accipiterradar.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: 1st and 3rd Monday of the month; 5:30 p.m. (except summer schedule)

DATE: July 27, 2020

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

To receive CCC update for informationTo receive proposed amendment to Site Plan Control Bylaw for cannabis, and to approve.

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

(Written presentation must accompany the request)I will provide council with a brief update of the CCC's summer schedule and the next work product.I will present the CCC-proposed amendment to the Site Plan Control Bylaw for consideration and approval.

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 in accordance with the deadlines outlined above.

Tim J. Nohara
 Signature

19 July 2020

Date

The following changes are proposed by the CCC to the Town's Site Plan Control Bylaw. These changes have been reviewed by Aird & Berlis. A resolution to effect these changes is attached.

Site Plan Control Bylaw 1118 (1987) as amended by Bylaw 4117 (2019)

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

- (1) THAT all of the Town of Pelham shall be designated a Site Plan Control Area pursuant to Section 40, Subsection (2) of the Planning Act, S. O. 1983.
- (2) THAT the following land uses shall be exempt from site plan control pursuant to Section 40, Subsection (13) of the Planning Act, S. O. 1983.

- (i) Single family and two family dwellings.

- (ii) Agricultural uses, but this shall not include:

- (a) greenhouses, farm related commercial or industrial uses,

- (b) indoor cannabis or cannabis related uses,

- (c) indoor industrial hemp or industrial hemp related uses, and

- ~~(ii)~~ (d) greenhouse uses.

- (iii) Notwithstanding (i) and (ii) above, single family dwellings used for farm help houses shall be subject to site plan control to regulate the location of the dwelling, preferably in close proximity to main farm buildings. In no case shall a road widening be required as a condition of site plan approval for a help house.

- (3) THAT By-law #649 (1980) be and is hereby rescinded.

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED BY COUNCIL THIS
16th. DAY OF MARCH, 1987 A.D.

THE CORPORATION OF THE
T O W N O F P E L H A M

BY-LAW NO. (2020)

BEING A BY-LAW to amend By-law No. 1118 (1987) to require site plan control in the Town of Pelham.

WHEREAS under the provisions of Section 41 of the *Planning Act*, authority is granted to Councils of municipalities to designate a site plan control area, where an Official Plan is in effect;

AND WHEREAS the Town of Pelham Official Plan (2012) received final approval from the Ontario Municipal Board on July 18, 2014;

AND WHEREAS the Council of the Town of Pelham approved by-law 1118 (1987) on March 16, 1987 designating the Town of Pelham as a Site Plan Control Area;

AND WHEREAS the Council of the Town of Pelham amended By-law 1118 (2019) by By-law 4117 (2019) to require site plan control for greenhouses;

AND WHEREAS, Council adopted Official Plan Amendment no. 9 and Zoning By-law Amendment 4252 (2020) providing policies and regulations for indoor cannabis or cannabis related uses, and indoor industrial hemp or industrial hemp related uses, and is now desirous to further amend By-law 1118 (1987) to require site plan control for these uses;

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

1. **THAT** subsection 2(ii) of By-law 1118 (1987), as amended by By-law 4117 (2019), is hereby deleted and replaced with the following:

(ii) Agricultural uses, but this shall not include:

- (a) farm related commercial or industrial uses,
- (b) indoor cannabis or cannabis related uses,
- (c) indoor industrial hemp or industrial hemp related uses, and
- (d) greenhouse uses.

2. **THAT** this By-law shall come into effect and force from and after the date of passing thereof.

ENACTED, SIGNED AND SEALED THIS

____ DAY OF JULY, 2020 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

SPECIAL COUNCIL MINUTES

Meeting #: SC-12/2020 Special Council
Date: Monday, July 13, 2020, 5:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

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

Staff Present David Cribbs
Nancy Bozzato
Barbara Wiens
Holly Willford

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:00 p.m.

2. Approval of the Agenda

Moved By Ron Kore

Seconded By Marianne Stewart

BE IT RESOLVED THAT the agenda for the July 13th Special Meeting of Council be adopted as circulated.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0

Carried (6 to 0)

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 Bob Hildebrandt

Seconded By Marianne Stewart

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

(f) - advice that is subject to solicitor-client privilege, including communications necessary for that purpose (1 item)

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

5. Rise From In Camera

Moved By Bob Hildebrandt
Seconded By Ron Kore
BE IT RESOLVED THAT Council adjourn the In Camera Session and that Council do now Rise With No Report.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

6. Confirming By-law

Moved By Marianne Stewart
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. 4259(2020) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Special Meeting held on the 13th day of July, 2020.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

7. Adjournment

Moved By Bob Hildebrandt
Seconded By Ron Kore

BE IT RESOLVED THAT this Special Meeting of Council be adjourned until the next regular meeting scheduled for July 13th, 2020 at 6:30 pm.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

Mayor Marvin Junkin

Town Clerk, Nancy J. Bozzato

REGULAR COUNCIL MINUTES

Meeting #: C-12a/2020 - Regular Council
Date: Monday, July 13, 2020
Time: 6:30 PM
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present: Marvin Junkin
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: B. Clark, PATC Delegation
T. Nohara, Cannabis Control Committee
N. McDonald, Cannabis Control Committee

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 6:30 p.m. Participation was electronic during the ongoing pandemic, COVID-19.

2. Approval of Agenda

Moved By Bob Hildebrandt
Seconded By Marianne Stewart

BE IT RESOLVED THAT the agenda for the July 13, 2020 Regular meeting of Council be adopted.

Amendment:
Moved By John Wink
Seconded By Bob Hildebrandt

THAT the agenda be amended by moving Item 10.2.9 to be considered immediately following the Pelham Active Transportation Committee delegation.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

Amendment:
Moved By Bob Hildebrandt
Seconded By Lisa Haun

Move Item 4.3.2 to be the first presentation on the agenda, and that Items 13.3 and 13.4 be considered immediately thereafter.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

Moved By Bob Hildebrandt
Seconded By Marianne Stewart

THAT the agenda for the July 13, 2020 Regular meeting of Council be adopted, as amended.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	

Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

3. Disclosure of Pecuniary Interests and General Nature Thereof

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

4. Hearing of Presentation, Delegations, Regional Report

4.1 Tax Write-Off Under Municipal Act, Section 357 & 358

No one registered to speak at the electronic meeting. One property owner, relating to two separate properties, S. Kaiser advised the Clerk that he was in support of the tax write-offs as presented however there was no need to attend the meeting in this regard.

Moved By Ron Kore
Seconded By John Wink

BE IT RESOLVED THAT Council receive the Taxes Written-Off Report from the Corporate Services Department; and THAT Council approve the Taxes Written-Off Report in the amount of \$4569.95 as per the Municipal Act, Sections 357 and 358.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

4.2 Presentations

4.2.1 Cannabis Control Committee

Chair of the Cannabis Control Committee, T. Nohara, advised that the work of the Cannabis Control Committee is on schedule to present the proposed Official Plan and Zoning By-law amendments. Planning Consultant, N. McDonald, presented the report to outline the proposed Official Plan and Zoning By-law Amendments scheduled for Council consideration on this agenda. Mr. McDonald responded to questions of Council.

Moved By Lisa Haun
Seconded By Ron Kore

WHEREAS on September 10, 2019, the Town held a public meeting pursuant to clause 17(15)(d) and subclause 34(12(a)(ii) of the *Planning Act*, R.S.O. 1990, c. P. 13 for the purpose of giving the public an opportunity to make representations in respect of a proposed Official Plan Amendment and Zoning By-law Amendment for cannabis related uses;

AND WHEREAS, Council has considered the modifications which have been made to the Official Plan Amendment and Zoning By-law Amendment following the public meeting;

AND WHEREAS Council has, pursuant to subsection 34(17) of the Planning Act, determined that no further notice is required to be given in respect of the proposed Zoning By-law Amendment;

NOW THEREFORE BE IT RESOLVED that Council receive the delegation materials from Tim Nohara, Chair of the Cannabis Control Committee, for information;

AND THAT the Recommendation Letter, July 6 2020 together with the Regulating Cannabis in the Town of Pelham Addendum Report, July 5, 2020 prepared by Meridian Planning Consultants be received;

AND THAT Council consider the adoption of the Final Official Plan Amendment and Zoning By-law Amendment By-laws appended thereto.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

4.2.2 Consideration of By-laws 4251(2020) and By-law 4252(2020)

Moved By Lisa Haun
Seconded By Marianne Stewart

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. By-law 4251(2020) - Being a by-law to adopt an Amendment to the Official Plan for the Town of Pelham Planning Area; Amendment No. 09; Provision for Indoor Cannabis and Industrial Hemp Cultivation; and**
- 2. By-law 4252(2020) - Being a By-law passed pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended to amend the Town of Pelham zoning By-law No. 1136(1987), as otherwise amended, to establish provisions that apply to cannabis-related uses and industrial hemp-related uses in the Town of Pelham.**

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

4.2.3 COVID-19

4.2.3.1 COVID-19 Update from Director, Recreation Culture and Wellness

Director vanRavenswaay presented an update on the activities relating to the Pelham Pool, Summer Camps and the Duliban Ice Surface, which are being conducted in accordance with approved Operating Procedures by Public Health and the Emergency Operations Committee. The Director advised that there is a high demand for ice time and in consultation with the Treasurer, it has been determined prudent to open the second ice surface, Accipiter arena.

Moved By Marianne Stewart
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive the COVID-19 update presentation from V. vanRavenswaay, Director of Recreation Culture and Wellness, for information.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

**4.2.3.2 COVID-19 Update from Community
Emergency Management Co-Ordinator**

Fire Chief and Community Emergency Management Co-Ordinator B. Lymburner provided updated statistics on the COVID-19 status specifically related to the Niagara Region and Pelham.

Moved By Marianne Stewart
Seconded By John Wink

BE IT RESOLVED THAT Council receive the COVID-19 update presentation from B. Lymburner, Fire Chief and Community Emergency Management Co-Ordinator, for information.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

**4.2.3.3 Corporate Administration COVID-19
Update**

The Chief Administrative Officer highlighted the work of the corporation as it continues throughout the

pandemic. He confirmed that the openings have been going extremely well to date.

Moved By Ron Kore
Seconded By Marianne Stewart

BE IT RESOLVED that Council receive the COVID-19 Up-date presentation from D. Cribbs, Chief Administrative Officer, for information.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

4.3 Delegations

4.3.1 Pelham Active Transportation Committee re Ontario Municipal Commuter Cycling Grant

Chair of the Pelham Active Transportation Committee, B. Clark, presented delegation materials regarding the Ontario Municipal Commuter Cycling Grant. The committee endorsed the paving of portions of the Steve Bauer Trail from Port Robinson Road to the Pelham boundary.

Moved By Bob Hildebrandt
Seconded By John Wink

BE IT RESOLVED that Council receive Bea Clark, Pelham Active Transportation Committee delegation, for information.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

4.3.2 Niagara 2021 Canada Games Legacy Project, 2020-0101-Public Works

Moved By Ron Kore
Seconded By John Wink

BE IT RESOLVED THAT Council receive Report #2020-0101; and

THAT Council direct staff to revise the current Memorandum of Understanding with the 2021 Canada Games Committee to allow the \$21,250 (excluding HST) legacy project funding to include the hard surfacing of the Steve Bauer Trail between 1106 Line Avenue and Port Robinson Road; and

THAT Council approve the use of the OMCC grant in the amount of \$75,416 (excluding HST) to complete the hard surfacing of the Steve Bauer Trail between 1106 Line Avenue and Port Robinson Road; and

THAT Council approve \$24,584 (excluding HST) of expenditure from the 2019 Capital Budget (red-circled project) to complete the hard surfacing of the Steve Bauer Trail between 1106 Line Avenue and Port Robinson Road.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

4.4 Report of Regional Councillor

No report.

5. Adoption of Minutes

Moved By Bob Hildebrandt
Seconded By Ron Kore

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

- 1. C-11/2020 - Regular Council Minutes of June 15, 2020; and**
- 2. SC-10/2020 Special Council Minutes June 15, 2020**

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	

Ron Kore	X		
Marianne Stewart	X		
John Wink	X		
Results	6	0	
			Carried (6 to 0)

6. Business Arising from Council Minutes

None.

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

Item 8.3.1 - Update on Pedestrian Safety When Crossing Pelham Street at Church Hill was lifted for separate consideration by Councillor Hildebrandt.

8. Consent Agenda Items to be Considered in Block

Moved By Lisa Haun
Seconded By Marianne Stewart

BE IT RESOLVED THAT the Consent Agenda items as listed on the July 13th, 2020 Council Agenda be received and the recommendations contained therein be approved, as applicable.

8.3 Staff Reports of a Routine Nature for Information or Action

~~8.3.1 Update on Pedestrian Safety When Crossing Pelham Street at Church Hill, 2020-0100-Public Works~~

~~BE IT RESOLVED THAT Council receive Report #2020-0100-Public Works entitled "Update on Pedestrian Safety When Crossing Pelham Street at Church Hill" for information purposes— (lifted for separate consideration)~~

8.5 Information Correspondence Items

8.5.1 Thank You Letter - The Ciolfi Family

BE IT RESOLVED THAT Council receive a thank you letter from the Ciolfi Family, for information.

8.5.2 2019 NPCA Annual Water Quality Monitoring Report

BE IT RESOLVED THAT Council receive the 2019 NPCA Annual Water Quality Monitoring Report, for information.

8.5.3 Letter from Sharon Cook re: Support for the Active Transportation Committee to Surface Trails

BE IT RESOLVED THAT Council receive correspondence from Sharon Cook regarding support for the Active Transportation Committee to surface trails, for information.

8.5.4 Letter from Carolyn McCourt regarding Short Term Accommodations

BE IT RESOLVED THAT Council receive, for information, the July 7, 2020 correspondence submitted by Carolyn McCourt regarding Short Term Accommodations.

8.7 Committee Minutes for Information

8.7.1 Cannabis Control Committee

BE IT RESOLVED THAT Council receive the Cannabis Control Committee minutes dated May 27, 2020 and June 3, 2020, for information.

8.7.2 Summerfest Committee Minutes

BE IT RESOLVED THAT Council receive the Summerfest Committee minutes dated March 11, 2020, For information.

8.7.3 Mayors Youth Advisory Council Minutes

BE IT RESOLVED THAT Council receive the Mayors Youth Advisory Council minutes dated February 25, 2020, For information.

8.7.4 MCC User Group Committee Minutes

BE IT RESOLVED THAT Council receive the MCC User Group Committee minutes dated February 13, 2020 and May 7, 2020, For information.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

9. Items for Separate Consideration, if Any

9.1 Update on Pedestrian Safety When Crossing Pelham Street at Church Hill, 2020-0100-Public Works

Moved By Lisa Haun
Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive Report #2020-0100-Public Works entitled "Update on Pedestrian Safety When Crossing Pelham Street at Church Hill" for information purposes

Moved By Bob Hildebrandt
Seconded By Ron Kore

THAT Public Works Report 2020-0100 - Update on Pedestrian Safety When Crossing Pelham Street at Church Hill be referred back to staff for additional information, and that the staff be submitted to Council for consideration by the end of September, 2020.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

10. Presentation & Consideration of Reports

10.1 Reports from Members of Council:

10.2 Staff Reports Requiring Action

10.2.1 Nuisance By-law 2020, 2020-0083-Fire Dept

Moved By John Wink
Seconded By Ron Kore

BE IT RESOLVED THAT Council receive Report #2020-0083;
AND THAT Council consider approving Nuisance By-law 2020.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

10.2.2 Private Entry Onto Lands By-law 2020, 2020-0102-Fire Dept

Moved By Bob Hildebrandt
Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive Report #2020-0102; and recommend to Council:

THAT the private entry onto adjacent lands by-law be considered for Council’s approval.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

10.2.3 Regional Request for Support on Diversity Initiative, 2020-0098-Chief Administrator Officer

Moved By Ron Kore
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2020-0098; and

FURTHER BE IT RESOLVED THAT Pelham Town Council endorse the Niagara Region’s application to join the Coalition of Inclusive Municipalities in pursuit of the ultimate goal of making all of Niagara a community that is inclusive and supportive for all residents and guests.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

10.2.4 Short Term Accommodations - July 13, 2020, 2020-0090-Planning

Moved By Lisa Haun
Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive Report 2020-0090 as it pertains to Short Term Accommodations Policies and Regulations (file No. AM-12-18);

AND THAT Council declare the revisions made to the Official Plan, as directed by Council at the June 1, 2020 meeting, to be minor in nature and that no further public meeting is required;

AND THAT Council approve the amendments to the Official Plan and Zoning By-law as well as the Licencing By-law for Bed and Breakfast Establishments and Short Term Accommodations.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

10.2.5 Demolition of Barn - 855 Twenty Road, 2020-0092-Planning

Moved By Ron Kore
Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive Report #2020-92 as it pertains to the demolition of a barn at 855 Twenty Road; and

THAT Council direct Planning staff to include 855 Twenty Road on the register of non-designated properties situated in the municipality that is of cultural heritage value or interest that is being worked on by Planning staff.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

10.2.6 Recommendation Report for Site Plan Application - 190 Canboro Road, 2020-0088-Planning

Moved By Lisa Haun
Seconded By John Wink

BE IT RESOLVED THAT Council receive Report #2020-88 as it pertains to application File no. SP-02-19 for 190 Canboro Road; and

THAT Council approve the By-law, attached hereto as Appendix A, authorizing the Mayor and Clerk to enter into the Site Plan Agreement with Dehaan Homes Inc. on behalf of the Town.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

10.2.7 Grant Opportunity for a GIS Asset Management Specialist, 2020-0097-Public Works

Moved By Bob Hildebrandt
Seconded By Lisa Haun

BE IT RESOLVED THAT Council receive and approve Report #2020-0097-Public Works;

AND THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for a GIS Asset Management Specialist.

AND THAT The Town of Pelham commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance the asset management program:

- a. Asset condition assessment on all core assets (i.e. roads, bridges and culverts, water, wastewater and stormwater management systems); and**
- b. Inventory Existing Core Assets into specialized asset management software.**

AND THAT the Town of Pelham commits \$26,200.00 in its 2021 operating budget toward the costs of this initiative.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

**10.2.8 Public Realm Investment Program (PRIP)
Grant Rice Road and Port Robinson Road Update,
2020-0081-Public Works**

Moved By Marianne Stewart

Seconded By Ron Kore

BE IT RESOLVED THAT Council receive Report # 2020-0081; and recommend that Council endorse the proposed landscaping improvements to permit Staff to proceed with tendering the project for completion in the fall of 2020; and

THAT Council instruct Staff to look into the opportunity to include the grant funding received through the 2020 PRIP Program for Tree Planting and Trail Enhancements along Rice Road (RR #50) adjacent to the paved multi-use trail and develop one single landscaping tender in order to gain economies of scale.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

11. Unfinished Business

None

12. New Business

None

13. Presentation and Consideration of By-Laws

The motion was divided so as to consider By-law 4254(2020) separately, on a request by Councillor Kore.

Moved By Lisa Haun
Seconded By John Wink

THAT the Rules of Procedure as contained in the Town of Pelham Procedural By-law, be suspended;

AND THAT the specified meeting curfew time of 9:00 p.m. be and is hereby waived;

AND THAT the remainder of the business listed on the agenda for this meeting continue to be considered until all matter have been concluded.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

Moved By Lisa Haun
Seconded By Marianne Stewart

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. By-law 4250(2020) - Being a by-law to amend By-law No. 4187(2020) to establish 2020 Fees and Charges to be collected by the Corporation of the Town of Pelham; And to amend Schedule "1", Recreation & Culture Services.

~~2. By law 4251(2020) - Being a by law to adopt an Amendment to the Official Plan for the Town of Pelham Planning Area; Amendment No. 09; Provision for Indoor Cannabis and Industrial Hemp Cultivation- See Agenda Item 4.2.2~~

~~3. By law 4252(2020) - Being a By-law passed pursuant to the provisions of Section 34 of The Planning Act, R.S.O. 1990, c.P.13, as amended to amend the Town of Pelham Zoning By-law No. 1136 (1987), as otherwise amended, to establish provisions that apply to cannabis-related uses and industrial hemp-related uses in the Town of Pelham. - See Agenda Item 4.2.2~~

4. By-law 4253(2020) - Being a By-law to prohibit and abate public nuisances in public places within the Town of Pelham.

~~5. By law 4254(2020) - Being a By law to permit owners or occupants of any buildings, fences or other structures, or their agents or~~

~~employees to enter up on any adjoining land for the purpose of making repairs, alterations or improvements to such buildings, fences or other structures and to Repeal and Replace By-law No. 1155(1987).~~ Lifted for Separate Consideration

6. By-law 4255(2020) - Being a by-law to adopt an Amendment to the Official Plan for the Town of Pelham Planning Area; Amendment No. 10; Implementation of Short Term Accommodations recommendations.

7. By-law 4256(2020) - Being a by-law to amend Zoning By-law 1136(1987), as amended, with respect to Short Term Accommodation in the Town of Pelham, File AM-12-18.

8. By-law 4257(2020) - Being a By-law to licence, regulate and govern the operation of short term accommodation in the Town of Pelham.

9. By-law 4258(2020) - Being a by-law to authorize the execution of a site plan agreement for the lands municipally known as 190 Canboro Road, Dehaan Homes, Inc., File No. SP-02-19.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

Moved By Lisa Haun

Seconded By Marianne Stewart

BE IT RESOLVED THAT the Council of the Town of Pelham, having given due consideration to the following By-law 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:

By-law 4254(2020) - Being a By-law to permit owners or occupants of any buildings, fences or other structures, or their agents or employees to enter upon any adjoining land for the purpose of making repairs, alterations or improvements to such buildings, fences or other structures and to Repeal and Replace By-law 1155(1987).

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun		X

Bob Hildebrandt	X	
Ron Kore		X
Marianne Stewart	X	
John Wink	X	
Results	4	2
		Carried (4 to 2)

14. Motions and Notices of Motion

None.

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

None.

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

None.

17. Resolution to Move in Camera

Moved By Bob Hildebrandt
Seconded By Marianne Stewart

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

Pursuant to Municipal Act, Section 239(2):

- 1) Section 239(2)(d) - labour relations or employee negotiations (1 item)**
- 2) Section 239(2)(j) - financial information that belongs to the municipality or local board and has monetary value or potential monetary value (1 item)**

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

18. Rise From In Camera

Moved By Ron Kore
Seconded By John Wink

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

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

Moved By Marianne Stewart
Seconded By Lisa Haun

BE IT RESOLVED THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of July 13, 2020.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
Carried (6 to 0)		

19. Confirming By-Law

Moved By Bob Hildebrandt
Seconded By Marianne Stewart

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

Being a By-law No. 4260(2020) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 13th day of July, 2020.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	

John Wink	X	
Results	6	0
		Carried (6 to 0)

20. Adjournment

Moved By Ron Kore
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for July 26, 2020 at 5:30 pm.

Recorded	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0
		Carried (6 to 0)

Mayor: Marvin Junkin

Town Clerk: Nancy J. Bozzato

Recommendations of the Public Meeting under the Planning Act held July 13, 2020

BE IT RESOLVED THAT COUNCIL HEREBY approves the following
Recommendations Resulting from the Public Meeting under the Planning Act meeting of
July 13, 2020:

1. **THAT the agenda for the July 13th, 2020 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.**
2. **THAT Committee Receive the applicants verbal presentation for information.**

3. **BE IT RESOLVED THAT Council receive Report # 2020-0093-Planning pertaining to Draft Plan of Condominium file 26CD19-01-2020; and**

THAT Council approve the draft plan of condominium subject to the conditions attached hereto as Appendix D; and

THAT, the Mayor or designate be authorized to sign the draft plan as 'approved' 20 days after notice of Council's decision has been given as per the Planning Act, provided no appeals have been lodged.

4. **THAT this Special Committee of the Whole, Public Meeting Under the Planning Act, be adjourned.**

Committee of the Whole Meeting

Minutes

Meeting #: PCOW-03/2020 Public Meeting Under Planning Act
Date: Monday, July 13, 2020
Time: 4:30 PM
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present: Marvin Junkin, Lisa Haun, Bob Hildebrandt, Marianne Stewart, John Wink

Staff Present: Nancy Bozzato, Holly Willford, Barbara Wiens, Curtis Thompson, Sarah Leach

Other: Kahlin Holmes, Better Neighborhoods, Agent
Glen Barr - Better Neighborhoods, Agent

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.

Ms. Holly Willford, Deputy Clerk read opening remarks regarding the Zoom Webinar meeting and procedures for public participation.

2. Adoption of Agenda

Moved By Councillor Lisa Haun

THAT the agenda for the July 13th, 2020 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.

For (5): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Marianne Stewart, and John Wink

Carried (5 to 0)

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. Planning Act Application: 26CD19-01-2020 - Part 5, 59R-16105 (Northeast corner of Wellspring Way/ Summersides Blvd)

The Deputy Clerk read into the record the Notice Requirements regarding this application.

4.1 Planning Report

Mr. Curtis Thompson, Town Planner provided an overview of the application before Council. A copy is available through the Clerk.

4.2 Applicant's Presentation

The Agent indicated she had no further comments.

Moved By Councillor Bob Hildebrandt

THAT Committee Receive the applicants verbal presentation for information.

For (5): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Marianne Stewart, and John Wink

Carried (5 to 0)

4.3 Public Input

Ms. Willford, Deputy Clerk opened the public portion of the meeting. Ms. Willford indicated no members of the public pre-registered to speak to the Committee. Ms. Willford checked the clerks@pelham.ca e-mail address at 4:48 pm and confirmed no e-mails were received regarding this application. Through the Chair, Ms. Willford closed the public portion of the meeting.

4.4 Committee Input

The Committee had no comments or questions.

4.1.1 Draft Plan Condominium Recommendation Report - Summersides Mews (26CD19-01-2020) Part 5, RP 59R-16105, 2020-0093-Planning

Moved By Councillor Lisa Haun

BE IT RESOLVED THAT Council receive Report # 2020-0093-Planning pertaining to Draft Plan of Condominium file 26CD19-01-2020; and

THAT Council approve the draft plan of condominium subject to the conditions attached hereto as Appendix D; and

THAT, the Mayor or designate be authorized to sign the draft plan as 'approved' 20 days after notice of Council's decision has been given as per the *Planning Act*, provided no appeals have been lodged.

For (5): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Marianne Stewart, and John Wink

Carried (5 to 0)

5. Adjournment

Moved By Councillor John Wink

**THAT this Special Committee of the Whole, Public Meeting
Under the Planning Act, be adjourned.**

For (5): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Marianne Stewart,
and John Wink

Carried (5 to 0)

Mayor: Marvin Junkin

Deputy Clerk: Holly Willford

CLERK'S DEPARTMENT MONTHLY REPORT

JULY, 2020

This Q2 report covers April, May, June 2020

DEPARTMENT OVERVIEW & STATISTICS

<u>Area of Responsibility</u>	<u>2019 Year End</u>	<u>2020 Year To Date</u>
Insurance or Small Claims Processed (incl.potential)	29	8
Pelham Deaths Registered	68	36
Deaths Outside of Pelham Registered	96	53
Lottery Licenses Issued	33	7
Council Meetings Attended/Minuted	21	11
Special Council Meetings Attended/Minuted	41	10
COW Meetings Attended/Minuted	17	2
Public Meetings Attended/Minuted	6	2
P & P Meetings Attended/Minuted	8	2
Affidavits Sworn	127	39
FOI Requests Received/Processed	5	8
FOI Appeal or Complaint	0	-
Closed Meeting Investigation	0	1
Committee of Adjustment – Variances	29	23
Committee of Adjustment – Consents	12	9
Committee of Adjustment – Hearings	13	11
LPAT Appeals C of A	4	3
Property Standards Appeals	0	-
Fence Viewing Meetings	0	-
By-laws	120	63
Itinerant Seller/Vehicle Licenses Issued	1	1
Wet/Dry Status to AGCO	1	-
Sidewalk Patio/Sidewalk Sale Permits	2	3
Special Event Permit – Private	1	-
Livestock Valuer Claims	2	-
Drainage Petitions Received	0	-
AMP Review Hearings	19	23
AMP Review Decision Appeals	0	-
Marriage Licenses Issued	31	5
Civil Marriage Ceremonies Officiated	13	-
Proclamations	8	5
Press Releases	27	31
News Briefs	66	92

Many of the statistics above have been impacted by the COVID-19 pandemic.

PROJECTS**Electronic Public Meetings**

The Deputy Clerk reviewed recent legislation which amended the Planning Act with regards to some planning act applications. Reviewing the legislation with a focused lens on Committee of Adjustment, the Deputy Clerk provided the Town Clerk her analyzes of the legislation and identified two affected files.

The Clerk's Department has now successfully conducted four {4} electronic public meetings via Zoom Webinar. This platform has allowed Planning Act Applications to proceed in a safe way while still engaging the public. Members of the public can participate by mailing or e-mailing comments in advance of the meeting, pre-registering with the Clerk's Department to speak at the meeting or by e-mailing live comments while streaming at home.

2020 By-Election

Focused on development of special provisions to be incorporated into the Ward One By-Election during the current global novel coronavirus pandemic, COVID-19, together with the standard by-election requirements, extra procedures are being developed to provide for an On Demand Special Ballot voting opportunity as well as precautionary measures to be incorporated at the voting sites.

As Council is aware, the Clerk is responsible to conduct a by-election in accordance with the provisions of the *Municipal Elections Act*, 1996 (MEA) and in a manner that is consistent with the principles of this Act. In this respect, the principles include but are not limited to the secrecy and confidentiality of the vote and voting process, accessibility for all stakeholders and that the election be conducted in a fair and unbiased manner, while maintaining the integrity of the process throughout the by-election. By-elections are to be conducted as far as possible in the same way as regular elections.

To this end, pursuant to Section 12 of the MEA, the Clerk is to provide for any matter or procedure not otherwise provided for that is, in the Clerk's opinion, "necessary or desirable" to conduct the election. This is of particular importance given the current pandemic environment and the need to accommodate additional procedures and opportunities for electors to cast a ballot.

In order to initiate the new procedures that are required to establish the On Demand Special Ballot, which was not available to electors during the 2018 Municipal Election, the Clerk intends to declare an emergency under the MEA, Section 53 as circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act, i.e. in the same way as regular elections.

Declaration of the emergency under the MEA will enable the Clerk to institute these special voting provisions which have been developed to ensure all eligible electors in Ward One, regardless of any restrictions placed upon them to remain in isolation or quarantine, are able to cast their own ballot, thus making the election accessible to all persons. In addition, new election official positions and procedures that will be incorporated into the in-person voting locations will be instituted pursuant to this emergency declaration.

**Administration
Services**

A copy of the declaration is appended to this report and will be relayed to the public through a media release on July 28, 2020. The Town's 2020 By-Election Webpage will be updated and the On Demand Special Ballot processes will be outlined for the public in early August.

Recruitment of election personnel is underway with training to follow. Voter Notifications will be mailed in August to all eligible electors on the Ward One Voters' List and Clerk's staff intend to be available at the Maple Acre Library Branch periodically to allow electors to make amendments to the list prior to voting day.

Marriage Licence/ Civil Ceremonies

The Clerk's department has resumed the issuance of marriage licences by appointment. Civil marriage ceremonies are scheduled to resume in late July in accordance with physical distancing and social gathering restrictions.

Construction Act Working Group

The Deputy Clerk and Administrative Assistant are critical members of the Construction Act Working Group. This group reviewed legislative changes to the Construction Lien Act and drafted proposed procedures to ensure the Town is in full compliance with the new legislation. With SLT's support, the Clerk's Department is leading the implementation phase of the project.

PR/ Marketing Analytics, April - June 2020

Website

Page Views	Unique	Average Time on Page
110,403	90,544	1:50 minutes

Top 5 pages: Gypsy Moth, COVID-19, Council, Careers, Zoning

Twitter

Tweets	Impressions	New Followers
189	111k	49

Facebook

Engagement	Page Views	Total Reach
28,830	3,789	52,829

Projects

- By-election communications plan
- Annual report design
- Reopening Framework design

Print Advertising/Promotion

- April – June newsletter
- 25 print ads

CONSTITUENT CONCERNS & ISSUES ARISING

PERSONNEL

The administrative assistant completed Incident Management System (IMS)100 course.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

MEETINGS

Town Clerk

SLT - Weekly

Electronic Committee of Adjustment Preparation Meeting

Emergency Operations Centre – (3X per week)

Emergency Management Committee - Weekly

Return to Work Group Meeting

Clerks Department Meeting – Weekly

Ward One By-Election Candidates

Ontario By-Election Working Group – Weekly

Marketing/ PR Specialist

Niagara This Week x 2

EOC 3x/week

2021 Summer Games

EOC – x5

Niagara Emergency Communicators weekly

Deputy Clerk

Electronic Committee of Adjustment Preparation Meeting

Construction Lien Meeting

Return to Work Group Meeting

Clerks Department Meeting – Weekly

Zoom Webinar Test X2

City of St. Catharines re: Zoom CofA Meeting

Town of Fort Erie re: Zoom CofA Meeting

Administrative Assistant

Electronic Committee of Adjustment Preparation Meeting

SLT (secretary)

Construction Lien Meeting

Return to Work Group Meeting

Clerks Department Meeting – Weekly

Zoom Webinar Test X2



Declaration of Emergency

Pursuant to Section 53, Municipal Elections Act, 1996

WHEREAS on March 17, 2020 pursuant to Ontario Order in Council 518/2020 (O.Reg. 50/20), in accordance with Section 7.0.1 of the *Emergency Management and Civil Protection Act*, 1990, an emergency has been declared throughout Ontario;

AND WHEREAS an emergency has also been declared throughout the Town of Pelham by the Mayor of the Town of Pelham on April 3, 2020, in accordance with the *Emergency Management and Civil Protection Act*, 1990;

AND WHEREAS Section 12 of the *Municipal Elections Act*, 1996 provides that the Clerk is responsible for the conduct of the municipal election and may provide for any matter or procedure that in the Clerk's opinion is necessary or desirable for conducting the election;

AND WHEREAS the Clerk may also declare an emergency in accordance with Section 53 of the *Municipal Elections Act*, 1996, if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted, and upon declaring such emergency the Clerk shall make such arrangements as they consider advisable for the conduct of the election consistent with the principles of the Act;

AND WHEREAS given the ongoing global novel coronavirus pandemic, COVID-19, and subsequent emergency declarations associated thereto, the Clerk has determined that circumstances are such so as to prevent the by-election in Ward One to be conducted in accordance with the *Municipal Elections Act*, 1996 and that various special adaptations are necessary to address public health guidelines;

NOW THEREFORE I, Nancy J. Bozzato, Town Clerk, Town of Pelham, hereby declare that an emergency exists in the Town of Pelham, under the authority of Section 53 of the *Municipal Elections Act*, 1996, and I will make such arrangements as I consider necessary for the conduct of the Ward One municipal by-election, which shall be consistent with the principles of the Act.

Dated at the Town of Pelham this 28th day of July, 2020.

Nancy J. Bozzato, Town Clerk

CORPORATE SERVICES MONTHLY REPORT**JULY, 2020****DEPARTMENT OVERVIEW & STATISTICS****Overview**

In the months of April through June, the Corporate Services department was fully operational in spite of the pandemic with additional demands in terms of reporting the financial impact of COVID-19 as well as attendance at extra meetings and assisting residents virtually and by phone.

In April, Deloitte completed the 2019 year-end audit, which was conducted remotely and stayed on schedule. The Town's financial statements were issued with an unmodified (clean) audit opinion.

In May, the Financial Information Return was completed and submitted on time before the June 1, 2020 due date.

In June, the draft of the Town's first Annual Report in its known history was finalized for review by the Finance and Audit Committee and Council. In addition, numerous staff from the department have been working on the implementation and data integration as part of the new Questica budget software implementation.

Water

Since the start of April, the Water Billing Clerk has had 22 new enrollments for Pre-Authorized Payments for water.

Taxes

Since the start of April, the Tax Clerk has had 55 new enrollments for Pre-Authorized Payments for taxes.

Information Technology

Broadsoft UC-One phone client installed and is currently being tested with 5 staff members. The UC One software allows remote users to answer telephone calls directly on their laptop or computer. The system features full functionality to transfer calls, place calls on hold, status availability.

Attained software quote for "People Counter" or traffic cameras for the MCC. Installation is expected to be completed in July or early August.

Questica Budgeting software. Exporting of historical data from iCity (Capital and Operating) for 2015-2019 and then importing into Questica.

Laptop deployment for staff in order to work from home.

NRBN tele-conferencing setup for each department.

In the process of setting up Paymentus for taking credit card payments.

PROJECTS

CONSTITUENT CONCERNS & ISSUES ARISING

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

PERSONNEL

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

- The Fixed Asset Accountant received a grade of 92% on his completion of Course One of the Municipal Administration Program.
- The Staff Accountant/Payroll Clerk has completed the first of three courses to receive his Payroll Compliance Practitioner designation. He is currently enrolled in the second course, Payroll Fundamentals 1.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

Grant Submissions

Grant Name	Description	Amount Applied For
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Bicycle Facilities Grant	Reconstruction of Pelham Street from College Street to Port Robinson Road. This will improve safety and accessibility for pedestrians and cyclists.	\$100,000
FCC AgriSpirit Fund	Place 10 public access defibrillators for use in public locations throughout Pelham and during community events.	\$25,200
FCM MAMP Grant	Funding for GIS Asset Management Specialist to engage Assessment and Inventory of Town Assets in Compliance with Ont. Reg. 588/17	\$50,000

Current Bids and Tenders

Invitation to Bid #2020-PW-05 – Terms of Reference Detailed Design, Pelham Street	
<u>Bidders</u>	<u>Amount</u>
Ambashi Engineering & Management Inc.	\$164,255
Associated Engineering (Ont.) Ltd.	\$119,585
IBI Group Professional Services (Canada) Inc.	\$299,900
Upper Canada Consultants	\$213,185
Award is to Associated Engineering (Ont.) Ltd. with a contract value of \$119,585.	
Invitation to Bid #2020-PW-04 – Combination Snow Plow & Spreader Unit	
<u>Bidders</u>	<u>Amount</u>
Premier Truck Group Hamilton	\$285,495
Archer Truck Services Ltd.	\$268,958.32
Award is to Archer Truck Services Ltd. with a contract value of \$268,958.32.	
Invitation to Bid #2020-PW-02 – Street Sweeping Program	
<u>Bidders</u>	<u>Amount</u>
D&D Trucking and Construction Service Inc.	\$49,920
A&G The Road Cleaners Inc.	\$155,688
Award is to D&D Trucking and Construction Service Inc. with a contract value of \$49,920.	
Invitation to Bid #2020-PW-03 – Municipal Grass Cutting and Property Maintenance	
<u>Bidders</u>	<u>Amount</u>
Ibrahim Nassri Trading Inc.	\$690,757 (3 years)
Stevensville Lawn Service Inc.	\$443,290.50 (3 years)
VanDuzen Fence and Post	\$584,235 (3 years)
843081 Ontario Inc. o/b Snips Landscape and	\$721,707

Nursery	
Bos Landscaping Inc.	\$138,399.40 (3 years) 2020 Award \$45,230 (2021 & 2022 c/w approved budget)
Award is to <i>Bos Landscaping Inc.</i> with a contract value of \$138,399.40 (3 years) 2020 Award \$45,230 (2021 & 2022 c/w approved budget).	
Invitation to Bid #2020-PW-06 – Bridge and Culvert Inspection Program	
<u>Bidders</u>	<u>Amount</u>
Centex Engineering and Development Inc.	\$3,500
ART Engineering Inc.	\$7,490
AUE Structural	\$5,750
AMTEC Engineering Ltd.	\$6,900
Paradigm Engineering Group Ltd.	\$25,000
ELLIS Engineering Inc.	\$7,570
Morrison Hershfield Limited	\$15,179
McIntosh Perry Consulting Engineers Ltd.	\$9,193
Safe Roads Engineering	\$13,989
TSI Inc.	\$3,850
Award is to <i>ELLIS Engineering Inc.</i> with a contract value of \$7,570.	
Invitation to Bid #2020-CS-02 – Shared Services Review	
<u>Bidders</u>	<u>Amount</u>
GM Blueplan Engineering	\$45,370
Western Management Consultants of Ontario	\$48,000
Award is to <i>GM Blueplan Engineering</i> with a contract value of \$45,370.	
Invitation to Bid #2020-PW-07 – Station Street Storm Pond Outlet Rehabilitation	
<u>Bidders</u>	<u>Amount</u>
Duffin Contracting Inc.	\$119,446.47
2220742 Ontario Ltd o/a Bronte Construction	\$267,336.55
Seawaves Development Services Inc.	\$254,070
Anthony's Excavating Central Inc.	\$124,165
CRL Campbell Construction & Drainage LTD	\$146,650.23
2SC Contracting Inc.	\$260,625
CSL Group Ltd.	\$232,717.78
Award is to <i>Duffin Contracting Inc.</i> with a contract value of \$119,446.47.	
Invitation to Bid #2020-PW-16 – Road Base and Surface Repair Program	
<u>Bidders</u>	<u>Amount</u>
Circle P Paving Inc.	\$144,250.00
Award is to <i>Circle P Paving Inc.</i> with a contract value of \$144,250.00	

Invitation to Bid #2020-PW-11 – Snow Clearing Program 2020 (2021, 2022)

Bidders	Amount
The Greenfield Group Ltd.	\$287,744.60 (with provisional \$377,744.60)
B.A. Loney Services Inc.	\$417,500.00 (with provisional \$492,500.00)
Buist Landscaping Inc.	\$658,291.00 (with provisional \$863,341.00)

Award is to *The Greenfield Group Ltd.* with a contract value of \$287,774.60 (with provisional \$377,744.60)

MEETINGS

- Deloitte
- Area Treasurer's Meeting
- Ministry of Municipal Affairs and Housing
- Questica
- F.H. Black and Company
- Finance and Audit Committee
- The Voice of Pelham
- KPMG

COMMUNITY PLANNING & DEVELOPMENT MONTHLY REPORT

APRIL, MAY AND JUNE, 2020

DEPARTMENT OVERVIEW & STATISTICS

Planning:

The Planning Department continues to work on the following development applications: 4 Subdivision Applications, 1 condominium application, 2 Official Plan Amendment applications, 9 Zoning By-Law Amendments, 6 applications for Site Plan Approvals, 1 consent applications, 9 minor variance applications and 2 Niagara Escarpment Development Permit applications.

The three LPAT appeals relating to the Saffron Meadows Official Plan, Zoning By-law Amendment and Draft Plan of Subdivision approval have been withdrawn by the appellant. There are 2 LPAT appeals relating to 1440 Pelham Street Zoning By-law Amendment and Site Plan Control applications; one LPAT appeal relating to Development Charges By-law Amendment; and one LPAT appeal relating to the extension of the Interim Control By-law that are pending. The court application by Woodstock Biomed with regard to the initial Interim Control By-law is also pending and the responding material was filed with the Courts.

There were no public meetings were held during the second quarter due to COVID-19 pandemic. Public meetings are resuming in the third quarter, however.

Building:

Due to the hold placed on permit issuance during the COVID-19 pandemic, the building department was unable to issue permits from March 30 to May 19, 2020. During this period, the building department continued to review applications and plans received prior to the March 30th date, and continued with residential building inspections. The building department was able to conduct a total of 343 inspections since the 2020 first quarterly report which is consistent with seasonal trends.

Building Activity Statistics from April 1, 2020 – June 30, 2020:

Months	All Building Permits	Inspections	Demolition Permits	Commercial Building Permits		Estimated Total Value of Construction	New Dwelling Units
					Sq.Ft.		
April 2020:	8	117	2	1	5,640	\$ 711,550	-
May 2020:	30	70	2	2	1,305	\$ 7,828,800	14
June 2020:	<u>24</u>	<u>156</u>	<u>1</u>	<u>1</u>	<u>3,767</u>	<u>\$ 3,971,600</u>	<u>7</u>
TOTAL:	62	343	5	4	10,712	\$12,511,950	21

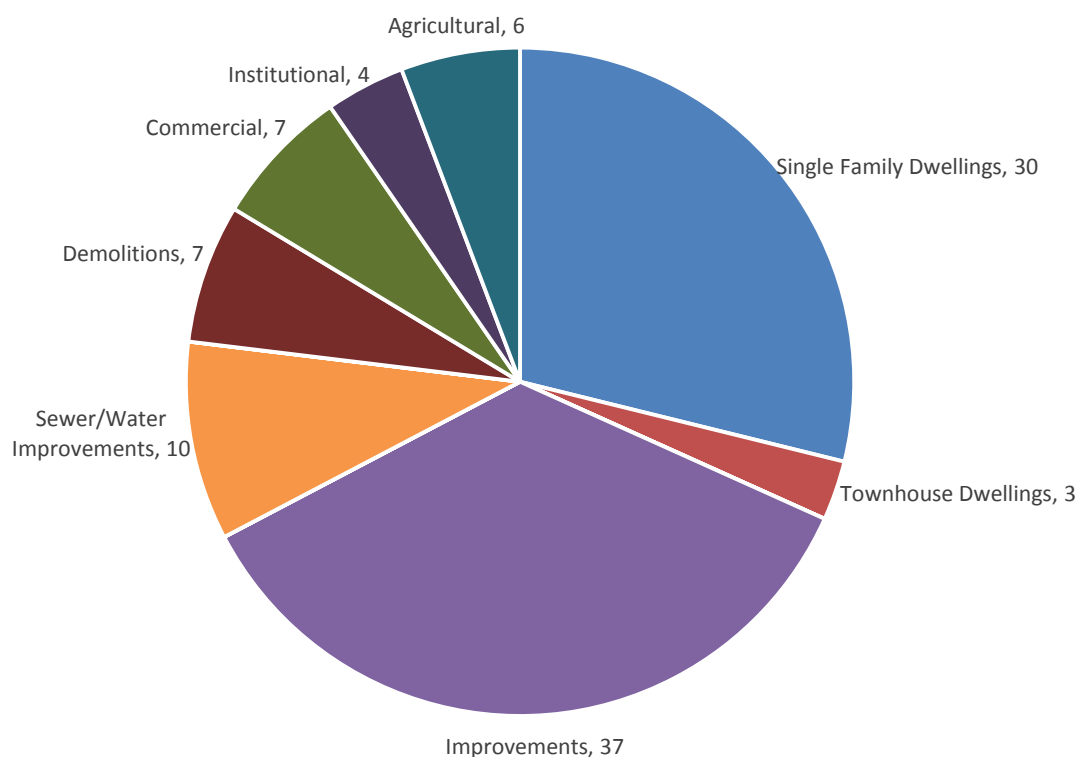
Building Permit Time Frames from April 1, 2020 – June 30, 2020:

Category of Building Type & Required No. of Days to issue or stop process	No. of Permits Issued	Average No. of Days to Issue Permit
House: 10 days	49	6
Small Building: 15 days	8	9
Large Building: 20 days	5	10
Complex Building: 30 days	-	-
Total:	62	

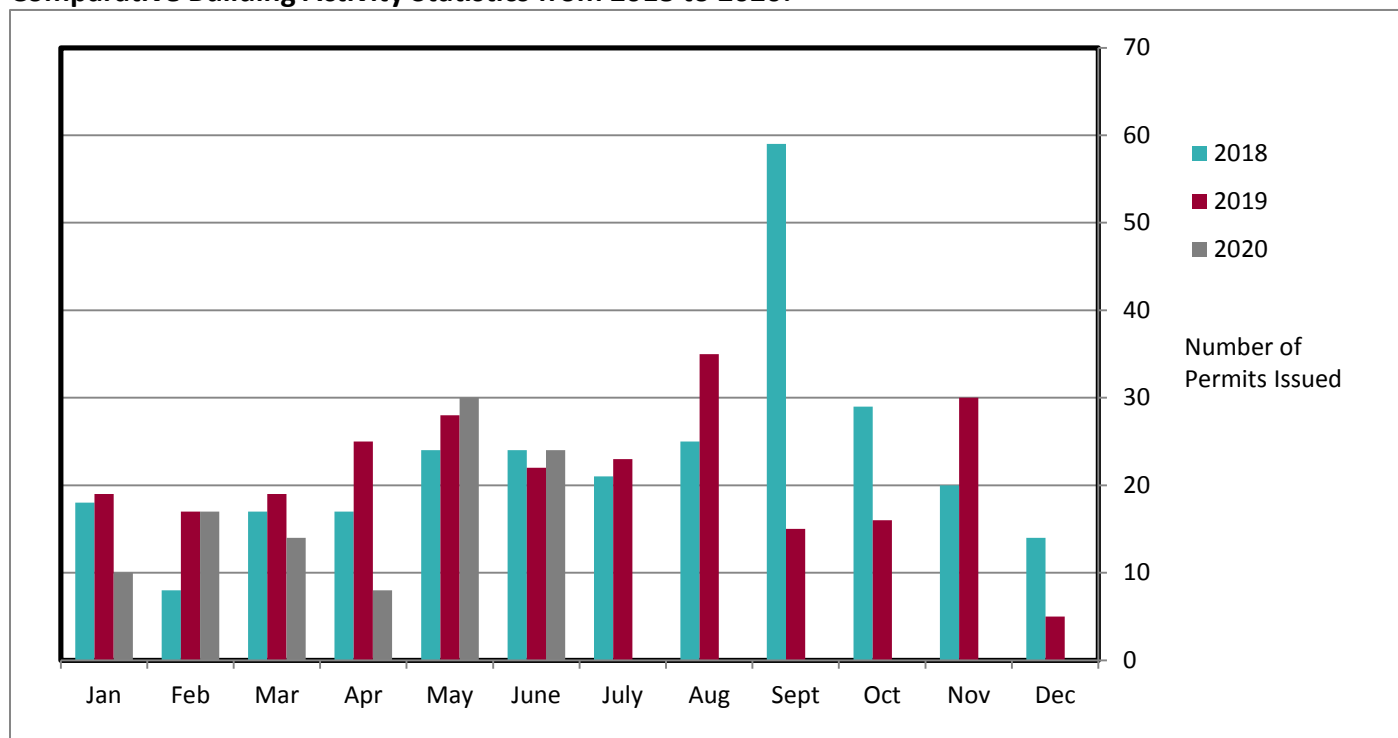
Major Building Projects Over \$250,000 (excluding single family dwelling units): 2

- \$285,000 for an office building alteration
- \$340,000 for a farm building addition

Building Permit Breakdown (Year to Date):



Comparative Building Activity Statistics from 2018 to 2020:



Cannabis

Work continued by Meridian Planning Consultants Inc. on the proposed Official Plan and Zoning By-law amendment. The public was notified of the proposed draft planning amendments and were they were circulated for public review and input. Meetings were held with the Region of Niagara staff in an effort to resolve issues and Meridian Planning Consultants made further revisions to the proposed Official Plan amendment and Zoning By-law amendment. The draft documents were presented to Council on July 13, 2020 for final approval.

Municipal Drainage

Drain maintenance occurred this spring with the removal of a number of beaver dams and beavers that were causing damage to properties. A total of 12 beavers were removed.

Proposed Changes to the Growth Plan for the Greater Golden Horseshoe

The Province has initiated an update to A Place to Grow: Growth Plan for the Greater Golden Horseshoe. This update will include changes to the population and employment forecasts, the Plan horizon year for planning has been extended to 2050, aggregates framework, changes to employment lands near transit and other policy revisions that support the objectives of increasing housing supply, creating more jobs, attracting

business investments and better aligning infrastructure. The government is also consulting concurrently on a proposed new Land Needs Assessment Methodology for the Greater Golden Horseshoe ('Methodology') which supports implementation of A Place to Grow. The proposed amendment to the Growth Plan for the Greater Golden Horseshoe aligns with the new Provincial Policy Statement which took effect May 2020.

PROJECTS

East Fenwick Secondary Plan: The Developers Group continue to work on Environmental Impact Study which will inform East Fenwick Secondary Plan work.

CONSTITUENT CONCERNS & ISSUES ARISING

PERSONNEL

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

- The Director attended:
 - OPPI – Bill 189: The Coronavirus Support and Protection Act, 2020 and LPAT Update
 - OPPI – Annual Update on Planning System
 - Congress of New Urbanism Virtual Conference
- The Senior Planner attended:
 - The Greenbelt Foundation's Examining the Role of Green Infrastructure & the Greenbelt's Urban River Valleys During Extreme Heat;
 - Opportunities to Grow Southern Ontario's Fruit and Vegetable Sector Webinar;
 - OPPI – Bill 189: The Coronavirus Support and Protection Act, 2020 and LPAT Update; and
 - GroupHealth's Mental Health during COVID-19
- The Planner attended The Greenbelt Foundation's Examining the Role of Green Infrastructure & the Greenbelt's Urban River Valleys During Extreme Heat.
- The Chief Building Official and Building Inspectors attended:
 - RSM Building Consultant's Exiting Through Lobbies, Engineered Floor Systems, Cannabis Facilities, Part 10 & 11 of the Ontario Building Code, Mezzanines, and Truss Bracing Webinars.
- A Building Inspector completed Office Ergonomics training course.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

Sharing of Building and Municipal Drainage Services with Port Colborne, West Lincoln and Wainfleet. This contract was awarded to GM Blue Plan and the draft report was provided June 17, 2020.

MEETINGS

On-going meetings:

- Development Coordinating Meeting
- Weekly Cannabis Control Committee Meetings
- OBOA Niagara Chapter Meetings
- EOC Meetings
- Pre-Consultation Meetings
- SLT Meetings
- Joint Health & Safety Committee Meetings

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

- All Staff meeting
- CIP Coordinators Meeting
- Area Planners Meetings
- Office Ergonomics Training
- Inter-municipal Shared Services Meetings
- Cannabis Control Committee Meetings



FIRE & BY-LAW SERVICES MONTHLY REPORT**JULY, 2020****DEPARTMENT OVERVIEW & STATISTICS****By-Law**

April - For the month of April 2020 the majority of By-law complaints received related to COVID-19. Complaints included concerns relating to lack of social distancing, non-essential business remaining open, gatherings of more than 5 people, and the use of public parks and recreational facilities. All investigations relating to these matters resulted in full compliance from individuals and businesses concerned. By-law officers issued no provincial fines or charges in this regard.

May - For the month of May 2020 the majority of all By-law complaints received related to COVID-19. Complaints included concerns relating to lack of social distancing, non-essential business remaining open, gatherings of more than five people, and the use of public parks and recreational facilities. All investigations relating to these matters resulted in full compliance from individuals and businesses concerned. By-law officers issued no provincial fines or charges in this regard.

Complaints received about cannabis odour totaled four for month. No greenhouse light complaints were received in May.

June - For the month of June 2020 the majority of all By-law complaints received related to long grass and weeds.

Complaints received about cannabis odour totaled 2 for the month. No greenhouse light complaints were received.

Fire Prevention

April - April has seen an increase in inquiries about burning permits as well as permits for Agricultural brush burns. With people being home the past few months, the fire department has received increases in new fire pit inspections. Residents are happy that we have passed the new Burning Bylaw to extend the hours that people can have a recreational fire in there back yards.

Fire Prevention has been helping with emergency management tasks that need completion after the groups meetings, as well as supporting Bylaw with their patrols and day-to-day activities.

With the cancellation of weekly practice for the firefighters, weekly zoom meetings and online training have been occurring. Fire prevention has taken on the role of keeping the Fire equipment tested, checked and ready to use.

May - In May requests have continued to increase for burning permits and for Agricultural brush burns.

Fire Prevention has been helping with the distribution of cleaning supplies and PPE for all departments & buildings, as well as assisting Bylaw in their day-to-day activity of patrolling town playgrounds and trails.

Weekly training for fire fighters did not restart in May due to COVID related restrictions still in place, however depending on Provincial announcements are likely to resume in June with the social distancing in place.

Fire Prevention is continuing to keep the Fire department equipment tested, serviced and ready to use when needed.

June - June has been an interesting month with businesses starting to open up and the lifting of many restrictions surrounding COVID.

Fire Prevention has started to complete some building inspections at the request of organizations and businesses. Inspections are being performed with all COVID recommendations addressed and followed by both party's involved in the inspection. The inspections have been going very well, people are very cooperative with regard to all the guidelines and requirements related to COVID 19.

There has been an increase in the requirements of PPE and cleaning supplies throughout the town buildings mainly due to the amount of activities taking place.

June has been very dry, as a result vegetation and ground cover has become very dry. The Pelham Fire Chief has instated a burn ban for all of Pelham until further notice. Even though there has been rainfall near end of month, the ban remains as conditions continue to be very dry. Let's all be Fire safe this summer.

Emergency Management

The Town of Pelham remains in a declared state of emergency and the EOC is in partial activation. The emergency control group meets virtually Monday, Wednesday & Friday @ 0900.

Suppression

The fire department continues to respond to all types of incidents with the exception of some modified medical responses. The modified medical responses are to:

1. Reduce risk to firefighters to relating to COVID-19
2. To preserve personal protective equipment as the equipment inventories are low.

All fire equipment is cleaned after each use and at least once per week if no responses occur. Resources are not compromised at this time and the Town continues to respond with full compliment.

PROJECTS

Projects completed in second quarter were AMP non parking by-law, Clean yards, open air burning, sign by-law,

CONSTITUENT CONCERNS & ISSUES ARISING

Ongoing COVID-19 pandemic

PERSONNEL

In person firefighter training resumed June 2/20 at all stations, keeping social distancing and cleaning procedures of all areas and equipment.

Pelham Fire Department will be conducting volunteer recruitment in starting July 2020 for all three stations; advertisements placed in the paper as well as the Town's web site and social media.

The department expects a very large applicant pool to draw from.

GRANTS, CONTRACTS, RFPS & AGREEMENTS

MEETINGS

SLT (senior leadership team), EOC (emergency operations centre), MEG (municipal emergency group), REOC (regional emergency operations centre), MAC (medical assist committee), DC (district chiefs), JHSC (joint health & safety committee), regional chiefs, mayor, council, cannabis control committee

FIRE & BY-LAW ADMINISTRATION													
FIRE RESPONSES													
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STRUCTURE/VEHICLE FIRE	8	2	2	0	0	1	3						
MUTUAL AID OTHER DEPT	1	0	1	0	0	0							
MVC	28	4	8	3	4	2	7						
UNKNOWN 9-1-1	0	0	0	0	0	0							
REMOTE ALARMS	18	4	3	3	1	5	2						
MEDICAL ASSIST	41	9	9	13	3	3	4						
EMERG. & NON EMERG ASSIST	18	2	2	3	3	4	4						
PUBLIC ASSISTANCE	6	2	0	1	1	0	2						
GRASS/BRUSH FIRE/COMPLAINT	21	3	0	2	5	2	9						
RESCUES	0	0	0	0	0	0							
ODOUR INVESTIGATION	1	0	1	0	0	0							
CO INVESTIGATIONS	7	3	0	1	0	3							
Monthly Totals		29	26	26	17	20	31	0	0	0	0	0	0
Annual Total 2020	149												
Total Responses for 2019	566												

FIRE PREVENTION 2019									
INSPECTIONS									
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Inspections	27	6	5	2	5	4	5		
Town Monthly Building Inspect.	64	12	12	12	12	12	4		
Plan reviews	0	0	0	0	0	0	0		
Tapp-C	0	0	0	0	0	0	0		
Fireworks Permit	0	0	0	0	0	0	0		
Open Air Burning Permit	86	20	10	18	10	13	15		
Observed fire drill	0	0	0	0	0	0	0		
Court appearance	0	0	0	0	0	0	0		
Monthly Totals		38	27	32	27	29	24	0	0
Annual Total 2020	177								
Total Responses for 2019	534								
NTHLY COMMITTEE/ASSOCIATION MEETINGS									
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
OMFPOA	3	1	0	0	0	1	1		
Arson Committee	0	0	0	0	0	0	0		
TAPP-C	0	0	0	0	0	0	0		
Development Coordinator Meeting	1	1	0	0	0	0	0		
Town staff meeting	4	0	1	0	1	1	1		
Meetings, various (n.o.s.)	17	5	4	0	3	2	3		
Monthly Totals		7	5	0	4	4	5	0	0
Annual Total 2020	25								
Total Responses for 2019	89								
FIRE INVESTIGATIONS									
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
	0	0	0	0	0				
Monthly Totals		0	0	0	0	0	0	0	0
Annual Total 2020	0	0							
Total Responses for 2019	2								
PUBLIC EDUCATION									
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Station Visit School	0	0	0	0	0	0	0		
Fire Prevention Education Event	0	0	0	0	0	0	0		
Child / Children Visit Station	2	1	1	0	0	0	0		
Public Education Presentation	0	0	0	0	0	0	0		
General inquiries	78	15	10	0	15	18	20		
Facebook Public Education Posts	135	20	20	25	22	26	22		
Other Public Education Activities	0	0	0	0	0	0			
Monthly Totals		36	31	25	37	44	42	0	0
Annual Total 2020	215								
Total Responses for 2019	460								
OTHER ACTIVITIES									
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Compliance Letter	4	1	1	0	1	1	0		
Fire safety plan/fire drill scenario reviews	1	1	0	0	0	0	0		
Training for firefighters	0	0	0	0	0	0	0		
Training Course	1	1	0	0	0	0	0		
Monthly Totals		3	1	0	1	1	0	0	0
Annual Total 2020	6								
Total Responses for 2019	37								

BY-LAW SERVICES REPORT 2020												
BY-LAW COMPLAINTS RECEIVED												
	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
New Complaints		12	16	17	19	19	28					
Monthly Total		12	16	17	19	19	28	0	0	0	0	0
Annual Total 2020	111											
2019 Total	209											
PARKING INFRACTIONS ISSUED												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
Tickets Issued	Total	30	48	0	0	3	11					
Monthly Total		30	48	0	0	3	11	0	0	0	0	0
Annual Total 2020	92											
2019 Total	119											
PARKING WARNINGS ISSUED												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
Warnings issued	Total	0	0	0	0	0	2					
Monthly Total		2	2	2	2	2	2	0	0	0	0	0
Annual Total 2020	12											
2019 Total	13											
ENVIRONMENTAL BY-LAW FILL APPLICATIONS RECEIVED												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
	Total											
Received	9	1	3	1	0	2	2					
Authorized	5		2			1	2					
Properties Exempt	0											
Denied	3	1	1	1								
Monthly Total		1	3	1	0	2	2	0	0	0	0	0
Annual Total 2020	9											
2019 Total	13											
POLICE REPORTS FILED												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
	Total					0						
Mischief	0											
Vandalism	0											
Trespassing	0											
Graffiti	1		1									
Other	1	1										
Monthly Total		1	1	0	0	0	0	0	0	0	0	0
Annual Total 2020	2											
2019 Total	2											
CANNABIS ODOUR COMPLAINTS RECEIVED												
	TOTALS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
NEW Complaints	5	2			0	2	1					
REPEAT Complaint	13	5	3	2	0	2	1					
	0											
From PELHAM	18	7	3	2		4	2					
From WELLAND	0											

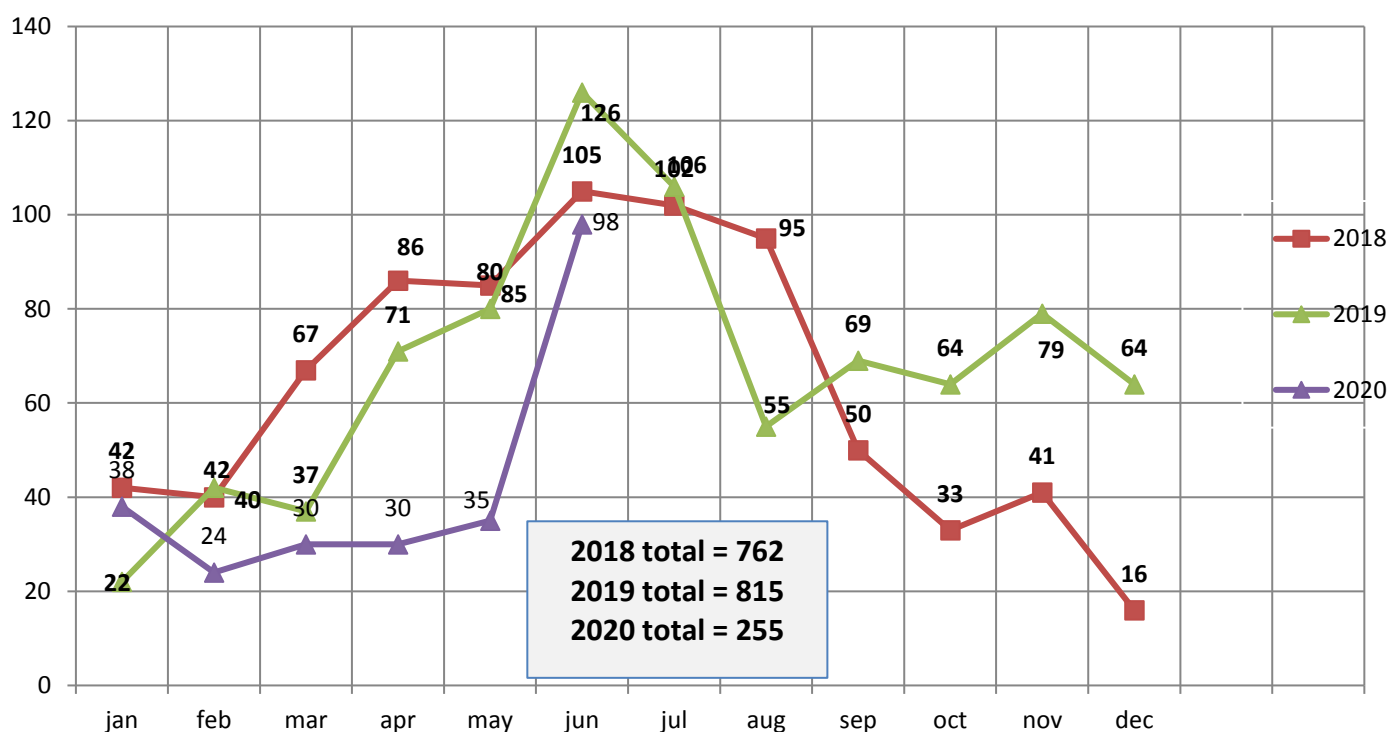
Monthly Total		7	3	2	0	4	2	0	0	0	0	0
Annual Total 2020	18											
2019 Total	91											
CANNABIS OPERATIONS LIGHT POLLUTION COMPLAINTS RECEIVED												
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
	TOTALS											
NEW Complaints	0	0	0	0	0	0	0					
REPEAT Complaints	0	0	0	0	0	0						
From PELHAM	0											
From WELLAND	0											
Monthly Total		0	0	0	0	0	0	0	0	0	0	0
Annual Total 2020	0											
2019 Total	10											
					NOISE COMPLAINTS							
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV
	TOTALS											
NEW Complaints	6	1	3	1	1	0						
REPEAT Complaints	0											
Monthly Total		1	3	1	1	0	1	0	0	0	0	0
Annual Total 2020	7											
2019 Total	10											

PUBLIC WORKS MONTHLY REPORT

JULY, 2020

DEPARTMENT OVERVIEW & STATISTICS

PW -Service Requests from the Public



PROJECTS

ROADS

Roads Staff continue to perform maintenance activities identified during routine road patrols as per the *Ontario Regulation 239/02; Minimum Maintenance Standards for Municipal Highways, of the Municipal Act, 2001*.

Roads staff routinely inspect and clear catch basins, culverts, swales and ditches in order to improve drainage during winter thaws. There are over 1200 catch basins in the Town of Pelham. Some are not easily accessible and located in rear yards while others are highly susceptible to poor seasonal cleaning efforts by property owners resulting in leaves and other organic material blocking them. Staff maintain a list of 14 catch basins and culverts which are routinely monitored due to their flooding potential.

BEAUTIFICATION

The Beautification arborist has removed seven (7) hazardous trees in remote areas of Pelham with no truck access. These trees were found in naturalized areas and unopened road allowances. Many dead or diseased trees have been identified in inaccessible areas, most notably within the Pihach unopened road allowance located behind a row of town homes on Beckett Crescent. Public Works staff continue to work with homeowners to gain access to these trees. Fallen trees and branches in unopened road allowances, and other naturalized, unmaintained areas are left in place to decompose naturally. The current queue for tree request response is two weeks.

Beautification staff have installed new self-watering hanging baskets in Fenwick for the first time since the downtown Fenwick revitalization project. The baskets are designed to fit the decorative lamp posts and accommodate their lower height. The baskets have a reservoir designed to hold water and require a third less service resulting in saving on labour time.

Beautification staff continue to maintain the parks, trails and cemeteries, as well as prepare baseball diamond infields for practice only. The Public Washrooms at Harold Black, and Centennial Park are now open seven days a week from 8am to 8pm. Beautification staff are responsible to clean and disinfect them twice daily. On weekends staff will also be removing litter and servicing parks waste receptacles. A dramatic increase in litter and vandalism has been observed in all of the Town's municipal parks during this period.

WATER/WASTEWATER

Water/wastewater maintenance activities continue throughout the year. Operators perform system pressure monitoring, flush water mains to ensure adequate chlorine residual, and respond to customer complaints or concerns. In the spring staff complete dead-end watermain flushing at 43 locations within the distribution system as per our Drinking Water Quality Management System (DWQMS). Hydrant inspection and maintenance also occurs in the spring and summer. To date 300 of 554 hydrants have been flushed and inspected, resulting in 27 repairs.

Water sampling and Chlorine Residual monitoring occurs on a weekly basis as required by the *Ontario Safe Drinking Water Act*. Sampling for Lead, THMs and HAAs was completed in this quarter as well. All results

were below the Drinking Water Standard(s) levels. On June 25th, 2020 the Town received notification from the lab of an adverse water quality incident (AWQI) resulting from a distribution sample containing 1 coliform. Water/wastewater responded according to DWQMS procedures and communicated the incident and resolution to Regional Public Health and the MECP. Due to the chlorine residual and low coliform count, staff believe the AWQI was the result of a sampling error. The last adverse water sample was experienced in 2015. Staff take approximately 500 distribution samples annually.

Staff have repaired two (2) water main breaks, and thirteen (13) valves and curb stops. Staff have also been working with the contractors to commission new watermain on Pelham Street North, Saffron Estates, and 100 Welland Road condominium complex.

The annual external audit of the Town of Pelham's DWQMS system was completed in April. Three opportunities for improvement (OFI) were identified. All OFI's were considered minor and steps have been taken to address them. No corrective actions were recommended and the audit was considered successful.

ENGINEERING

The following is a summary of the activities that have occurred in the Engineering Department between December 2019 and March 2020:

Sulphur Springs Rehabilitation – The Design & Build RFP for this project has been issued for tender and closed with only one submission. A separate report on the submission is being prepared for Council to review.

Pelham Street North – Project is progressing; construction is approximately 80% complete. Staff are currently working with the contractor and the consultant to determine a timeline for completion of the project. Staff has requested that all road surfaces be restored to Base Asphalt surface by the Summer of 2020.

Pelham Street South – The Town has received Federal and Provincial funding towards completing a total reconstruction of Pelham Street to the Town Boundary south of Welland Road. The works include new storm and sanitary sewer, new water main, and updates to existing water mains, as well as new curb, asphalt, and sidewalks. Design for this work was originally completed in 2013. Staff prepared an RFP for an engineering consultant to confirm the existing design and update it in accordance with current standards. Engineering works for this project were awarded to Associated Engineering to complete the scope of the RFP. Staff met with Associated Engineering at the beginning of March 2020 and discussed requirements and deliverables. All required reference material was provided to Associated Engineering. As of this report, staff are reviewing the preliminary designs for Phase 1 (College Street to Port Robinson Road) and preparing the tender documents.

Haist Street Water Main Replacement – This project is 95% complete. Staff have been in communication with Peter's Excavating to stay up-to-date on the contractor's schedule to complete restorations. Works are expected to be complete by end of July 2020.

Road Rehabilitation & Base Repair Program – The Tender for this project has been issued and closed with only one submission.

Concrete Repair and Replacement Program – This program is currently out to tender. This program focusses on the repair and replacement of damaged or failed sidewalk panels, curb, and slabs within Town right-of-way. It also encompasses facilities concrete repair and replacement needs.

Bridge & Culvert Inspection Program – this project went out as an RFP and has been awarded to Ellis Engineering. The inspections will be carried out when the water levels are low enough to inspect the structures fully.

Bridge Replacement Program – This program is to replace the failing culvert on Balfour Street south of Sixteen Road, or on Sixteen Road east of Balfour Street. Staff are in communication with Ellis Engineering, the consultant who is completing the Bridge Inspection Program, to determine which culvert is a higher priority. The works will include removal of the existing culvert, installation of a new culvert, and restoration.

Culvert Replacement Program – this project will be tendered late summer following the inspections.

Roadside Ditching Program – to be tendered.

Station Street Watermain Program - Duffin Contracting has remobilized to complete the remainder of the watermain installation from Pelham Town Square to Port Robinson Road. These works also include new services to the existing properties on Station Street.

Station Street Storm Pond Rehabilitation – this project has been tendered and awarded to Duffin Contracting. The works are expected to be completed in the Fall of 2020.

Other commitments by Engineering staff:

Engineering staff continue to thoroughly review all Planning and Committee of Adjustment applications. Reviews entail a site visit and detailed analysis of drawings and reports, to ensure Town standards are adhered to. For more complex applications, this process sometimes involves several re-submissions and repeated reviews by staff. Engineering staff also continue to manage requests for assumption of subdivisions, and for reduction of securities at various stages of the development process. In addition, Engineering Staff complete reviews on lot grading plans for building permits received through the Planning Department. Further, Engineering Staff continue to support the Pelham Active Transportation Committee (PATC), generating reports for other departments to be sent back to the federal government, and coordinating other Town departments for assistance.

CORPORATE CLIMATE CHANGE ADAPTATION STRATEGY AND ADAPTATION PLAN

The following is an update on the development of the Town's Corporate Climate Change Adaptation Plan since March 2020:

The Climate Change Coordinator prepared and administered the third climate workshop 'Workshop #3: Vulnerability and Risk Assessment', with the Town's internal Adaptation Steering Committee (ASC). The workshop focused on the importance of vulnerability and risk assessments when determining climate change adaptation actions. Whether it directly or indirectly impacts their respective department, each committee member was assigned the task to provide an in-depth analysis on the identified climate impact statements. Data from this workshop and previous workshops (i.e. WS#1 – Climate Projections and WS#2 – Climate Impact Statements) provide the evidence base for the Town's climate adaptation plan.

In early April, the Climate Change Coordinator contacted several prospect external stakeholders to see if they would be interested in providing input to the Town's adaptation plan. Confirmed external groups include representatives from the Niagara Peninsula Conservation Authority (NPCA), Niagara College's School of Environmental and Horticultural Studies, and Niagara Region Public Health (NRPH).

In May, the Climate Change Coordinator participated in Brock University's 'Niagara Adapts' fifth workshop 'Identifying and Prioritizing Adaptation Options'. The workshop introduced theoretical foundations of – and tools for – adaptation planning, including how to establish a vision, goals and objectives, and begin identifying priority actions for the Town's adaptation plan.

In June, the Climate Change Coordinator amalgamated the data from the ASC's third workshop and began to research the best adaptation options for the impacts that scored the highest rank in vulnerability and risk.

In the upcoming months the Climate Change Coordinator will create an implementation schedule for the adaptation plan. The Coordinator will also produce a community engagement component of the adaptation plan, where public input on the proposed action items will be permitted. Niagara Adapts will be providing additional support in the community engagement approach.

CONSTITUENT CONCERNS & ISSUES ARISING

COVID-19 PUBLIC WORKS RESPONSE

The Public Works Department has implemented measures to help reduce the spread of COVID-19 and provide a safe work environment for staff.

Where possible and appropriate staff have been directed to work from home. The Engineering Department consists of five (5) staff all of whom are currently working from home and the office on a rotating schedule. In

order to maintain safe numbers of employees at Town Hall, engineering and administration staff are working approximately 50 percent of the time from home and 50 percent of the time in the office. This work schedule is coordinated with the Planning Department as the office space is shared with this department. Engineering staff are busy preparing tenders and RFPs for the 2020 Capital and Operating program, continue to complete administration and site inspection on projects and operations that are considered essential, and work with the review of development related items.

Pursuant to the Provincial guidelines, Public Works Operations staff are considered to be an essential service. While staff have returned to regular hours, in order to reduce the exposure to COVID-19 and to help protect staff, Public Works has implemented staggered shift start and end times. Water and Roads staff will start their shift thirty minutes before or after the Beautification staff alternating on a weekly basis. The duration of the shifts has been adjusted to eight hours per shift with a paid working lunch. In order to further protect staff, most vehicles have been equipped with plexi-glass shielding between the passengers and driver. Vehicles not equipped with shielding are limited to single driver operation. Public Works has also increased levels and frequency of cleaning and the disinfecting of all facilities and equipment that staff comes into contact with.

Public Works staff are concentrating on critical and essential activities related to providing safe drinking water, safe wastewater collection and disposal, and maintaining safe roadways in accordance with the minimum maintenance standards as set forth by the Province and the *Municipal Act, 2001*. In addition, the Town's Beautification crews continue to maintain the cemeteries and conduct funeral services as required. Grass cutting operations are being completed at the normal frequency and level of service standards.

Regular maintenance activities for the Public Works Department, including the use of third party contractors are progressing in accordance with our normal schedule.

Staff are continuing with capital projects in accordance with Provincial Guidelines. In addition, Public Works staff continue to issue Request for Proposals (RFPs), and Tenders as the Town's method of procuring these services is fully digital and does not require hand delivered submissions.

PERSONNEL

The Town has hired a new Arborist into the Public Works Operations Division. Mike Craig comes to the Town with many years of experience working for local tree contractors.

GRANTS, CONTRACTS, RFPs & AGREEMENTS

The Town of Pelham was successful in receiving the following grants:

- 1) PRIP Funding Grant through Niagara Region (\$30,000 for tree planning on Rice Road).



- 2) Municipal Modernization Grant (\$50,000 for an efficiency review of Public Works).
- 3) 2020 Bicycle Facility Grant through Niagara Region (\$50,000 for on road bicycle facilities on Pelham Street between College Street and Port Robinson Road).

MEETINGS

Staff have attended the following general meetings via electronic means:

- 1) Public Works Officials Meetings
- 2) Brock University (Climate Change - Niagara Adapts)

RECREATION, CULTURE & WELLNESS MONTHLY REPORT

QUARTER 2 - 2020

DEPARTMENT OVERVIEW & STATISTICS

PROJECTS

1) Meridian Community Centre – Spring 2020

Highlights from the MCC

The Community Centre closed its doors due to COVID-19 in mid-March. Seventeen frontline staff received temporary layoffs; four Facility Support staff were deployed to Public Works and one Facility Attendant was assigned to painting the interior of the Municipal Office. The remaining MCC staff took the opportunity to paint most of the public spaces in the facility. The bare concrete in the Accipiter arena seating area had never been sealed, and this shut down gave staff the opportunity to seal the concrete to allow for ease of cleaning up coffee and other spills.

All windows were washed inside and outside of the building. Facility staff have been providing touch point cleaning services at the Municipal offices twice a day.

Both ice surfaces were removed. Preventative maintenance has been performed on the refrigeration system and HVAC system. While the ice pads were shut down the Magnavitalis ice technology system was installed. Installation of ice in the Duliban arena began late June for opening July 8.

In anticipation of the Region moving into Reopening Stage Two, staff began the preparations to open the Marlene Stewart Streit Park public pool. Annual maintenance was performed at the pool including cleaning, disinfecting and painting, and the pool house was made ready for the summer activities.

Refer to photos.



Recreation, Culture
& Wellness



1) Recreation Programs:

Programs:

All gym and fitness drop-in programs are currently on hold until further notice. The first session of Fit with Brock was only 2 classes away from completion. After polling the participants, there were 10 people who opted for the instructor to finish the 2 classes virtually.

Rentals:

The hockey season was halted abruptly without playoffs able to take place, which left many unfinished permits that needed adjustment or cancellation. Likewise with the room rentals, tournaments, graduations and special events could no longer take place. Staff worked with the groups to rebook for the 2021 season where possible.

With the movement to Reopening Stage Two, staff were able to start booking ice time on the Duliban arena in preparation for the July 8th start date.

Seniors:

With seniors being a vulnerable group, staff worked diligently to create a Senior's Without Walls program. This free program with group activities and presentations is telephone based from the comfort of one's home. The idea is to help seniors create friendships, while relieving isolation and loneliness. Programs included health related information, brain stimulating activities, conversation and discussion topics. Staff reached out to all service clubs and senior oriented help groups to promote this program.

Camps:

The Town of Pelham Summer Camp began on July 6th for the 2020 summer season. The summer camp program looks different this year than in years past, in order to follow guidelines and restrictions put in place by the Province of Ontario and Public Health. Camps and staff stay in consistent cohorts of 10, with a ratio of two (2) staff per eight (8) campers throughout the week, to reduce possible exposure risks. Many families utilizing summer camp are frontline workers, working in the medical field or as first responders through the COVID-19 pandemic. Rather than taking transportation to various trip locations, this year camp will be running entirely out of the Meridian Community Centre, with special guests visiting each week. Some guests include the Pelham Library, Mad Science, Niagara Falls Art Gallery and the Pelham Fire Department. Registration is open for up to 56 campers per week.

In addition to weekly day camp, the Town of Pelham is also running Bike Camp, Art and Theatre Camp, Leadership Camp and two weeks of Tennis Camp. These specialty camps will consist of two (2) leaders and seven (7) campers, leaving once space in the cohort for the specialty instructors.

Campers are doing a great job adjusting to the new camp procedures and following the new rules in place. Many new families from across the Region are attending Town of Pelham camps this year and are utilizing this service as their main form of childcare throughout the summer. Campers are excited for a summer full of camp games, sports, special guests, crafts and more!





Aquatics:

The Pelham Pool opened on July 6th to the public for the 2020 summer season. The Pelham Pool has made changes to its programs and schedule in order to follow the guidelines and restrictions put in place by the Lifesaving Society and Public Health. This year the Pelham Pool is offering lane swims, family swims, Aqua Zumba, group swimming lessons for swimmers in level 3 or above, as well as private and semi-private lessons. All participants must register in advance either online or by phone. Swimming lessons are running with smaller group sizes and from a social distance, allowing for instructors to stay on the pool deck and distance themselves from their classes. Currently all Aqua Zumba classes and Lane Swim reservations are full for the summer, with family swims filling up each week. Within the first week of the pool opening, 36 families booked a family swim time, bringing over 170 patrons to the pool!



2) SAY IT! On Stage

The SAY IT! On Stage program has found an alternate way to stay connected and continue to provide an opportunity for different generations to work together in crafting and performing an original play. A community volunteer has been facilitating conversation circles, script writing sessions, and script reading sessions for a radio play through the Zoom platform. Currently there are 12 participants that meet 2-3 times per week.

3) Meridian Community Centre – Art Walls

The MCC Art Wall Exhibit is currently on hold, due to the COVID-19 pandemic. The postponement came shortly after Rebecca Hyatt had assembled her art students' display for the month of March. The art wall has been received exceptionally well by guests at the MCC in the past, and it is the hope that the displays can soon be enjoyed again by the Pelham community.

4) Senior VIP Program

Staff has provided OTEC- Service Excellence training to a total of 25 seniors as part of the Senior Volunteer in Pelham Program. Upon the return of general foot traffic at the MCC, these trained volunteers will be stationed near the front desk and throughout the Meridian Community Centre greeting patrons, giving direction, and responding to general inquiries.

5) Big Band Dance Night

The Town of Pelham's Big Band Dance Night, featuring the Jimmy Marando Swing Band, has been put on hold as of March 17, 2020 due to the COVID-19 pandemic. The event typically takes place every third Tuesday of the month, and averages over 100 attendees per night.

6) Pelham Farmers' Market

The Town of Pelham Farmers' Market, originally scheduled to open May 7, opened June 11, 2020. In preparation for the market this year, there were many considerations made in order to provide the safest environment for the community, given the COVID-19 pandemic. This preparation included many consultations with Public Health, and many virtual Farmers' Market Committee meetings to discuss items such as layout, number of vendors, product type and preparation/packaging, vendor guidelines, proper sanitation and social distancing measures. The operating procedures proposal was submitted to Public Health May 19, 2020 and was approved June 3, 2020. The market has been in operation for 5 weeks, consisting of 13 vendors, and is averaging 260 patrons per night. The market layout and procedures have been functioning exceptionally well, and the feedback from both vendors and patrons has been very positive.



7) Canada Day

The Canada Day planning group met via conference call and zoom on the following dates; April 22, May 21, June 3, June 10. An update of all elements was provided on June 24th. A revised application to Heritage Canada for the Celebrate Canada Grant for 2020 was submitted once the decision was made to move to a virtual event.

The Canada Day virtual event in Pelham was comprised of two different areas which included the Regional event as well as content and activities designed specifically for Pelham residents.



**Recreation, Culture
& Wellness**

Regional Event Summary:

Town staff worked with programmers from across the Region to participate in the Canada Day Niagara Way celebration. Canada Day Niagara Way included a video segment that was released on each municipalities Facebook and/or websites at 11am on July 1, 2020. The video was a collaboration of each of the 12 municipalities, the Niagara Parks and the Region of Niagara, which included a “flag pass” from each of the mayors, in addition to the area MPPs and Regional Chair. Niagara area talent was secured for the musical elements of the video and included performances by Tim Hicks, Pelham’s own Spencer Burton and more.

Additional video segments were produced as supplementary and were released by each municipality. These segments included a Canada Day True North Trivia, a TikTok dance lesson and a Fun Facts segment.

Promotion of the Canada Day Niagara Way a newspaper campaign that included distribution in Niagara-this-Week as well as the Welland Tribune, St.Catharines Standard and Niagara Falls Review. A radio campaign highlighting the virtual event was completed and included Country89 and GiantFM.

A final promotion which ran from June 30th to July 8th, included a share how you celebrated Canada Day the Niagara way, and was open to all Niagara area residents. Pelham entries accounted 38% of all entries across the Niagara Region.



Pelham Event Summary:

Town staff worked with the planning group to implement elements for the community. Canada Day Décor kits were developed and were assembled and then the initial 250 kits were requested within hours of the release on social media. Additional kits were acquired to allow for a combined total of 425 kits delivered by Rotary, planning group members and supported by town staff. The response from the community was positive.

Prior to Canada Day, the Canada Day Charity shirts were offered for residents to purchase. Funds from the purchase will be provided to Pelham Cares.

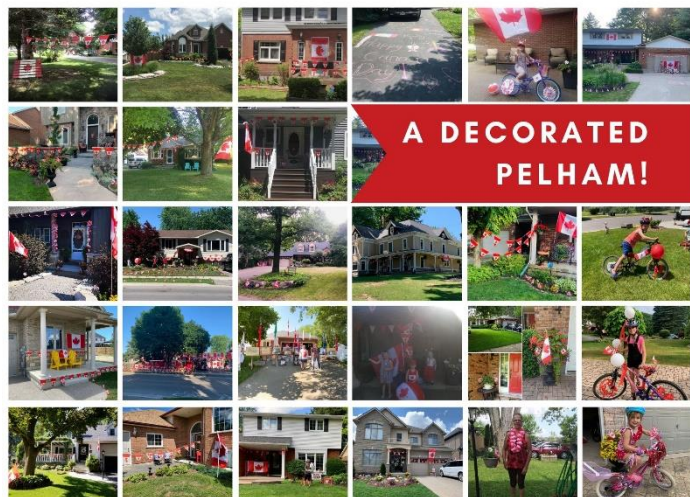


Multiple contests were run, which were sponsored by Lance Weibe, included the House decorating contest and the youth bike decorating contest. Winners were selected by a random draw from all



**Recreation, Culture
& Wellness**

eligible entries. Prizing for the house decorating contest was \$20 in Market Bucks for 10 winners and the bike decorating winners received a Canada Day prize pack that included a gift card for \$25 as well as a bike related items from the Active Transportation Committee.



The virtual celebration for the Town of Pelham included the following segments; yoga and Zumba, messages from the Mayor and MPP, a bilingual version of O Canada, a pass the flag segment from MYAC, a video montage with the Ontario song, a 30 min Mad Science that featured Pelham scientist Lava, local family the Shatford Six acapella rendition of O Canada, a set from local talent Copper & Iron and a separate set from By Design. The videos and online content were hosted by Pelham resident and professional actor Darren Keay.

Content continues to be available on the Town website and as a dedicated playlist on the Town Facebook. On July 1, 2020, Facebook analytics specific to that 24 hour period saw, 6055 video segment views, 17 new page likes, 31 page followers and a total of 5868 minutes of video viewed. The posts have continued to have reach past July 1.



8) Summerfest

The Summerfest Committee met via tele-conference on April 22 2020, results of the meeting were to put forward the recommendation to cancel Summerfest because of COVID-19 impacts. The next committee meeting has been scheduled at the call of the chair.

Vendor applications that were selected for the 2020 Summerfest event, were contacted by email to advise of the event cancellation. Vendors were encouraged to watch for the 2021 applications. Vendor responses were positive and supportive of the cancellation decision.

The sponsorship campaign had begun prior to COVID-19 impacts, with a number of returning sponsors indicating their continued support of the event. All sponsors who had submitted funds for the 2020 season received a refund. Any invoices issued to sponsors that had not submitted funds for the invoice were cancelled. Entertainment acts that were in consideration were advised by the committee of the cancellation.

9) Easter Egg Hunt

The annual Easter Egg Hunt for 2020, which was scheduled to take place over Easter Weekend at Centennial Park in Fenwick, was cancelled due to COVID-19.

10) PelhamUNITES

Amid COVID-19, the PelhamUNITES hashtag was developed to create a portal to additional activities and resources for residents to access and showcase community spirit. An area on the website was created to highlight ways to participate. This included the painting at the Meridian Community Centre windows, custom colouring sheets and the promotion of PelhamUNITES rocks. Community members and MyPelham continued to share images through social media with the hashtag.



Our Photo of the Week courtesy of Tracy Strycker of [Salon Allegra](#) is a local sign sharing a [#PelhamUNITES](#) community spirit message.

Share your photos of window decorating, sidewalk or driveway chalk messages, deliveries to loved ones, supporting local businesses, or anything else that shows the Pelham community spirit., using [#PelhamUNITES](#), and tag the [Town of Pelham](#) on Twitter, Facebook, and Instagram.

Live Love Local MyPelham Update May 25th
Update - <https://mailchi.mp/7db71732d3bc/livelovelocal-mypelham-update-april-13th-update-2438310>



11) Christmas in Pelham

Initial discussions on the Christmas in Pelham for the 2020 event have begun. Staff are evaluating and researching logistical implications and best practices for the event. COVID impact for in person events will be contingent on recommendations from Public Health for the 2020 event. At this time, staff are proceeding with the planning process for the event.

12) Street Pole Banners

RCW staff worked with the Communications & Public Relations Specialist, Marc MacDonald, to develop new spring/summers banners for installation. Completed banners were installed in June.

13) Volunteer Enhancement Campaign – Spring 2020

Over the Spring, Staff interviewed four new volunteer applicants via Zoom who were added to this database.

As Recreation events and programs have been cancelled and Town facilities have been closed to the public since mid-March, there have not been any of the annual volunteer opportunities within the Recreation Department. On a usual year, volunteers would have been requested for the annual Easter Egg Hunt, Canada Day celebration and within our Summer Camp programs. As well, volunteer recruitment for Summerfest would have been in full swing. The Senior VIP program at the Meridian Community Centre has also been suspended until further notice. Staff are investigating the possibility of creating virtual volunteer opportunities.

14) MYAC Updates

The 2019/2020 MYAC term has now come to an end, as it usually does with the school year. This term ended abruptly due to COVID-19, leaving many of the Councils plans and projects left unfinished. MYAC is excited to pick up where they left off when their new term begins in September, with a new council and new executives. Applications for the 2020/2021 term are now being accepted and are to be submitted online by July 31, 2020. The council wishes all members who are graduating and moving on to post secondary school the best of luck and thank them for the many years they have served on MYAC!



15) Pelham Transit Update – Spring 2020

To date, as indicated below, Pelham Transit has had a total of 2,290 riders since January 2020. The COVID-19 pandemic has had a significant impact on Pelham Transit's ridership. On March

23rd, Pelham Transit reduced the schedule to a Saturday route and encouraged no interaction with the fare box. On April 14th, Pelham Transit switched to a Dial-a-Ride service where riders book their rides forty-eight hours in advance. All riders are pre-screened at the time of booking, as well as by the driver at pick-up. All riders are strongly encouraged to wear face-coverings while aboard public transit.

At the end of March, Pelham Transit sectioned off seats on the bus to encourage social distancing and limit the number of riders on the bus at one time. Daily disinfecting and cleaning between riders is being completed.

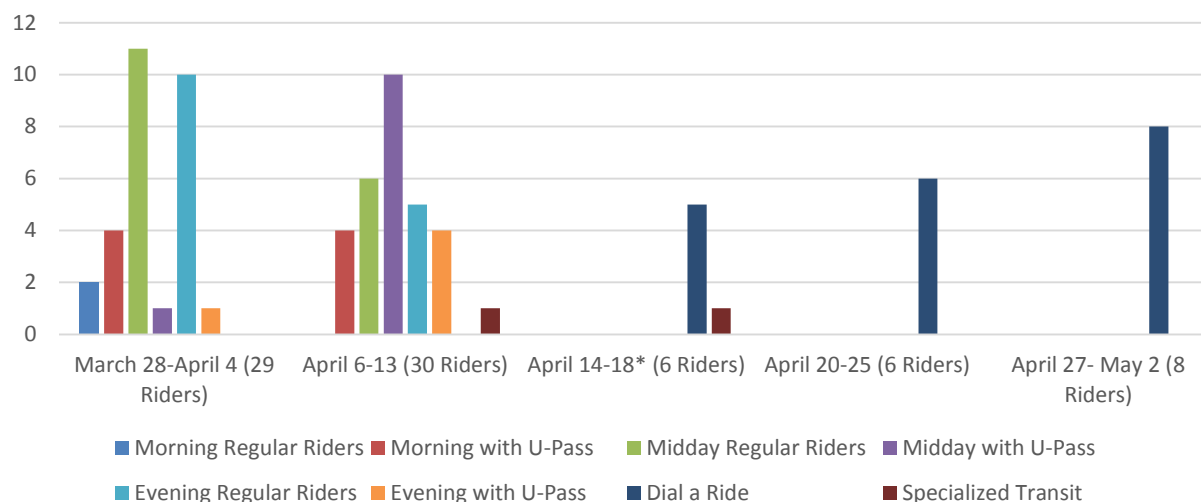
On July 2nd, Pelham Transit will start collecting our regular fares again, with the exception of the accepting uPasses from the College or University.

As shown in the graphs below, the significant decrease in ridership is due to the COVID-19 pandemic. **Social distancing precautions, school closures and more individuals working from home have resulted in a significant decrease in ridership numbers since late March.** Since the switch to the Dial-a-Ride system, the remainder of the month of April had an average of seven rides per week. The month of May saw between seven and twenty rides per week and June saw between twelve and twenty-five rides a week. Most of these riders were utilizing Pelham Transit to get to or from work or to get groceries.

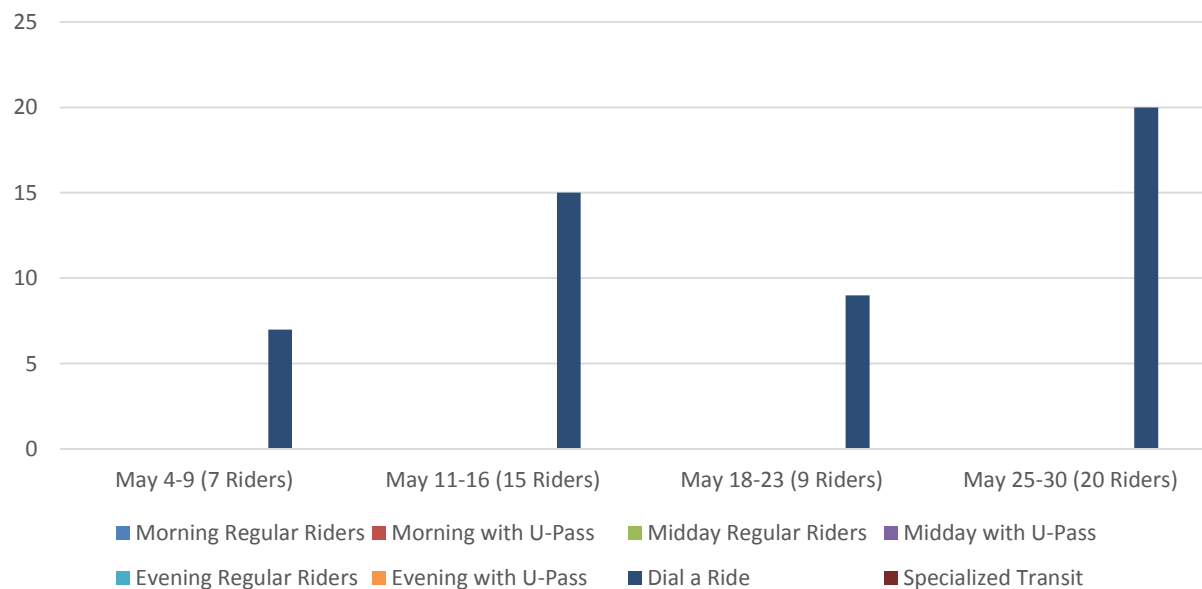
In April, seven Gold level sponsorships were renewed for the second quarter of 2020.

See below for transit ridership during the months of April to June 2020. To remain consistent with past Committee of the Whole reports, the graphs have remained the same. However, as Pelham Transit is operating as a Dial-a-Ride service, Dial-a-Rides are the only ridership category displayed from April 14th.

Pelham Transit Ridership April 2020

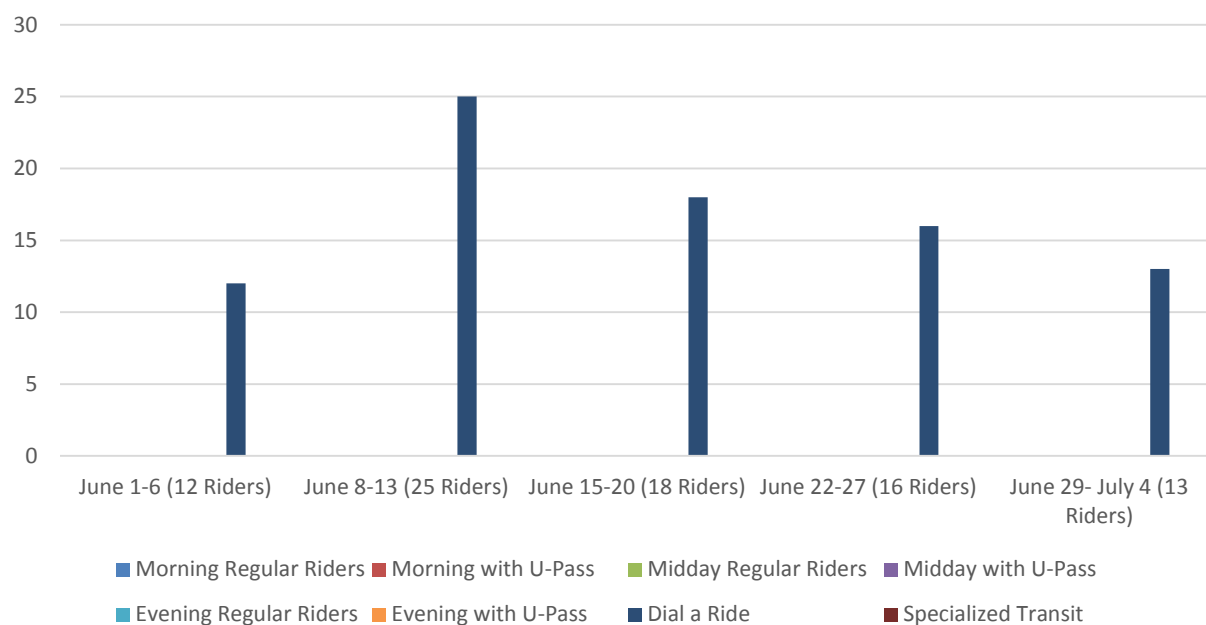


Pelham Transit Ridership May 2020



**Recreation, Culture
& Wellness**

Pelham Transit Ridership June 2020

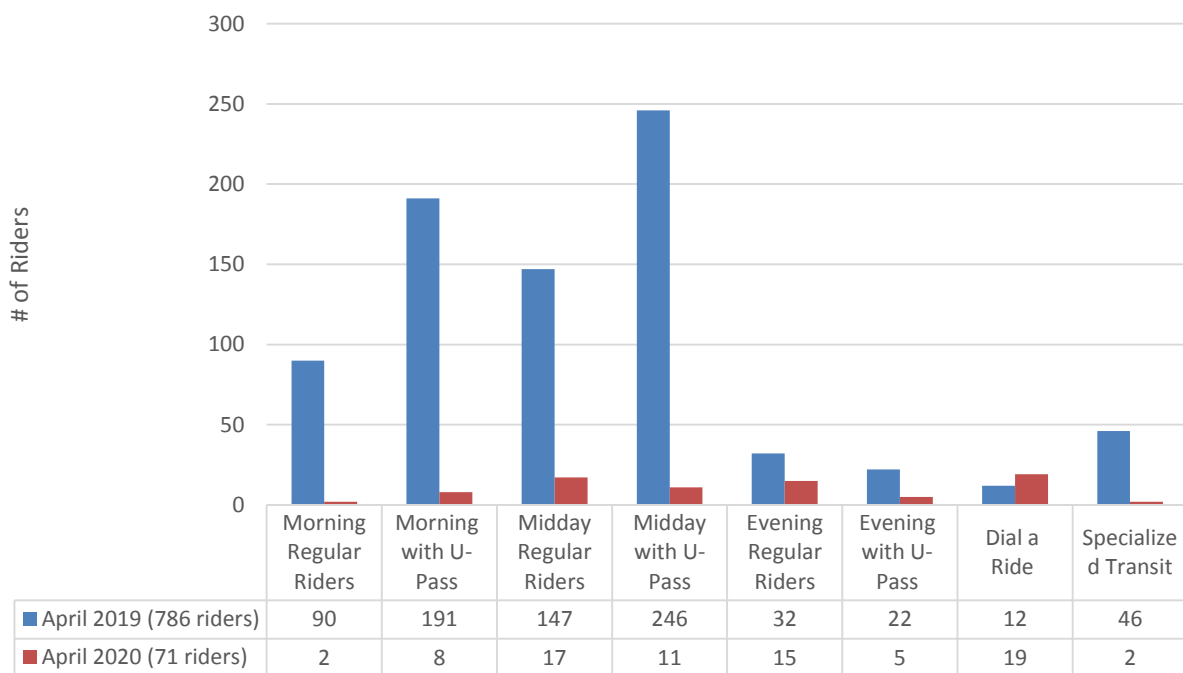


See below for comparisons between ridership during the months of April to June 2020:

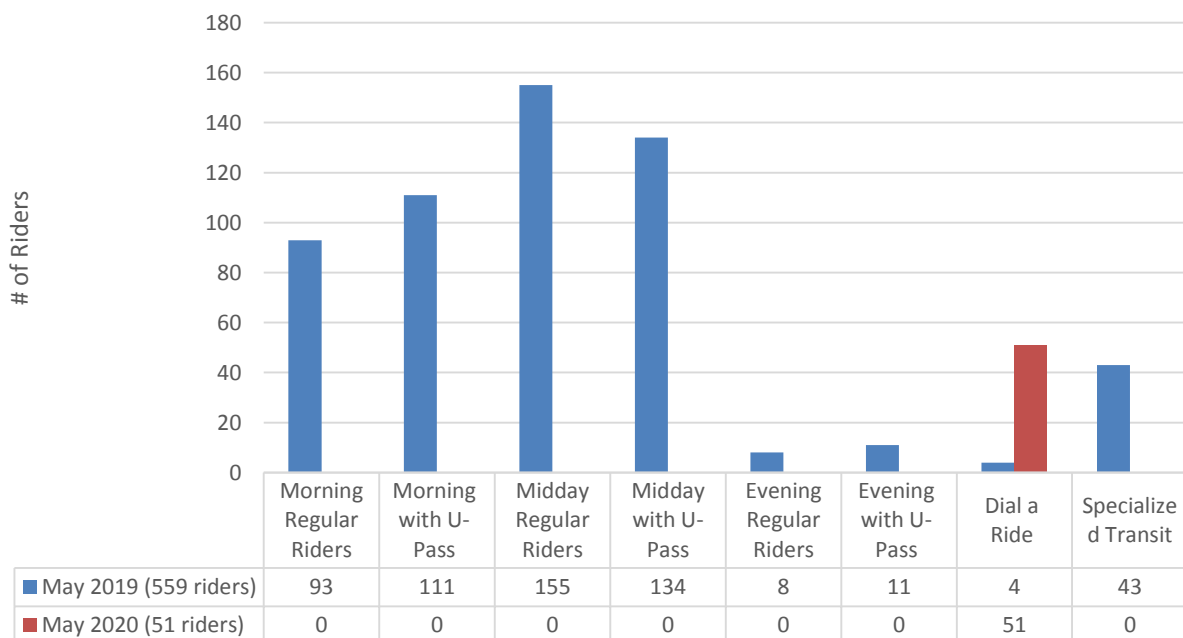


**Recreation, Culture
& Wellness**

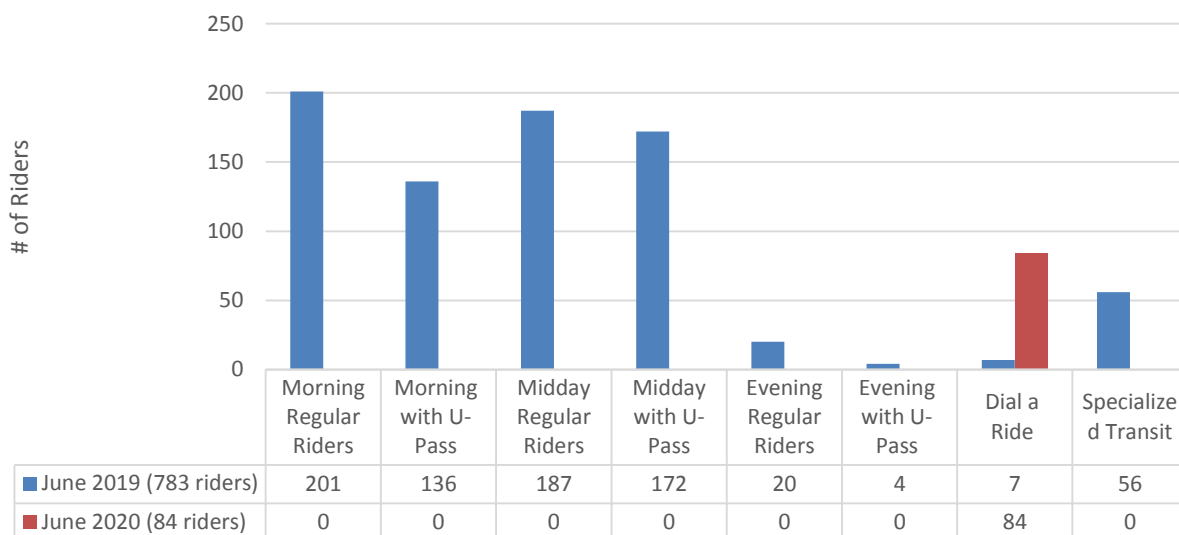
Comparison: April 2019 (blue) vs. April 2020 (red)



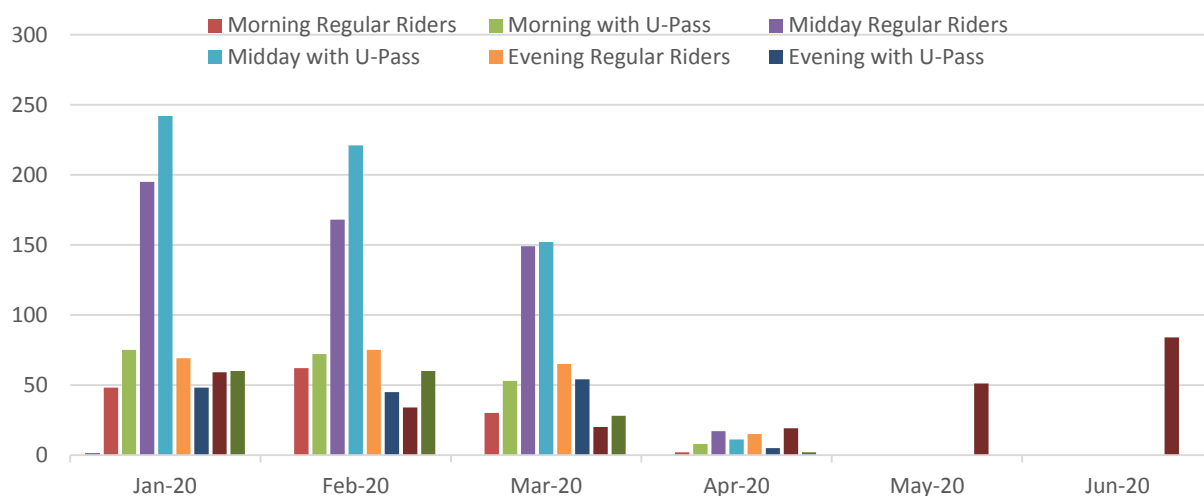
Comparison: May 2019 (blue) vs. May 2020 (red)



Comparison: June (blue) vs. June 2020 (red)



2020 Transit Summary



Total Ridership January 2020-Present: 2,290

www.pelham.ca/transit



**Recreation, Culture
& Wellness**

16) Bench Dedication Program

Staff have been working with the Bandshell Committee to organize the installation of six donated benches in Peace Park including creating and installing their plaques. Four of the six benches have been installed with plaques in production stages. The last two benches and plaques will be installed by mid-Summer.

17) Pelham Support Network

The Town of Pelham along with the Fonthill Lions and Fabulous Fenwick Lions organized the Pelham Support Network (PSN) to assist residents during the COVID-19 pandemic. Local businesses partnered with the PSN to prepare grocery orders for the volunteers to deliver to residents using contactless porch deliveries. The list of partnering businesses included: Shoppers Drug Mart, Pharmachoice, Sobeys, Devries Fruit Farm, Fenwick Pie Company, Pelham Cares, Churchill Meats, Nature's Corner Bakery and Café and Rumar Farm. Orders were delivered by the Lions, community volunteers and Meridian Community Centre facilities staff. This service was utilized by 920 Pelham Residents between March 25th and June 30th. This includes residents who had pre-existing health conditions, scared of leaving their home, single mothers who did not wish to take their young children into the grocery store, seniors who were in self-isolation, and those returning from travel who were unable to go out in their community to shop for essential items. This initiative was a great success and provided a feeling of community for those who needed it most during this time. This would not have been possible without the efforts from the Fonthill and Fabulous Fenwick Lions.

CONSTITUENT CONCERNS & ISSUES ARISING

PERSONNEL

Networking for Municipal Event Professionals - COVID impact
 Sponsor Circle - Event Impact webinar series
 Sponsorship Collective – Chris Baylis - Virtual Sponsorship Conference
 Senior's Centre Without Walls Webinar + Program Training (March 31, April 6)
 Online Virtual Camp Webinar (April 17, May 1)
 ORFA Webinars (April 22, April 29, May 27)
 Lifesaving Society Webinars (April 29, May 5, May 20)
 Region Camp Conference Calls (May 6, May 13, June 18, June 19)
 Aquatic Sharing Information Group Zoom Call (June 2)
 PRO Virtual Programming Webinar (July 8)
 Registered for PRO online Educational Forum from July-December



**Recreation, Culture
& Wellness**

GRANTS, CONTRACTS, RFPs & AGREEMENTS

Revision to – Celebrate Canada Grant application - for virtual delivery of Canada Day COVID-19
Revision to – Niagara Investment in Culture (NIC) application due to COVID-19

MEETINGS

Summerfest Committee
Canada Day Planning Group
MCC User Group Round Table Committee
Inter Municipal Transit meetings
Senior Leadership Team
Pelham Farmers Market Committee



**Recreation, Culture
& Wellness**

Subject: May 2020 Financial Reports**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0094-Corporate Services for information.

Background:

The Corporate Services Department has prepared the attached financial reports, as at May 31, 2020, for the information of Council. The MCC and Transit reports also include non-financial indicators such as hydro usage and ridership.

Analysis:

Appendix 1 to this report summarizes operating revenues compared to budget as at May 31, 2020, with approximately 42% of the year lapsed. Total revenues were at approximately 38% of budget and were starting to track below budget due to the financial impact of COVID-19. The financial impact from the closure of facilities and cancellation of programs that resulted from COVID-19 are evident in transit and MCC revenues as well as certain miscellaneous user fees and charges for services. Most other revenue sources such as grants, transfers from reserves, and property taxation are in keeping with the budget. The duration of the impact from the pandemic is unknown. Four months of water and wastewater had been billed and appeared to be on track because consumption tends to be higher in the summer months, depending on weather conditions.

Appendix 2 to this report summarizes operating expenditures compared to budget at May 31, 2020. Total expenses were at approximately 37% of budget and appeared to be on track because there are still significant debenture principal and interest payments to be paid. Direct costs related to COVID-19 such as purchase of computer equipment and additional cleaning costs are being tracked separately and are excluded from this report. These costs have been included in a report to Council on the financial impact of COVID-19.

Appendix 3 summarizes the revenues and expenditures related to the MCC at May 31, 2020. MCC revenues were at 32% of budget and trending below the prior year due to closures from COVID-19. Miscellaneous revenues for the MCC were at 57%

of budget for the year, predominantly due to server sales. MCC expenses were at 36% of budget, which is below the expectation for the first five months of the year as a result of reduced wages from the facility closure and lower hydro rates, which are partially offset by full year insurance expensed and cost of supplies that are related to the server revenues. It is anticipated that revenues for the MCC will be below budget at year-end due to the impact of the pandemic.

Appendix 4 summarizes revenues and expenditures related to Pelham Transit. Transit revenues are minimal because provincial and Region funding will be received later in the year, as in the past. Commencing mid-April, Pelham Transit began to operate as a Dial-a-Ride service, in which riders are pre-booked and pre-screened. Transit expenditures were at 37% of budget due to reduced cost of contracted services in April and May, but any cost savings are expected to result in reduced grant funding.

Appendix 5 to this report includes the 2020 capital report at March 31, 2020. Most capital projects are proceeding, totaling \$4.7 million, and of those, 21% of the budget had been spent. \$1.7 million in projects have been deferred to 2021, and \$970 thousand in projects are red-circled pending further information or funding. Projects carried forward from prior years totaled \$3.9 million, and 75% of the carryforward amount had been spent.

Council-approved expenditures outside of budget

The Town's Reserve and Reserve Fund Policy S400-08, approved by Council on January 13, 2020, states under Standard of Care in section 4.3 a) i) that Council shall ensure that any expenditure approval outside of the Budget process includes the source of funding from Reserves, Reserve Funds, or other sources as appropriate. This helps to ensure that the Town can accurately forecast and plan for its Reserves and Reserve Funds and manage cash flows, ensuring adequate funding sources for all expenditures. In addition, it helps to ensure that there are not any unavoidable or unanticipated impacts on property taxation increases in a future year.

The *Municipal Act*, 2001, S.O. 2001, as amended, states in section 290(4)(c)(ii) that in preparing the budget for a year, a local municipality shall provide for any deficit of any previous year that resulted because expenses were incurred by the municipality that were not in the budget for that year and were not paid for that year from a reserve, sinking or retirement fund.

The following list of expenditures have been approved by Council with no source of funding. This is in contravention of the Reserve and Reserve Fund Policy S400-08, except for item (3) for which Council suspended the Reserve and Reserve Funds

Policy. Unless the Town can find expenditure savings or additional revenues, which is unlikely due to the COVID-19 pandemic, any resulting deficit will have to be added to the 2021 budget in order to comply with the *Municipal Act*.

Unbudgeted Expenditures Approved by Council with no Funding Source:

(1) Legal and Planning Consultant for Cannabis Control Committee	\$130,000
(2) Local Planning Appeal Tribunal (LPAT) Hearings	75,000
(3) Parking Study	50,000
Total	<u>\$255,000</u>

The 2020 budgeted general tax levy is \$14,946,487. Accordingly, a 1% increase in property taxes amounts to approximately \$150,000. The unbudgeted expenditures of \$255,000 is equivalent to a 1.7% tax levy increase for 2021.

Financial Considerations:

Expenditures approved by Council outside of the budget without an identified funding source will likely result in an increase to the 2021 budget.

The anticipated financial impact of COVID-19 has been excluded from this report and has been provided in a separate report to Council. This also has the potential to impact the 2021 budget.

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Strong Organization

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

Consultation:

These reports have been provided to the Pelham Finance and Audit Committee for review.

Other Pertinent Reports/Attachments:

Appendix 1- Monthly Revenue Report at May 31, 2020

Appendix 2- Monthly Expenditure Report at May 31, 2020

Appendix 3- Meridian Community Centre Report at May 31, 2020

Appendix 4- Transit Report at May 31, 2020

Appendix 5- Capital Projects – First Quarter Reporting at March 31, 2020

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

Appendix 1
Monthly Revenue Report at May 31, 2020 (42% of time lapsed)

	Notes	2020			2019	
		Budget	Actual at May 31	Actual as a % of Budget	Budget	Actual at Dec 31
Taxation						
General Tax Levy		\$ 14,946,487	\$ 6,277,525	42 %	\$ 13,674,386	\$ 13,674,375
Payments in Lieu		300,471	126,198	42 %	300,471	300,875
Total Taxation		15,246,958	6,403,723	42 %	13,974,857	13,975,250
Finance Department						
Penalties and Interest	(1)	270,000	62,762	23 %	270,000	261,321
Supplemental Taxation Revenues	(2)	200,000	337	- %	210,000	366,800
Transfer from Building Department		79,497	33,124	42 %	77,938	77,938
Ontario Unconditional Grants	(3)	39,800	20,550	52 %	39,800	46,600
Miscellaneous	(4)	18,000	6,412	36 %	15,000	23,572
Investment Income	(5)	10,000	57,439	574 %	10,000	25,241
Total Finance Department		617,297	180,624	29 %	622,738	801,472
Clerk's Department						
Committee of Adjustment		36,500	19,220	53 %	50,000	50,528
Miscellaneous	(6)	14,250	2,330	16 %	16,750	12,946
Total Clerk's Department		50,750	21,550	42 %	66,750	63,474
Fire and By-law Services						
Fire Department Revenues		36,450	16,986	47 %	35,450	43,019
By-law and Parking Enforcement	(7)	28,138	6,847	24 %	14,300	24,012
Provincial Offences Act Revenue	(8)	25,000	12,293	49 %	10,000	44,463
Total Fire and By-law Services		89,588	36,126	40 %	59,750	111,494
Public Works						
Non-recreation Facilities and Beautification	(9)	49,000	8,427	17 %	49,000	41,282
Aggregate Resource Grant	(10)	25,000	-	- %	25,000	52,831
Transfer from Reserve - Roads	(11)	-	-	- %	-	120,766
Miscellaneous	(12)	85,500	9,884	12 %	80,500	87,515
Fonhill/Hillside Cemeteries		76,500	27,648	36 %	78,500	94,329
Total Public Works		236,000	45,959	19 %	233,000	396,723
Recreation, Culture and Wellness						
Recreation and Wellness	(13)	364,520	99,843	27 %	347,450	433,228
Special Events and Festivals	(14)	147,770	3,985	3 %	150,150	152,919
Culture and Community Enhancement	(14)	75,000	300	- %	78,500	65,258
Public Transit	(15)	274,500	54,592	20 %	211,953	208,397
MCC Facility	(16)	786,342	261,787	33 %	1,052,719	1,134,460
Total Recreation, Culture and Wellness		1,648,132	420,507	26 %	1,840,772	1,994,262
Community Planning and Development						
Building Department Revenues	(17)	600,500	144,383	24 %	500,500	713,260
Planning Fees	(18)	140,340	145,242	103 %	65,340	153,085
Total Community Planning and Development		740,840	289,625	39 %	565,840	866,345
Water and Wastewater						
Water Revenues		2,948,982	851,200	29 %	2,761,884	2,576,841
Wastewater Revenues		2,161,293	655,073	30 %	2,014,104	1,913,948
Total Water and Wastewater	(19)	5,110,275	1,506,273	29 %	4,775,988	4,490,789
GRAND TOTAL		\$ 23,739,840	\$ 8,904,387	38 %	\$ 22,139,695	\$ 22,699,809

Appendix 1
Monthly Revenue Report at May 31, 2020 (42% of time lapsed)

Explanatory Notes:

- (1) Due to the COVID-19 pandemic, Council approved the waiving of interest and penalties on taxes from April 1 to June 30, 2020.
- (2) The majority of supplemental revenue is collected June through November, and the impact of COVID-19 on supplemental revenue is uncertain at this time.

Supplementary/omitted taxes result from an addition, renovation, construction or class change that occurred on a property that was not previously recorded on the assessment roll. When supplementary/omitted assessment is added to the roll, additional property taxes can be collected for the current year, and if applicable, for any part of all of the two previous years as described in Section 34 of the Assessment Act.
- (3) OMPF payments for Q1-Q2 have been received.
- (4) Decreased fees for tax certificates.
- (5) Interest will be allocated to non-discretionary and obligatory reserves at year-end. There has been a significant decline in interest rates compared to the prior year.
- (6) Certain revenue streams, such as lottery and marriage licenses, are unpredictable in timing and it is anticipated that these revenues will be significantly impacted by COVID-19.
- (7) Provincial grant funding for cannabis legalization will be applied when eligible costs are incurred.
- (8) POA revenues, collected by the Region, received for a slight 2019 surplus distribution as well as 2020 Q1. The impact of COVID-19 on POA revenues is uncertain.
- (9) Revenue related to cost recoveries for parks occurs from spring to fall and has decreased due to the impact of COVID-19.
- (10) Aggregate resource grant received in September.
- (11) Transfer for any shortfall in the Winter Control budget will occur at year-end if required in accordance with the Reserve and Reserve Fund policy.
- (12) It is anticipated that driveway culvert fees and other miscellaneous revenues will be below budget due to COVID-19. Approximately \$47,000 of the remaining Climate Change grant funding is expected to be collected.
- (13) Recreation and wellness revenue related to camps and swim, with an approximate budget of \$192k, is collected in the summer, and is expected to be below budget due to the impact of COVID-19.
- (14) Most recreation special event activity normally occurs in Q2 and Q3. On May 4, Council determined that all festivals and events outside of the Farmer's Market will be cancelled up to September 30, 2020. Lost revenues will be approximately \$220k, but there will be some expense savings to offset. The impact of COVID-19 on any other recreation and special event activity is uncertain at this time.
- (15) Provincial gas tax funding was received in April of the prior year and the MTO Community Transportation grant was received after year-end. The impact of COVID-19 on transit operations and the resulting funding is uncertain at this time, but it is expected that any decrease in costs will be offset by decrease in grant funding.
- (16) Arena revenues are higher from approximately September to February and a significant portion of fees for the first part of the year were collected during that time, but will decrease significantly in future months due to the impact of COVID-19.
- (17) It is anticipated that building permit fees will be lower than budget due to the impact of COVID-19.
- (18) Significant subdivision fees collected early in the year; the impact of COVID-19 on fees collected for the remainder of the year is uncertain.
- (19) Water and wastewater have been billed for January to April. Consumption tends to be higher in the summer.

Appendix 2
Monthly Expenditure Report at May 31, 2020 (42% of time lapsed)

	Notes	2020			2019	
		Budget	Actual at May 31	Actual as a % of Budget	Budget	Actual at Dec 31
Administration Services						
Members of Council	(1)	\$ 218,670	\$ 72,896	33 %	\$ 217,409	\$ 212,385
CAO's Office	(2)	273,710	91,631	33 %	257,512	189,147
Human Resources		86,545	34,097	39 %	86,145	90,451
Total Administration Services		578,925	198,624	34 %	561,066	491,983
Clerk's Department						
Clerk's Department and COA		354,450	147,039	41 %	364,464	363,036
Marketing and Communication		130,170	48,629	37 %	125,975	110,505
Total Clerk's Department		484,620	195,668	40 %	490,439	473,541
Corporate Services						
Finance Department		815,965	312,776	38 %	809,394	842,444
Shared Administrative Overhead	(3)	790,843	519,372	66 %	845,015	2,061,971
Shared Information Technology	(4)	514,170	255,950	50 %	448,848	437,155
Total Corporate Services		2,120,978	1,088,098	51 %	2,103,257	3,341,570
Fire and By-law Services						
Fire Services	(5)	1,432,572	358,143	25 %	1,329,511	1,337,303
By-law and Parking Enforcement	(6)	202,828	69,284	34 %	126,146	132,003
Health and Safety		8,120	1,916	24 %	7,955	8,604
Crossing Guards		48,400	14,539	30 %	42,563	44,810
Animal Control	(7)	36,800	18,450	50 %	36,000	35,850
Total Fire and By-law Services		1,728,720	462,332	27 %	1,542,175	1,558,570
Public Works						
General Administration	(8)	1,333,442	295,191	22 %	1,183,229	1,031,459
Roadway Maintenance		4,176,065	1,694,709	41 %	3,810,707	3,959,218
Non-recreation Facilities and Beautification	(9)	2,258,151	725,445	32 %	1,930,024	1,747,889
Street Lighting		199,789	77,089	39 %	224,789	182,683
Fonthill and Hillside Cemeteries		132,580	50,207	38 %	128,322	118,259
Niagara Central Airport	(10)	27,621	25,292	92 %	20,844	20,844
Total Public Works		8,127,648	2,867,933	35 %	7,297,915	7,060,352
Recreation, Culture and Wellness						
General Administration		370,207	150,113	41 %	357,669	353,870
Recreation and Wellness	(11)	385,875	80,993	21 %	379,270	392,110
Special Events and Festivals	(11)	270,570	57,348	21 %	270,601	274,260
Culture and Community Enhancement	(11)	157,700	26,397	17 %	158,046	160,575
Public Transit		525,870	194,837	37 %	442,390	448,203
MCC Facility	(12)	1,628,749	566,096	35 %	1,773,538	1,476,835
Libraries		864,218	360,091	42 %	814,218	814,218
Total Recreation, Culture and Wellness		4,203,189	1,435,875	34 %	4,195,732	3,920,071
Community Planning and Development						
Building Department		600,500	229,023	38 %	500,500	713,260
Planning and Zoning	(13)	724,710	323,901	45 %	633,487	617,087
Municipal Drainage		60,275	23,173	38 %	39,136	32,586
Total Community Planning and Development		1,385,485	576,097	42 %	1,173,123	1,362,933
Water and Wastewater						
Water	(14)	2,948,982	1,080,943	37 %	2,761,884	2,576,841
Wastewater	(14)	2,161,293	825,441	38 %	2,014,104	1,913,948
Total Water and Wastewater		5,110,275	1,906,384	37 %	4,775,988	4,490,789
GRAND TOTAL		\$ 23,739,840	\$ 8,731,011	37 %	\$ 22,139,695	\$ 22,699,809

Appendix 2

Monthly Expenditure Report at May 31, 2020 (42% of time lapsed)

Explanatory Notes:

- (1) Decreased municipal grants due to facility closures and event cancellations. Integrity commissioner costs to be recorded when invoice received.
- (2) Costs for volunteer recognition and Pelham Active Transportation Committee not yet incurred.
- (3) Prepaid insurance has been expensed for the full year and global wage budget has been partially distributed. Legal expenditures are at approximately 60% of the annual budget due to additional expenditures for the Cannabis Control Committee that were approved by Council outside of the budget.
- (4) Some software licenses and support fees have been paid in full for the year.
- (5) Volunteer firefighter stipends are paid in November.
- (6) Additional costs related to cannabis are anticipated and will be offset by grant funding.
- (7) Animal control payments have been made for Q1 to Q2.
- (8) Significant debenture principal and interest to be paid.
- (9) Some utility bills have not been received for May at time of report printing, and hydro rates have decreased due to the Government of Ontario COVID-19 recovery rate.
- (10) Operating contribution to Niagara Central Dorothy Rungeling Airport Commission has been paid. This has been reduced slightly by interest on loans.
- (11) Most recreation camp and special event activity normally occurs in Q2 and Q3. On May 4, Council determined that all festivals and events outside of the Farmer's Market will be cancelled up to September 30, 2020. There will be lost revenues and expense savings as a result. The impact of COVID-19 on any other recreation and special event activity is uncertain at this time.
- (12) Reduced labour costs due to facility closure.
- (13) Increased cost of consulting for the Cannabis Control Committee approved by Council outside of budget process.
- (14) To date, contracted services from the Region for water and wastewater are below budget. Any savings in water and wastewater must be transferred to their respective reserves at year-end.

	Notes		2020			Actual 2020											
			Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MCC Revenues																	
Arena Revenues	(1)		\$ 595,342	\$ 196,097	33 %	\$ 84,582	\$ 80,798	\$ 32,288	\$ (1,929)	\$ 358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multi-Purpose Space Revenues	(2)		63,000	24,310	39 %	10,156	8,480	5,510	164	-	-	-	-	-	-	-	-
Gymnasium Revenues	(3)		63,000	18,593	30 %	7,985	7,554	3,075	(21)	-	-	-	-	-	-	-	-
Programming Revenues	(4)		129,800	12,194	9 %	2,178	8,351	1,665	-	-	-	-	-	-	-	-	-
Grants	(5)		42,700	21,350	50 %	10,675	-	-	10,675	-	-	-	-	-	-	-	-
Other Rev. - Miscellaneous	(6)		63,550	36,311	57 %	16,003	11,988	6,664	1,656	-	-	-	-	-	-	-	-
Other Revenues - Advertising	(7)		30,000	10,000	33 %	10,000	-	-	-	-	-	-	-	-	-	-	-
Total Revenues		(a)	987,392	318,855	32 %	141,579	117,171	49,202	10,545	358	-	-	-	-	-	-	-
MCC Expenditures																	
Salaries and Benefits	(8)		1,235,300	420,492	34 %	96,243	91,068	96,918	73,517	62,746	-	-	-	-	-	-	-
Professional Development	(9)		10,900	12,358	113 %	6,201	7,464	-	-	(1,307)	-	-	-	-	-	-	-
Associations and Memberships			7,000	2,088	30 %	1,096	379	-	613	-	-	-	-	-	-	-	-
Travel			4,500	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Hydro			400,000	115,051	29 %	28,437	30,005	23,975	17,296	15,338	-	-	-	-	-	-	-
Natural Gas			65,000	23,114	36 %	4,992	6,214	6,179	2,966	2,763	-	-	-	-	-	-	-
Water	(10)		40,000	11,735	29 %	-	7,158	-	4,577	-	-	-	-	-	-	-	-
Telephone			10,760	3,430	32 %	683	684	684	697	682	-	-	-	-	-	-	-
Office Supplies			6,650	1,379	21 %	239	398	124	405	213	-	-	-	-	-	-	-
Materials and Supplies	(11)		55,000	40,370	73 %	10,832	12,251	2,492	3,678	11,117	-	-	-	-	-	-	-
Furniture and Equipment	(11)		6,000	209	3 %	209	-	-	-	-	-	-	-	-	-	-	-
Materials and Supplies - Janitorial			34,488	10,661	31 %	3,033	1,299	5,468	789	72	-	-	-	-	-	-	-
Fuel			4,850	1,447	30 %	441	476	381	24	125	-	-	-	-	-	-	-
Internet			12,000	4,121	34 %	824	825	824	824	824	-	-	-	-	-	-	-
Insurance	(12)		49,631	49,631	100 %	49,631	-	-	-	-	-	-	-	-	-	-	-
Contract Services - Janitorial			13,500	3,110	23 %	921	1,184	794	105	106	-	-	-	-	-	-	-
Contract Services - Other			155,631	45,110	29 %	12,580	17,956	7,737	5,119	1,718	-	-	-	-	-	-	-
Repairs and Maintenance	(13)		11,500	9,909	86 %	6,098	3,811	-	-	-	-	-	-	-	-	-	-
Total Expenditures before Debt and Other Items		(b)	2,122,710	754,215	36 %	222,460	181,172	145,576	110,610	94,397	-	-	-	-	-	-	-
Net Surplus (Deficit) before Debt and Other Items		(c)= (a) - (b)	(1,135,318)	(435,360)	38 %	(80,881)	(64,001)	(96,374)	(100,065)	(94,039)	-	-	-	-	-	-	-
MCC Debt Activity																	
Tax Levy Debenture Interest	(14)		(282,024)	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Tax Levy Debenture Principal	(14)		(198,227)	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Development Charge Revenue	(15)		630,188	317,023	50 %	317,023	-	-	-	-	-	-	-	-	-	-	-
Development Charge Debenture Interest	(15)		(368,875)	(187,410)	51 %	(187,410)	-	-	-	-	-	-	-	-	-	-	-
Development Charge Debenture Principal	(15)		(261,313)	(129,613)	50 %	(129,613)	-	-	-	-	-	-	-	-	-	-	-
Pre-MCC RCW and Facility Net Costs			951,088	396,285	42 %	79,257	79,257	79,257	79,257	79,257	-	-	-	-	-	-	-
One-Time Transfer from MCC Reserve			100,000	41,667	42 %	8,333	8,334	8,333	8,333	8,334	-	-	-	-	-	-	-
Net Debt and Other Items		(d)	570,837	437,952	77 %	87,590	87,591	87,590	87,590	87,591	-	-	-	-	-	-	-
NET SURPLUS (DEFICIT)		(e)= (c) + (d)	\$ (564,481)	\$ 2,592	- %	\$ 6,709	\$ 23,590	\$ (8,784)	\$ (12,475)	\$ (6,448)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Meridian Community Centre

Appendix 3

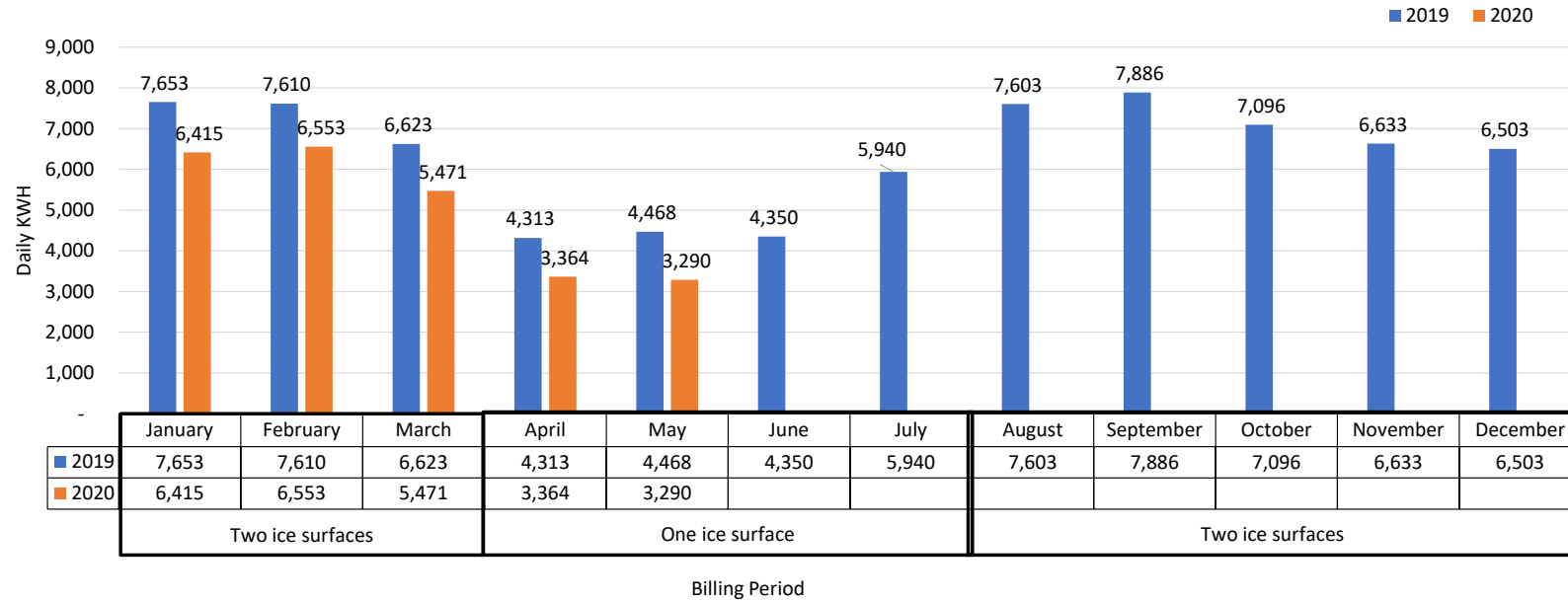
Actual Results to Budget at May 31, 2020 (42% of time lapsed)

Explanatory Notes:

The COVID-19 pandemic has resulted in facility closures and some programming cancellations as of June 2020, the timing of this report to Council. The impact on future revenue as a result of COVID-19 is uncertain at this time, and will be dependent on many factors including guidance from senior levels of government and Public Health guidelines.

- (1) Higher ice rental revenue during hockey season; normally expected to be lower in the summer. Monthly trend in this revenue was similar to the prior year but lower in March due to closures from COVID-19. Some fees were refunded in April, and show as negative revenue.
- (2) Multi-purpose space revenue was trending above the prior year, at 38% of budget vs. 30% of budget in March 2019 but there will be no further revenue while facilities are closed.
- (3) The normal expectation for gymnasium revenue would be higher during basketball season and lower in the summer, however it decreased in March due to COVID-19 closure and was nil for April.
- (4) The majority of camp revenue is normally earned in the summer, and the impact of COVID-19 is uncertain at this time.
- (5) New Horizons for Seniors Program Grant monies received for Q1 and Q2, and online seniors programming has continued during the COVID-19 closure.
- (6) Miscellaneous revenue includes cost recoveries, equipment rentals, event revenue, donations, servery sales, and other items that are individually too small to classify separately. Revenue above budget relates primarily to servery sales and has related costs under materials and supplies. Revenue in April relates to recoveries of expenses in Q1 that were invoiced in April.
- (7) Advertising revenue will not be earned during facility closure.
- (8) Reduced wages during facility closure.
- (9) Staff from the Recreation and Public Works departments attended courses in February from the Ontario Recreation Facilities Association. Approximately \$1,800 will be reallocated from the MCC to the Public Works department.
- (10) Water is billed bi-monthly.
- (11) Increased costs relate primarily to supplies and cost of goods related to servery sales revenue which is also above budget. Most of the costs in May relate to the cost of the water management system and the remaining 50% will be incurred in June.
- (12) Prepaid insurance has been expensed in full for the year.
- (13) Predominantly relates to costs for television screens and automatic door opener for the 55+ Community Room.
- (14) Tax levy debenture payments for the MCC occur in June and December.
- (15) Development charge debenture payments for the MCC occur in January and July.

Meridian Community Centre Hydro Usage



	Notes	2020			Actual 2020											
		Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Revenues																
Grants - Provincial	(1)	\$ 175,000	\$ 50,000	29 %	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants - Other	(2)	62,500	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenues	(3)	22,000	2,342	11 %	742	919	385	30	266	-	-	-	-	-	-	-
Sponsorships	(4)	15,000	2,250	15 %	1,000	-	-	1,000	250	-	-	-	-	-	-	-
Total Revenues		274,500	54,592	20 %	1,742	919	385	51,030	516	-	-	-	-	-	-	-
Expenditures																
Salaries and Benefits		115,800	47,230	41 %	10,789	9,080	9,082	9,210	9,069	-	-	-	-	-	-	-
Materials and Supplies		5,570	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services - Bus		400,000	147,607	37 %	54,014	42,966	35,147	9,318	6,162	-	-	-	-	-	-	-
Interdepartmental Transfers	(5)	4,500	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures		525,870	194,837	37 %	64,803	52,046	44,229	18,528	15,231	-	-	-	-	-	-	-
NET SURPLUS (DEFICIT)		\$ (251,370)	\$ (140,245)	56 %	\$ (63,061)	\$ (51,127)	\$ (43,844)	\$ 32,502	\$ (14,715)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ridership 2020	(6)		2,206		796	737	551	71	51	-	-	-	-	-	-	-
Ridership 2019			7,895		453	464	594	786	559	783	671	797	609	834	764	581

Explanatory Notes:

- (1) Provincial gas tax funding was received in March of the prior year and has not been received to date. \$50,000 of the MTO Community Transportation grant has been received based on reporting periods. The impact of COVID-19 on transit operations and the resulting funding is uncertain at this time, but it is expected that any decrease in costs will be offset by a decrease in grant funding.
- (2) Region contribution to link received in December.
- (3) Niagara College and Brock uPass are being collected by the Region and will be received from the Region later in the year.
- (4) Sponsorships are often paid in advanced for the full year of advertising.
- (5) Interdepartmental transfers are allocations of costs from other department, such as facilities. These are recorded at year-end based on actual results.
- (6) Ridership lower due to impact of COVID-19. On Tuesday April 14, Pelham Transit began operating as a Dial-a-Ride service, in which riders are pre-booked and pre-screened.

Town of Pelham									Appendix 5
2020 Capital Projects - First Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at March 31, 2020									
GENERAL GOVERNMENT									
IT 01-20	Computer and Hardware Repair and Replacement	100170	32,000	32,000	19,701	379	20,080	63%	In progress.
IT 03-20	Financial Reporting Software	100172	40,000	40,000	31,647	-	31,647	79%	In progress.
IT 04-20	Core Switch Upgrade	100173	4,000	4,000	3,171	-	3,171	79%	Completed.
IT 05-20	Innovation Technology	100174	40,000	40,000	-	-	-	0%	In progress.
Total General Government			116,000	116,000	54,519	379	54,898	47%	
PROTECTION SERVICES									
FD 01-20	PPE - Bunker Gear	200114	35,000	35,000	-	-	-	0%	Not started.
FD 02-20	Communications - Replacement of Pagers	200115	8,000	8,000	-	-	-	0%	Not started.
FD 03-20	Replacement of Extrication Equipment - 2 Stations	200116	40,000	40,000	-	-	-	0%	Not started.
Total Protection Services			83,000	83,000	-	-	-	0%	
TRANSPORTATION SERVICES									
FACILITIES									
FAC 01-20	Concrete & Asphalt Repairs - Various Facilities	300475	10,000	10,000	-	-	-	0%	Progressing.
FAC 02-20	Masonry Repairs - Highland Ave, Hillside/Fonthill Cemetery	300476	30,000	30,000	-	-	-	0%	On hold due to COVID.
FAC 03-20	Facility Condition & Accessibility Assessment	300477	75,000	75,000	-	-	-	0%	Ongoing.
FAC 04-20	Tice Road Operations Centre - Electrical Upgrades	300478	6,500	6,500	-	-	-	0%	Progressing.
FAC 05-20	MCC - Front Passive Area Fence	300479	30,000	30,000	-	20,027	20,027	67%	MCC Fencing will be installed in June.
FAC 06-20	Gates to Accipiter Arena Pad	300480	10,000	10,000	-	-	-	0%	Were installed May 22.
FAC 07-20	Community Information Counter	300481	5,000	5,000	-	-	-	0%	Final quote received May 18. PO will be issued.
FAC 08-20	Centennial Park Hydro Service	300482	15,000	15,000	-	15,000	15,000	100%	Ongoing.
FAC 10-20	Flag Poles	300483	6,000	6,000	-	6,000	6,000	100%	Work completed invoices outstanding.

Town of Pelham									Appendix 5
2020 Capital Projects - First Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at March 31, 2020									
ROADS									
RD 01-20	Bridge Design Program - Balfour St and 16 Road	300490	100,000	100,000	-	-	-	0%	Tendered.
RD 02-20	Roadside Ditching	300491	75,000	75,000	-	-	-	0%	Tendered.
RD 03-20	Road Reconstruction - Pelham St: College St to Port Robinson Rd	300492	1,079,519	1,079,519	-	69,585	69,585	6%	Ongoing.
RD 04-20	Bridge/Culvert Appraisal (legislated) - Retaining Walls and Easements	300493	20,000	20,000	-	7,570	7,570	38%	Ongoing.
RD 05-20	Concrete Program	300494	125,000	125,000	-	-	-	0%	Tendered.
RD 06-20	Culvert Replacement	300495	60,000	60,000	24,912	37,194	62,105	104%	Progressing.
RD 08-20	Engineering	300497	35,000	35,000	-	-	-	0%	Ongoing.
RD 09-20	Road Base and Surface Repair	300498	150,000	150,000	-	-	-	0%	Tendered.
RD 10-20	Road Rehabilitation	300499	450,000	450,000	635	35,637	36,272	8%	Progressing.
RD 11-20	Streetlights and Traffic Signal Maintenance	300500	55,000	55,000	14,778	37,511	52,290	95%	Ongoing.
RD 12-20	Stormsewer Extension - Along Quaker	300501	200,000	200,000	-	-	-	0%	Development Driven.
RD 14-20	Station Street Storm Pond	300503	300,000	300,000	-	-	-	0%	Ongoing.
RD 16-20	Road Design - Pelham St: Port Robinson Rd to John St.	300505	50,000	50,000	-	50,000	50,000	100%	Ongoing.
RD 17-20	Rice Road Landscaping Feature	300506	48,120	48,120	-	-	-	0%	Ongoing.
RD 18-20	Urbanization of Lookout Street	300507	105,431	105,431	105,431	-	105,431	100%	Ongoing.
Total Transportation Services			3,040,570	3,040,570	145,756	278,524	424,280	14%	

Town of Pelham									Appendix 5
2020 Capital Projects - First Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at March 31, 2020									
FLEET									
VEH 01-20	Combined Lease Payments - Heavy Duty Work Truck, Small SUV Facilities, Small SUV Building	300484	32,340	32,340	10,970	21,560	32,530	101%	Ongoing.
VEH 02-20	Seasonal summer fleet rental - for use in Parks and Facilities	300485	25,200	25,200	-	-	-	0%	Ongoing.
VEH 03-20	Seasonal winter fleet rental - Tractors w/plow and spreader	300486	25,550	25,550	15,600	10,220	25,820	101%	Ongoing.
VEH 04-20	Combination Snow Plow & Spreader Unit - replaces Truck 420	300487	320,000	320,000	-	268,958	268,958	84%	Tender approved. PO Issued. Anticipated delivery Q1 2021.
VEH 05-20	Work Truck - Replaces Truck 127	300488	35,000	35,000	-	-	-	0%	Ongoing.
VEH 06-20	Offset Boom for Bushhog	300489	6,000	6,000	-	5,875	5,875	98%	Completed.
Total Fleet			444,090	444,090	26,570	306,613	333,183	75%	
HEALTH SERVICES									
CEM 01-20	Plumbing Upgrade - Fonthill Cemetery	400012	6,000	6,000	-	-	-	0%	Ongoing.
Total Health Services			6,000	6,000	-	-	-	0%	
WASTEWATER									
WST 01-20	Sanitary I/I Study Program - Planned Replacements and Rehabilitation	700170	100,000	100,000	-	-	-	0%	Not Started.
WST 02-20	Sanitary Lateral Replacement Program (5 laterals)	700171	60,000	60,000	4,376	46,497	50,873	85%	In progress.
WST 03-20	Sanitary Sewer Inspection, CCTV and Flushing	700172	74,000	74,000	125	41,210	41,335	56%	Ongoing.
WST 04-20	Sanitary Sewer Capital Construction Adjustments and	700173	80,000	80,000	-	-	-	0%	Ongoing.
WST 05-20	Church St Sanitary Upgrades - Permits and Reports	700174	50,000	50,000	-	-	-	0%	Ongoing.
Total Wastewater			364,000	364,000	4,501	87,707	92,208	25%	
WATER									
WTR 01-20	Pelham St Watermain Replacement: College St to Port Robinson Rd	700176	13,122	13,122	-	-	-	0%	Ongoing.
WTR 02-20	Water System Repair Equipment	700177	30,000	30,000	-	-	-	0%	Ongoing.
Total Water			43,122	43,122	-	-	-	0%	

Town of Pelham									Appendix 5
2020 Capital Projects - First Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at March 31, 2020									
RECREATION & CULTURAL SERVICES - PARK FACILITIES									
PRK 02-20	Forestry Services	500183	80,000	80,000	20,747	59,611	80,359	100%	Ongoing.
PRK 03-20	River Estates Park Development	500184	300,000	300,000	-	-	-	0%	Not started RFP will be going out in June.
PRK 04-20	Turf Repair	500185	5,000	5,000	-	5,000	5,000	100%	On hold due to COVID.
PRK 05-20	Weiland Park	500186	60,000	60,000	-	-	-	0%	Not started. Proposal pending.
PRK 06-20	Field Protection (Perimeter Fence)	500187	25,000	25,000	-	-	-	0%	Ongoing.
Total Recreation & Cultural Services			470,000	470,000	20,747	64,611	85,359	18%	
COMMUNITY PLANNING & DEVELOPMENT									
PLN 01-20	Community Benefits Charge Strategy	600119	40,000	40,000	-	-	-	0%	Not started.
Total Community Planning & Development			40,000	40,000	-	-	-	0%	
LIBRARY SERVICES									
LIB 01-20	Computer Services Department	500182	7,500	7,500	-	-	-	0%	Projected start date is Fall 2020.
Total Library Services			7,500	7,500	-	-	-	0%	
MUNICIPAL DRAINAGE									
DRN 01-20	Replace Farm Culverts	600120	30,000	30,000	-	-	-	0%	Work completed invoices outstanding. We have not had any requests to replace farm culverts from farmers this year. We did have requests to remove beavers, so this money was allocated for beaver removal and that work is now complete.
DRN 02-20	Update Assessment Schedule for Big Creek Drain	600121	65,000	65,000	-	-	-	0%	Waiting RFP so this project is still outstanding,
Total Municipal Drainage			95,000	95,000	-	-	-	0%	
TOTAL AS PER 2020 APPROVED BUDGET			4,709,282	4,709,282	252,092	737,835	989,927	21%	

Town of Pelham									Appendix 5
2020 Capital Projects - First Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at March 31, 2020									
PROJECTS DEFERRED TO 2021									
IT 02-20	Tab Fusion Electronic Enhancement	100171	25,000	25,000	-	-	-	0%	
RD 07-20	Effingham Storm Design - Hwy 20 to Canboro	300496	50,000	50,000	-	-	-	0%	
RD 13-20	Sulphur Springs Rd Rehabilitation - Site 1 & 2	300502	300,000	300,000	-	-	-	0%	
RD 15-20	Foss Resurfacing (linked to WST 06-20)	300504	500,000	500,000	-	-	-	0%	
WST 06-20	Foss Rd - Sanitary Sewer Installation (linked to RD 15-20)	700175	800,000	800,000	-	-	-	0%	
Total Cancelled and Red-Circled Projects			1,675,000	1,675,000	-	-	-	0%	
CANCELLED AND RED-CIRCLED PROJECTS									
FAC 09-20	MCC Additional Parking		450,000	450,000	-	-	-	0%	Red-circled pending grant funding.
LIB 02-20	Fonthill Renovations		505,231	505,231	-	-	-	0%	Red-circled pending grant funding.
PRK 01-20	Centennial Park Diamond #3 & HBP #2 Dugout / Bullpen Enclosures		15,000	15,000	-	-	-	0%	Cancelled.
Total Cancelled and Red-Circled Projects			970,231	970,231	-	-	-	0%	
Grand Total			7,354,513	7,354,513	252,092	737,835	989,927	13%	

Town of Pelham										Appendix 5
Prior Year's Carry Forward Capital Projects - First Quarter Reporting		Cost Centre	Expenditures							Status
As at March 31, 2020			Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
GENERAL GOVERNMENT										
IT 04-19	Backup Generator for IT Server Room (Town Hall)	100165	46,000	-	46,000	-	-	-	0%	In progress.
Total General Government			46,000	-	46,000	-	-	-	0%	
TRANSPORTATION SERVICES										
ROADS										
RD 11-17	Road Reconstruction - Haist St: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward	300264	111,150	91,736	19,414	-	23,952	23,952	123%	Restoration work to be completed in Spring of 2020.
RD 12-18	Stormwater Facility Maintenance - Station, Timber Creek	300436	70,000	41,328	28,672	1,146	26,361	27,507	96%	Ongoing.
RD 02-19	Concrete Repair & Replacement Program	300461	110,000	66,208	43,792	132	-	132	0%	Contract completed and in Maintenance Period. Purchase of Bus Shelters for MCC also pending.
RD 06-19	Pavement Condition Index Study	300465	27,628	11,682	15,946	11,830	1,345	13,175	83%	PCI Study complete. Awaiting final report.
RD 07-19	Road Base and Surface Repair Program	300466	170,000	137,045	32,955	362	8,311	8,673	26%	Contract complete and in warranty.
RD 08-19	Pelham Street Storm and Road Reconstruction	300467	2,436,055	535,744	1,900,311	348,317	1,363,336	1,711,653	90%	Contract with Charleton Group in progress. Anticipated completion of construction in summer of 2020. Final asphalt paving to be completed in spring of 2021.
RD 10-19	Stormwater Facility Maintenance	300469	30,000	12,288	17,712	2,290	445	2,735	15%	Engineering assignment with consultant in progress.
RD 13-19	Main Street Revitalization	300472	52,782	-	52,782	54,471	-	54,471	103%	Contract completed. No maintenance period required.
FACILITIES										
FAC 03-18	Tice Road Operations Centre - Man Door Repairs, insulation and vapour barrier in north bay - FCA Critical 2016	300405	37,000	20,519	16,481	-	-	-	0%	Project still ongoing.
FAC 03-19	Municipal Building - foundation, structural, waterproofing, exterior / interior painting - FCA Critical 2016	300448	55,000	9,163	45,837	-	2,375	2,375	5%	Masonry work and deficiencies still outstanding. To be completed in summer 2020.
Total Transportation Services			3,099,615	925,714	2,173,902	418,548	1,426,125	1,844,673	85%	
WASTEWATER										

Town of Pelham										Appendix 5
Prior Year's Carry Forward Capital Projects - First Quarter Reporting		Cost Centre	Expenditures							Status
As at March 31, 2020			Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
WST 04-18	Foss Road Upgrade existing sewer from 350 to 450mm diam	700156	592,800	60,954	42,559	3,530	30,417	33,947	80%	Project ongoing. Detailed design assignment currently being completed. Construction to be completed in 2021.
WST 01-19	Design - Church Street Upgrade	700162	60,000	14,880	45,120	12,538	14,528	27,065	60%	Project ongoing. Consultant Assignment awarded to Associated Engineering.
WST 02-19	Haist Street: Welland Rd to Beckett	700163	45,000	-	45,000	-	45,000	45,000	100%	Project to be completed in spring of 2020.
WST 05-19	Sanitary Sewer Capital	700166	80,000	-	80,000	-	-	-	0%	Project ongoing. Awarded to Duffin Contracting.
Total Wastewater			777,800	75,834	212,680	16,067	89,945	106,012	50%	
WATER										
WTR 01-18	Backflow Prevention Program	700158	50,000	12,985	37,015	-	3,940	3,940	11%	Consulting work is complete.
WTR 02-18	Station Street: Hwy 20 to Port Robinson, Watermain Replacement - trench only	700159	847,652	381,950	465,702	639	465,578	466,217	100%	Project ongoing. This project was delayed due to gas line relocation. Anticipated completion date is fall of 2020.
WTR 01-19	Haist Street: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward	700167	644,750	414,177	230,573	768	228,510	229,279	99%	Project ongoing. Restoration work to be completed in the spring of 2020.
WTR 02-19	Water System Repair Equipment	700168	30,000	14,747	15,253	-	-	-	0%	This project is completed and the carry forward amount will not be spent.
WTR 03-19	Pelham St N Watermain Replacement	700169	250,000	25,757	224,243	157,472	53,497	210,969	94%	Project with Charleton Group still ongoing. Anticipated completion is summer of 2020.
Total Water			1,822,402	849,616	972,786	158,879	751,525	910,404	94%	

Town of Pelham									Appendix 5	
Prior Year's Carry Forward Capital Projects - First Quarter Reporting		Cost Centre	Expenditures							Status
As at March 31, 2020			Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
RECREATION & CULTURAL SERVICES- PARK FACILITIES										
PRK 02-18	Ash tree removals - continued program	500159	75,000	68,616	6,384	-	-	-	0%	Project completed.
PRK 05-19	Centennial Park Electrical Upgrades	500176	13,500	11,635	1,865	-	-	-	0%	Project is completed and is in warranty.
Total Recreation & Cultural Services			88,500	80,252	8,249	-	-	-	0%	
COMMUNITY PLANNING & DEVELOPMENT										
PLN 01-19	Complete East Fenwick SP	600117	20,000	6,269	13,731	-	13,839	13,839	101%	Awaiting developer to complete EIS.
PLN 02-19	Complete Zoning By-law	600118	20,000	-	20,000	-	9,537	9,537	48%	Consultant to complete mapping once staff have document prepared: Fall 2020.
Total Community Planning & Development			40,000	6,269	33,731	-	23,376	23,376	69%	
EAST FONTHILL										
RD 01-17	Summersides: Station to Wellspring (E. Fonthill)	300254	2,088,774	960,717	28,129	291	24,654	24,945	89%	Ongoing.
Total East Fonthill			2,088,774	960,717	28,129	291	24,654	24,945	89%	
Subtotal - excluding CANCELLED PROJECTS			7,963,091	2,898,401	3,475,476	593,785	2,315,624	2,909,409	84%	
CANCELLED PROJECTS										
RD 05-19	Steve Bauer Trail Paving	300464	100,000	-	100,000	-	-	-	0%	Report to be brought forward to Council to lift red-circle and be included as an item in the 2020 Road resurfacing contract.
RD 14-19	Sulphur Spring Drive Repair	300473	250,000	-	250,000	-	-	-	0%	Project ongoing. Currently out to RFP for Design Build Assignment.
DRN 01-19	Brushing Swayze Drain	900036	30,000	-	30,000	-	-	-	0%	The project will not be taking place. The property owner now does not feel that brushing is required.
Total Cancelled			380,000	-	380,000	-	-	-	0%	
Grand Total			8,343,091	2,898,401	3,855,476	593,785	2,315,624	2,909,409	75%	



2019

Annual Report

For the fiscal year ended, December 31, 2019
The Corporation of the Town of Pelham

Page 110 of 313
Ontario, Canada



2019

The Corporation of the Town of Pelham
ANNUAL REPORT
For the fiscal year ended December 31, 2019

This report was prepared by:
The Corporate Services Department of the Town of Pelham
Town of Pelham
Ontario, Canada

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INTRODUCTION

GREETINGS FROM THE MAYOR AND CHIEF ADMINISTRATIVE OFFICER



Marvin Junkin, Mayor



David Cribbs, CAO

On behalf of Council and staff of the Corporation of the Town of Pelham, we are pleased to present the Town's 2019 Annual Report. This report provides details about the Town's financial performance and accomplishments in the past year.

The Town of Pelham, nestled in the heart of Niagara, is a fusion of rural and urban communities offering unique lifestyles rich with history, agriculture, and commercial industries. As one of 12 municipalities in the Niagara Region, Pelham's central location makes it an ideal community for commuters, life-long residents, and businesses old and new.

With state-of-the-art facilities (Meridian Community Centre) to heritage sites (Comfort Maple Conservation Area), Pelham embraces technological and urban change while preserving a small-town feel.

A growing community, Pelham isn't just a place to visit, it's a place to call home.

Over 17,000 residents call Pelham home and the investment we've made in our community's growth cannot be understated. In 2019 Council and staff executed an aggressive plan to complete some of the most important items on the Town's Strategic Plan. From developing cash management and debt policies to enhancing communication with residents, Town Council and staff tackled challenges that make the community better.

As Pelham continues to grow, so too will its dedication and resolve to enhance the quality of life for residents in every decision Council makes. On behalf of Council and staff, we are proud of our work and we are eager to face the challenges of tomorrow.

Marvin Junkin
Mayor

David Cribbs
CAO

Dated: June 30, 2020

LEGISLATIVE AUTHORITY



The Corporation of the Town of Pelham is one of twelve municipalities in the Niagara Region. Pelham Township was part of the original Lincoln County since the late 1780s. The Town of Pelham was established in 1970, unifying five historical communities: Fonthill, Ridgeville, Effingham, North Pelham and Fenwick into a single town covering 126.42 square kilometres. This integration brought together a mix of farming and growing commercialism.

The Town is represented by a Mayor and six Councillors from three wards.

The Chief Administrative Officer (CAO) is appointed by Council to oversee the management and operation of the corporation. As the municipality's top administrative position, the CAO advises Council and staff on all municipal programs and services.

MAYOR AND COUNCILLORS



Town of Pelham Council, as at Dec. 31, 2019

Back Row:

Councillor Robert Hildebrandt, Councillor John Wink, Mayor Marvin Junkin, Councillor Marianne Stewart.

Front Row (seated):

Councillor Lisa Haun, Councillor Ron Kore, Councillor Mike Ciolfi.



This document is dedicated to Councillor Mike Ciolfi (deceased) whose business acumen and leadership were tremendous assets in developing the Town's new approach to financial issues and helping put Pelham on a positive financial track. Councillor Ciolfi is very much missed.

SENIOR LEADERSHIP TEAM

DAVID CRIBBS

CHIEF ADMINISTRATIVE OFFICER

NANCY BOZZATO

CLERK

TERESA QUINLIN

DIRECTOR, CORPORATE SERVICES AND TREASURER

BARBARA WIENS

DIRECTOR, COMMUNITY PLANNING AND DEVELOPMENT

JASON MARR

DIRECTOR, PUBLIC WORKS

VICKIE VANRAVENSWAAY

DIRECTOR, RECREATION, CULTURE, AND WELLNESS

BOB LYMBURNER

FIRE CHIEF AND DIRECTOR OF BY-LAW SERVICES

The Senior Leadership Team consists of the CAO and six Directors who are responsible for implementing the direction set out by Town Council, including the provision of high quality community-focused services and overall leadership to the organization. They administer the Town's operating and capital budgets and are responsible for implementing the goals and objectives outlined in the Town's Strategic Plan.

TOWN OF PELHAM

ORGANIZATIONAL CHART 2019

Mayor and Council

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer (CAO)

RESPONSIBILITIES

Chief Advisor to Council
Community Engagement
Human Resources
Leadership to Town Staff
Legal Services
Organizational Culture and Leadership

Nancy Bozzato, Dipl.M.M.
Town Clerk

Bob Lymburner
Fire Chief & Director of
By-Law Services

Jason Marr, P.Eng
Director of Public Works

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

Vickie vanRavenswaay, CRFP
Director of Recreation,
Culture, and Wellness

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

RESPONSIBILITIES

Committee of Adjustment
Freedom of Information
Lottery and Licences
Marketing & Communications
Marriage Licences
Municipal Elections
Records Management
Vital Statistics

RESPONSIBILITIES

Animal Control
Community Emergency
Management Coordinator
Crossing Guards
Fire Prevention
Fire Suppression
Health and Safety
Parking & By-law
Enforcement

RESPONSIBILITIES

Beautification
Capital Infrastructure
Cemeteries
Engineering
Operations
Facilities Maintenance
Fleet
Roadway Maintenance
Water & Wastewater

RESPONSIBILITIES

Debt and Capital Financing
Financial Reporting
Information Technology
Operating and Capital Budgets
Procurement
Shared Administration
Taxation
Utility Billing

RESPONSIBILITIES

Culture and Community
Enhancement
Meridian Community Centre
Public Transit
Recreation & Wellness
Programming
Special Events & Festivals
Swim and Youth Programs

RESPONSIBILITIES

Building Services
Development Review
Heritage Planning
Land Use Policy
Development & Compliance
Municipal Drainage
Zoning Implementation

ABOUT PELHAM

Vision

Working together with the community to strengthen trust, enhance the quality of life and economic well-being for today and for the future.

Values

Our Values are important to all of us, as Council and as Town staff. They define our behaviours and strengthen our culture. We demonstrate leadership and commitment through our values.

Honesty: We tell the truth, we have integrity and we are sincere.

Caring: We are thoughtful, helpful and have concern for our community, each other and our work.

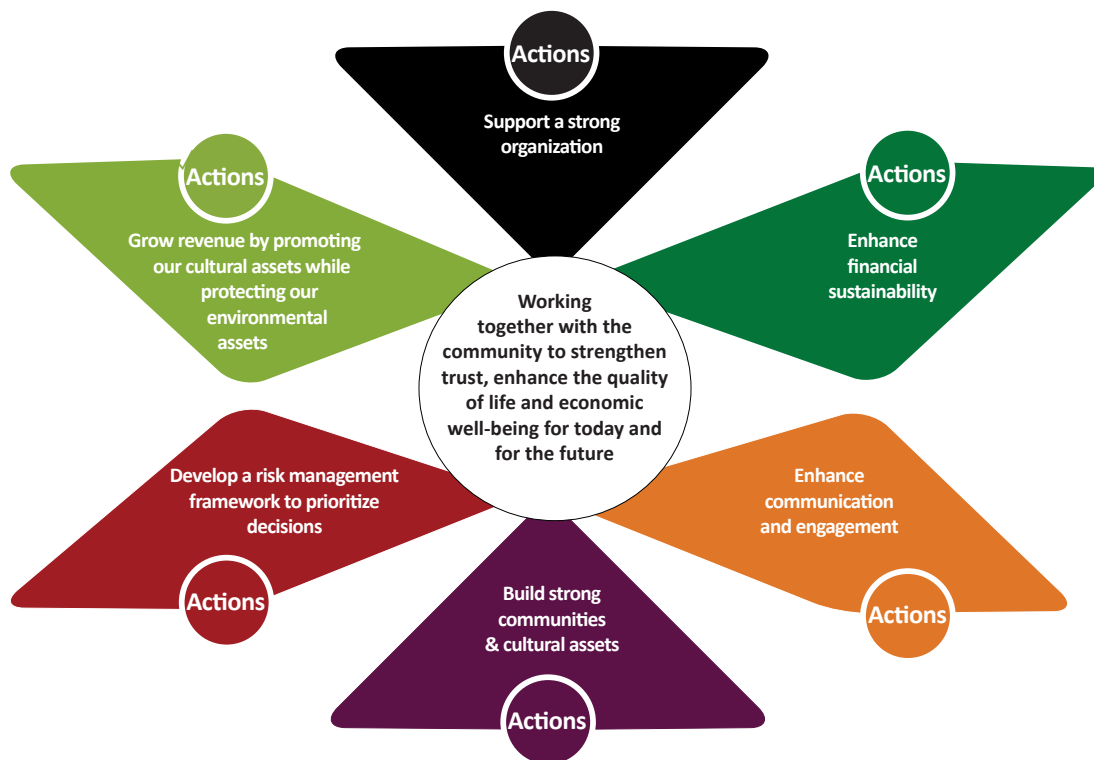
Respect: We value our interactions, we are polite, courteous and considerate.

Transparency: We ensure it is easy for others to see what decisions we make and what we do.

Trustworthiness: We are responsible, reliable and dependable.

Teamwork: We work collaboratively and together will achieve our Vision and Priorities.

Strategic Priorities



STRATEGIC GOAL ACHIEVEMENTS

ENHANCE COMMUNICATION AND ENGAGEMENT

ACTION	YEAR	COMPLETION STAGE
• Produce a community guide	Each Year	✓ Completed spring/summer and fall/winter guide
• Continue to support and work with other committees and groups	Each Year	✓ Ongoing
• Promote and celebrate success	Each Year	✓ Upgraded Peace Park; Summerfest Top 100 Best Festival (6th year in a row), Gold awards for Communications Plan, website redesign
• Develop communications standards for all channels	2019	✓ Completed with a communications plan
• Update website	2019	✓ MarCom Gold Award, AVA Digital Gold Award
• Improve telecommunications	2019	✓ Implemented the voice activation system; phone system upgrade
• Introduce mass notification system	2019	...Waiting on Regional partners
• Develop communications plan	2019	✓ Completed: winner, Hermes Creative Gold award
• Open the welcome center with the Chamber of Commerce	2019	✓ Completed

STRATEGIC GOAL ACHIEVEMENTS

BUILD STRONG COMMUNITIES AND CULTURAL ASSETS

ACTION	YEAR	COMPLETION STAGE
• Support service clubs	Each Year	✓ Supported through municipal grants
• Enhance opportunities for volunteers	Each Year	✓ Opened the welcome centre; created Volunteer in Pelham program (VIP) at MCC
• Promote Town events	Each Year	✓ Community guide; new website; newsletter; weekly advertisements; social media
• Increase “Love My Hood” events	Each Year	✓ Held three “Love My Hood” events
• Build and enhance parks	Each Year	✓ Lookout and Weiland neighbourhood parks completed; completed Peace Park improvement
• Finalize East Fenwick Secondary Plan	2019	...Council deferred this to 2020 and we are awaiting Environmental Impact Study Report from developer group
• Review options for Pelham Town Square gateway feature	2019	✓ Report provided to Council and volunteer group is leading the project, including the replacement of the arches
• Expand transit service	2019	✓ Second bus was added in the fall. Current negotiations with the Niagara Region for potential on-demand service
• Address cannabis requirements and regulations	2019	✓ Council provided an extension to the interim control bylaw to July 15, 2020. Council to make a decision on July 13, 2020.
• Finalize land sales for medical building and long-term care facility	2019	✓ Complete (2019 and 2020); Long-term care facility land sold. Medical building in progress.

STRATEGIC GOAL ACHIEVEMENTS

ENSURE FINANCIAL SUSTAINABILITY

ACTION	YEAR	COMPLETION STAGE
• Update Reserves Policy	2019	✓ Completed
• Develop Debt Policy	2019	✓ Completed
• Develop Cash Management Policy	2019	✓ Completed
• Establish an Audit Committee	2019	✓ Completed
• Establish Utility Sustainability Committee	2019	✓ Completed

DEVELOP A RISK MANAGEMENT FRAMEWORK TO PRIORITIZE DECISIONS

ACTION	YEAR	COMPLETION STAGE
• Develop Capital Asset Strategic Policy	2019	✓ Completed

STRATEGIC GOAL ACHIEVEMENTS

GROW REVENUE BY PROMOTING OUR NATURAL AND CULTURAL ASSETS

ACTION	YEAR	COMPLETION STAGE
• Work with MCC User Group Committee to determine opportunities	Each Year	✓ Usage increased dramatically at MCC
• Work with MCC Hospitality Committee to determine opportunities	Each Year	✓ Received a list of pre-approved caterers program at MCC
• Promote walkability, cycling and trails	Each Year	✓ Completed trails in East Fonthill; Sidewalk along Summersides Road
• Promote festivals and events	Each Year	✓ Community guide; new website; newsletter; weekly advertisements; social media
• Support Seniors Active Living Program	Each Year	✓ Second year of receiving grant and designation to support Seniors Active Living Centre
• Explore additional grant opportunities	Each Year	✓ Municipal Modernization Grant – Shared Services in Services and Municipal Drainage: \$ 39,534 funding approved Municipal Modernization Grant – IT Shared Services Review for \$ 19,425 - funding approved Municipal Modernization Grant – Public Works Operational Review for \$ 49,354 - funding approved FCM Green Municipal Fund – Pelham Street Storm Construction Project for \$ 2,160,000 - funding denied ✓ Niagara Region Combined Sewer Outflow (CSO) Program – Operating for Public Works for \$ 15,000 - funding approved

STRATEGIC GOAL ACHIEVEMENTS

GROW REVENUE BY PROMOTING OUR NATURAL AND CULTURAL ASSETS

ACTION	YEAR	COMPLETION STAGE
<ul style="list-style-type: none"> • Explore additional grant opportunities (continued) 	Each Year	<p>Investing in Canada Infrastructure Program Community, Culture and Recreation Stream – two proposals in 2019 for: \$5,013,000 for Recreation improvements and \$8,000,000 for library relocation - waiting funding decision</p> <p>Investing in Canada Infrastructure Program Rural & Northern Communities Infrastructure Funding Stream – Pelham Street Project for \$ 4,160,000 - funding approved</p> <p>Niagara Community Foundation Grant – Operating for Recreation, Culture, and Wellness for \$5,000 - funding approved</p> <p>New Horizons for Seniors Programs (NHSP) – received \$ 24,749.</p> <p>Community Transportation Grant Program – for second bus - \$500,000 over 5 years</p>
<ul style="list-style-type: none"> • Explore feasibility of expanding youth programs 	Each Year	✓ Mayor's Youth Advisory Council expanding programs
<ul style="list-style-type: none"> • Finalize MCC parking strategy 	2019	✓ Presented reports to Council in 2019. Town-wide Comprehensive Parking Study to be initiated in 2020.
<ul style="list-style-type: none"> • Explore interest for a hotel 	2019	✓ Met with two potential developers to explore hotel
<ul style="list-style-type: none"> • Implement policies and procedures to protect and preserve environmental assets 	2019-2020	✓ Developed and implemented the gypsy moth program and invasive species policy

STRATEGIC GOAL ACHIEVEMENTS

GROW REVENUE BY PROMOTING OUR NATURAL AND CULTURAL ASSETS

ACTION	YEAR	COMPLETION STAGE
• Develop policies and protocols to address impacts of climate change	2019-2020	✓ Grant received to fund a Climate Change Coordinator contract position to work on a Climate Adaption Plan to be completed in March, 2021; Partnered with Brock University to develop a Niagara-wide Climate Adaptation Plan
• Introduce best practices related to climate change	2019-2020	... Work in progress

SUPPORT A STRONG ORGANIZATION

ACTION	YEAR	COMPLETION STAGE
• Continue to process improvements for efficiency and effectiveness	Each Year	✓ Two lean reviews completed in 2019; Development review process & procurement and accounts payable
• Focus on enhancing staff cross departmental communication and team building	Each Year	✓ Staff engagement survey; quarterly all staff meetings; CAO monthly updates to staff

QUICK FACTS

Nestled in the heart of Niagara you will find the Town of Pelham, a fusion of rural and urban areas offering unique lifestyles rich with history, agriculture, and commercial industries. As one of 12 municipalities in the Niagara Region, Pelham's central location makes it an ideal community for commuters, life-long residents, and businesses old and new. With state-of-the-art facilities (Meridian Community Centre) to heritage sites (Comfort Maple Conservation Area), Pelham embraces technological and urban change while preserving a small-town feel and nostalgia of days gone by. A growing community, Pelham isn't just a place to visit, it's a place to call home.



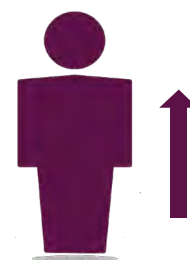
126 sq. km
Land Area*



17,110 Population
(2016 Statistics Canada)



143 Population
Density per sq. km*



3.1% Population
Growth (2011-2016)
From 16,598 to 17,110

Age of Population (by age groups)
0-19: 21% | 20-64: 55% | 65+: 24%

7,104 Number of Households
5.4% Increase in Number of Households
(2015-2019)

\$131,817 2019 Estimated Average Household Income* | **3.4% Property Taxes as a % of Household Income**



AVERAGE
RESIDENTIAL
PROPERTY

\$348,359
ASSESSMENT VALUE

=

\$4,469
ANNUAL PROPERTY TAX



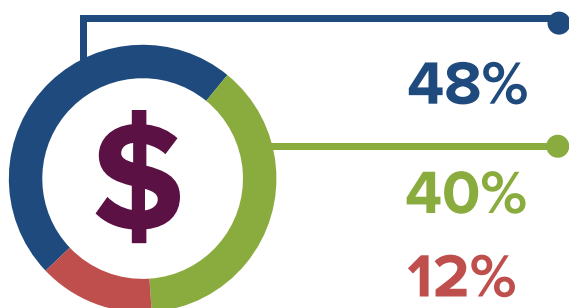
REGION \$2,129



TOWN \$1,779



EDUCATION \$561



Set by the Niagara Region. Collected by the Town and remitted to the Region.

Set by the Town to provide services.

Set by the Province. Collected by the Town and remitted to the local school board.

*Source: BMA Management Consulting Inc. Municipal Study 2019



FINANCIAL REPORT

MESSAGE FROM THE TREASURER



The Town of Pelham (“the Town”) is proud to present its Annual Financial Report for the year ended December 31, 2019. This report has been prepared by management in accordance with the *Municipal Act* and the Canadian Public Sector Accounting Standards (PSAS) as recommended by the Public Sector Accounting Board (PSAB) of Chartered Professional Accountants (CPA) Canada.

The Annual Financial Report communicates to stakeholders and residents the Town’s 2019 financial performance and information regarding significant financial policies and processes. The 2019 financial results continue to demonstrate Pelham’s commitment to strengthening its financial sustainability. The Town has established three important policies in 2019 to help achieve this goal: (1) Reserve and Reserve Fund Policy and (2) Capital Financing and Debt Management Policy and (3) Strategic Asset Management Policy. The Town also established a Finance and Audit Committee in 2019 with two external CPA members.

In 2019, the Meridian Community Centre (MCC) had its first full year of operations, revenues exceeded budgeted expectations and the Utility Sustainability Committee obtained significant savings on hydro costs. During the year, a \$4 million debenture was issued for capital projects previously approved for debenture funding, which improved the overall cash position because they had been completed. The sale of land in East Fonthill resulted in a significant gain on disposal of assets held for sale. The Town and Niagara Region provide municipal services to Pelham taxpayers. The Niagara Region is exclusively responsible for garbage collection and disposal, water treatment, waste water services, policing, and social services. The Town’s financial statements do not include the cost of Niagara Region services.

Pelham’s property tax bill includes levies for the Town, Niagara Region and the Province of Ontario (for education purposes). The Town’s 2019 levy impact on a typical residential property was approximately 40% of the total property tax bill.

As the Town works on its asset management plan including service delivery reviews, and new budget software, the focus on balancing service levels, sustainability and affordability will be important towards ensuring informed decision making and the management of financial pressures facing the Town.

It has been an incredible year for the Town, along with achieving a positive surplus in both the Consolidated Financial Statements in accordance with PSAS and the budget on a modified cash basis.

Maintaining financial strength continues to be a focus for the Town.

Teresa Quinlin, MBA, CPA, CA
Director Corporate Services & Treasurer

FINANCIAL MANAGEMENT PROCESSES

Financial Management and Control

Budget

Council has sole authority to allocate funds through the annual operating, capital, and utility rate supported budget approval process. The Town's budget is prepared by each department initially, driven by the Town Strategic Plan, input from residents, departmental initiatives, and long-term financial goals. The budget is reviewed by the Senior Leadership Team and presented to Council for review, modification if necessary, and approval. The annual budget is balanced, as required by the *Municipal Act, 2001*, S.O. 2001, c.25, as amended ("the *Municipal Act*"), so that revenues equal expenditures for the budget year.

The 2019 operating, capital and utility rate supported budgets were approved by Council on April 1, 2019. Pelham's budget is prepared on a modified cash basis in order to ensure the Town collects enough tax revenue to cover its cash needs and meet its obligations. This includes budgeting for any principal debt repayments and any required transfers to or from reserves. Conversely, the Town does not budget for items such as amortization and its annual impact on tangible capital assets or changes in employee future benefit liabilities, which are primarily non-cash items. The Town is required to adjust its presentation of the budget in the financial statements to be in accordance with Canada Public Sector Accounting Standards (PSAS). Note 15 to the financial statements reconciles the approved budget to the budget amounts reported in the financial statements.

Accounting and Internal Controls

Management of the Town is responsible for the integrity, objectivity and accuracy of the financial information presented in the accompanying consolidated financial statements. The financial statements and accompanying notes have been prepared by management within the framework of the accounting principles and requirements of the PSAS as recommended by CPA Canada. To meet its responsibility, management maintains a system of internal controls designed to ensure that assets are safeguarded and transactions are properly authorized and recorded in compliance with legislative and regulatory requirements. The financial management and control systems of the Town are governed by various by-laws, policies and procedures. The Town's systems of internal controls are monitored and evaluated by management and are subject to independent audit. In 2019, three new policies were presented to Council and approved, the Reserve and Reserve Fund Policy, Capital Financing and Debt Management Policy, and the Strategic Asset Management Policy.

Staff regularly provide financial reports to Council, and clearly compare budgets with actual results along with commentary on variances from budget and forecasts. Staff have been consistently making improvements to the Town's financial reporting capabilities through the implementation of software and report automation, which allows for more frequent financial reporting to Council to aid in decision-making, and provides the public with an understanding of how their tax dollars are spent.

External Audit

The Pelham Finance and Audit Committee is a Committee of Council, composed of three Councillors and two citizen representatives and is responsible for providing oversight, review, and recommendations to Council regarding:

- The selection and appointment of auditors
- The audit results and the management letter (if applicable).

The *Municipal Act* requires that the Town appoint an independent auditor licensed under the *Public Accounting Act, 2001*, to express an opinion as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes their opinion.

Deloitte LLP, Chartered Professional Accountants, was appointed by Pelham Town Council to express an audit opinion on the Town's consolidated financial statements for the year ended December 31, 2019.

FINANCIAL OVERVIEW

The Town of Pelham's consolidated financial statements have been prepared in accordance with the reporting standards set by the Public Sector Accounting Board (PSAB) of CPA Canada. The four required financial statements include: the consolidated statement of financial position, the consolidated statement of operations, the consolidated statement of change in net debt, and the consolidated statement of cash flows. These consolidated statements provide information on the financial position and activities of the Town. In addition, the notes to the consolidated financial statements provide additional information and form an integral part of the statements.

The consolidated financial statements include the Pelham Public Library Board, a local board under the control of Council. Niagara Central Airport Commission, which is a joint board, is proportionately consolidated. Peninsula West Power Inc., a subsidiary corporation of the Town, is accounted for on a modified equity basis consistent with the generally accepted accounting treatment for government enterprises.

The following is a high-level overview of the 2019 financial results for Pelham.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

The consolidated statement of financial position reports on the Town of Pelham's financial and non-financial assets, liabilities and accumulated surplus at December 31, 2019.

Financial Assets

Financial assets in 2019 were \$21.2 million (2018: \$ 15.3 million), a \$5.9 million increase over the prior year. This is mostly due to an increase in cash and cash equivalents; \$4.0 million of this increase was as a result of a debenture issued in the year for capital projects completed that had been previously approved for debenture, as well as capital projects which were delayed and will be completed in 2020. Other factors that contributed to the change in total financial assets were a decrease in taxes receivable as a result of improved collections, an increase in user charges receivable due to higher water and wastewater rates and new properties added in 2019, a decrease in accounts receivable collected from developers, a decrease in tangible capital assets held for sale due to land that was disposed of during the year and an increase in the investment in subsidiary due to equity earnings that exceeded dividends received. The chart illustrates the five-year trend in total financial assets.



Financial Liabilities

Liabilities in 2019 were \$54.5 million (2018: \$56.8 million), a \$2.3 million decrease over the prior year. This is primarily the result of a \$5.6 million decrease in bank indebtedness from payment of \$1 million on the line of credit balance, and \$4.5 million of the infrastructure Ontario loan repaid with land sale proceeds. The decrease in bank indebtedness was offset by a \$2.2 million increase in long-term debt due to \$4.0 million of long-term debt issued in the year less principal repayments. Accounts payable increased \$0.8 million primarily because of capital work being performed late in the year. Changes in accrued liabilities, other liabilities, deposits, deferred revenue and employee benefit obligations also contributed to the change in financial liabilities in 2019. The chart illustrates the five-year trend in total financial liabilities.



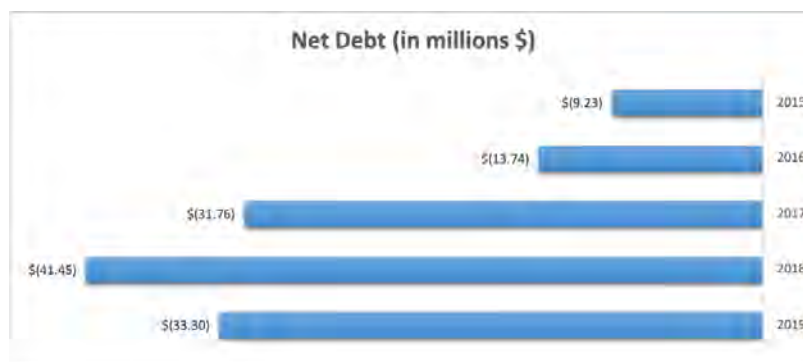
Net Financial Assets (Net Debt)

Net financial assets (net debt) represents the difference between the Town's financial assets and its financial liabilities.

The Town ended the year in a net debt position (financial liabilities exceeded financial assets) of \$33.3 million, a decrease in net debt of \$8.2 million from the prior year. This change was the result of an increase in financial assets and a decrease in financial liabilities from 2018.

Net Debt	2019	2018	Change	% Change
Financial assets	\$ 21,205,264	\$ 15,310,299	\$ 5,894,965	38.5%
Less financial liabilities	(54,501,475)	(56,765,185)	2,263,710	-4.0%
Net Debt	\$ (33,296,211)	\$ (41,454,886)	\$ 8,158,675	19.7%

The following chart illustrates the five-year trend in net debt.

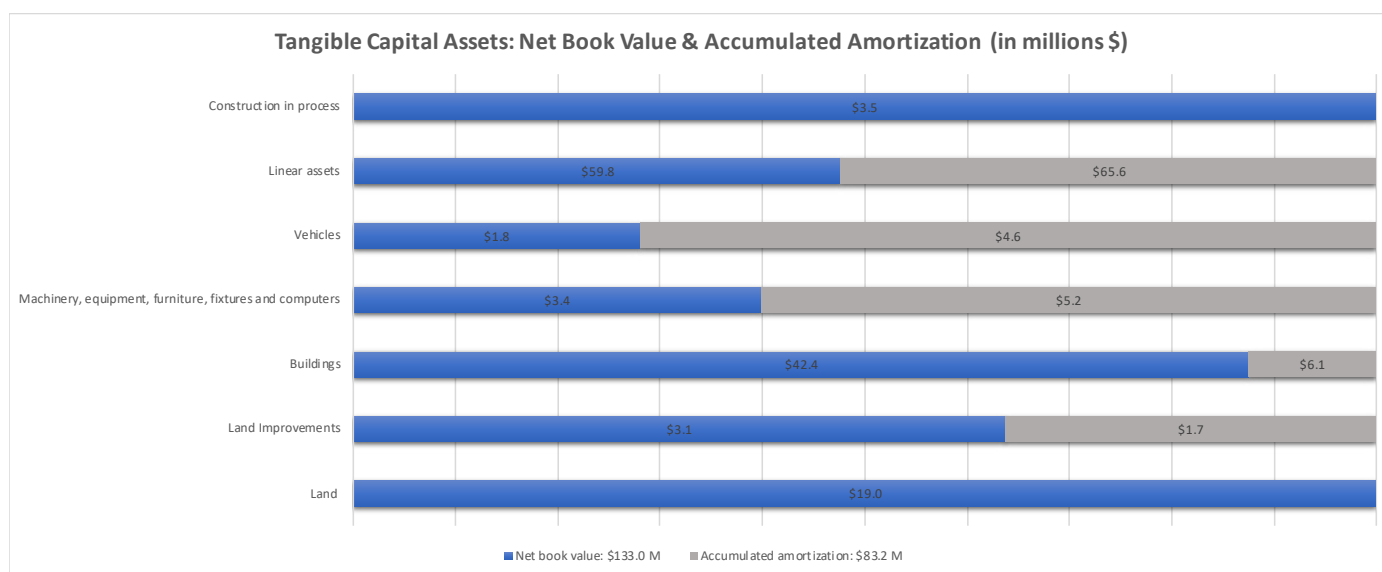


Non Financial Assets

The Town's non-financial assets are comprised mainly of tangible capital assets as well as prepaid expenses. Prepaid expenses increased compared to 2018 because the Town has an 18-month insurance policy, with twelve months prepaid at the end of 2019 versus six months at the end of 2018.

The net book value of tangible capital assets, as reported in the consolidated statement of financial position, is \$133.0 million and is highlighted by category in the accompanying chart. The total historical costs are \$216.2 million and the total accumulated amortization is \$83.2 million, implying that 38.5 percent of the estimated useful life of the Town of Pelham's capital assets has been utilized in the delivery of services. This is impacted by the Meridian Community Centre, which is a new asset with a high dollar value cost, and does not necessarily represent the remaining useful lives of other assets. For example, the historical cost of linear assets, which include roads, water, storm sewer and sanitary sewer distribution networks is \$125.4 million and the accumulated amortization is \$65.6 million, implying that 52% of the estimated useful life of the Town's linear assets have been utilized. A breakdown by category is available below.

During the year the Town of Pelham acquired \$4.2 million of tangible capital assets. The amortization expense, as reported in the statement of operations, amounted to \$5.9 million.



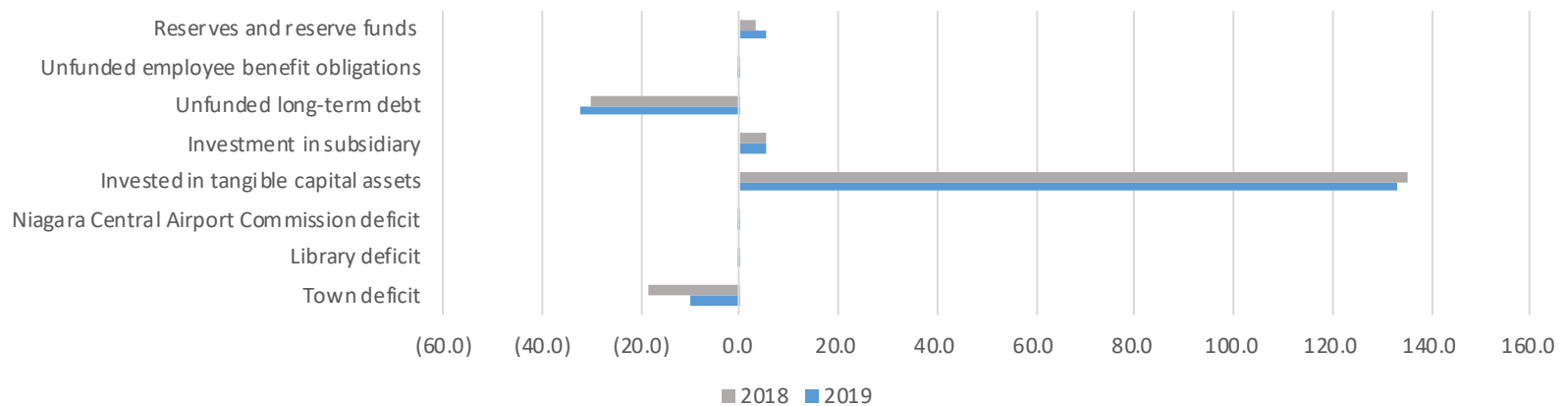
Accumulated Surplus

The Town's accumulated surplus is composed of investments in reserves and reserve funds, investments in subsidiaries and investments in tangible capital assets, which is offset by a deficit in the Town, Library and Niagara Central Airport Commission as well as unfunded long-term debt.

Reserves and discretionary reserve funds, as detailed in Note 9 to the consolidated financial statements, increased approximately \$2.2 million compared to 2018. This was due to the operating budget surplus transferred into the working capital reserve, as well as capital projects which have not yet been completed but are still committed against the reserves.

The following chart illustrates the breakdown of accumulated surplus.

Breakdown of Accumulated Surplus
(in millions \$)



CONSOLIDATED STATEMENT OF OPERATIONS

The consolidated statement of operations reports on the Town of Pelham's revenues, expenses, and surplus for the year and outlines the change in accumulated surplus.

Summary of Revenues and Expenses	2019	2018	% Change
Total revenue	30,370,207	24,581,468	23.5%
Total expenses	24,271,476	24,483,737	-0.9%
Annual surplus	\$ 6,098,731	\$ 97,731	
Accumulated surplus, beginning	94,102,675	94,004,944	
Accumulated surplus, ending	\$ 100,201,406	\$ 94,102,675	

Revenues

Revenues in 2019 were \$30.4 million (2018: \$24.6 million), an increase in \$5.8 million over the prior year. This increase is due to higher revenues from taxation, user charges for recreation, planning and building permit fees and a significant gain on the disposal of land held for sale.

Property taxation for the year was 47% of total revenues, being the Town's most significant source of revenue. Property tax revenue was higher than budget because of supplemental taxation revenue, which is primarily a result of growth in the Town, as well as additions, renovations and class changes that were not previously recorded on the assessment roll and are updated by the Municipal Property Assessment Corporation (MPAC).

User charges, including all user charges collected by the Town for items such as water and sewer billings, building permits, and recreation facilities, represented 22% of total revenues. User charges were higher than budget because of additional fees at the MCC as well as planning and building permit fees. These increases were slightly offset by lower than budgeted water and wastewater user charges due to decreased consumption.

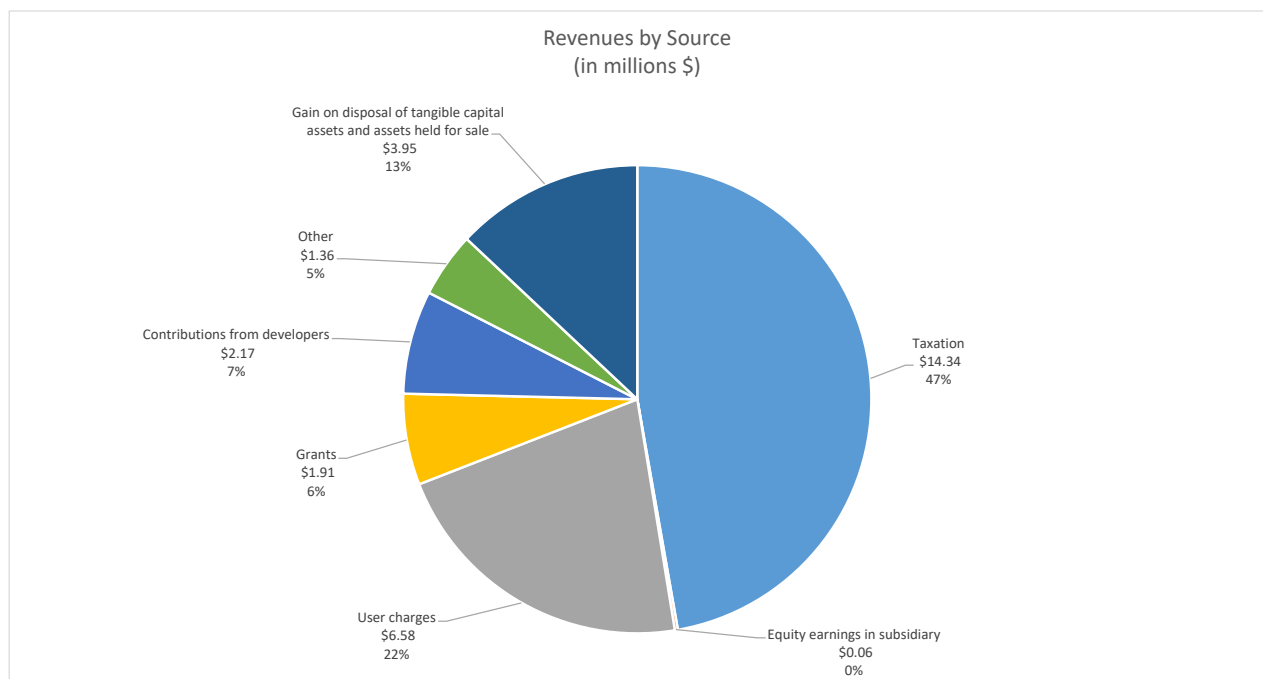
Grants for 2019 were 6% of total revenues, and were lower than budget because of capital projects that were only partially complete at year-end.

Contributions from developers were 7% of total revenues, and include items such as development charge revenues and parkland dedication revenues. Contributions from developers exceeded budget because of collections related to capital costs in East Fonthill that were budgeted in prior years.

Other revenues, including penalties and interest on taxes, investment income, and donations, were 5% of total revenues. Other revenues exceeded budget because of increased investment income due to the improved cash position, as well as MCC capital donations collected which were budgeted in a prior year.

Equity earnings in the Town's subsidiary, Peninsula West Power Inc., was below 1% of total revenues, and the gain on disposal on tangible capital assets and assets held for sale was 13% of the total. The Town had a significant gain on a portion of land in East Fonthill which was held for sale.

Below is a breakdown of revenues by source.



Expenses

Expenses in 2019 were \$24.3 million (2018: \$24.5 million), a decrease of \$200,000 from the prior year.

Of the Town's total expenses, 14% relate to general government, which includes corporate governance, management, and program support to other departments.

Protection to persons and property is 8% of the total and includes fire, protective inspection and control, emergency measures, and provincial offences.

Transportation services, being 27% of the total, includes expenses for roads, winter control, transit, parking, street lighting, and air transportation. Transportation Services expenses exceeded budget because of amortization on new roads constructed in East Fonthill, as well as capital items expensed exceeding the estimate; this relates to the nature of the work performed and whether it meets capitalization criteria, but the total capital spending is still within budget. In addition, Winter Control expenses exceeded budget due to unpredictable weather.

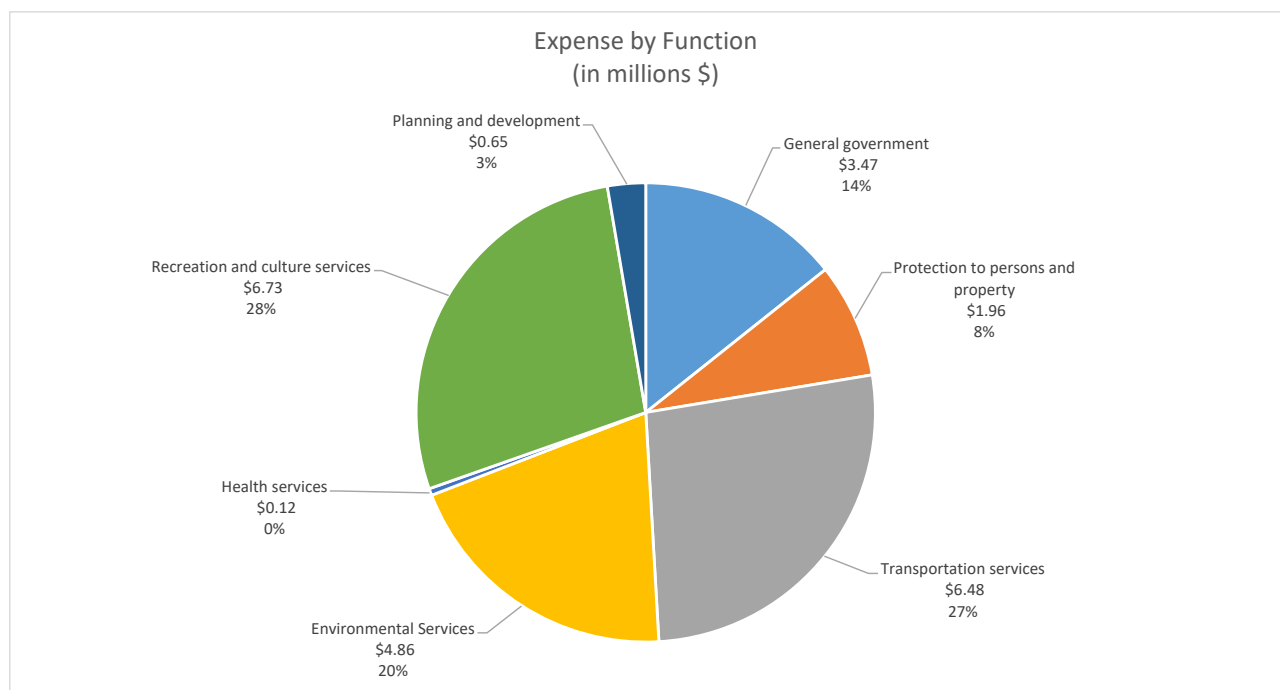
Environmental services is 20% of total expenses and is comprised of water and wastewater expenses. Environmental services expenses were slightly below budget because of lower materials and supplies due to lower consumption.

Health services is not a significant expense relative to the total, and includes the cost of operating and maintaining the cemeteries.

Recreation and culture services is 28% of the Town's total expense and includes parks, recreation programs, recreation facilities, libraries and cultural services. 2019 represents the first full year of operation of the MCC.

Planning and development expenses are 3% of the total and include planning and zoning, commercial and industrial development, residential development, agricultural and reforestation, heritage matters, and municipal drainage. Planning and development expenses were higher than budget because of the Community Improvement Plan (CIP) grants disbursed; the budget includes transfers to the CIP reserve which is not an expense in the financial statements in accordance with PSAB.

Below is a breakdown of expenses by function.



Annual Surplus

During 2019, revenues exceeded expenses resulting in a \$6.1 million surplus, a \$6.0 million increase in annual surplus from the prior year. This increase was primarily the result of increased revenues compared to 2018.

The annual surplus on the consolidated financial statements is different than the operating budget surplus presented in the year-end report to Council, because the financial statements are presented in accordance with PSAB standards, while the Town's operating budget results are reported on a modified cash basis and includes other expenditures such as principal payments on debt and reserve transfers, which are not expenses in the financial statements, and excludes items such as amortization and the gain or loss on disposal of assets. A detailed reconciliation of the approved budget to the budget amounts reported in the consolidated financial statements is available in Note 15 to the consolidated financial statements.

The Town's accumulated surplus at the end of 2019 was just over \$100.2 million. It is important to note that accumulated surplus cannot be construed as "cash" or "funds available", as the majority of this surplus is for tangible capital assets which are not available to discharge existing liabilities; rather, these assets are used in the provision of Town services.

Consolidated Statement of Change in Net Debt

The consolidated statement of change in net debt provides detailed information on the use or acquisition of non-financial assets and their impact on the net financial position of the Town. Net debt decreased by \$8.2 million in 2019 compared to 2018. This was primarily impacted by the annual surplus as well as the acquisition of tangible capital assets of \$4.2 million and amortization of tangible capital assets of \$5.9 million.

Consolidated Statement of Cash Flows

The consolidated statement of cash flows shows the impact that transactions had on the Town's cash position during the year. It reconciles the annual surplus to the cash balance reported on the consolidated statement of financial position, and highlights the use of cash for operating, capital, investing, and financing activities. Total operating activities increased cash by \$14.1 million, and this was used primarily for the acquisition of tangible capital assets net of proceeds on disposal of \$4.1 million, as well as to decrease debt by \$3.5 million (net of new debt issuance and investment dividends). The net impact was to increase cash and cash equivalents by \$6.6 million for an ending balance of \$7.8 million. This cash relates primarily to the Deferred Revenue - Obligatory Reserve Funds, as well as other Reserves and Reserve funds.

Trust Funds

The Town also administers trust funds, which are not consolidated with the Town's financial statements. These funds undergo a separate audit and their financial statements are also approved by Council. The financial statements for the Town of Pelham Trust Funds are found in pages 59 to 63 of the annual report. The most significant of these funds relate to Cemetery Care and Maintenance Funds held under the *Cemeteries Act (Revised)*, R.S.O. 1990. Total trust funds administered by the Town at the end of 2019 were \$992 thousand (2018 - \$967 thousand).

Conclusion

In 2019, the Meridian Community Centre (MCC) had its first full year of operations; revenues exceeded budgeted expectations and the Utility Sustainability Committee obtained significant savings on hydro costs. Planning and building department revenues exceeded budget and there was a significant gain on disposal of land held for sale, the proceeds of which were used to repay a portion of the construction bridge loan issued by Infrastructure Ontario for the construction of the MCC, in keeping with the budget for that project. The Town's cash position was improved through the issuance of a debenture for capital projects previously completed which were approved for debenture funding. In addition, policies were brought forward for Council approval regarding Reserves and Reserve Funds, Capital Financing and Debt Management, and Strategic Asset Management. These will help lay the foundation for the Town to move forward and plan for the future.

Consolidated Financial Statements of

CORPORATION OF THE TOWN OF PELHAM

December 31, 2019

Independent Auditor's Report

To the Members of Council of the
Corporation of the Town of Pelham

Opinion

We have audited the consolidated financial statements of the Corporation of the Town of Pelham (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2019, the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Town to express an opinion on the consolidated financial statements. We are solely responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The image shows a handwritten signature in dark ink that reads "Deloitte LLP". The signature is written in a cursive, flowing style.

Chartered Professional Accountants
Licensed Public Accountants
May 19, 2020

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Financial Position

December 31, 2019


	2019	2018
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 7,848,224	\$ 1,280,672
Taxes receivable	1,751,162	1,761,963
User charges receivable	684,278	613,935
Accounts receivable	5,012,259	5,735,179
Tangible capital assets held for sale (Note 3)	515,697	534,734
Investment in subsidiary (Note 2)	5,393,644	5,383,816
	21,205,264	15,310,299
LIABILITIES		
Bank indebtedness (Note 4)	10,294,044	15,960,776
Accounts payable and accrued liabilities	4,726,141	3,922,388
Other liabilities	1,998,225	2,089,727
Deposits and deferred revenue	851,502	547,392
Deferred revenue - obligatory reserve funds (Note 5)	3,981,023	3,833,187
Long-term debt (Note 6)	32,252,037	30,088,688
Employee benefit obligations (Note 7)	398,503	323,027
	54,501,475	56,765,185
Contingencies (Note 18)		
Net debt	(33,296,211)	(41,454,886)
NON FINANCIAL ASSETS		
Tangible capital assets (Schedule 2)	132,979,060	135,235,818
Prepaid expenses	518,557	321,743
	133,497,617	135,557,561
Accumulated surplus (Note 8)	\$ 100,201,406	\$ 94,102,675

Signed on behalf of the Town:



Marvin Junkin, Mayor





Teresa Quinlin, Treasurer



The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Operations

For the Year Ended December 31, 2019

	Budget 2019 (Note 15)	Actual 2019	Actual 2018
REVENUE			
Taxation (Note 10)	\$ 14,184,857	\$ 14,342,049	\$ 13,003,056
User charges (Note 11)	6,464,147	6,576,964	6,066,122
Grants (Note 13)	2,546,119	1,912,212	1,319,945
Contributions from developers	1,975,591	2,168,354	2,118,168
Contributed tangible capital assets	-	-	136,505
Other (Note 14)	712,800	1,362,205	1,519,085
Equity earnings in subsidiary (Note 2)	-	63,059	123,087
Gain on disposal of tangible capital assets and assets held for sale	-	3,945,364	295,500
	25,883,514	30,370,207	24,581,468
EXPENSES			
General government	3,495,525	3,472,230	3,520,358
Protection to persons and property	1,977,957	1,960,146	1,912,943
Transportation services	6,075,468	6,481,990	6,821,947
Environmental services	5,042,112	4,863,889	5,373,591
Health services	123,378	117,015	114,074
Recreation and culture services	6,732,529	6,725,057	6,155,062
Planning and development	461,183	651,149	585,762
	23,908,152	24,271,476	24,483,737
Annual surplus	1,975,362	6,098,731	97,731
Accumulated surplus, beginning of year	94,102,675	94,102,675	94,004,944
Accumulated surplus, end of year	\$ 96,078,037	\$ 100,201,406	\$ 94,102,675

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Change in Net Debt

For the Year Ended December 31, 2019

	Budget 2019	Actual 2019	Actual 2018
ANNUAL SURPLUS	\$ 1,975,362	\$ 6,098,731	\$ 97,731
Amortization of tangible assets	5,700,000	5,878,048	5,771,252
Contributed tangible capital assets	-	-	(136,505)
Acquisition of tangible capital assets	(6,284,727)	(4,158,299)	(15,675,398)
Transfer to tangible capital asset held for sale	-	-	442,729
Loss (gain) on disposal of tangible capital assets	-	506,755	(7,321)
Proceeds on disposal of tangible capital assets	-	30,254	7,321
	1,390,635	8,355,489	(9,500,191)
Acquisition of prepaid expenses	-	(487,438)	(290,573)
Use of prepaid expenses	-	290,624	98,231
	-	(196,814)	(192,342)
Decrease (increase) in net debt	1,390,635	8,158,675	(9,692,533)
Net debt, beginning of year	(41,454,886)	(41,454,886)	(31,762,353)
Net debt, end of year	\$ (40,064,251)	\$ (33,296,211)	\$ (41,454,886)

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Cash Flows

For the Year Ended December 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Annual surplus	\$ 6,098,731	\$ 97,731
Items not involving cash:		
Amortization of tangible assets	5,878,048	5,771,252
Gain on disposal of tangible capital assets and assets held for sale	(3,945,364)	(295,500)
Contributed tangible capital assets	-	(136,505)
Net earnings from investment in subsidiary	(63,059)	(123,087)
Employment benefit obligations	75,476	(96,699)
Change in non-cash assets and liabilities:		
Taxes receivable	10,801	29,378
User charges receivable	(70,343)	(16,668)
Accounts receivable	722,920	777,634
Accounts payable and accrued liabilities	803,753	(5,711,335)
Other liabilities	(91,502)	371,095
Deferred revenue - obligatory reserve funds	147,836	(7,580)
Deposits and deferred revenue	304,110	(104,383)
Prepaid expenses	(196,814)	(192,342)
Proceeds on disposal of assets held for sale	4,471,156	1,081,822
	14,145,749	1,444,813
CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	30,254	7,321
Acquisition of tangible capital assets, net of construction in process capitalized	(4,158,299)	(15,675,398)
	(4,128,045)	(15,668,077)
FINANCING ACTIVITIES		
(Decrease) increase in bank indebtedness	(5,666,732)	13,382,998
Dividends received from investment in subsidiary (Note 2)	53,231	51,989
Issuance of long-term debt	4,018,355	-
Repayment of long-term debt	(1,855,006)	(1,816,976)
	(3,450,152)	11,618,011
Net increase (decrease) in cash	6,567,552	(2,605,253)
Cash and cash equivalents, beginning of year	1,280,672	3,885,925
Cash and cash equivalents, end of year	\$ 7,848,224	\$ 1,280,672

The accompanying notes to the consolidated financial statements are an integral part of this consolidated financial statement.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

1. Significant accounting policies

The Corporation of the Town of Pelham ("the Town") is a municipality that provides municipal services such as fire, public works, planning, parks and recreation, library and other general government operations.

The consolidated financial statements of the Town are the representation of management prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

a. Basis of consolidation

These consolidated financial statements reflect the assets, liabilities, non-financial assets, revenues, and expenses and include all activities of all committees of Council and the following local boards and municipal entities which are under the control of Council:

i. Pelham Public Library Board

Interdepartmental and organizational transactions and balances are eliminated.

The following joint local board is proportionately consolidated:

ii. Niagara Central Airport Commission (Joint Board)

Related party transactions are eliminated (Note 16).

iii. Peninsula West Power Inc.

Peninsula West Power Inc., a subsidiary corporation of the Town, is accounted for on a modified equity basis, consistent with the generally accepted accounting treatment for government enterprises (Note 2). Under the modified equity basis, the business enterprise's accounting principles are not adjusted to conform with those of the Town, and interorganizational transactions and balances are not eliminated.

The consolidated statements exclude trust funds that are administered for the benefit of external parties (Note 17).

b. Basis of accounting

The consolidated financial statements are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

1. Significant accounting policies (continued)

c. Deferred revenue - obligatory reserve funds

Receipts which are restricted by legislation of senior governments or by agreement with external parties are deferred and reported as restricted revenues. When qualifying expenses are incurred, restricted revenues are brought into revenue at equal amounts. Revenues received in advance of expenses which will be incurred in a later period are deferred.

d. Employee future benefits

The present value of the cost of providing employees with future benefit programs is expensed as employees earn these entitlements through service. The cost of the benefits earned by employees is determined using the projected benefit method pro-rated on service and management's best estimate of retirement ages of employees and expected health care and dental costs.

e. Cash and cash equivalents

For the purpose of the consolidated financial statements, the Town considers all short-term investments with an original maturity of three months or less to be cash equivalents.

f. Deposits and deferred revenue

Deposits and deferred revenue represent user fees and charges that have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenue in the fiscal year the services are performed.

g. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

1. Significant accounting policies (continued)

h. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of an asset. The cost, less residual value of the tangible capital asset is amortized on a straight line basis over the estimated useful life as follows:

Classification	Useful life
Land improvements	15 to 40 years
Buildings	20 to 60 years
Machinery and equipment	7 to 40 years
Furniture and fixtures	5 to 10 years
Computer hardware	4 years
Computer software	5 years
Library collection	15 years
Linear assets	2 to 90 years
Vehicles	3 to 20 years

Half year amortization is charged in the year of acquisition and no amortization is taken in year of disposal. Assets under construction are not amortized until the asset is available for productive use.

The Town does not capitalize interest as part of the costs of its capital assets.

Tangible capital assets received as contributions are recorded at their fair market value at the date of receipt and also are recorded as revenue.

Works of art, artifacts, cultural or historic assets are not recorded as assets in the consolidated financial statements.

Leases are classified as capital or operating leases. Leases that transfer substantially all benefits incidental to ownership are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

i. Subdivision infrastructure

Subdivision streets, lighting, sidewalks, drainage and other infrastructure are required to be provided by subdivision developers. Upon completion they are turned over to the Town. The Town is not involved in the construction.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

1. Significant accounting policies (continued)

j. Reserves for future expenses

Certain amounts, as approved by Town Council, are set aside in reserves and reserve funds for future current and capital expenses.

k. Government transfer payments

Government transfers are recognized as revenues by the Town in the period during which the transfer is authorized and any eligibility criteria are met. Government transfers are deferred if they are restricted through stipulations that require specific actions or programs to be carried out in order to keep the transfer. For such transfers, revenue is recognized when the stipulation has been met.

l. Local improvements

The Town records capital expenses funded by local improvement agreements as they are incurred. Revenues are recognized in the year they become receivable.

m. Tax revenue

Tax revenue is recognized on all taxable properties within the Town that are included in the tax roll provided by the Municipal Property Assessment Corporation, using property values included in the tax roll or property values that can be reasonably estimated by the Town as it relates to supplementary or omitted assessments, at tax rates authorized by Council for the Town's own purposes in the period for which the tax is levied.

n. Region and school board transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the Region of Niagara are not reflected in the accumulated surplus of these consolidated financial statements.

o. Development charges

Development charges, collected under the authority of Sections 33 to 35 of the Development Charges Act, 1997, are reported as deferred revenue - obligatory reserve funds in the consolidated statement of financial position in accordance with Canadian public sector accounting standards. Amounts applied to qualifying capital projects are recorded as revenue in the fiscal period in which the funds are expended on qualifying capital projects. Development charges will also be applied to cover costs for servicing debt including interest on borrowings and contributions to sinking funds to retire debt.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

1. Significant accounting policies (continued)

p. Management estimates

The preparation of these consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant estimates include accounts receivable, accrued liabilities, deferred revenue, employee benefit obligations and useful lives of tangible capital assets.

2. Subsidiary operations

Peninsula West Power Inc. (PWPI), established by Council under Municipal By-law 2004-45, is an amalgamation of hydro-electric commissions from the Municipalities of Lincoln, West Lincoln and Pelham. PWPI owns a 25.5% share of Niagara Peninsula Energy Inc., which provides electric distribution services and wholly-owns Peninsula West Services Ltd. (PWSL), which provides water heater, sentinel lights and related services. The Town of Pelham has a 17% interest in PWPI.

The following table provides condensed supplementary financial information for Peninsula West Power Inc.:

	2019	2018
Financial position		
Current assets	\$ 1,578,890	\$ 1,500,087
Capital assets	96,428	97,049
Investment	35,733,453	35,749,306
Total assets	37,408,771	37,346,442
Current liabilities		
Accounts payable and accrued liabilities	39,091	34,548
Future payments in lieu of taxes	5,647,768	5,647,795
Total liabilities	5,686,859	5,682,343
Net assets	31,721,912	31,664,099
Town of Pelham's interest - 17%	\$ 5,393,644	\$ 5,383,816

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

2. Subsidiary operations (continued)

	2019	2018
Change in equity investment in subsidiary		
Revenues	\$ 230,278	\$ 217,892
Expenses	(191,988)	(184,572)
Payment in lieu of income taxes	(5,032)	(7,875)
Gain from operations	33,258	25,445
Gain on investment	337,676	698,595
Net earnings	370,934	724,040
Dividends	(313,121)	(305,819)
Net increase in equity of subsidiary	57,813	418,221
Change in equity of subsidiary - 17%	\$ 9,828	\$ 71,098

The financial position, long-term debt, capital lease and contingent liabilities information is as reported by Peninsula West Power Inc. at December 31, 2019 and the results of operations is as reported for the year ended December 31, 2019. The comparative financial position and results of operations figures are as reported by Peninsula West Power Inc. at December 31, 2018.

The following summarizes the Town's related party transactions with Peninsula West Power Inc. for the year. All transactions are in the normal course of operations, and are recorded at the exchange value based on normal commercial rates, or as agreed to by the parties.

	2019	2018
Electricity purchased	\$ 50,614	\$ 44,552
Administration expense	7,535	6,625
	\$ 58,149	\$ 51,177

3. Tangible capital assets held for sale

As at December 31, 2019 the Town had land and buildings held for sale of \$515,697 (2018 - \$534,734). During the year, land held for sale with a net book value of \$19,037 was sold for proceeds of \$4,471,156, resulting in a gain on disposal of \$4,452,119.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

4. Bank indebtedness

The Town has an authorized revolving line of credit of \$7,000,000 (2018 - \$7,000,000) at prime minus 0.25%, of which \$7,000,000 (2018 - \$6,000,000) remained unused at year-end. The line of credit is secured by borrowing by-law for operating line of \$7,000,000 held. Payment is due on demand. The Town has a non-revolving demand instalment loan of \$1,300,000 (2018 - \$1,433,333) at prime minus 0.10%. Payment is due on demand.

The Town has a floating rate construction bridge loan of \$8,994,044 (2018 - \$13,527,443) issued by Infrastructure Ontario for the construction of the Meridian Community Centre. The loan is secured by a promissory note, the majority of which is expected to be repaid in 2020 with proceeds of tangible capital assets held for sale. Any unpaid portion as of October 31, 2020 will be converted to a debenture with a maximum term of thirty years at the Infrastructure Ontario lending rate at time of debenture.

In addition, the Town has an outstanding letter of credit in the amount of \$nil (2018 - \$31,615).

5. Deferred revenue - obligatory reserve funds

A requirement of PSAS is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation restricts how these funds may be used and under certain circumstances these funds may be refunded.

The net change during the year in the legislatively restricted deferred revenue balances is as follows:

	Development charges	Parkland	Other	2019 Total	2018 Total
Balance, beginning of year	\$ 2,120,170	\$ 1,303,682	\$ 409,335	\$ 3,833,187	\$ 3,840,767
Restricted funds received	1,430,586	216,543	1,584,139	3,231,268	3,084,742
Interest earned	44,524	27,377	17,421	89,322	69,033
Collection of receivable	-	(216,543)	-	(216,543)	(277,902)
Revenue recognized	(1,887,234)	(24,685)	(1,044,292)	(2,956,211)	(2,883,453)
Balance, end of year	\$ 1,708,046	\$ 1,306,374	\$ 966,603	\$ 3,981,023	\$ 3,833,187

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

6. Long-term debt

- (a) The balance of net long-term debt reported on the consolidated statement of financial position is made up of the following:

	2019	2018
The Town has assumed responsibility for the payment of principal and interest charges on certain long-term debt issued by the Region of Niagara. At the end of the year, the outstanding principal amount of this debt is	\$ 32,252,037	\$ 30,088,688

- (b) The net long-term debt:

Debenture number	Purpose	Interest rates	Maturity dates	2019	2018
67-2009	Centennial Park	3.50% to 4.80%	2019	\$ -	\$ 24,000
83-2011	Haist & Pelham St	1.55% to 4.05%	2021	388,012	571,867
73-2012	Haist St & Rice Rd	1.35% to 3.10%	2022	263,000	346,000
72-2013	Effingham & Hwy 20	1.40% to 3.75%	2023	305,173	377,312
78-2014	Pelham St & Fire Stn #2	1.20% to 3.30%	2024	941,903	1,116,338
75-2015	Fire Stn #3 & Pt Robinson	1.94%	2025	2,070,000	2,392,000
35-2016	Fenwick & Pt Robinson	1.20% to 2.40%	2026	4,115,839	4,666,550
72-2016	Meridian Community Centre	3.34%	2046	8,509,401	8,701,170
55-2017	Meridian Community Centre	3.22%	2047	11,640,354	11,893,451
59-2019	East Fonthill Roads	2.40%	2029	4,018,355	-
				\$ 32,252,037	\$ 30,088,688

- (c) Principal repayments due in each of the next five years and thereafter are as follows:

2020	\$ 2,236,693
2021	2,291,154
2022	2,141,327
2023	2,100,528
2024	2,071,929
Thereafter	21,410,406
	\$ 32,252,037

The Town paid \$937,707 (2018 - \$914,663) interest on long-term debt during the year.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

7. Employee benefit obligations

The Town completed a valuation for accounting purposes annually using the projected benefit method prorated on service.

The valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, medical inflation rates, wage and salary increases, and employee turnover and mortality. The assumptions used reflect management's best estimates. The main assumptions employed for the valuation are as follows:

Discount rate	beginning of year	3.01%
	end of year	2.83%
Medical cost increases	ultimate trend rate	4.50%

The post-employment benefit expense is reported as a component of expenses on the consolidated statement of operations. Composition of the amount is as follows:

	2019	2018
Current service cost (recovery)	\$ 85,766	\$ (80,714)
Interest on post-employment benefit liability	9,148	12,634
Total expense (recovery) related to post-employment benefits	\$ 94,914	\$ (68,080)

Vested sick leave benefits

Under the sick leave benefit plan, which was in place until 1994, unused sick leave could accumulate and employees were entitled to a cash payment. All the vested sick leave benefits have been paid out.

Post-employment benefit liability

The Town sponsors a defined benefit plan for post-employment benefits other than pensions for substantially all of its employees. The plan provides extended health and life insurance coverage to age 65 for full-time employees. The plan is unfunded and requires no contribution from employees. Total benefit payments for retirees during the year were \$19,438 (2018 - \$28,619).

Pension agreement

The Town makes contributions to the Ontario Municipal Employees' Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 66 members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The amount the Town contributed to OMERS for 2019 was \$519,286 (2018 - \$515,757) for current service which is included as an expense in the consolidated statement of operations.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

8. Accumulated surplus

Accumulated surplus consists of individual fund surplus (deficit) and reserves as follows:

	2019	2018
Surplus (deficit)		
Town	\$ (10,274,391)	\$ (18,629,792)
Library (Schedule 1)	(352,741)	(350,781)
Niagara Central Airport Commission (Note 16)	(31,566)	(66,080)
	(10,658,698)	(19,046,653)
Investment in tangible capital assets (Schedule 2)	132,979,060	135,235,818
Investment in subsidiary	5,393,644	5,383,816
Unfunded		
Long-term debt	(32,252,037)	(30,088,688)
Employee benefit obligations	(398,503)	(323,027)
	(32,650,540)	(30,411,715)
Reserves and reserve funds (Note 9)	5,137,940	2,941,409
	\$ 100,201,406	\$ 94,102,675

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

9. Reserves and reserve funds

	2019	2018
Reserves and reserve funds set aside for specific purposes by Council		
Airport (Note 16)	\$ 2,955	\$ 2,955
Building department	1,378,609	1,178,592
Cemetery	(52,055)	(68,061)
Community improvement plan	168,754	204,269
Elections	20,794	8,367
Fire equipment	345,880	453,423
Fleet	733,041	586,289
Future subdivision projects	-	362,613
Information technology	(94,399)	(46,482)
Land acquisition	(1,323,452)	(1,470,452)
Library (Schedule 1)	139,352	93,310
Meridian Community Centre	215,252	762,080
Municipal building facility	(311,314)	(460,563)
Municipal Drainage	(97,669)	(117,669)
Parks and recreation	(405,009)	(217,936)
Physician recruitment	23,705	21,704
Planning	(34,116)	(87,847)
Roads	1,406,973	(279,492)
Wastewater	1,042,700	804,825
Water	976,004	1,224,458
Working capital	1,001,935	(12,974)
	\$ 5,137,940	\$ 2,941,409

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

10. Taxation

	Budget 2019 (Note 15)	Actual 2019	Actual 2018
Taxation - real property	\$ 35,500,599	\$ 36,227,610	\$ 33,823,092
Payments in lieu of taxes	300,471	300,875	299,576
	35,801,070	36,528,485	34,122,668
Less: taxation collected on behalf of			
Region of Niagara	16,499,328	16,943,045	15,932,864
School boards	5,116,885	5,243,391	5,186,748
	21,616,213	22,186,436	21,119,612
Net taxes available for municipal purposes	14,184,857	14,342,049	13,003,056
Residential and farm	13,025,740	13,152,475	11,922,496
Multi-residential	178,933	183,635	173,849
Commercial	939,195	963,873	866,809
Industrial	40,989	42,066	39,902
	\$ 14,184,857	\$ 14,342,049	\$ 13,003,056

11. User charges

	Budget 2019 (Note 15)	Actual 2019	Actual 2018
Operating			
Fees and service charges	\$ 1,176,009	\$ 1,427,595	\$ 1,089,110
Water charges	2,748,884	2,541,809	2,501,284
Sewer charges	2,009,104	1,889,539	1,789,569
Licenses and Permits	530,150	718,021	686,159
	\$ 6,464,147	\$ 6,576,964	\$ 6,066,122

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

12. Collections for the Region of Niagara and school boards

Total taxation and development charges received or receivable on behalf of the Region of Niagara and the school boards were as follows:

	2019	2018
Region of Niagara	\$ 18,461,659	\$ 17,820,122
School boards	5,243,391	5,186,748
	\$ 23,705,050	\$ 23,006,870

The Town is required to levy and collect taxes on behalf of the Region of Niagara and the school boards. The taxes levied over (under) the amounts requisitioned are recorded as accounts payable (receivable).

The Town collects development charges on behalf of the Region of Niagara. Development charges collected in excess of those paid to the Region are recorded as accounts payable.

13. Grants

	Budget 2019 (Note 15)	Actual 2019	Actual 2018
Operating			
Government of Canada	\$ 64,200	\$ 89,689	\$ 32,943
Province of Ontario	244,453	261,289	184,423
Region of Niagara	66,000	64,437	3,921
Other	-	5,000	-
	374,653	420,415	221,287
Capital			
Government of Canada	1,373,404	535,744	272,296
Province of Ontario	798,062	798,131	826,362
Other	-	157,922	-
	2,171,466	1,491,797	1,098,658
	\$ 2,546,119	\$ 1,912,212	\$ 1,319,945

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

14. Other revenue

	Budget 2019 (Note 15)	Actual 2019	Actual 2018
Operating			
Penalties and interest on taxes	\$ 270,000	\$ 261,321	\$ 268,465
Investment income - operating	12,500	92,606	52,756
Fines and other penalties	26,500	69,500	69,117
Other	403,800	458,585	525,317
	712,800	882,012	915,655
Capital			
Investment income	-	-	3,189
Donations	-	480,193	600,241
	\$ 712,800	\$ 1,362,205	\$ 1,519,085

15. Budget amounts

The operating and tax rate supported budgets were approved by Council on April 1, 2019 to establish the tax rates for the year. In addition, the water and wastewater operating and capital budgets were approved by Council on April 1, 2019.

An amount for amortization expense has been added and is based on management's best estimate of amortization expense determined at the beginning of the year. Amortization expense was not included in the original Council approved budget.

Amounts included in the original Council approved capital budget which are not recognized as tangible capital assets are included in consolidated statement of operations under the appropriate functional expense category, while those recognized as tangible capital assets are include in the consolidated statement of change in net debt.

The chart below reconciles the approved budget to the budget amounts reported in the consolidated financial statements.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

15. Budget amounts (continued)

	Budget Amount
Revenues	
Approved operating budget	\$ 17,328,707
Approved water and wastewater budget	4,775,988
Approved library budget - other than Town contribution	142,950
Approved budget adjustments	35,000
Add capital:	
Development charges	1,932,841
Federal Gas Tax	519,053
Ontario Community Infrastructure Fund	294,204
Other grants	1,358,209
	4,104,307
Less:	
Transfers from reserves - operating	(503,438)
	(503,438)
Total revenues	25,883,514
Expenses	
Approved operating budget	17,328,707
Approved water and wastewater budget	4,775,988
Approved library operating budget	910,524
Approved budget adjustments	35,000
Add:	
Amortization	5,700,000
Employee future benefits	40,000
Estimated capital budget items expense in nature	310,000
Debt interest payments - development charges	495,949
	6,545,949
Less:	
Debt principal payments (development charge excluded)	(1,029,187)
Town contribution to library	(814,218)
Transfers to reserves, including capital	(3,844,611)
	(5,688,016)
Total expenses	23,908,152
Annual surplus	\$ 1,975,362

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

16. Niagara Central Airport Commission

The Niagara Central Airport Commission operates a two runway airport offering a year round fixed base operation. The Commission is funded by the four nearby municipalities, City of Welland, City of Port Colborne, Town of Pelham and the Township of Wainfleet. The Town of Pelham has a non-controlling interest in the airport of 18%.

	2019	2018
Financial assets		
Cash and temporary investments	\$ 228,562	\$ 284,481
Receivables	43,073	46,129
	271,635	330,610
Liabilities		
Accounts payable and accrued liabilities	37,317	211,162
Loans payable and capital lease liability	420,313	466,572
	457,630	677,734
Net debt	(185,995)	(347,124)
Non-financial assets		
Prepaid expenses	1,354	1,354
Fuel inventory	25,685	47,272
Tangible capital assets	1,492,862	1,636,642
	1,519,901	1,685,268
Accumulated surplus	1,333,906	1,338,144
Accumulated surplus		
Operating deficit	(175,120)	(314,662)
Reserves	16,164	16,164
Investment in tangible capital assets	1,492,862	1,636,642
	1,333,906	1,338,144
Revenues		
Grants	167,510	82,219
Fuel and rentals	118,697	86,114
Other	1,350	39,409
Interest	571	1,138
Expenses	(292,366)	(220,757)
Annual deficit	\$ (4,238)	\$ (11,877)

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

16. Niagara Central Airport Commission (continued)

The financial position information is as reported by the Niagara Central Airport Commission as at December 31, 2019 and the results of operations are as reported for the year ended December 31, 2019. The comparative financial position and results of operations figures are as reported by the Niagara Central Airport Commission at December 31, 2018.

The Town has recorded in the financial statements its 18% share of the Niagara Central Airport Commissions' assets, liabilities, accumulated surplus, revenues, expenses, and annual surplus.

The following summarizes the Town's related party transactions with the Niagara Central Airport Commission for the year. All transactions are in the normal course of operations, and are recorded at the exchange value based on normal commercial rates, or as agreed to by the parties. The loan receivable from the Niagara Central Airport Commission is unsecured and bears interest at 4.30%, payable in equal annual instalments over ten years, commencing June 2019.

		2019		2018
Grants	\$	30,152	\$	11,676
Donations		4,070		10,702
Loan payments received		9,308		5,411
Loan advances	\$	-	\$	31,140

17. Trust funds

Trust funds administered by the Town amounting to \$991,678 (2018 - \$967,257) have not been included in the Consolidated Statement of Financial Position nor have these operations been included in the Consolidated Statement of Operations.

18. Contingencies

From time to time, the Town is the subject of litigation. In the opinion of management, any litigation outstanding, if successful, would not have a material impact on the financial statements.

19. Financial instruments

The Town's financial instruments consist of cash and cash equivalents, user charges and accounts receivable, bank indebtedness, accounts payable and accrued liabilities, other liabilities and long-term debt. It is management's opinion that the Town is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

20. Comparative figures

Certain of the comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2019

21. Segmented information

The Town provides a diverse range of services to its citizens. The Consolidated schedule of segment disclosure has grouped various services into segments to provide a further breakdown of the revenues and expenses attributable to each segment. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis.

The services included in each segment are as follows:

(i) General government

General government is comprised of governance, corporate management and program support.

(ii) Protection services

Protection is comprised of fire, protective inspection and control, emergency measures and provincial offences.

(iii) Transportation services

Transportation is comprised of roads, winter control, transit, parking, street lighting and air transportation.

(iv) Environmental services

Environmental is comprised of storm sewer systems and water collection.

(v) Health services

Health services is comprised of cemeteries.

(vi) Recreation and culture services

Recreation and culture is comprised of parks, recreation programs, recreation facilities, libraries and cultural services.

(vii) Planning and development

Planning and development is comprised of planning and zoning, commercial and industrial development, residential development, agricultural and reforestation, heritage matters and municipal drainage.

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Library Operations - Schedule 1

For the Year Ended December 31, 2019

	Budget 2019 (Note 15)	Actual 2019	Actual 2018
Revenue			
Municipal contribution (Library)	\$ 814,218	\$ 814,218	\$ 814,218
Library - grants	41,700	45,524	59,318
Deferred revenue earned (Development Charges)	42,750	42,750	47,709
Library - other revenue	58,500	62,054	68,468
	957,168	964,546	989,713
Expenses			
Administration	57,920	54,357	52,401
Amortization of books, periodicals and media	-	61,611	62,287
Books, periodicals and other media	54,500	-	-
Electronic resources and maintenance	26,595	25,740	27,958
Equipment rental	2,600	2,725	2,600
Furnishings and office equipment	500	6,509	5,218
Insurance	3,000	3,027	2,978
Programs	10,000	11,779	12,057
Repairs and maintenance	44,060	46,421	27,070
Salary, wages and employee benefits	732,167	693,331	745,152
Supplies	1,800	2,894	1,723
Utilities	26,882	25,508	24,984
	960,024	933,902	964,428
Annual surplus (deficit)	(2,856)	30,644	25,285
Accumulated surplus, beginning of year	162,276	162,276	136,991
Accumulated surplus, end of year	159,420	192,920	162,276
Accumulated surplus consists of the following			
Operating deficit	-	(352,741)	(350,781)
Investment in library collection	-	427,720	437,671
Reserves	-	139,352	93,310
Unfunded employee benefit obligations	-	(21,411)	(17,924)
	\$ -	\$ 192,920	\$ 162,276

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Tangible Capital Assets - Schedule 2

For the Year Ended December 31, 2019

	2019							
	Land	Land improvements	Buildings	Machinery, equipment, furniture, fixtures and computers	Vehicles	Linear assets	Construction in process	Total
Cost								
Beginning of year	\$ 19,045,733	\$ 3,938,360	\$ 48,492,300	\$ 7,910,276	\$ 6,406,143	\$120,769,320	\$ 6,042,765	\$212,604,897
Add additions	-	1,251,065	44,301	656,447	35,107	4,726,936	1,975,723	8,689,579
Less construction in process capitalized	-	-	-	-	-	-	(4,531,280)	(4,531,280)
Less disposals during the year	-	(402,318)	(68,542)	(1,998)	(47,854)	(76,370)	-	(597,082)
End of year	19,045,733	4,787,107	48,468,059	8,564,725	6,393,396	125,419,886	3,487,208	216,166,114
Accumulated amortization								
Beginning of year	-	1,541,884	4,756,451	4,613,254	4,321,883	62,135,607	-	77,369,079
Add amortization during the year	-	193,351	1,316,816	536,880	327,614	3,503,387	-	5,878,048
Less amortization on disposals	-	-	(12,337)	-	(47,736)	-	-	(60,073)
End of year	-	1,735,235	6,060,930	5,150,134	4,601,761	65,638,994	-	83,187,054
Net book value	\$ 19,045,733	\$ 3,051,872	\$ 42,407,129	\$ 3,414,591	\$ 1,791,635	\$ 59,780,892	\$ 3,487,208	\$132,979,060

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Tangible Capital Assets - Schedule 2

For the Year Ended December 31, 2019

	2018							
	Land	Land improvements	Buildings	Machinery, equipment, furniture, fixtures and computers	Vehicles	Linear assets	Construction in process	Total
Cost								
Beginning of year	\$ 18,135,413	\$ 3,789,526	\$ 11,060,420	\$ 6,904,571	\$ 6,362,314	\$117,463,786	\$ 33,519,693	\$197,235,723
Add additions	908,978	148,834	37,875,951	1,005,705	43,829	3,305,534	1,259,827	44,548,658
Less construction in process capitalized	-	-	-	-	-	-	(28,736,755)	(28,736,755)
Less assets held for sale	1,342	-	(444,071)	-	-	-	-	(442,729)
End of year	19,045,733	3,938,360	48,492,300	7,910,276	6,406,143	120,769,320	6,042,765	212,604,897
Accumulated amortization								
Beginning of year	-	1,345,407	3,757,811	4,125,860	3,992,201	58,376,548	-	71,597,827
Add amortization during the year	-	196,477	998,640	487,394	329,682	3,759,059	-	5,771,252
End of year	-	1,541,884	4,756,451	4,613,254	4,321,883	62,135,607	-	77,369,079
Net book value	\$ 19,045,733	\$ 2,396,476	\$ 43,735,849	\$ 3,297,022	\$ 2,084,260	\$ 58,633,713	\$ 6,042,765	\$135,235,818

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Segment Operations - Schedule 3

For the Year Ended December 31, 2019

	2019							
	General government	Protection services	Transportation services	Environmental services	Health services	Recreation and cultural services	Planning and development	Total
Revenue								
Taxation	\$ 4,946,164	\$ 1,098,221	\$ 2,897,648	\$ -	\$ 22,686	\$ 5,005,228	\$ 372,102	\$ 14,342,049
User charges	28,602	736,708	66,083	4,431,348	38,451	1,078,878	196,894	6,576,964
Grants	46,600	5,000	1,549,593	164,441	-	146,578	-	1,912,212
Contributions from developers	-	34,118	1,505,529	308,477	-	244,796	75,434	2,168,354
Other	344,709	86,099	469,958	35,994	55,878	362,848	6,719	1,362,205
Equity earnings in subsidiary	63,059	-	-	-	-	-	-	63,059
Gain (loss) on disposal of tangible capital assets and assets held for sale	4,141,827	-	(6,821)	(76,371)	-	(113,271)	-	3,945,364
Total revenues	9,570,961	1,960,146	6,481,990	4,863,889	117,015	6,725,057	651,149	30,370,207
Expenses								
Salaries and wages	1,969,667	1,187,170	1,076,037	1,205,988	89,023	2,580,751	392,495	8,501,131
Long term debt interest	-	39,858	175,570	25,542	-	687,095	9,642	937,707
Materials	928,866	149,742	700,116	285,577	9,335	1,052,178	216,926	3,342,740
Contracted services	422,594	192,317	1,505,246	2,504,450	7,121	506,102	12,861	5,150,691
Rents & financials	27,330	-	128,186	-	-	281,975	-	437,491
External transfers to others	23,668	-	-	-	-	-	-	23,668
Amortization of tangible assets	100,105	391,059	2,896,835	842,332	11,536	1,616,956	19,225	5,878,048
	3,472,230	1,960,146	6,481,990	4,863,889	117,015	6,725,057	651,149	24,271,476
Annual surplus	\$ 6,098,731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,098,731

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Segment Operations - Schedule 3

For the Year Ended December 31, 2019

	2018							
	General government	Protection services	Transportation services	Environmental services	Health services	Recreation and cultural services	Planning and development	Total
Revenue								
Taxation	\$ 2,521,279	\$ 1,111,616	\$ 4,130,580	\$ 383,871	\$ 18,224	\$ 4,837,486	\$ -	\$ 13,003,056
User charges	27,439	703,802	21,741	4,290,853	41,171	751,696	229,420	6,066,122
Grants	39,800	-	734,808	406,519	-	138,818	-	1,319,945
Contributions from developers	-	34,145	1,641,182	274,056	-	105,944	62,841	2,118,168
Contributed tangible capital assets	136,505	-	-	-	-	-	-	136,505
Other	769,979	63,380	286,315	18,292	54,679	321,118	5,322	1,519,085
Equity earnings in subsidiary	123,087	-	-	-	-	-	-	123,087
Gain on disposal of tangible capital assets and assets held for sale	-	-	7,321	-	-	-	288,179	295,500
Total revenues	3,618,089	1,912,943	6,821,947	5,373,591	114,074	6,155,062	585,762	24,581,468
Expenses								
Salaries and wages	1,767,173	1,179,039	959,078	1,133,161	87,148	2,457,898	385,687	7,969,184
Long term debt interest	-	44,330	142,590	30,384	-	686,873	10,486	914,663
Materials	869,361	157,079	693,773	808,497	4,892	1,088,941	76,809	3,699,352
Contracted services	655,415	166,345	1,765,440	2,569,108	10,693	490,521	62,111	5,719,633
Rents & financials	100,117	-	94,238	-	-	192,296	-	386,651
External transfers to others	23,002	-	-	-	-	-	-	23,002
Amortization of tangible assets	105,290	366,150	3,166,828	832,441	11,341	1,238,533	50,669	5,771,252
	3,520,358	1,912,943	6,821,947	5,373,591	114,074	6,155,062	585,762	24,483,737
Annual surplus	\$ 97,731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,731

Independent Auditor's Report

To the Members of Council of the
Corporation of the Town of Pelham

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the Corporation of the Town of Pelham Trust Funds (the "Trust Funds"), which comprise the statement of financial position as at December 31, 2019, and the statements of revenue and expenses and change in fund balances for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trust Funds as at December 31, 2019, and the results of its operations for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust Fund's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Fund's financial reporting process

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Fund to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The logo for Deloitte LLP, featuring the word "Deloitte" in a stylized script font followed by "LLP" in a bold, sans-serif font.

Chartered Professional Accountants
Licensed Public Accountants
May 19, 2020

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Statement of Financial Position

As at December 31, 2019

	Cemetery Care and Maintenance Funds	Bradshaw Estate	Library Trust Funds	Total 2019	Total 2018
Assets					
Cash	\$ 63,832	\$ 32,102	\$ 81,701	\$ 177,635	\$ 162,052
Receivables and accrued interest	740	2,132	-	2,872	1,188
Investments (Note 2)	708,559	107,403	14,320	830,282	813,797
Due from the Town of Pelham (Note 3)	2,799	-	-	2,799	12,235
	775,930	141,637	96,021	1,013,588	989,272
Liability					
Due to the Town of Pelham (Note 3)	-	-	21,910	21,910	22,015
Fund balance	\$ 775,930	\$ 141,637	\$ 74,111	\$ 991,678	\$ 967,257

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Statement of Revenue and Expenses and Change in Fund Balances

Year ended December 31, 2019

	Cemetery Care and Maintenance Funds	Bradshaw Estate	Library Trust Funds	Total 2019	Total 2018
Revenue					
Interest	\$ 16,015	\$ 2,628	\$ 2,031	\$ 20,674	\$ 11,408
Realized gain	-	-	302	302	409
Donations	-	-	23,281	23,281	21,065
Marker fees	2,850	-	-	2,850	3,200
Plot sales	15,964	-	-	15,964	17,786
	34,829	2,628	25,614	63,071	53,868
Expenses					
Purchase of equipment, books, periodicals and misc	-	-	22,635	22,635	22,599
Maintenance	16,015	-	-	16,015	8,751
	16,015	-	22,635	38,650	31,350
Excess of revenues over expenses	18,814	2,628	2,979	24,421	22,518
Fund balance, beginning of year	757,116	139,009	71,132	967,257	944,739
Fund balance, end of year	\$ 775,930	\$ 141,637	\$ 74,111	\$ 991,678	\$ 967,257

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Notes to the Financial Statements

December 31, 2019

1. Accounting policies

The financial statements of the Corporation of the Town of Pelham Trust Funds are prepared by management in accordance with Canadian accounting standards for not-for-profit organizations. Significant aspects of the accounting policies adopted are as follows:

(a) Basis of accounting

Sources of revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable.

(b) Investments

Investments are recorded at cost.

(c) Financial instruments

Cash, due to Town of Pelham and due from the Town of Pelham are recorded at amortized cost.

(d) Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the period. Actual results could differ from those estimates.

2. Investments

The total for investments by the trust funds of \$830,282 (2018 - \$813,797) reported on the statement of financial position at cost, have a market value of \$830,282 (2018 - \$813,797) at the end of the year.

3. Due to/from Town of Pelham

The amounts due to/from the Town of Pelham are unsecured, interest bearing with no specific terms of repayment.

4. Statement of cash flows

A statement of cash flows has not been provided as the related information is readily determinable from the financial statements presented.



Summerfest



Life In Pelham Guide

Awards

The Town is proud of its staff, projects, and festivals that received recognition for their excellence in delivery, useability, and innovation. Strategic priorities have been transformed into award-winning projects and events, including: MarCom Gold (website), AVA Digital Gold (website), MarCom Honourable Mention (Life in Pelham Guide), Hermes Creative Gold (Communications Plan), and FEO Top 100 (Summerfest).



Hermes Creative Communications Plan



AVA Digital Website



MarCom Website



STATISTICAL REVIEW

**The Corporation of The Town of Pelham
Statistical Review
(Unaudited)**

General Statistics

	2019	2018	2017	2016	2015
Households *	7,104	7,064	6,977	6,882	6,740
Population **	17,110	17,110	15,641	15,654	15,626
Municipal Workforce Profile					
Full-time Positions	74	69	60	66	62
Part-time Postions	37	27	16	12	11
Seasonal Employees	52	54	47	49	48
Number of Building Permits Issued	235	280	476	407	257
Total Value of Building Permits Issued	\$ 43,337,503	\$ 68,647,113	\$ 104,245,493	\$ 126,872,861	\$ 33,366,725

* Source: MPAC

** Source: Statistics Canada 2018-2019, MPAC 2015-2017

All other data on this page as per the Town's Financial Information Return

**The Corporation of The Town of Pelham
Statistical Review
(Unaudited)**

Taxation Statistics

	2019	2018	2017	2016	2015
Taxable Assessment					
Residential	2,409,606,273	2,291,395,631	2,159,252,964	2,068,323,217	1,997,562,043
Multi-Residential	17,587,500	17,482,000	17,376,500	18,609,000	18,613,264
New Multi-Residential	544,000	-	-	-	-
Commerical	87,823,350	80,870,766	69,478,193	67,849,061	63,837,021
Commercial Excess/Vacant	2,970,845	3,150,670	4,226,954	4,382,972	798,394
Industrial	2,968,951	2,919,272	3,812,348	3,663,597	3,089,640
Industrial Excess/Vacant	132,825	119,550	110,525	93,000	50,500
Pipeline	16,854,093	16,213,500	15,421,250	14,900,000	14,508,804
Farmland	157,009,692	143,204,190	131,658,899	124,200,753	115,473,497
Managed Forest	2,701,293	1,961,922	1,774,825	1,748,200	1,616,844
Total Taxable Assessment	2,698,198,822	2,557,317,501	2,403,112,458	2,303,769,800	2,215,550,007
Taxy Levy					
Town of Pelham	\$ 13,674,374	\$ 12,530,627	\$ 11,791,257	\$ 11,063,305	\$ 10,085,964
Niagara Region	16,366,191	15,584,260	14,977,327	14,546,094	14,327,544
Education	5,116,884	5,109,284	5,011,531	5,051,132	4,975,361
Total Levy	\$ 35,157,449	\$ 33,224,171	\$ 31,780,115	\$ 30,660,531	\$ 29,388,869
Current Year's Tax Collections*	\$ 34,245,293	\$ 32,285,504	\$ 30,973,033	\$ 29,777,106	\$ 28,335,405
Total Arrears	\$ 1,751,162	\$ 1,761,963	\$ 1,791,341	\$ 2,210,469	\$ 2,306,587
Total Arrears as a Percentage of Current Tax Levy	5.0%	5.3%	5.6%	7.2%	7.8%

Top Ten Largest Corporate Property Taxpayers in 2019

FONTHILL GARDENS INC
 NIAGARA PROPERTY INVESTMENTS INC
 PELHAM PORTFOLIO INC
 2385746 ONTARIO INC
 FONTHILL PROPERTIES ULC
 1254392 ONTARIO LIMITED
 766432 ONTARIO INC, 706014 ONTARIO INC
 2594945 ONTARIO INC
 COLONNADE 1440 INC
 CITRIGNO HOLDING COMPANY INC

% of Total Industrial and Commercial Assessment 39.6%
 % of Total Taxable Assessment 1.33%

*Current Year's Tax Collections represents the cash collections for the year excluding adjustments, payments in lieu of taxes and supplementary assessments.

**The Corporation of The Town of Pelham
Statistical Review
(Unaudited)**

Consolidated Statement of Financial Position

	2019	2018	2017	2016	2015
Financial Assets					
Cash and cash equivalents	\$ 7,848,224	\$ 1,280,672	\$ 3,885,925	\$ 9,324,711	\$ 554,430
Taxes receivable	1,751,162	1,761,963	1,791,341	2,210,469	2,306,587
User charges receivable	684,278	613,935	597,267	592,086	579,200
Accounts receivable	5,012,259	5,735,179	6,512,813	6,753,703	942,057
Tangible capital assets held for sale	515,697	534,734	885,648	-	-
Investments in subsidiary	5,393,644	5,383,816	5,312,718	5,293,453	5,253,882
Total financial assets	21,205,264	15,310,299	18,985,712	24,174,422	9,636,156
Financial Liabilities					
Bank indebtedness	10,294,044	15,960,776	2,577,778	1,800,000	3,350,000
Accounts payable and accrued liabilities	4,726,141	3,922,388	9,633,723	7,712,420	3,738,556
Other liabilities	1,998,225	2,089,727	1,718,632	1,429,957	971,712
Deposits and deferred revenue	851,502	547,392	651,775	1,864,319	157,698
Deferred revenue- obligatory reserve funds	3,981,023	3,833,187	3,840,767	3,398,984	1,932,489
Long-term debt	32,252,037	30,088,688	31,905,664	21,310,239	8,395,372
Employee benefit obligations	398,503	323,027	419,726	399,342	316,529
Total financial liabilities	54,501,475	56,765,185	50,748,065	37,915,261	18,862,356
Net financial assets (net debt)	(33,296,211)	(41,454,886)	(31,762,353)	(13,740,839)	(9,226,200)
Non-financial assets					
Tangible capital assets	132,979,060	135,235,818	125,637,896	104,132,637	93,326,714
Prepaid expenses	518,557	321,743	129,401	373,244	199,213
Total non-financial assets	133,497,617	135,557,561	125,767,297	104,505,881	93,525,927
Accumulated surplus	\$ 100,201,406	\$ 94,102,675	\$ 94,004,944	\$ 90,765,042	\$ 84,299,727

**The Corporation of The Town of Pelham
Statistical Review
(Unaudited)**

Statement of Financial Position Statistics

	2019		2018		2017		2016		2015	
Acquisition of tangible capital assets, net of construction in process capitalized	\$	4,158,299	\$	15,675,398	\$	27,281,339	\$	15,761,806	\$	6,277,712
Long-term Debt	\$	32,252,037	\$	30,088,688	\$	31,905,664	\$	21,310,239	\$	8,395,372
Per Capita	\$	1,885	\$	1,759	\$	2,040	\$	1,361	\$	537
Percentage of Town Tax Levy		235.9%		240.1%		270.6%		192.6%		83.2%
Long-term Debt										
Supported by Taxes	\$	16,070,519	\$	12,788,279	\$	13,510,531	\$	14,219,617	\$	4,332,772
Supported by Non-tax Revenue		16,181,518		17,300,409		18,395,133		7,090,622		4,062,600
Net Long-term Liabilities	\$	32,252,037	\$	30,088,688	\$	31,905,664	\$	21,310,239	\$	8,395,372
Debt Charges for the Year										
Principal Payments	\$	1,855,006	\$	1,816,976	\$	1,543,167	\$	1,901,299	\$	837,617
Interest Charges	\$	937,707	\$	914,663	\$	740,632	\$	320,007	\$	213,924
Annual Debt Repayment Limit, excluding Treasurer's Adjustments	\$	2,587,339	\$	3,475,545	\$	3,013,683	\$	2,916,140	\$	2,901,428
Accumulated Surplus	\$	100,201,406	\$	94,102,675	\$	94,004,944	\$	90,765,042	\$	84,299,727
Provincial Debt Repayment Limit as a % of Own-source Revenues		25%		25%		25%		25%		25%
Town Net Debt Charges as a % of Own-source Revenues (Existing Debt Only)		13%		13%		12%		6%		6%

**The Corporation of The Town of Pelham
Statistical Review
(Unaudited)**

Consolidated Statement of Operations

	2019	2018	2017	2016	2015
Revenue by Source					
Taxation	\$ 14,342,049	\$ 13,003,056	\$ 12,468,706	\$ 11,648,113	\$ 10,561,790
User charges	6,576,964	6,066,122	5,896,406	6,298,719	4,936,058
Grants	1,912,212	1,319,945	968,598	1,117,957	313,433
Contributions from developers	2,168,354	2,118,168	3,061,990	1,352,815	896,845
Contributed tangible capital assets	-	136,505	-	4,928,757	-
Other	1,362,205	1,519,085	1,201,394	819,533	762,968
Equity earnings in subsidiary	63,059	123,087	71,012	91,166	116,718
Gain (loss) on disposal of tangible capital assets and assets held for sale	3,945,364	295,500	434,599	11,527	(289,270)
Total revenue by source	30,370,207	24,581,468	24,102,705	26,268,587	17,298,542
Expenses by Function					
General government	3,472,230	3,520,358	3,938,935	3,364,145	2,706,059
Protection to persons and property	1,960,146	1,912,943	1,946,632	1,918,954	1,660,147
Transportation services	6,481,990	6,821,947	5,945,354	5,966,156	6,136,269
Environmental services	4,863,889	5,373,591	4,419,347	4,623,560	4,280,855
Health services	117,015	114,074	125,306	123,481	105,322
Recreation and culture services	6,725,057	6,155,062	3,911,721	3,340,816	2,041,296
Planning and development	651,149	585,762	575,508	466,160	535,302
Total expenses by function	24,271,476	24,483,737	20,862,803	19,803,272	17,465,250
Annual Surplus (Deficit)	6,098,731	97,731	3,239,902	6,465,315	(166,708)
Accumulated surplus, beginning	94,102,675	94,004,944	90,765,042	84,299,727	84,466,435
Accumulated surplus, ending	\$ 100,201,406	\$ 94,102,675	\$ 94,004,944	\$ 90,765,042	\$ 84,299,727
Expenses by Object					
Salaries and wages	\$ 8,501,131	\$ 7,969,184	\$ 8,058,986	\$ 7,621,463	\$ 6,874,053
Long term debt interest	937,707	914,663	740,632	320,007	213,924
Materials	3,342,740	3,699,352	2,613,257	2,552,918	2,157,272
Contracted services	5,150,691	5,719,633	4,519,006	4,528,841	3,625,117
Rents & financials	437,491	386,651	92,946	19,842	18,059
External transfers to others	23,668	23,002	44,546	56,328	60,881
Amortization of tangible assets	5,878,048	5,771,252	4,793,430	4,703,873	4,515,944
Total expenses by object	\$ 24,271,476	\$ 24,483,737	\$ 20,862,803	\$ 19,803,272	\$ 17,465,250



Information on the Town of Pelham is available at:

www.pelham.ca

Direct any inquiries regarding this document to:

The Corporation of the Town of Pelham

Corporate Services Department

Town Hall
20 Pelham Town Square
PO Box 400
Fonthill, Ontario
L0S 1E0

905-892-2607

Town of Pelham

July 14, 2020

Mayor's Office

Dear Mayor Marvin Junkin,

As a long- time resident of Pelham and local business owner of Root and Bone restaurant we all have been faced with incredible challenging times to survive in the new world of living with the impact of COVID 19. We have been thankful for the opportunity to resume somewhat of our operation with the ability of creating patio services for our customers and residents of Pelham and for that we are very thankful. We have also been faced with local restaurants having to continue with takeout services in order to try and survive during these incredible challenging times.

We have had some parking ticket concerns from our customers, and we are worried that this will impact our business by losing clientele due to the fact that our takeout customers are being ticketed outside of Root and Bone while waiting for their orders. This is starting to financially sway customers from coming to the restaurant as times are tough for everyone. Every customer is a vital part of our business at this time and we cannot afford to lose anyone. One example I am aware of was July 12 at 6:15pm at night in front of CIBC bank a customer was ticketed they were there for 6 minutes this is a local business that is a regular customer.

I have researched that the City of Niagara Falls, is currently not enforcing parking tickets to anyone visiting the downtown core. This measure is in place to support downtown businesses and restaurants. I request that the town of Pelham investigate this and review the opportunity of implementing similar program to support local businesses during these unprecedented times with the elimination of parking violations.

Thank you for your time and consideration,

Best regards,

Gemma Copland

**Cannabis Control Committee
Town of Pelham**

**Minutes of Meeting
Wednesday, June 10, 2020 - 5:00 p.m.
Teleconference**

PRESENT: Bob Hildebrandt, Councillor - Town of Pelham
Tim Nohara (**Chair**)
John Langendoen
Louis Damm
Jim Jeffs
Bill Heska
Jim Steele
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**)

1. Declaration of Quorum

Chair declared quorum at 5:04 pm.

2. Approve Agenda

Agenda amended to add items 5c), 5d) and 5e).

Moved by B. Heska, seconded by C. Baxter that the agenda of June 10, 2020 be approved, as amended.

CARRIED

3. Minutes of May 13 and May 20, 2020

Chair has provided the executed Minutes of May 13 and May 20, 2020 to the Secretary via email.

4. Minutes of May 27, 2020 and June 3, 2020

- Moved by J. Steele, seconded by J. Langendoen, that the minutes of May 27, 2020 be approved, as amended.

CARRIED

- Moved by B. Heska, seconded by J. Steele that the minutes of June 3, 2020 be deferred to the next meeting date.

CARRIED

5. **Working Group Discussion**

a) **Update Committee on Discussion with Region of Niagara Planning Staff**

T. Nohara and B. Wiens provided an overview of the discussion held with the Region of Niagara Planning Staff on June 5th. A further meeting is scheduled for Monday, June 15.

b) **Update Committee on legal review of Odorous Industries Nuisance By-law and proposed amendments to Site Plan Control By-law**

T. Nohara updated the Committee on the questions posed to Aird & Berlis on the proposed amendment to the Site Plan Control By-law and Odorous Industries Nuisance By-law. He noted that we received feedback from Aird & Berlis with what appear to be minor edits to each. He indicated he would review and circulate.

c) **Update on Cannabis Control Committee Schedule**

Chair reviewed the status of the schedule and summarized the tasks completed and noted the only item outstanding was receipt of Niagara Region's response to the amendments.

T. Nohara confirmed he has filed delegation material for the June 15 council meeting.

D. Cribbs informed the committee that a draft of the Dark Skies by-law is ready for review and will bring it to the committee for their information early next week. Discussion can take place at the next meeting.

d) **Review Revised Public Comments Summary by Meridian Planning**

B. Heska noted that 4 comments received from the public were not included in the Meridian Planning Consultants public comment summary chart and noted two comments in the summary that the Committee did not receive. S. Larocque to review and confirm comments received from the public and T. Nohara to follow up with N. McDonald.

D. Cribbs informed the committee that additional written comments from a law firm representing a cannabis producer may be coming.

e) **Review the Cannabis Report Addendum provided by Meridian Planning**

Only J. Jeffs had the opportunity to review the draft Addendum Report in detail. He thought it was very comprehensive and well done. Other members did not have a chance to review the Report. Committee members requested this item be discussed at the next meeting.

T. Nohara indicated that he would invite Nick McDonald to attend the June 24th Meeting to present his work.

7. **Next meeting Date:** Wednesday, June 24, 2020 (teleconference)

8. **Adjournment:**

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

The meeting adjourned at approximately 5:50 p.m.

CARRIED

Signed by:

Edited Tim J. Nohara
By: Tim Nohara (Chair)

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

Subject: Recommendation Report for Site Plan
Application – 103 Overholt Road

Recommendation:

BE IT RESOLVED THAT Council receive Report #2020-103 for information as it pertains to application File SP-01-20 for 103 Overholt Road; and

THAT Council consider approval of the By-law, attached hereto as Appendix A, authorizing the Mayor and Clerk to enter into the Site Plan Agreement with Iggy's Farm Ltd. on behalf of the Town.

Background:

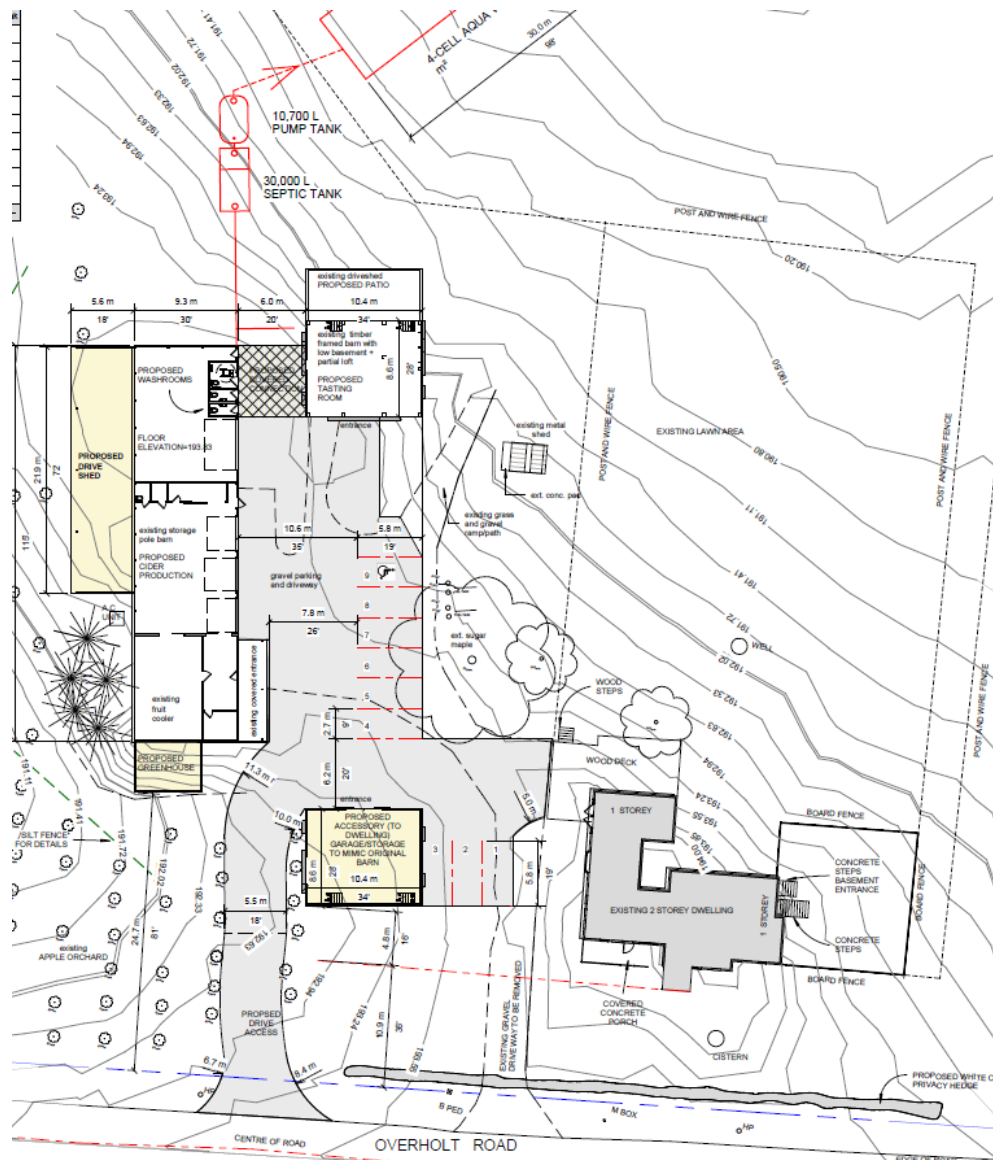
The property is located on the north side of Overholt Road between Haist Street and Hansler Street (Figure 1). The surrounding land uses include environmental protection and single detached dwelling uses to the north and south, agricultural uses to the north and east and a golf course to the west.

Figure 1: Location Map



The property is currently being used for a single detached dwelling and orchard. The property owner wishes to establish a cidery as an agriculture-related use which involves converting the existing ± 365.71 sq m (± 3936.5 sq ft) pole barn for cidery production/processing; converting an existing ± 89.77 sq m (± 966.3 sq ft) timber frame barn for a cidery tasting room; constructing a ± 38.49 sq m (± 414.3 sq ft) connection between the two proposed cidery buildings; constructing a ± 47.47 sq m (± 511 sq ft) patio; constructing an attached ± 122.62 sq m (\pm sq ft) drive shed); constructing an attached ± 27.28 sq m greenhouse); constructing a detached, two-storey ± 89.88 sq m garage and storage for the existing dwelling; installing a new septic system for the cidery use; erecting a sign to advertise the cidery; and, realigning the driveway and constructing parking areas (Figure 2).

Figure 2: Proposed Site Plan



The property is located within the Niagara Escarpment Plan Area. All development within the Niagara Escarpment Plan Area requires a development permit from the Niagara Escarpment Commission. The applicant received conditional approval of their development permit on July 3, 2020. The Notice of Decision regarding the Development Permit application is attached as Appendix B, subject to satisfying a conditions of approval and enter into a Site Plan Agreement with the Town prior to receiving a building permit.

Analysis:

Planning Act

Section 41 (2) of the Planning Act states that where an official plan shows or describes a potential site plan control area, the Council of the local municipality may, by by-law, designate the whole or any part of such area as a site plan control area. Policy E1.4 of the Town's Official Plan, 2014, designates all areas of the Town as proposed site plan control area. By-law No. 1118 (1987) designates all of the Town of Pelham as a site plan control area and exempts certain land uses from site plan control. The proposed improvements to the subject lands are not exempt from site plan control. Consequently, the proposed development requires site plan control.

Provincial Policy Statement, 2020

The property is identified as being within a prime agricultural area and a specialty crop area in accordance with the Provincial Policy Statement.

Policy 1.6.6.4 requires that where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

The private sewage system design has been reviewed by Niagara Region staff and no concerns were raised. A clause will be included in the site plan agreement which limits the number of attendees at special events to 60 people to ensure the septic system capacity is not exceeded.

Policy 2.1.1 indicates that natural features and areas shall be protected for the long-term. The proposal avoids and does not impact any natural features or areas. Further analysis in this regard is provided under the Niagara Region Official Plan.

Policy 2.3.3 permits agricultural uses, agriculture-related uses and on-farm diversified uses in prime agricultural areas. Agriculture-related and on-farm

diversified uses are permitted provided they are compatible with and don't hinder surrounding agricultural uses.

Further guidance is provided by the Province in the *Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas* (Guidelines). The Guidelines recommend that compatibility be achieved by reusing existing buildings and locating businesses within existing buildings, minimizing parking area lighting and signage. The Guidelines further recommend that agriculture-related uses (cider making) directly relate to farms in the area.

The proposed cidery will make use of existing farm buildings for processing and tasting and all other buildings/additions are located within the existing farm building cluster thereby minimizing visual impacts and retaining agricultural land. Parking areas will be gravel in keeping with the rural landscape and a clause will be included in the Site Plan Agreement requiring them to remain so. There will be no lighting installed in the parking area. Lighting will occur from fixtures on the buildings. Only one sign is being provided with approval required from the Niagara Escarpment Commission as well as the Town. The cidery will process apples grown on the property.

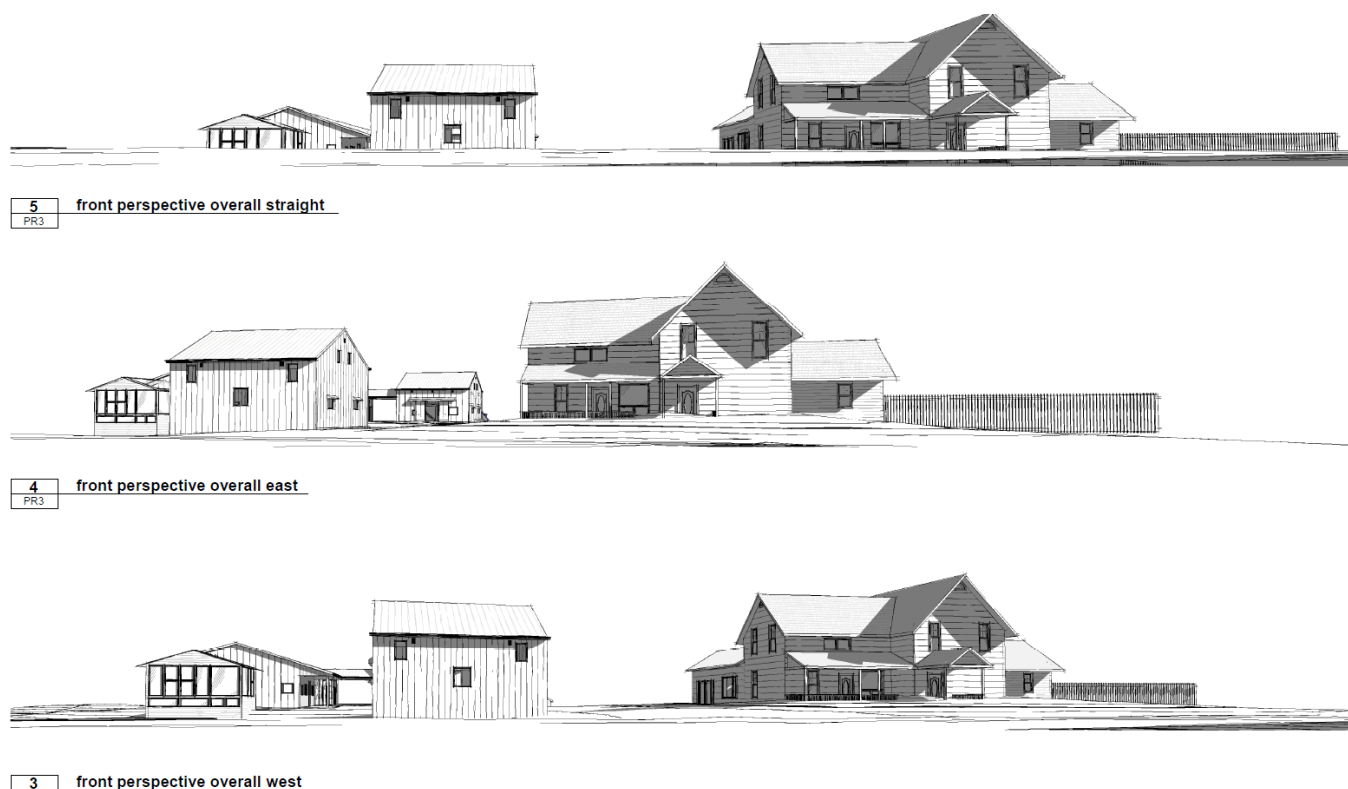
The Guidelines also indicate that on-farm diversified uses (cidery tasting) must be located on a farm, must be secondary to the agricultural use of the property, must be limited in area and must be compatible with surrounding agricultural operations.

The cidery tasting room and patio will be located on the same property as the orchard and will be secondary to the orchard use. The tasting room and patio components are limited in size and area with the orchard use taking place on the majority of the property. To further ensure compatibility with surrounding agricultural operations, a clause has been inserted in the agreement allowing a maximum of 15 special events annually with no more than 2 occurring monthly in addition to the maximum capacity of 60 persons. A total of 9 regular parking spaces are available on the property with the potential for a small amount of overflow parking (2 spaces) on the grassed area east of the existing dwelling during special events. Town and NEC staff have suggested that the applicant employs a shuttle service during planned cidery related events, to which the applicant has agreed to do. The idea is that the shuttle service will pick up visitors and transport them to cidery for cidery related events. It is important to recognize that cidery related events involve alcohol consumption and individual travel to the site should not be encouraged through large expansion of parking facilities.

Given the limited size of buildings, number of persons permitted and limitation on number and frequency of events, noise and traffic are not anticipated to negatively impact surrounding agricultural uses. Further, the renovated building facades are

not being changed substantially and the new building elevations are designed to fit the existing farm buildings (Figure 3).

Figure 3: Building Elevations



Policy 2.6.2 prohibits development on lands containing archaeological resources or archaeological potential unless significant archaeological resources have been conserved. The applicant completed a Stage 1 and 2 archaeological assessment and received an acknowledgement letter from the Ministry of Tourism, Culture and Sport. A clause has been included in the site plan agreement pertaining to archaeological resources as requested by the Niagara Region.

Policy 3.1 requires that development be directed outside of hazardous lands and hazardous sites. The development is proposed outside of hazardous lands and hazardous sites.

Based on the information above, it is Planning staff's opinion that the proposed site plan is consistent with the Provincial Policy Statement.

Niagara Escarpment Plan, 2017

The property is designated Escarpment Protection Area in the Niagara Escarpment Plan. Agriculture-related uses, such as the cidery, are permitted in the Escarpment Protection Area.

The Niagara Escarpment Plan defines wineries as buildings or structures used for the processing of grapes and other fruits in the production of wines and other alcoholic beverages like ciders, including the crushing, fermentation, production, bottling, aging and/or storage of wine and wine-related products, such as grape and fruit based vinegars, as a secondary agricultural use to a vineyard, orchard or fruit farm. The winery may include a laboratory and winery administrative office, but not implement buildings used to house farm machinery (e.g. tractors, sprayers, etc.). Therefore, a cidery is considered a winery under the Niagara Escarpment Plan.

Policy 2.8.8 permits wineries as an agriculture-related use or on-farm diversified use. Consistent with the Provincial Policy Statement, on-farm diversified uses include agri-tourism uses, such as a cider tasting rooms.

The development criteria contained in 2.8.6 of the Niagara Escarpment Plan is consistent with Section 2.3.3.1 of the Provincial Policy Statement requiring that on-farm diversified uses are compatible with and do not hinder surrounding agricultural operations; the use is appropriate to available rural services; existing buildings, structures or facilities on the property, that are no longer needed to support agricultural uses, should be used where possible; all buildings, structures and facilities, including parking areas, associated with the use shall be designed and located to be compatible with the Escarpment's open landscape character; and the gross floor area of any building used for agriculture-related uses shall not exceed 3,200 square metres, unless it can be demonstrated that a larger size is compatible with the site and the surrounding landscape. For greater certainty, the gross floor area does not include any portion of the building that is fully underground.

In addition to the analysis above under the Provincial Policy Statement which addresses most of these requirements, Planning staff confirm that no structures are proposed for agriculture-related uses which are larger than 3200 square metres.

Policy 2.8.9 and 2.8.10 permit a single accessory facility to sell wine with a limited food service at a winery, provided the following criteria are met: the accessory facility is located within the winery building and/ or decks/patios attached to the winery building(s) or utilizes an existing building or structure; and no new or expansions to parking facilities or vehicle access infrastructure will be permitted unless justified to the satisfaction of the implementing authority. Uses that may be permitted as accessory to a winery include: a retail sales and tasting area within the winery building; and the sale of gift and promotional products within the retail sales and tasting area related to the wine and grape industry, or other local agricultural products.

The tasting room is proposed within the existing barn and an addition is proposed to connect the tasting room with the cidery production building. The parking area is expanding slightly to accommodate staff and customers but only between the buildings where parking already exists. As indicated above, cidery-related special events will be limited in size and frequency with any required food being catered so as to ensure compatibility with surrounding agricultural operations and private servicing.

Policy 2.10.1 is consistent with 2.6.2 of the Provincial Policy Statement requiring significant archaeological resources to be conserved where archaeological resources or areas of archaeological potential exist. As discussed, this criteria has been met through the preparation of a Stage 1 and 2 archaeological assessment and receipt of a clearance letter from the Ministry of Tourism, Culture and Sport.

Policy 2.13.1 requires that development ensure the protection of the scenic resources of the Escarpment. The subject property is predominantly orchard, with a central farm cluster including two barns, a driveway and parking/staging area, a dwelling, and sheds/outbuildings. The proposed development, which proposes to add a two-storey garage and storage building and a couple of additions to existing buildings, will be confined to the existing cluster of buildings and not impact the open landscape character that exists or impact on existing orchard area. Staff understand that the access to the garage will be from the rear and the building itself will be designed to match the existing barns which are proposed to be restored.

Based on this analysis, it is Town staff's opinion that the proposal is consistent with the policies of the Niagara Escarpment Plan. NEC staff have also supported this proposal through issuance of a conditional development permit.

Niagara Region Official Plan, 2014

The Regional Official Plan (ROP) identifies the subject land as being outside of the Urban Area for the Town of Pelham, and designated as Unique Agricultural Area on the Region's Agricultural Land Base Map. The ROP permits a full range of agricultural, agriculture-related and secondary/on-farm diversified uses.

Policy 5.B. 19 requires that farm diversification uses be consistent with the Provincial Policy Statement and conform to the Niagara Escarpment Plan and the Greenbelt Plan.

Policy 5.B.23 states that value added production uses (cidery) are intended to primarily serve the farm operation and surrounding local operations, and remain secondary to the principal farming operation in relation to the scale of the operation, its footprint and the product being manipulated.

Policy 5.B.25 indicates that agri-tourism uses that are directly related to agriculture may be recognized and regulated by the local municipality. The activities shall be subject to the following criteria:

- a) The scale of the operation is limited and appropriate to the site and the surrounding area;
- b) The use has minimal impact on, does not interfere with and is compatible with the surrounding agricultural and rural land uses;
- c) The use is limited to low water and low effluent producing uses and the site is capable of accommodating the use on private water and private sewage treatment systems;
- d) The use does not cause off site impacts related to infrastructure or transportation/traffic;
- e) The use does not generate potentially conflicting off-site impacts;
- f) The use complies with all other applicable provisions of the Regional Official Plan.

As discussed above in the policy analysis for the Provincial Policy Statement, the proposal meets these requirements. The Region has offered no objection to approval of the site plan subject to the inclusion of appropriate clauses.

The Region's Core Natural Heritage mapping identifies several environmental features on the subject property, including an Environmental Conservation Area (ECA) associated with Significant Woodlands, a watercourse regulated by the Niagara Peninsula Conservation Authority (NPCA) and containing Type 1 (Critical) Fish Habitat, and a Wetland Allowance (NPCA-regulated 30 m buffer) associated with the Provincially Significant Wetland (Twelve Mile Creek Wetland Complex) located immediately north of the property.

The Region's Environmental Impact Study Guidelines (January 2018) allow for waiving of an Environmental Impact Study if certain criteria are met. In this case, the site plan indicates that the proposed construction area will be located well beyond the 30 metre setback requirement for Fish Habitat and the Significant Woodland and outside the 30 metre waiving zone for Provincially Significant Wetlands. As a result, no further study is required.

Based on this information, Planning staff are of the opinion that the site plan conforms to the Niagara Region Official Plan and Regional staff have also given their support subject to appropriate conditions.

Town of Pelham Official Plan, 2012

The property is designated Niagara Escarpment Plan Area in the Town of Pelham Official Plan. Policy B3.1 of the Town's Official Plan states that there are four designations that apply to the Niagara Escarpment Plan Area in the Town:

Escarpment Natural Area; Escarpment Protection Area; Escarpment Rural Area; and, Public Lands in the Parks and Open Space System and that the Niagara Escarpment Commission (NEC) is the agency responsible for administering the Niagara Escarpment Plan and shall be consulted to determine the exact location of each designation and to determine the policies applicable to these designations.

Schedule B to the Town of Pelham Official Plan shows the property as being adjacent to the Hurleburts Woods Wetland, Deer Wintering Area and Wetlands (PSW). Policy B3.2.4.3 requires that development adjacent to these features complete an Environmental Impact Study to demonstrate no negative impact to the features. As indicated above, the development is located far enough away from the natural features that the requirement for an Environmental Impact Study has been waived.

Policy B1.3.2 of the Town of Pelham Official Plan indicates that the Town's Zoning By-law has no force or effect in the Niagara Escarpment Plan Area.

Planning Staff Comments

The proposed cidery, tasting room and patio represent a permitted value-added agricultural uses accessory to the orchard farming operation. The site plan satisfies the policy criteria from the Province, Region and Town and the scale of the development is appropriate for the agricultural operation. The applicant has satisfactorily responded to comments related to the orientation of buildings and overflow parking area.

Financial Considerations:

The applicant has paid the required site plan approval application fee to cover a portion of staff time for review and processing. The applicant will also be required to pay the required fee for the agreement to cover legal fees for registration as well as to provide financial security to the Town in the event of non-compliance with the site plan agreement.

Alternatives Reviewed:

Though not recommended, Council could refuse the application for site plan approval or request changes to the agreement.

Strategic Plan Relationship: Grow Revenue - Promote Cultural Assets and Protect Environment

Council is obligated to make a decision with respect to the application by the *Planning Act*, R.S.O. 1990, C.P.13. While consideration of this request is not a

specific action in the Strategic Plan, the value added agricultural uses will allow the property owner to grow revenue while promoting the important agricultural areas and uses which are an important part of the Town's culture. The proposal is sufficiently set back from nearby natural heritage features thereby protecting the environment.

Consultation:

For Council's information, site plan control is not a public process under the Planning Act as it is an agreement between the land owner and the Town; therefore, there are no notice requirements for site plan control applications. A public process was undertaken by the Niagara Escarpment Commission as part of the application for development permit in accordance with the requirements of the *Niagara Escarpment Planning and Development Act*.

The site plan application was circulated to Town Departments, including Public Works and Fire and Emergency Services as well as utilities, the Niagara Region and the Niagara Peninsula Conservation Authority for review and comment. All Departments and agencies have offered no objections to approval of the site plan application subject to appropriate clauses being included in the site plan agreement.

It is noted that the applicant has also received conditional development permit approval of the proposed development from the Niagara Escarpment Commission on July 3, 2020 and the proposed site plan is consistent with that conditional approval. Section 24(3) of the *Niagara Escarpment Planning and Development Act* does not allow a municipality to make a decision that relates to development unless a development permit has been issued first. Therefore, the Staff recommendation is consistent with this legislation as well.

Planning staff are of the opinion that the executed site plan agreement will result in reasonable development of the site and represents good planning and therefore recommend that Council approve the by-law to enter into a site plan agreement with Iggy's Farm Ltd.

Other Pertinent Reports/Attachments:

Appendix A By-law to Enter into Site Plan Agreement with Iggy's Farm Ltd. and site plan agreement

Appendix B Niagara Escarpment Commission Notice of Decision

Prepared and Recommended by:

Shannon Larocque, MCIP, RPP
Senior Planner

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

Prepared and Submitted by:

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

APPENDIX A

THE CORPORATION OF THE TOWN OF PELHAM

BY-LAW NO. XXXX (2020)

Being a by-law to authorize the execution of a site plan agreement for the lands municipally known as 103 Overholt Road, legally described as Part Lot 2 Concession 6 Pelham as in RO524835 Lying South of Hydro Lands; S/T AA68048; Part Lot 2 Concession 6 Pelham as in RO524835 Lying North of Hydro Lands; Pelham.

Iggy's Farm Ltd.

File No. SP-01-20

WHEREAS By-law No. 1118 (1987) designates the Town of Pelham as a Site Plan Control area, and

WHEREAS it is deemed desirable to enter into a Site Plan Agreement in order to control the lands as described in Schedule 'A' of the Site Plan Agreement which is attached hereto and forms part of this by-law;

NOW THEREFORE the Municipal Council of the Town of Pelham hereby enacts as follows:

1. **THAT** the Mayor and Clerk are hereby authorized and directed to execute the Site Plan Agreement attached hereto as Schedule 'A' with Iggy's Farm Ltd. for the lands described in Schedule 'A' of the Site Plan Agreement.
2. **THAT** in the event minor modifications to the Site Plan Agreement are necessary to effect the intent herein, the Clerk of the Town of Pelham is hereby authorized to complete same in consultation with the Town Solicitor.

ENACTED, SIGNED AND SEALED THIS
27th DAY OF JULY, 2020 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

Site Plan Agreement

Iggy’s Farm Ltd.

103 Overholt Road

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THIS AGREEMENT made this day of , 2020.

BETWEEN:

IGGY'S FARM LTD.

Hereinafter called the "Owner"

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF PELHAM

Hereinafter called the "Town"

OF THE SECOND PART

WHEREAS the Owner represents and warrants that it is the owner of the lands in the Town of Pelham described in Schedule 'A' attached hereto (the "Lands");

AND WHEREAS the Owner has assumed and agreed to be bound by the terms and conditions of the Site Plan Agreement;

AND WHEREAS the Owner wishes to develop the property for residential use in accordance with Schedules C through F attached hereto;

AND WHEREAS the Town has agreed to permit the said construction subject to certain terms and conditions;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of One Dollar (\$1.00) now paid by the Owner to the Town (the receipt whereof is hereby acknowledged), the Parties hereto mutually covenant and agree as follows:

1. Definitions

In this Agreement:

- (a) **Chief Building Official** shall mean the Chief Building Official of the Corporation of the Town of Pelham.
- (b) **Clerk** shall mean the Clerk of the Corporation of the Town of Pelham.
- (c) **Council** shall mean the Council of the Corporation of the Town of Pelham.
- (d) **Director of Community Planning & Development** shall mean the Director of Community Planning & Development of the Corporation of the Town of Pelham.
- (e) **Director of Corporate Services** shall mean the Director of Corporate Services of the Corporation of the Town of Pelham.
- (f) **Director of Public Works** shall mean the Director of Public Works of the Corporation of the Town of Pelham.
- (g) **Facilities and Works** shall mean and includes those facilities and works which are shown on or referred to in any one or more of the plans, drawings and schedules to this Agreement.
- (h) **Lands** shall mean the lands described in Schedule 'A' attached hereto.
- (i) **Professional Engineer** shall mean a Professional Engineer registered in good standing

with the Association of Professional Engineers.

- (j) **Surveyor** shall mean an Ontario Land Surveyor registered in good standing with the Association of Ontario Land Surveyors.

2. General Provisions

- (a) The Owner shall develop and maintain the Lands only in accordance with the terms and conditions contained herein and any other applicable by-law of the Town.
- (b) Unless the context otherwise requires, where the Owner is obligated by this Agreement or the approved plans to make any payments or install, construct, or carry out any services or action, the provisions therefore contained herein shall be deemed to include the words, “at the sole expense of the Owner”.
- (c) The Owner shall perform any and all construction and installation of works on the Lands and any off-site works in accordance with the terms and conditions contained herein and as shown on Schedules C through E attached hereto and forming part of this Agreement to the reasonable satisfaction of the Town.
- (d) The Owner shall not perform any construction or installation on the Lands except in accordance with the terms and conditions contained herein and shown on said Schedules C through F attached hereto and forming part of this Agreement and to the reasonable satisfaction of the Town.
- (e) The Owner shall maintain and keep in good repair driveways and access servicing the buildings located in the development.
- (f) The Owner shall keep all construction access routes free and ensure that adequate dust control, mud tracking and debris control measures are carried out during the site’s development.
- (g) During construction, the Owner shall ensure all construction related vehicles that are not carrying out the works are parked on the subject lands and are not parked within the municipal road allowance.
- (h) All delivery / construction trucks taking materials from the subject lands included within this Agreement shall be adequately covered and not unreasonably loaded so as to scatter refuse, rubbish, dust or debris on neighbouring properties or public roadways.
- (i) Should deeply buried archaeological remains/resources be found on the property during construction activities, all activities impacting archaeological resources must cease immediately, notify the Archaeology Programs Unit of the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) (416-212-8886) and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists.
- (j) In the event that human remains are encountered during construction, all activities must cease immediately and the local police as well as the Cemeteries Regulation Unit of the Ministry of Government and Consumer Services (416-326-8800) must be contacted. In situations where human remains are associated with archaeological resources, MHSTCI should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act. Should deeply buried archaeological remains / resources be found on the property during construction activities, the Heritage Operations Unit of the Ontario Ministry of Tourism, Culture & Sport in London (519-675-7742) and the Owner’s archaeological consultant shall be notified immediately. In the event that human remains are encountered during construction, the Owner shall immediately notify the police or coroner, the Registrar of Cemeteries of the Ministry of Small Businesses and Consumer Services in Toronto (416-326-8392), the Ministry of Tourism, Culture & Sport and the Owner’s licensed archaeological consultant.

- (k) The Owner grants to the Town, its servants, agents, and assigns permission to enter upon the Lands for the purpose of inspection of any Facilities and Works referred to in this Agreement and for the purpose of the completion of any Facilities and Works in accordance with this Clause and this Agreement.
- (l) The Owner will, at all times, indemnify and save harmless the Town from all loss, costs, damages and injuries which the Town may suffer or be put to for or by reason of the construction, maintenance, or existence of any Facilities and Works done by the Owner, its contractors, servants or agents on the Lands or which the Town may suffer or be put to for or by reason of the completion by the Town of any of the required Facilities and Works in accordance with this clause and this Agreement.
- (m) The Owner shall not call into question directly or indirectly in any proceeding whatsoever in law or in equity or before any administrative tribunal the right of the Town to enter into this Agreement and to enforce each and every term, covenant, and condition herein contained and this Agreement may be pleaded as an estoppel against the Owner in any such proceeding.
- (n) In the event that a Mortgagee(s) exercises any rights as to sale, possession or foreclosure or takes any other steps to enforce its security against the subject lands, then such Mortgagee(s) agrees on behalf of itself, its heirs, executors, administrators, successors and assigns not to deal with the lands as a development or part thereof unless and until a new Agreement in the same form, mutatis mutandis, as this Agreement has been entered into with the Town.
- (o) Any lands required to be conveyed by the Owner in accordance with the provisions hereof shall be in a neat and tidy condition, free of all debris and trash, and the Owner shall complete all services for the lands in accordance with the terms of this Agreement.
- (p) Notwithstanding the provisions of this Agreement, the Owner shall be subject to all of the Town's By-laws and all Provincial and Federal government statutes and / or regulations and amendments thereto affecting the site's development and installation of municipal services.
- (q) All work including crossings must be completed outside the limits of the Enbridge pipeline right-of-way.
- (r) The Owner shall notify Enbridge Pipelines Inc. prior to the start of construction to allow our field staff to review the pipeline safety requirements with the construction crew and ensure our pipeline and easement limits are staked.
- (s) The Owner shall install proper sediment and erosion controls for the duration of the construction phase and all disturbed areas are to be reinstated prior to the removal of the fencing.

3. Design & Supervision of Construction of Services

- (a) The Owner shall employ, at its cost, a competent and qualified Professional Engineer consultant approved by the Director of Public Works to:
 - (i) Carry out all soil investigations required by the Director of Public Works;
 - (ii) Design all of the works required to be completed in this Agreement;
 - (iii) Provide the Director of Public Works with an estimate of the costs of design, construction and maintenance of all works to be constructed under this Agreement to be used as the basis for determining the amount of security to be posted by the Developer prior to execution of this Agreement to guarantee the construction and maintenance of all works required under this Agreement;
 - (iv) Prepare engineering drawings that include plans, profiles and specifications for the

works and to submit detailed plans, profiles and specifications to the Director of Public Works for approval prior to the installation or construction of such works;

- (v) Submit to the Director of Public Works the detailed plans for signing and also provide two (2) sets of full-sized, signed hard copies and two (2) sets of signed hard copies reduced to 11"x17" size;
 - (vi) Obtain, in conjunction with the Town, all of the necessary approvals prior to installation or construction of the works;
 - (vii) Call tenders for the installation and construction of the works;
 - (viii) Obtain the approval from the Director of Public Works of the contractor employed to install or construct the works;
 - (ix) Provide full-time resident supervision, inspection and contract administration of all works within the municipal road allowance covered by this Agreement; or in the event that full-time inspection cannot or is not provided, the Town will provide inspection services at a per diem rate of \$1100.00 per day;
 - (x) Provide the Director of Public Works, or designate, 48 hours of notice prior to commencing construction on the works. Failure to do so will result in a Stop Work Order being placed on the lands;
 - (xi) Have a pre-construction meeting with the Director of Public Works, or designate, prior to commencing construction on the works. Failure to do so will result in a Stop Work Order being placed on the lands;
 - (xii) Maintain all of the records of the installation or construction of the works and submit a copy of the same to the Director of Public Works;
 - (xiii) Obtain from the Director of Public Works, the details regarding the form and scale of these drawings prior to their presentation;
 - (xiv) Provide the Director of Public Works with individual record sheets illustrating location & depths for all sanitary sewer, storm sewer and water services;
 - (xv) Provide building levels for construction purposes as hereinafter provided;
 - (xvi) Furnish the Director of Public Works with the preliminary lot grading certificate for the subject lands; and
 - (xvii) Provide the Town with the final lot grading certificate.
- (b)** The Owner shall not install works prior to a receipt in writing from the Director of Public Works of the detailed plans and specifications therefor.
- (c)** All of the works to be installed or constructed under this Agreement shall be installed or constructed under the direct supervision of the Owner's consulting Professional Engineer.
- (d)** The Owner shall not close / restrict any public roadway prior to receipt in writing from the Director of Public Works for such activity. In the event that construction works require lane restrictions and / or full closures, a minimum of 48 hours of notice must be given to the Director of Public Works. In addition, the Owner must submit a traffic management plan and is responsible for notification of all affected emergency and non-emergency agencies.

4. Grading

- (a)** The Owner shall have prepared by an Ontario Land Surveyor or Professional Engineer, a detailed site drainage plan for the site, said Plan to clearly indicate the existing drainage pattern on all adjacent Lands originally flowing through, into, or over the area of the site, to

the street storm sewer system or other outlet approved by the Director of Public Works. This Plan, attached hereto as Schedule 'F', shall be approved by the Director of Public Works prior to the execution of this Agreement. Minor changes to the Plan may be permitted subject to the approval of the Director of Public Works.

- (b) The Owner shall submit, upon completion of Facilities and Works, a certificate signed by an Ontario Land Surveyor or Professional Engineer which indicates that the grades as stipulated on Schedule 'F' to this Agreement have been complied with.
- (c) Unless otherwise approved or required by the Town, the Owner shall not alter the grades of the said Lands until such time as a Building Permit is issued for the construction of the buildings contemplated herein on the said Lands.
- (d) The Owner shall provide his Design Engineer's verification that all grading, drainage, and servicing provisions have been installed in conformance with the approved civil plans, prepared by Rivercourt Engineering Inc., dated December 13, 2019, and prepared by Forestgreen Creations dated May 25, 2020 attached hereto as Schedules 'E' and 'F'. The Owner shall provide a copy of the Design Engineer's verification to the Town.

5. Sanitary Sewer System

- (a) The Owner undertakes to repair and forever maintain the private septic sewer system located on the said Lands.
- (b) The Owner will obtain a required Sewage Permit from the Development Services Division, Niagara Region Planning and Development Services Department prior to any building permits being issued.

6. Water Supply

The Owner shall, at its own expense, forever maintain all necessary connections and all internal private water supply services necessary to serve the development.

7. Storm Sewer System

The Owner undertakes the installation, repair, and forever maintenance of the private storm water system as identified on the Lot Grading Plan.

8. Roads & Access

- (a) The Owner shall obtain a driveway/entrance permit from the Town Public Works Department for the new driveway.
- (b) The Owner shall, at its own expense, prior to construction taking place within a Town road allowance, obtain a Town Temporary Works Permit from the Public Works Department.
- (c) The Owner shall, at its own expense, restore any curb cuts and trench excavations within the roadway as per Town standards. All road restorations shall take place no later than two (2) weeks after completion of the installation. No temporary measures will be permitted.
- (d) The Owner shall locate all private signs within the Owner's Lands in accordance with the Site Plan attached as Schedule 'C'.

9. Landscaping

- (a) The Owner shall, at its own expense, adequately landscape, plant and maintain all of the Lands not required for buildings, parking or roads in accordance with the approved Site Plan prepared by Forestgreen Creations Inc., dated 03.20.20, attached hereto as Schedule 'C'. Minor changes to the Plan may be permitted subject to the approval of the Director of Community Planning & Development.

- (b) The Owner agrees to install appropriate sediment and erosion control fencing prior to the commencement of construction and maintain it in good condition until all construction is complete and all areas are revegetated.

10. Waste Collection

The Owner is advised that if the waste collection limit cannot be met or if curbside collection is not desirable, waste collection will be the responsibility of the owner through a private contractor and not Niagara Region. However, the site remains eligible for Regional recycling and organics collection subject to compliance with the current Regional Waste Collection Policy.

11. Easements / Rights-of-Way

In the event any easements are required by Enbridge Gas to service the development, the Owner shall provide these to Enbridge Gas Distribution at no cost.

12. Photometry

The Owner shall ensure that any lighting facility used to illuminate any building or parking area shall be designed and installed as to deflect from adjacent buildings and streets.

13. Parking, Curbing, Driveways & Sidewalks

- (a) The Owner shall, at its own expense, provide and at all times maintain on the said Lands, gravel parking and driveway areas acceptable to the Town.
- (b) Overflow parking shall be limited to the size shown on Schedule "C" and shall not be hard surfaced but remain grass.

14. Building & Services

The Owner shall construct and the Town shall permit the construction of the buildings and other structures on the Lands in accordance with the Schedules attached hereto to permit the development provided that all such uses shall comply with all building and zoning requirements of the Town.

15. Administrative & Consulting Costs

The Owner shall pay the Town's reasonable costs (\$2,700 or Two-thousand, seven hundred dollars) in connection with this Agreement for preparation, processing, administration and supervision including, but not limited to, all administrative, legal, inspection and consulting expenses.

16. Deposit for Facilities and Works

- (a) At the time of execution of this Agreement, the Owner shall pay to the Town a deposit to guarantee its compliance with this Agreement in an amount equal to:
 - (i) 20% of the estimated cost of completing the on-site Facilities and Works; and
 - (ii) 100% of the estimated cost of completing the off-site works.

The parties have calculated that the estimated cost for completion to be **\$10 106.20** (Ten thousand one hundred and six dollars and twenty cents) excluding taxes. Therefore, security in the amount of **\$2 021.24** (Two thousand and twenty-one dollars and twenty-four cents) shall be provided to the Town.

- (b) The deposit shall be paid to the Town in cash or in the form of an irrevocable letter of credit from a chartered bank or from a recognized lending institution, subject to the approval of

the Director of Corporate Services and shall be held as security to ensure the completion of the Facilities and Works until such time as the Town permits its release as ordered herein. The deposit may be used to pay for the cost of any work performed by the Town in accordance with the following clause in the event of the failure of the Owners to comply with the terms of this Agreement.

- (c) Upon completion of the Facilities and Works, the Owner shall provide to the Town, at the Owner's expense, confirmation in writing by the Owner's Qualified Designer or Professional Engineer, or both, that the approved plans appended hereto have been complied with. When such confirmation has been received, the Chief Building Official shall confirm such compliance and the deposit, less any amounts expended to enforce compliance with the Agreement and any amounts refunded or reduced as the work required by this Agreement progresses, shall be returned to the Owner, without interest.
- (d) The Town may, from time to time, demand an increase in the sum of the deposit in accordance with increases in the cost of performing the Facilities and Works required herein to be completed and the Owner covenants and agrees to make such increase. At the sole discretion of the Chief Building Official the amount of the deposit may be reduced at any time after the Owner has reached the stage where the costs to complete the Facilities and Works is less than the amount of the deposit.
- (e) The release of the deposit by the Town does not release the Owner from their obligation to maintain all of the Facilities and Works pursuant to this Agreement.
- (f) The Owner agrees that all of the Facilities and Works required to be provided by the Owner shall be provided, installed or constructed by the Owner within one hundred and eighty (180) days after the date of substantial completion of the proposed development as determined by the Chief Building Official and shall be maintained at all times in good condition. An extension of the completion of Works may be considered by the Director of Community Planning & Development.

17. Default

Upon breach by the Owner of any covenant, term, condition or requirement of this Agreement, or upon the Owner becoming insolvent or making any assignment for the benefit of creditors, the Town, at its option, may declare the Owner to be in default. Notice of such default shall be given by the Town, and if the Owner shall not remedy such default within such time as provided in the notice, the Town may declare the Owner to be in final default under this Agreement. Upon notice of default having been given, the Town may require all work by the Owner, its servants, agents, independent contractors and sub-contractors to cease (other than any work necessary to remedy such default) until such default shall have been remedied, and in the event of final default, may require all work as aforesaid, to cease. Upon final default of the Owner, the Town may, at its option, adopt or pursue any or all of the following remedies, but shall not be bound to do so:

- (i) Enter upon the subject Lands by its servants, agents and contractors and complete any work, service, repair or maintenance wholly or in part required herein to be done by the Owner, and collect the cost thereof from the Owner and/or enforce any security available to it;
- (ii) Make any payment which ought to have been made by the Owner to the Town, for any purpose, and apply the same in payment or part payment for any work which the Town may undertake;
- (iii) Retain any sum of money heretofore paid by the Owner to the Town, for any purpose, and apply the same in payment or part payment for any work which the Town may undertake;
- (iv) Bring action to compel specific performance of all or any part of this Agreement for damages; and

(v) Exercise any other remedy granted to the Town under the terms of this Agreement or available to the Town in law.

18. Special Events

All events shall be cidery-related and not exceed a capacity of 60 people. The events shall also be limited in number to not more than 15 per year and no more than 2 per month.

19. Covenants

The Owner covenants for itself, its successors and assigns and the Owners from time to time of the said Lands and the burden of the covenants contained in this Agreement shall be deemed to be negative and shall run with and be binding upon the Lands to and for the Town, its successors and assigns.

20. Registration

The Owner agrees and consents to the registration of notice of this Agreement against the said Lands.

21. Obligation

This Agreement and the provisions hereof do not give to the Owner or any person acquiring any interest in the said Lands (each hereinafter in this paragraph called "such person") or any other person any rights against the Town with respect to the failure of any such person to perform or fully perform any obligation under this Agreement, or the failure of the Town to force any such person to perform or fully perform any obligation under this Agreement or any negligence of any such person in the performance of the said obligation.

22. Building Permit

Notwithstanding any of the provisions of this Agreement, the Owner, its successors and assigns, shall be subject to all of the by-laws, as amended, of the Town at the time of the issuance of a Building Permit required pursuant to the terms of the Agreement or at the time of the execution of this Agreement, whichever is applicable.

23. Plans

The Owner agrees that all plans shall be drawn by a Qualified Designer or by a Professional Engineer and all surveys by an Ontario Land Surveyor, subject to the reasonable satisfaction of the Town.

24. Notices

Any notice, demand, acceptance or request provided for in this Agreement shall be in writing and shall be deemed to be sufficiently given if personally delivered or sent by registered mail (postage prepaid) as follows:

To the Town at:	Clerk Town of Pelham P.O. Box 400 20 Pelham Town Square Fonthill, ON L0S 1E0
To the Owner at:	Iggy's Farm Limited 6527 Tripoli Terrace Mississauga, ON L5N 4L1

or as such other address as the party to whom such notice is to be given shall have last notified the party giving the notice in the manner provided in this Section 24. Any notice

delivered to the party to whom it is addressed in this Section 24 shall be deemed to have been given and received on the day it is so delivered at such address. Any notice mailed as aforesaid shall be deemed to have been given and received on the fifth day next following the date of its mailing.

25. Schedules

The originals of the plans set out in Schedule 'C', 'D', 'E' and 'F' are available at the offices of the Town at the address set out in Section 24.

26. Binding Effect

This Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date and year first above written.

WITNESS	IGGY’S FARM LTD.
<div></div> <div>(printed name)</div>	<div></div> <div>(printed name)</div>
<div></div> <div>(signature</div>	<div></div> <div>(signature)</div>
<div></div> <div>(date)</div>	<div></div> <div>(date</div>
<div><input type="checkbox"/> ‘I have the authority to bind the Corporation’</div>	

THE CORPORATION OF THE TOWN OF PELHAM

Mayor Marvin Junkin

Clerk Nancy J. Bozzato

SCHEDULE 'A'

LEGAL DESCRIPTION

PIN: 64039-0126 (LT)

Part Lot 2 Concession 6 Pelham as in RO524835 Lying South of Hydro Lands;
S/T AA68048; PELHAM

PIN 64039-0115 (LT)

Part Lot 2 Concession 6 Pelham as in RO524835 Lying North of Hydro Lands;
PELHAM

SCHEDULE ‘B’

Cost Estimates, Security Deposits & Cash Payments

On-Site Work (excludes HST)	
New Gravel Driveway	\$4 160.00
Remove and Restore Existing Driveway	\$1 808.00
Subtotal	\$5 968.00
Contingency (15%)	\$895.20
	\$6 863.20
Landscaping (excludes HST)	
White Cedar Hedging	\$1 320.00
Subtotal	\$1 320.00
Contingency (15%)	\$198.00
Total	\$1 518.00
Grading (excludes HST)	
General Grading	\$1 500.00
Subtotal	\$1 500.00
Contingency (15%)	\$225.00
Total	\$1 725.00

Securities		
On-Site	20% (\$10 106.20)	= \$2 021.24
Off-Site	100% (\$0)	= \$0
Total		= \$2 021.24

In accordance with Section 14 (a) of this Agreement, that the estimated cost for completion shall be in the amount of **\$10 106.20** (Ten thousand one hundred and six dollars and twenty cents) excluding taxes. Therefore, security in the amount of **\$2 021.24** (Two thousand and twenty-one dollars and twenty-four cents) shall be provided to the Town.

Cash Payments

Administration	\$2 700.00
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SCHEDULE 'C'

FORE
STIG
SEN

FORSTIG SEN CREATIONS INC.
DESIGN + BUILD
14231 Highway 10 West, Unit 10
Surrey, BC V4N 1C6, Canada
Tel: 604.591.1234
Fax: 604.591.1235
E: info@forstigsen.com

PROJECT

26 Acre Ciderly

100 OVERHOLT ROAD, PLEASANT

OVERHOLT

26 Acre Ciderly is a 26-acre property located in the Overholt area of the Fraser Valley. The property is currently zoned R100 and is being developed for residential use. The development includes a 100-unit residential complex, a 100-unit commercial complex, and a 100-unit industrial complex. The development is situated on a 26-acre site, which is bounded by Overholt Road to the north and east, and by a 100-foot wide easement to the south and west. The development is planned to be completed in three phases, with the first phase consisting of 100 units of residential development. The second phase will consist of 100 units of commercial development, and the third phase will consist of 100 units of industrial development. The development is planned to be completed by the year 2025.

REVISION	DATE	DESCRIPTION
1	2024-01-15	Initial Design
2	2024-02-15	Revised Design
3	2024-03-15	Final Design

PRELIMINARY

PROPERTY

26 Acre Ciderly

100 OVERHOLT ROAD, PLEASANT

OVERHOLT

26 Acre Ciderly is a 26-acre property located in the Overholt area of the Fraser Valley. The property is currently zoned R100 and is being developed for residential use. The development includes a 100-unit residential complex, a 100-unit commercial complex, and a 100-unit industrial complex. The development is situated on a 26-acre site, which is bounded by Overholt Road to the north and east, and by a 100-foot wide easement to the south and west. The development is planned to be completed in three phases, with the first phase consisting of 100 units of residential development. The second phase will consist of 100 units of commercial development, and the third phase will consist of 100 units of industrial development. The development is planned to be completed by the year 2025.

DESIGNER

FORSTIG SEN CREATIONS INC.

14231 Highway 10 West, Unit 10

Surrey, BC V4N 1C6, Canada

Tel: 604.591.1234

Fax: 604.591.1235

E: info@forstigsen.com

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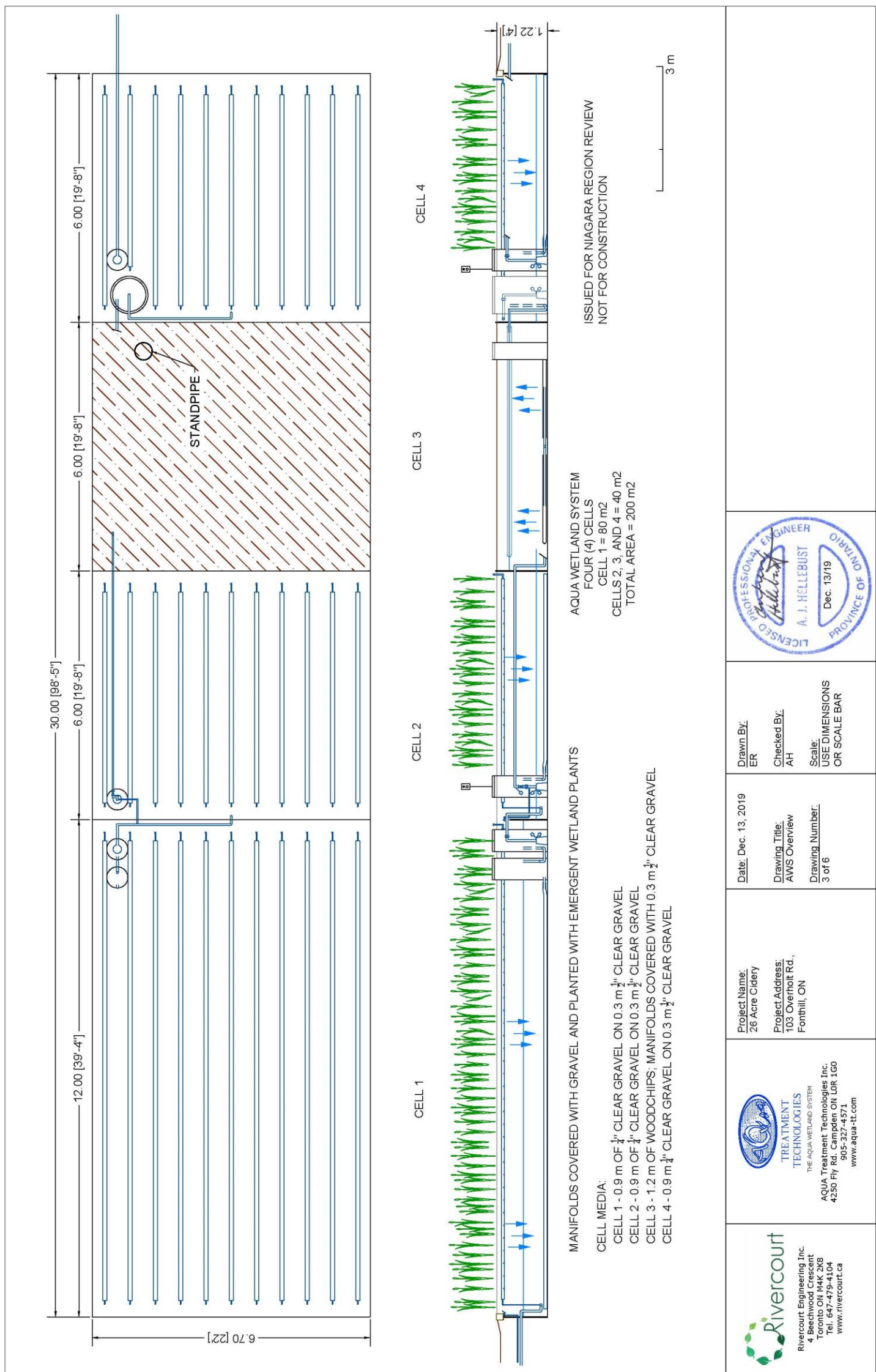
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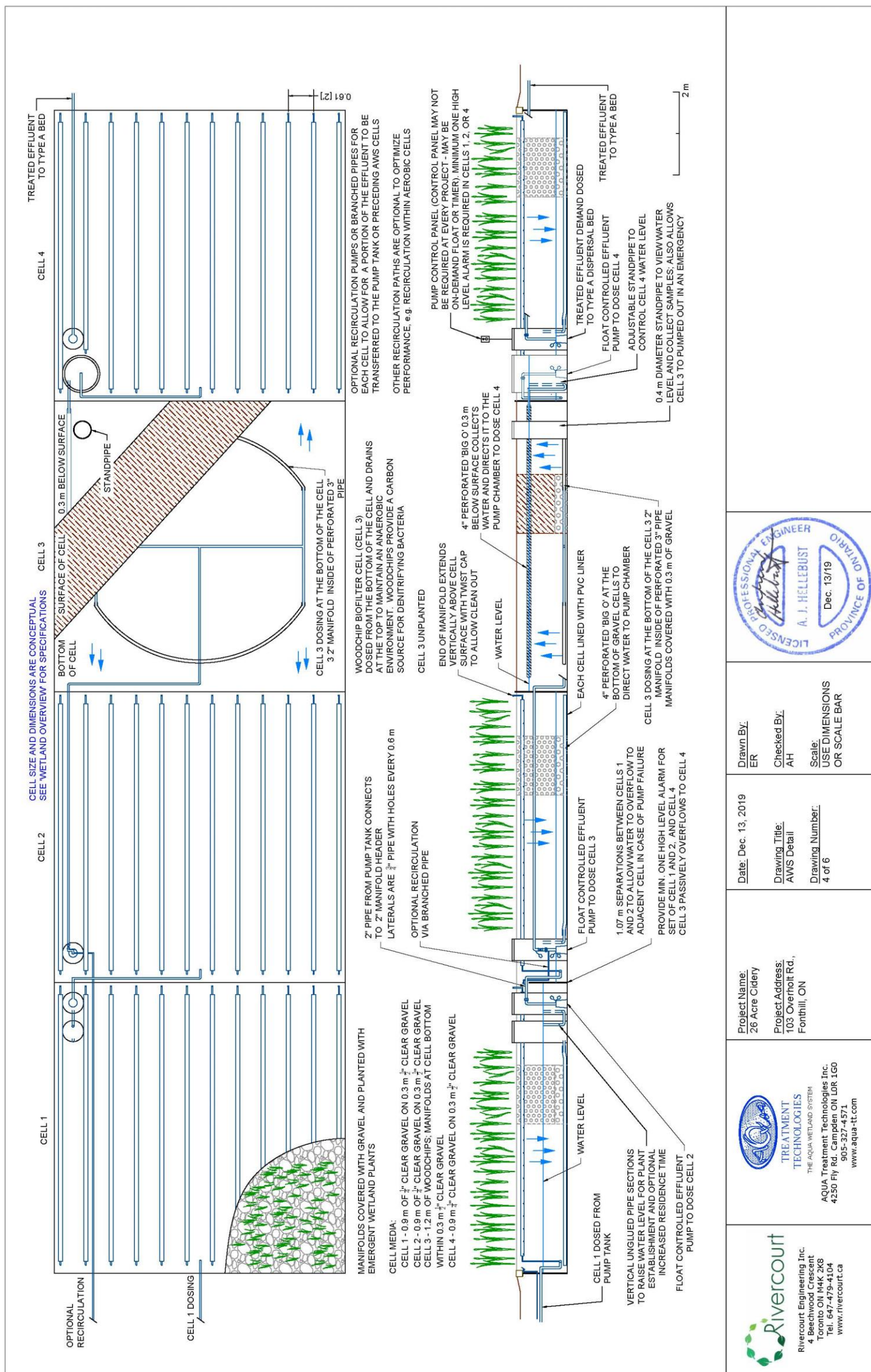
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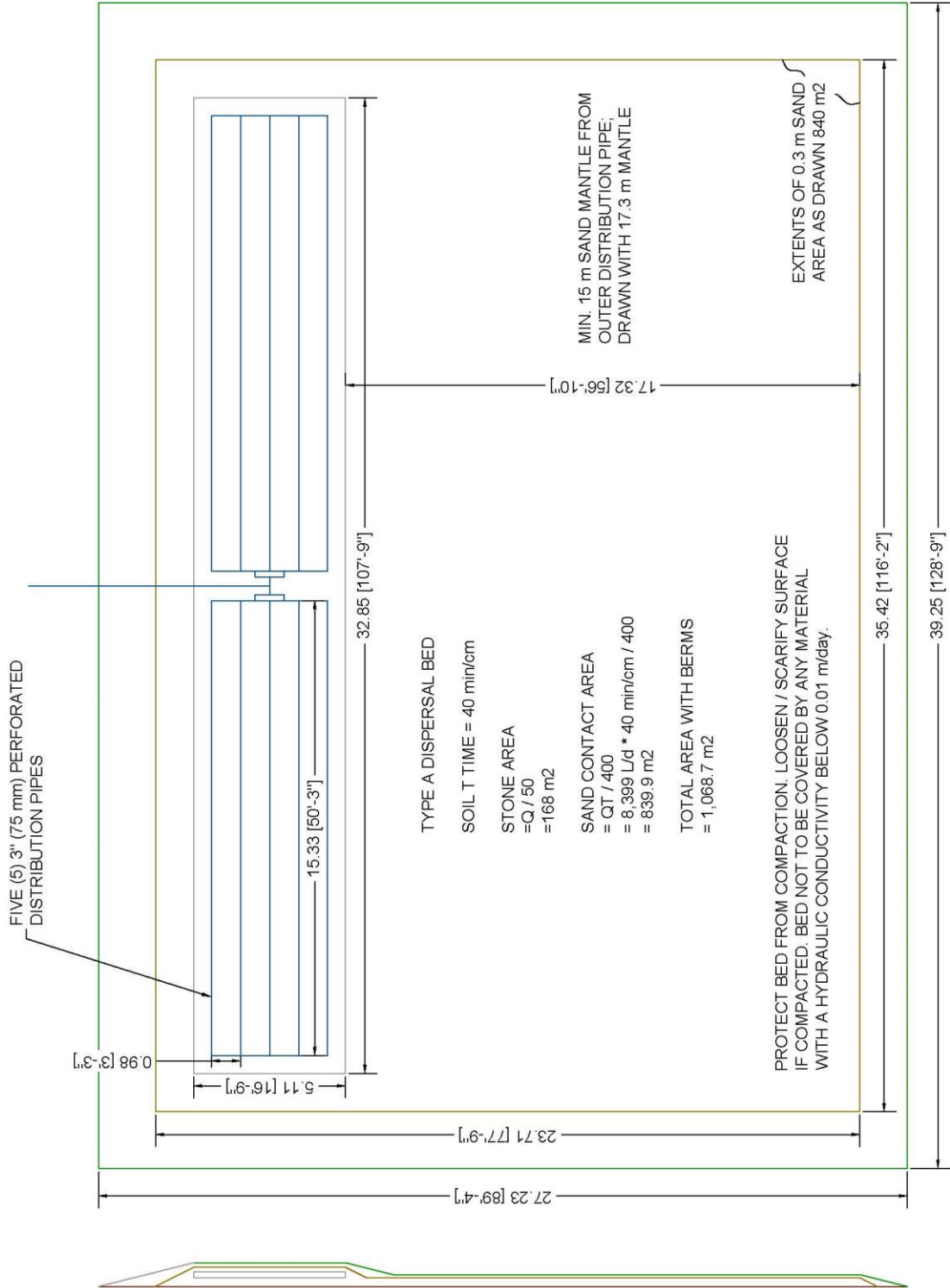
2087-

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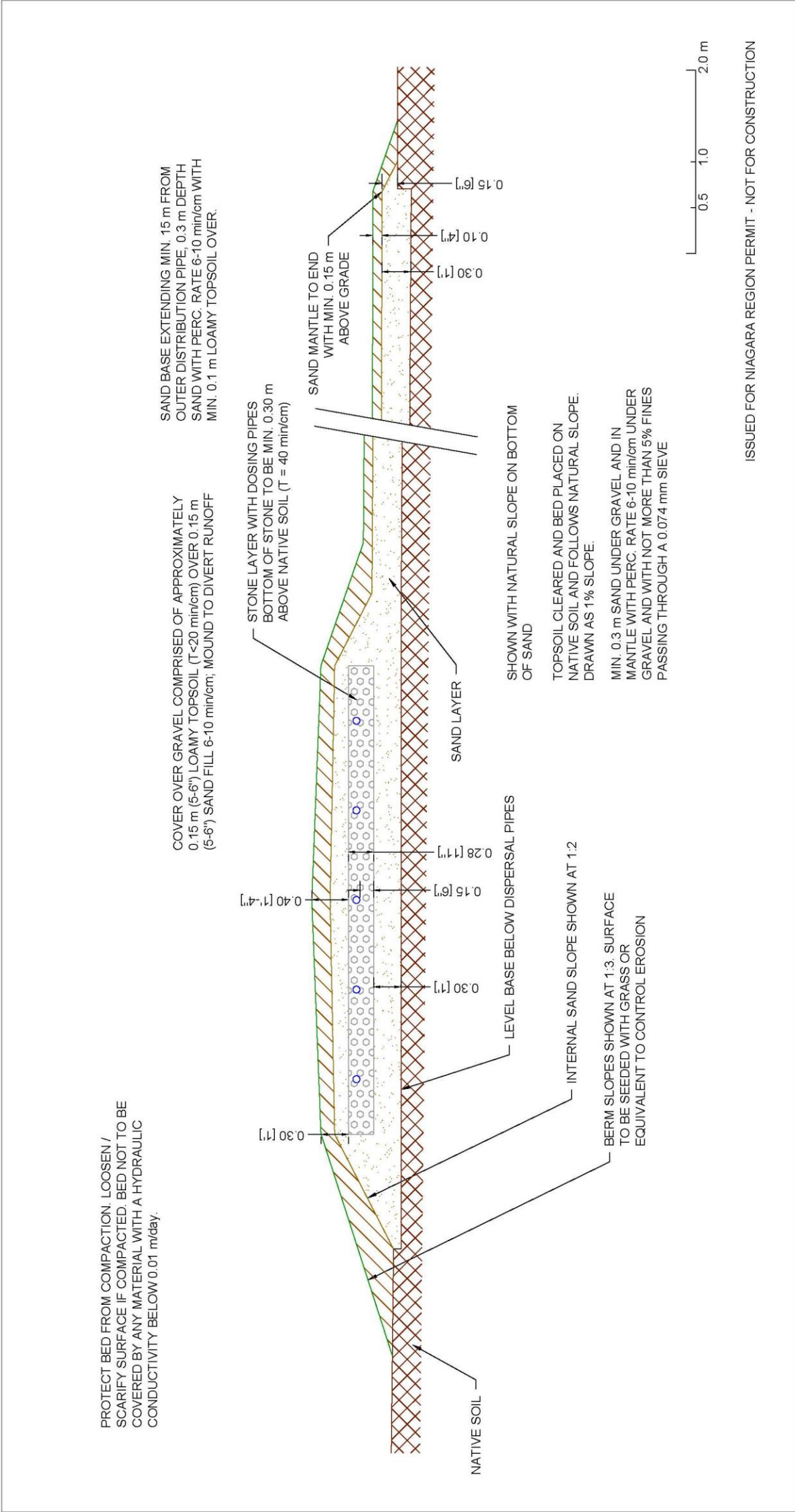








ISSUED FOR NIAGARA REGION PERMIT - NOT FOR CONSTRUCTION



ISSUED FOR NIAGARA REGION PERMIT - NOT FOR CONSTRUCTION



Rivercourt Engineering Inc.
4 Beechwood Crescent
Toronto ON M4K 2K8
Tel. 647-479-4104
www.rivercourt.ca



TREATMENT TECHNOLOGIES
THE AQUA WETLAND SYSTEM
AQUA Treatment Technologies Inc.
4250 Fly Rd. Campbell ON L0R 1G0
905-327-4571
www.aqua-tt.com

Project Name:
26 Acre Cidery
Project Address:
103 Overholt Rd.,
Fonthill, ON

Date: Dec. 13, 2019
Drawing Title:
Type A Bed Detail
Drawing Number:
6 of 6

Drawn By:
ER
Checked By:
AH
Scale:
USE DIMENSIONS
OR SCALE BAR



LICENSED PROFESSIONAL ENGINEER
A. J. HELLEBUST
Dec. 13/19
PROVINCE OF ONTARIO

FORESTGREEN CREATIONS INC.
DESIGN - BUILD
1425 Palmer Street
Folsom, California
95630
Tel: 916/942-8888
Fax: 916/942-8882
E: info@fgci.com
W: www.fgci.com

100 Control Rows Petriar

A	Revised Description	Box
	Re. Board of NEC approved	5.11.2010
	board for Blue Power Ag. over and	9.24.2010
	letter and for 1994 comments	10.26.2010

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

Foreperson's Questions Inc. 3337 7

[illegible]

Weight Curves



Niagara Escarpment Commission

232 Guelph St.
Georgetown, ON L7G 4B1
Tel: 905-877-5191
Fax: 905-873-7452
www.escarpment.org

Commission de l'escarpement du Niagara

232, rue Guelph
Georgetown ON L7G 4B1
No de tel. 905-877-5191
Télécopieur 905-873-7452
www.escarpment.org



Niagara Escarpment Commission
An agency of the Government of Ontario

July 3, 2020

TO: Applicant/Agent/Owner; Assessed owners of land within 120 m of the subject property; Consulted Agencies, parties who requested Notice or are considered to have an interest in the Decision.

RE: NOTICE OF DECISION
Development Permit Application: N/C/2018-2019/64
103 Overholt Road
Town of Pelham, Region of Niagara

Attached is a **Notice of Decision** from the Niagara Escarpment Commission regarding an application for a Niagara Escarpment Development Permit.

You have the right to appeal this decision. If you have reason to appeal, you must submit a completed Appeal Form or a written letter, **specifying your reasons for appeal, within 14 days** of the date of this letter.

An Appeal Form can be downloaded from www.escarpment.org. If you submit a written letter of appeal, please include your name, address, daytime phone number, e-mail address and your fax number. The completed Appeal Form or the letter of appeal must be mailed or faxed to this office (address and fax # above) or sent by email to necgeorgetown@ontario.ca.

Please note that the last day that appeals may be received is: **July 17, 2020** (midnight).

The Commission's decision is confirmed if no appeal is received within the 14 days.

If the Commission's decision is appealed, a Hearing Officer will be appointed by the Minister of Natural Resources and Forestry to conduct a Hearing. The Hearing Office may contact you for additional information regarding your appeal, and all parties will be notified by mail of the time and location of the Hearing. If you appealed you are expected to attend the Hearing to present your reasons for appeal. If the appeal is withdrawn or the appellant fails to appear at the Hearing, the Commission's decision is confirmed.

If you have questions about this process, or about the details of the Development Permit application, please contact me at dmitry.kurylovich@ontario.ca.

Yours truly,

Dmitry Kurylovich, (A)Senior Planner

**NOTICE OF DECISION
OF THE NIAGARA ESCARPMENT COMMISSION
REGARDING**

**AN APPLICATION FOR A DEVELOPMENT PERMIT UNDER SECTION 25
OF THE NIAGARA ESCARPMENT PLANNING AND DEVELOPMENT ACT,
R.S.O. 1990, CHAPTER N.2**

FILE NUMBER: N/C/2018-2019/64
LOCATION: 103 Overholt Road
Town of Pelham, Region of Niagara

PROPOSED DEVELOPMENT:

On a 11.17 ha (27.6 ac) existing lot that is privately serviced and supports an existing agricultural use (apple orchard) and a single dwelling, to carry out the following development associated with establishing an Agriculture-related Use (cidery):

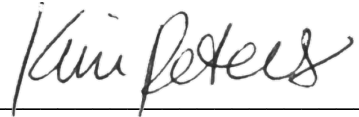
- To convert an existing ± 365.71 sq m (± 3936.5 sq ft) agricultural accessory structure (pole barn) to a structure supporting an Agriculture-related Use (cidery production/processing building);
- To convert an existing ± 89.77 sq m (± 966.3 sq ft) agricultural accessory structure (timber frame barn) to a structure supporting an Agricultural-related Use (cidery tasting room);
- To construct a ± 38.49 sq m (± 414.3 sq ft) connection between the two proposed cidery buildings to support the Agriculture-related Use;
- To construct a ± 47.47 sq m (± 511 sq ft) patio to support the Agriculture-related Use;
- To construct an attached ± 122.62 sq m (\pm sq ft) agricultural accessory structure (drive shed);
- To construct an attached ± 27.28 sq m residential accessory structure (greenhouse);
- To construct a detached, two-storey ± 89.88 sq m residential accessory structure (garage and storage);
- To install a new septic system to service the Agriculture-related Use;
- To erect a sign to advertise the Agriculture-related Use; and,
- To realign the driveway and construct parking areas.

DECISION of the NIAGARA ESCARPMENT COMMISSION:

The application for a Development Permit, as described above, has been
CONDITIONALLY APPROVED.

The **Conditions of Approval** are listed on the attached **APPENDIX.**

DATE: July 3, 2020

SIGNED: 
Kim Peters, RPP, MCIP
(A) Manager

THIS IS NOT A DEVELOPMENT PERMIT DEVELOPMENT IS NOT TO COMMENCE UNTIL THE DEVELOPMENT PERMIT HAS BEEN ISSUED

1. Development shall occur in accordance with the Site Plan, Development Permit Application and Conditions as approved.
2. The Development Permit shall expire three years from its date of issuance unless the development has been completed in accordance with the Development Permit.
3. The landowner shall advise the Niagara Escarpment Commission in writing of the start and the completion date of the development. This notice shall be provided to the NEC 48 hours prior to the commencement of development, and within 14 days upon completion.
4. No site alteration of the existing contours of the property including the placement or stockpiling of fill on the property is permitted with the exception of that identified within the development envelope in accordance with the approved Site Plan.
5. No vegetation shall be cut or removed from the development envelope except for that identified within the development envelope in accordance with the approved Site Plan.
6. All disturbed areas shall be re-vegetated and stabilized, in accordance with the approved Site Plan, by the end of the first growing season following the completion of site grading and building construction. All trees, shrubs and nursery stock shall be native to Ontario. Only in extenuating circumstances will non-native species be considered. Native plant material should be sourced from local plant nurseries when available; bush dug plant material is not acceptable.
7. **Prior to the issuance of a Development Permit by the Niagara Escarpment Commission**, an accurate and detailed Final Site Plan shall be submitted to the Niagara Escarpment Commission for approval. The Plan shall include but not be limited to the following:
 - a) All drawings submitted must be drawn to scale (bar scale shown), reference the application number and address of the proposal, be dated (revisions as well) and denote the relevant consultant;
 - b) An accurate delineation of the approved development envelope with temporary erosion and sediment control fencing;
 - c) The accurate location of all existing and proposed development showing setbacks from the property lines, wooded area and top of slope;
 - d) Extent of all disturbed areas;
 - e) Extent and amount of fill removal or placement. Grading and drainage design including the areas of excavation and temporary or permanent fill placement. The type, quantity, quality and source location of any imported fill material must be accurately identified. Any fill material approved for importation under this Permit shall conform to the definition of "inert fill" per Ontario Regulation 347 and Table 1 of the Soil, Groundwater and Sediment Standards for use per Part XV.1 of the Environmental Protection Act, dated March 9, 2004;

Condition 7 continued:

- f) Final building design to be consistent with the information and drawings provided with the application and any modifications required by the Niagara Escarpment Commission. This would include, but not be limited to height to the peak of roof, area/square metres, architectural treatments, location of lighting and fenestration.

The approved Final Site Plan shall form the Site Plan referred to in Condition #1 and development shall proceed in accordance with the details of the approved Final Site Plan.

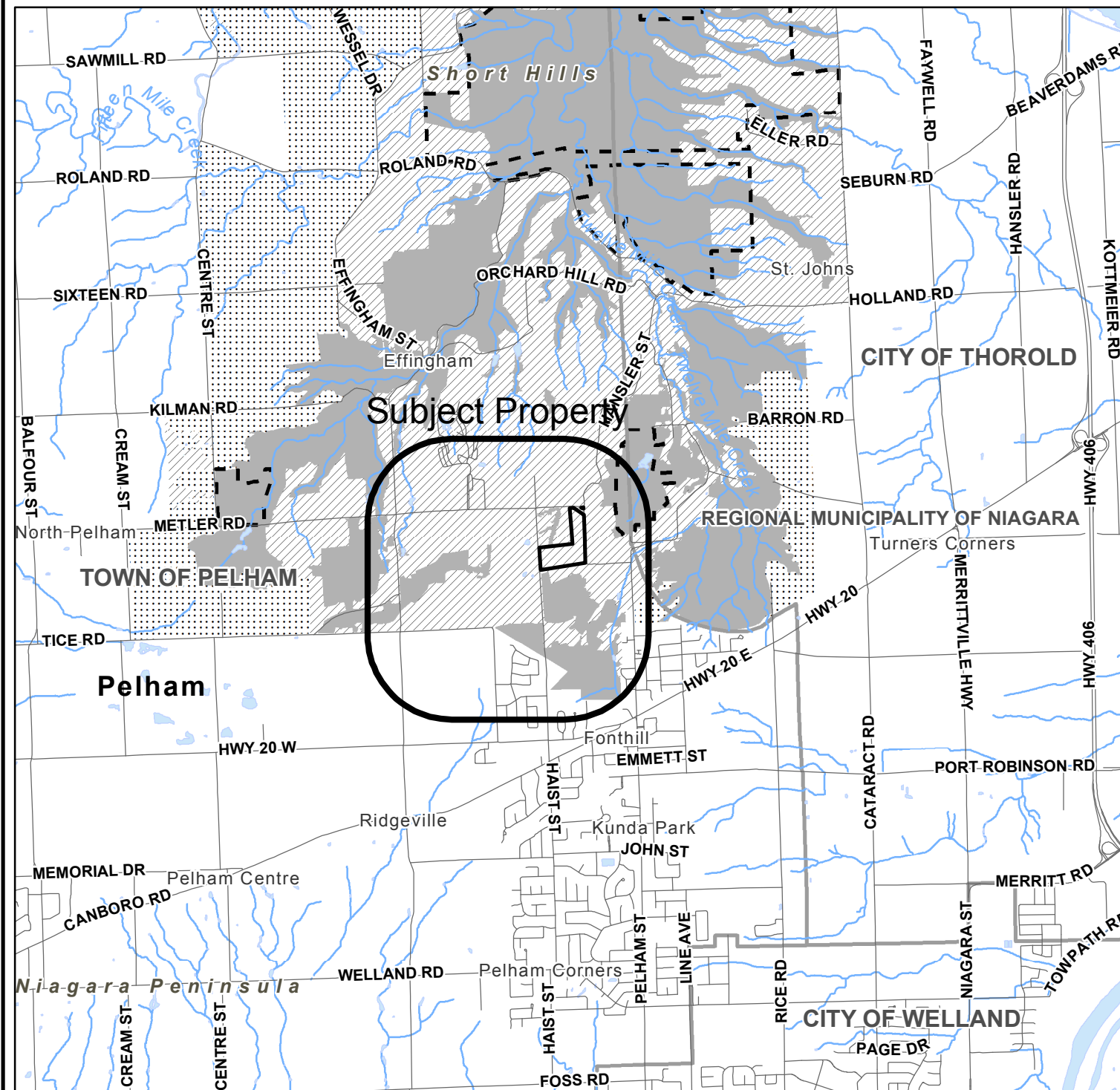
- 8. **Prior to the issuance of a Development Permit by the Niagara Escarpment Commission** the applicant shall submit, for the approval of the Niagara Escarpment Commission, **final construction details** for the proposed additions/structures including exterior elevations, floor area, height above existing and proposed grades, and the number of stories. Upon approval, these plans will be stamped "NEC Approved" and shall form part of the Development Permit referred to in Condition # 1.
- 9. **Prior to the issuance of a Development Permit by the Niagara Escarpment Commission** the applicant shall submit, for the approval of the Niagara Escarpment Commission and the Region of Niagara, a **Grading and Drainage Plan** that shows all proposed development, and existing and proposed grades and drainage. Any grading or filling to be conducted on the property shall be designed to maintain existing overland flows and the Plan shall demonstrate this.
- 10. **Prior to the commencement of any development**, appropriate erosion/sediment control measures (e.g. silt fencing) shall be implemented and maintained as shown on the approved Site Plan (Condition #1) until all disturbed areas are stabilized. The landowner shall confirm the installation of the erosion/sediment control measures through the submission of photographs to the Niagara Escarpment Commission. It is the responsibility of the landowner to implement, monitor and maintain all erosion/sedimentation control structures until vegetative cover has been successfully established. Any deficiencies shall be addressed immediately.
- 11. All events shall be cidery-related and not exceed a capacity of 60 people. The events shall also be limited in number to not more than 15 per year and no more than 2 per month.

12. **Prior to the erection of a sign associated with the Agriculture-related Use (Cidery),** the applicant shall submit to the NEC a drawing showing the location and size of the sign and demonstrating that it meets the following criteria:
- a. not be illuminated;
 - b. be limited to one;
 - c. not exceed 0.9 square metres in size; and,
 - d. comply with municipal official plan policies and standards respecting signs.
13. This conditional approval expires one (1) year from the date of confirmation of the decision to approve the Development Permit application. Conditions # 7, 8, and 9, of this conditional approval shall be fulfilled before the expiry date.

NOTES:

- A. Should deeply buried archaeological remains/resources be found on the property during construction activities, all activities impacting archaeological resources must cease immediately; the proponent is to notify the Archaeology Programs Unit of the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) (416-212-8886) and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists. In the event that human remains are encountered during construction, all activities must cease immediately and the local police as well as the Cemeteries Regulation Unit of the Ministry of Government and Consumer Services (416-326-8800) must be contacted. In situations where human remains are associated with archaeological resources, MHSTCI should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act.
- B. This Conditional Approval does not limit the need for or the requirements of any other applicable approval licence or certificate under any statute (e.g., Ontario Building Code, Conservation Authorities Act, Endangered Species Act, etc). The Niagara Escarpment Commission Development Permit is required prior to the issuance of any other applicable approval, licence or certificate. As this proposal is subject to Site Plan Approval with the Town of Pelham, it should be noted that any required changes to the Site Plan that constitute development through the Site Plan Approval process that are not reflected in the NEC Development Permit will require additional approval from the NEC.
- C. The Niagara Escarpment Commission supports the protection of the night sky from excessive residential and commercial lighting and recommends that the applicant obtain information on shielding the night sky through the use and operation of appropriate lighting fixtures. This information is available at www.darksky.org.

Map 1A Niagara Escarpment Plan



- Subject Property
- Plan Designations**
- Escarpment Natural Area
- Escarpment Protection Area
- Escarpment Rural Area
- Public Land (in Parks and Open Space System)
- Roads
- Waterbodies
- Watercourse
- Upper Tier Municipality
- Lower/Single Tier Municipality

NOTE: The Niagara Escarpment Plan Designation boundaries shown on this map are approximate and subject to confirmation through Site Inspection and the application of the 'Interpretation of Boundaries' section of the Niagara Escarpment Plan

Scale 1:50,000
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Metres

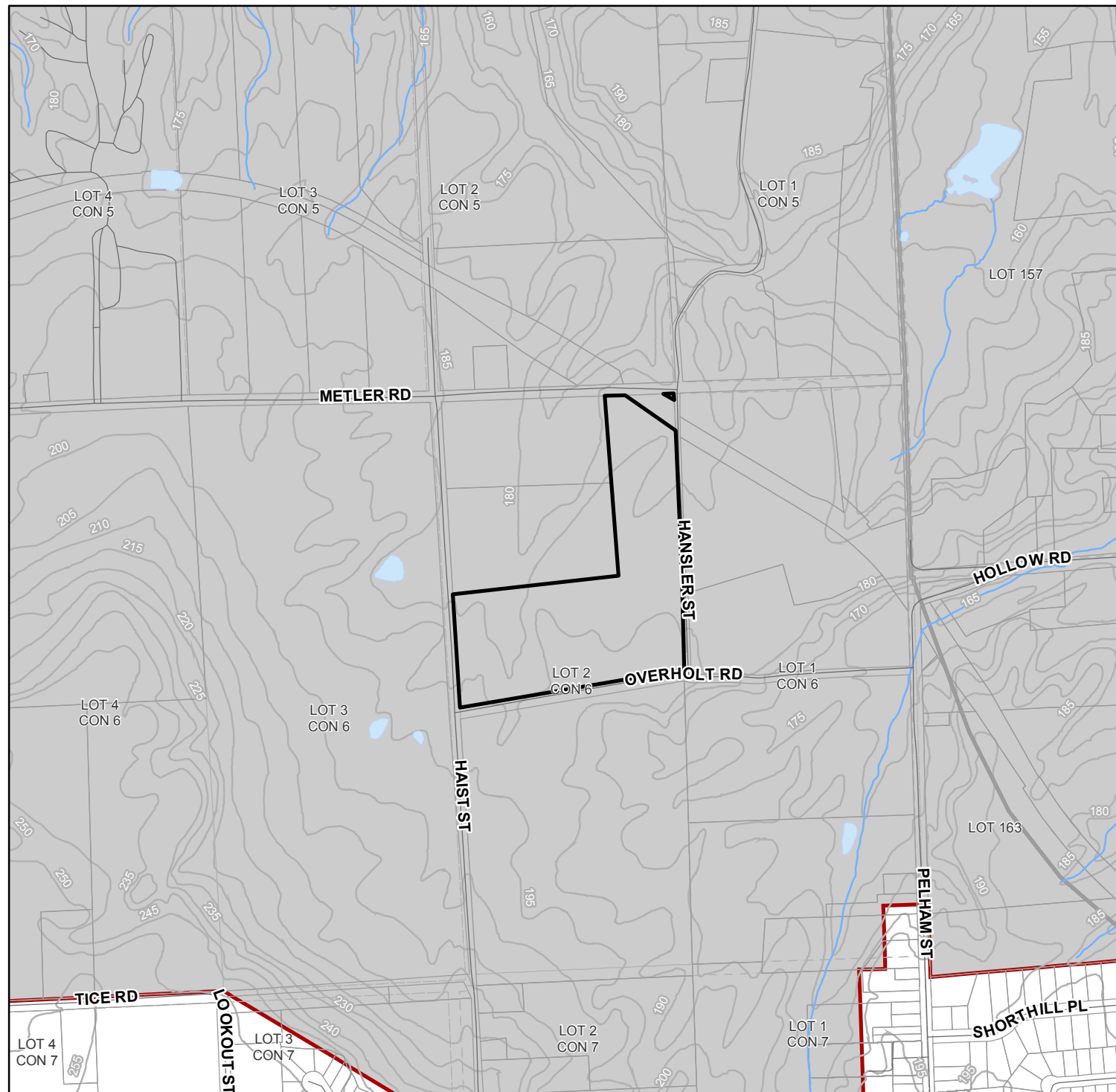
Printed on May 14, 2018

THIS IS NOT A PLAN OF SURVEY.
This map is illustrative only. Do not rely on it as being a precise indicator of routes, location of features, nor as a guide to navigation. Base derived from various sources.
Map compiled and produced by the Geographic Information Systems (GIS) Department of the Niagara Escarpment Commission, Ministry of Natural Resources



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Map 2 - Development Control Lot Configuration



- Subject Property
- Niagara Escarpment Plan Area
- Area of Development Control
- Roads
- Waterbodies
- Watercourse
- Contour (5 metre intervals)
- Upper Tier Municipality
- Lower/Single Tier Municipality
- Lot and Concession Boundary
- Parcel Boundary

Area of Development Control Drawn for Convenience Only. Refer to the appropriate Ontario Regulation for an accurate interpretation of the Development Control Area.

Scale 1:10,000
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Metres

Printed on May 14, 2018

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Map 2C **Orthophoto** Todd Barber N/C/2018-2019/64

- Subject Property
- Roads
- Waterbodies
- Watercourse
- Upper Tier Municipality
- Lower/Single Tier Municipality
- Lot and Concession Boundary
- Parcel Boundary

Orthophoto Date: 1995-2015

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 Metres

Printed on May 14, 2018

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 Ministry of Natural Resources



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PROJECT

26 Acre Cidery

103 Overholt Road, Pelham

GENERAL NOTES

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

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

#	Revision Description	Date
	Re- Issued for NEC approval	10.11.2019
	Issued For Site Plan Agreement	12.24.2019
	Relissued for SPA comments	05.25.2020


DATE	5/25/2020 10:44:32 AM
SCALE	1 : 250
DRAWN	FC
CHECKED	FC/TJB
PROJECT NO.	17-032

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

QUALIFICATION INFORMATION
Required unless design is exempt under 2.17.5.1 of the building code

Todd Barber	22666	
FULL NAME	BCIN	SIGNATURE

REGISTRATION INFORMATION
Required unless design is exempt under 2.17.5.1 of the building code

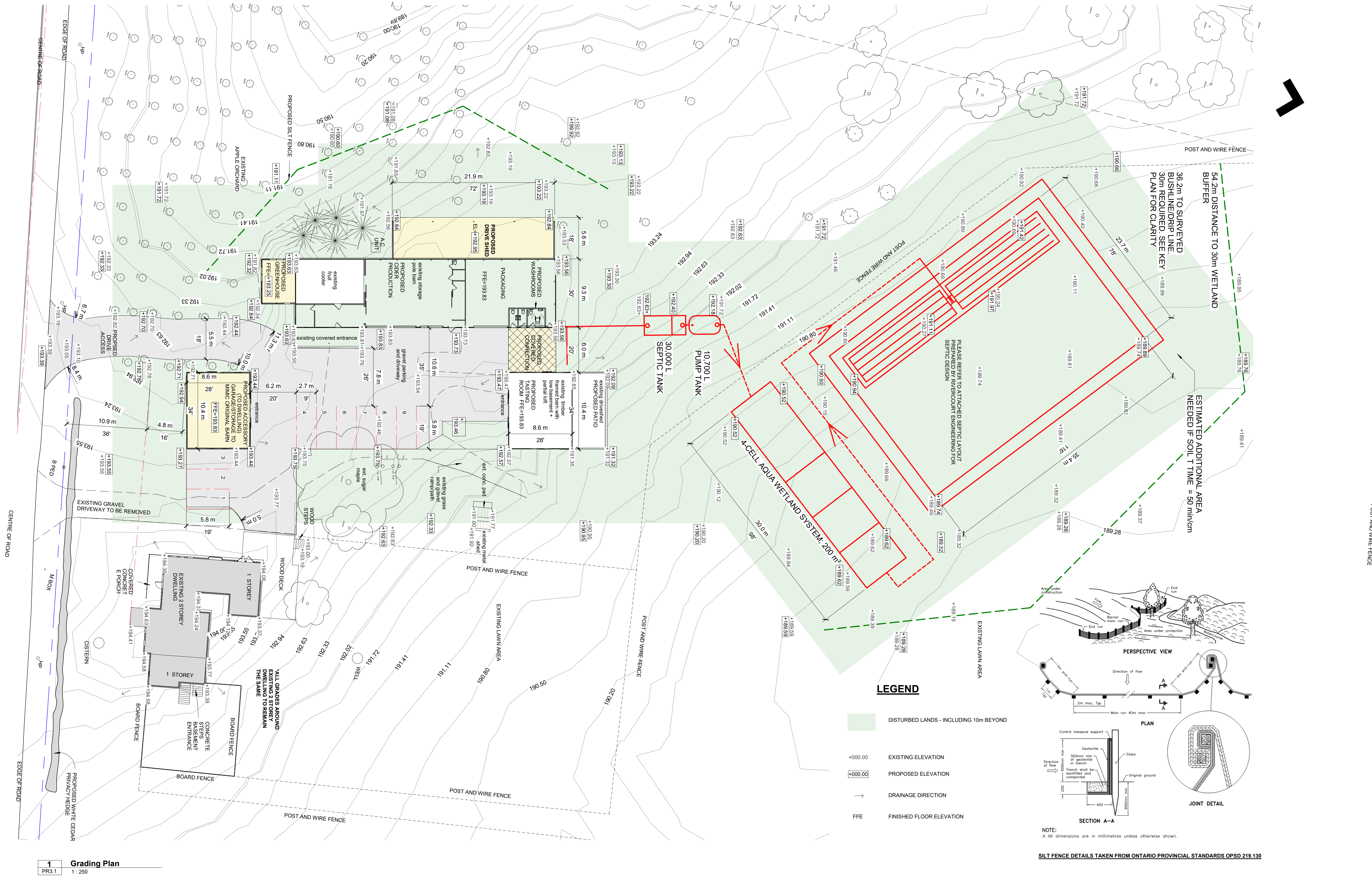
Forestgreen Creations Inc.	30817	
FULL NAME	BCIN	SIGNATURE

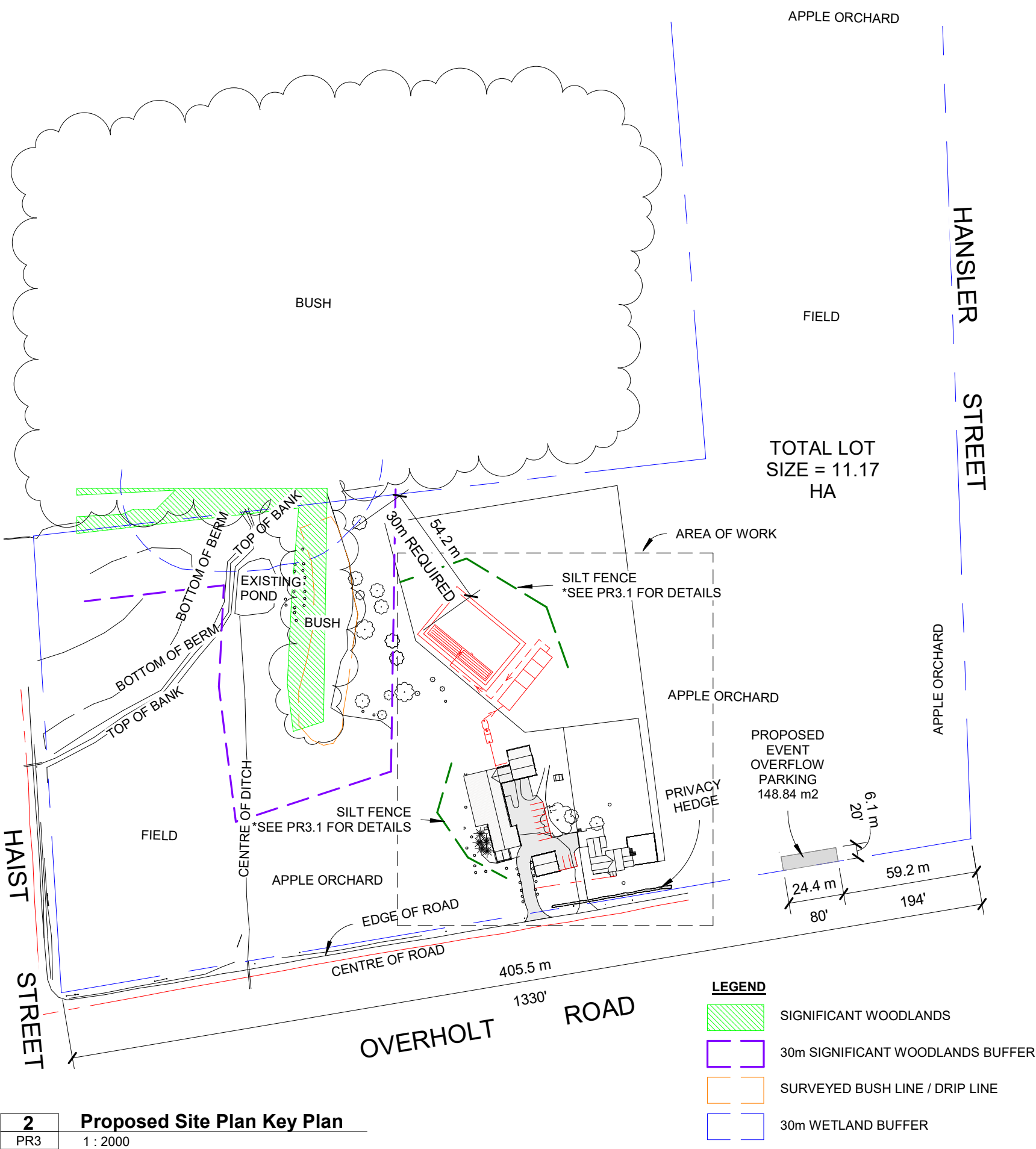
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DRAWING DRAWING NO.

Grading Plan

PR3.
Page 226 of 313





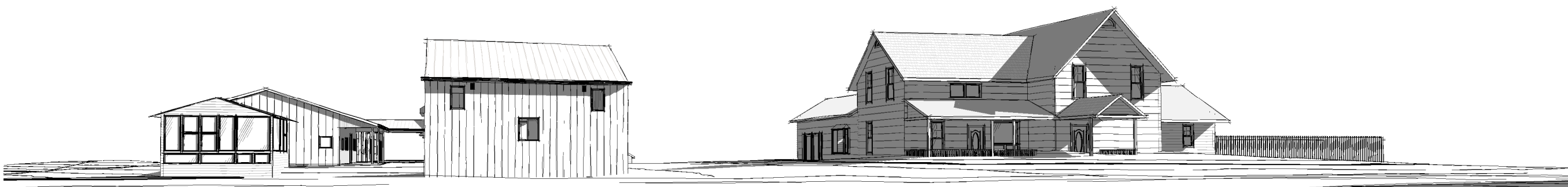
2 Proposed Site Plan Key Plan
PR3 1:2000



5 front perspective overall straight
PR3

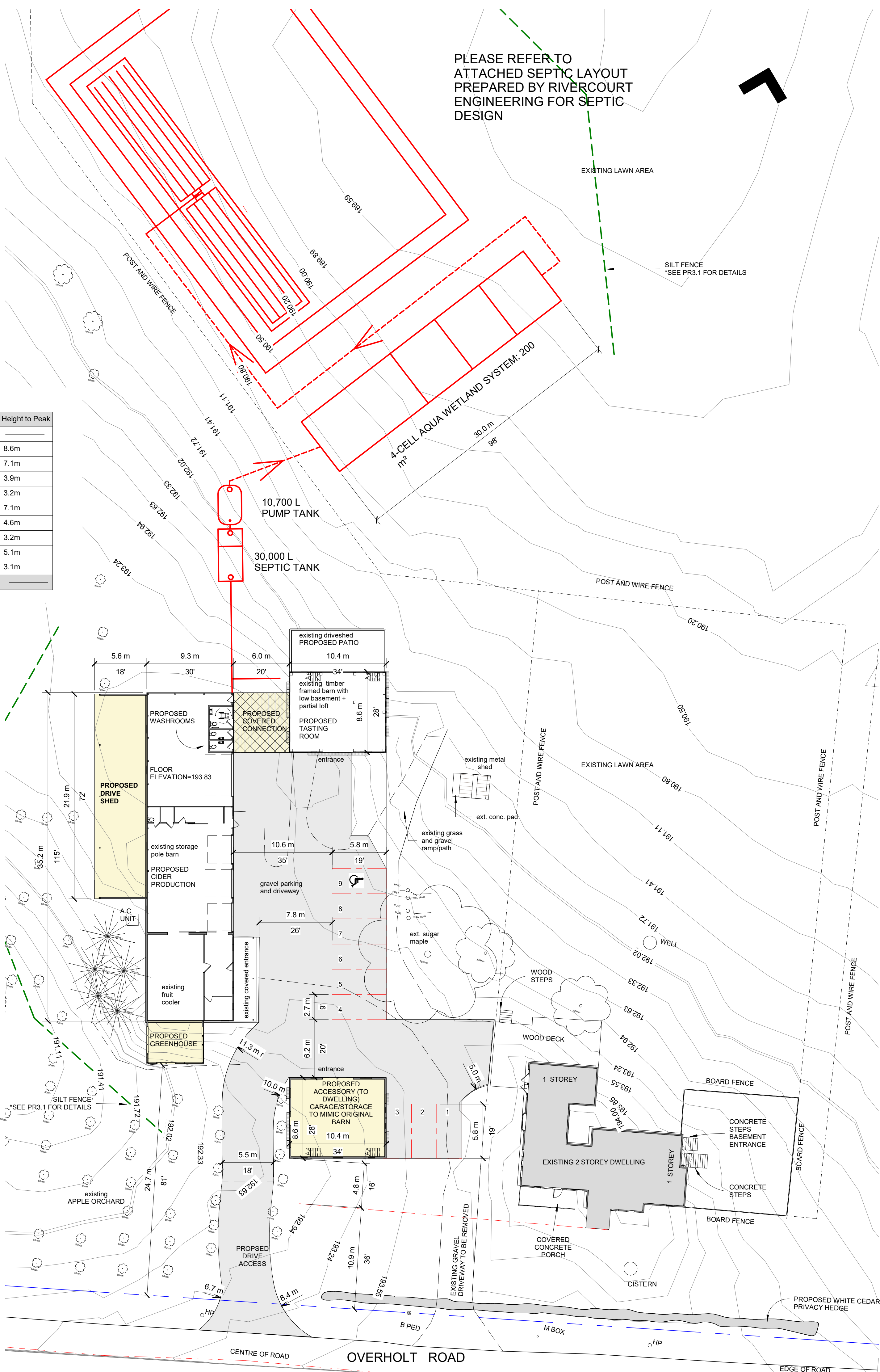


4 front perspective overall east
PR3



3 front perspective overall west
PR3

SITE STATISTICS				
Item	Area	%	Use	Height to Peak
Lot area	111700 m ²	100%		
Existing dwelling	166.64 m ²	0.15%	Dwelling	8.6m
Existing timber framed barn	89.73m ²	0.08%	Cidery	7.1m
Existing drive shed	47.47 m ²	0.04%	Farm	3.9m
Existing metal shed	6.56 m ²	0.005%	Farm	3.2m
Proposed accessory garage/storage	89.77 m ²	0.08%	Dwelling	7.1m
Proposed greenhouse	27.82 m ²	0.02%	Cidery	4.6m
Proposed drive shed	122.64m ²	0.11%	Farm	3.2m
Existing storage pole barn	365.71 m ²	0.32%	Cidery	5.1m
Proposed covered connection	38.49 m ²	0.03%	Cidery	3.1m
Total lot coverage	965.97 m ²	0.86%		
Proposed retail/tasting room	89.73m ²	0.08%	Cidery	
Proposed retail/tasting room loft	89.73m ²	0.08%	Cidery	
Proposed retail/tasting room patio	47.47 m ²	0.04%	Cidery	
Proposed accessory garage/storage loft	89.73m ²	0.08%	Dwelling	
Proposed cider production (retail/tasting room basement)	137.2 m ²	0.12%	Cidery	
Proposed cider production-Existing storage pole barn. (Capacity 30,000l with growth to 100,000l per year)	365.71 m ²	0.32%	Cidery	
Proposed Septic System	1202.6 m ²	1.07%	Cidery	
Laneway and parking	863.1 m ²	0.77%	Cidery	
Total area of on-farm diversified use	2795.5m ²	1.71%	Cidery	



1 Proposed Site Plan - Extreme Enlarged 2
PR3 1:250

PLEASE REFER TO
ATTACHED SEPTIC LAYOUT
PREPARED BY RIVERCOURT
ENGINEERING FOR SEPTIC
DESIGN

FOREST
GREEN

FORESTGREEN CREATIONS INC.
DESIGN • BUILD

1423 Pelham Street
Fonthill, Ontario
L0S 1E0

T: 905 892 9737
F: 905 892 4940
E: todd@forestgreencreations.com

PROJEC

26 Acre Cidery

103 Overholt Road, Pelham

GENERAL

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

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

REVISION

SCHEDULE

#

Revision Description

Date

	Re- Issued for NEC approval with updated layout - re-purposing the old buildings	07.12.2019
	Re- Issued for NEC approval	10.11.2019
	Issued For Site Plan Agreement	12.24.2019
	Reissued to NEC - overflow parking	03.20.2020

PRELIMINARY

DAT	2020-03-20 12:43:27 PM
SCAL	As indicated
DRAW	TJB
CHECKE	TJB
PROJECT NO.	17-032

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

QUALIFICATION
Registered Professional Engineer design is exempt under 2.17.5.1 of the building code

Todd Barber 22066
FULL NAME SIGNATURE

REISTRATION
Registered Professional Engineer design is exempt under 2.17.5.1 of the building code

Forestgreen Creations Inc. 30817
FULL NAME SIGNATURE

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DRAWING
G
Proposed Site Plan - Large 2

PR3
Page 127 of 123

Subject: The Assumption of Weiland Heights Subdivision

Recommendation:

BE IT RESOLVED THAT Council receive Report #2020-0104; and

THAT Council authorize the Town of Pelham to assume the municipal services in Weiland Heights subdivisions and open the street within the subdivision as a 'public highway' by by-law in accordance with the Subdivision Agreement.

Background:

The Developer of this subdivision has completed their obligations with respect to the conditions specified in the subdivision agreement with the Town, and they have subsequently requested that the Town assume the subdivision. Drawings of the subdivision are attached.

Weiland Heights subdivision is located on the west side of Haist Street north of Highway 20. By-law 3385(2013) authorized this Subdivision Agreement. The Developer of this subdivision, Schout Communities (Fonthill) Inc., has requested that the Town assume Weiland Heights, as per the Subdivision Agreement section 17.

Analysis:

Weiland Heights was constructed by Schout Communities (Fonthill) Inc. in 2014. The works were completed in November 2018, and the Maintenance Period as per the Subdivision Agreement section 17 concluded in March 2020. The residential development is comprised of forty-four (44) lots for single detached use, four (4) blocks for townhouse use, one (1) block for stormwater management, and one (1) block for parkland. The primary and secondary services are complete, and the Maintenance Period has concluded. As-constructed drawings and a Statutory Declaration for the development have been received. Holdback Securities will be released upon assumption.

Financial Considerations:

None.

Alternatives Reviewed:

None.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

Assumption is the final step in the development process, and will bring all of the associated infrastructure under Town ownership.

Other Pertinent Reports/Attachments:

General Servicing Plan for Weiland Heights

Consultation:

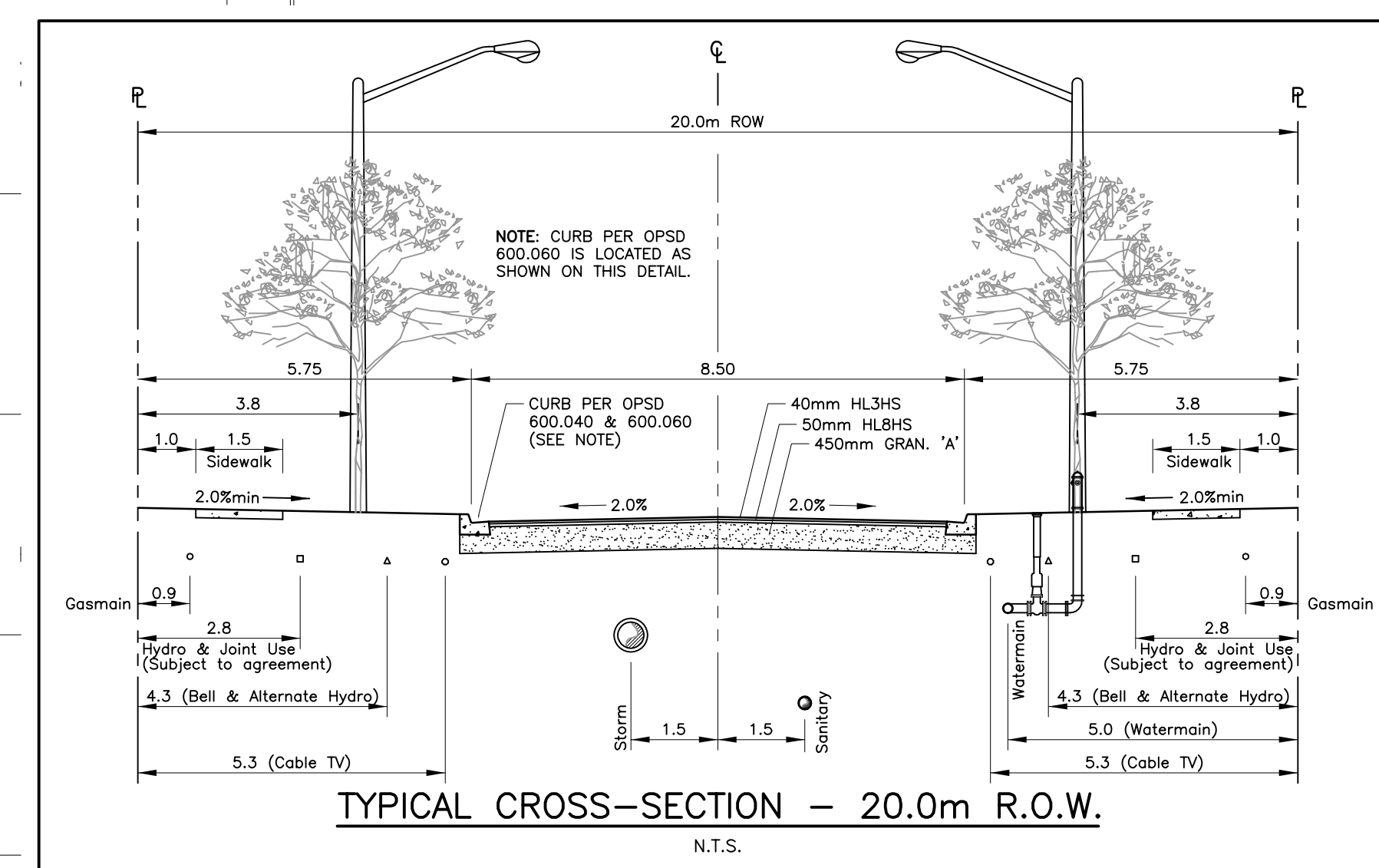
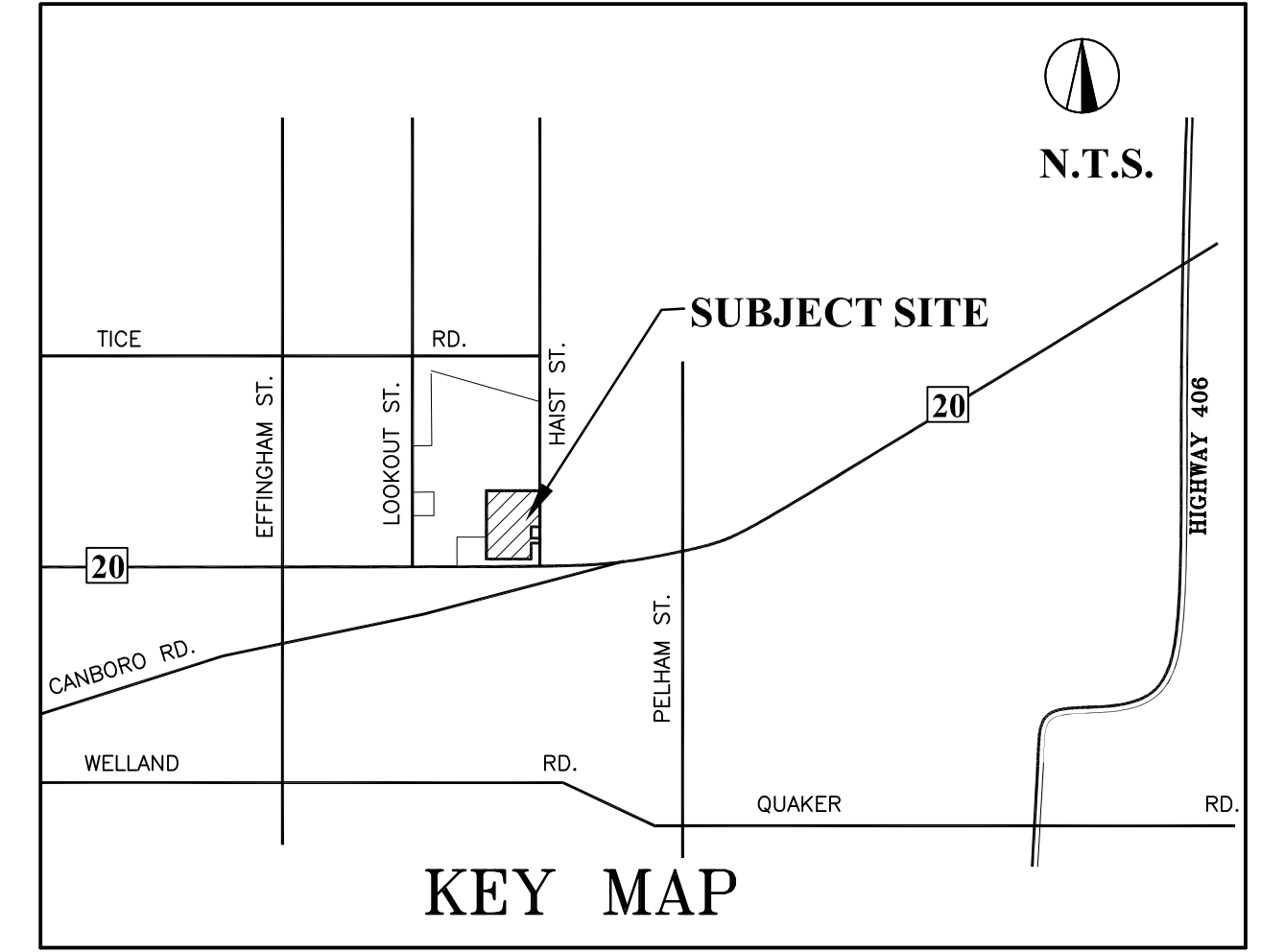
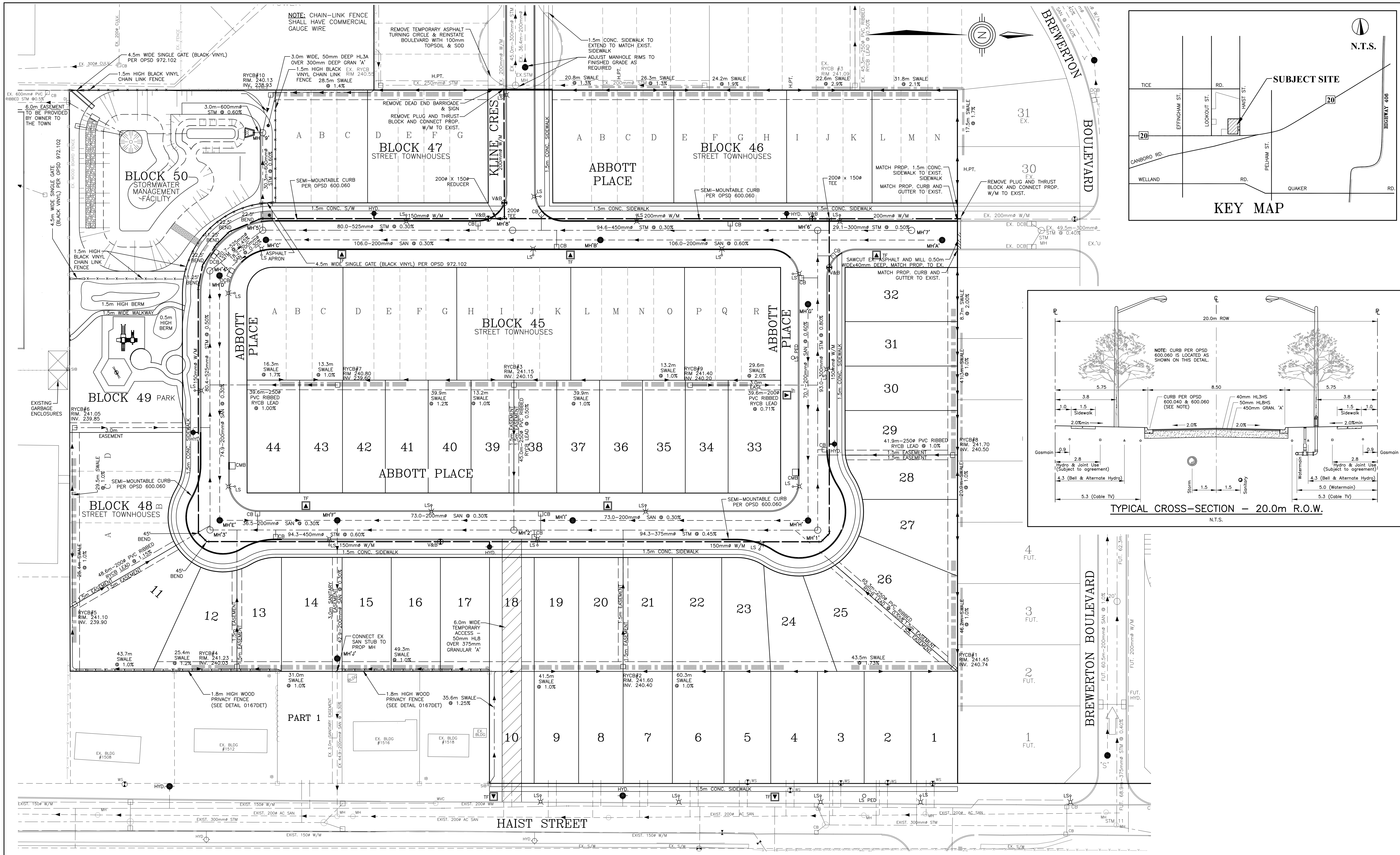
Upper Canada Consultants were the engineering consultants for Weiland Heights. The consultant has agreed that the works have been completed in a satisfactory manner and recommend assumption of the works.





Prepared and Recommended by:

Jason Marr, Director of Public Works

Approved and Submitted by:

David Cribbs, Chief Administrative Officer



10 REVISED SERVICING, ISSUED FOR CONSTRUCTION				JUL 4/13	B.K.	UPPER CANADA PLANNING AND ENGINEERING LTD., CARRYING ON BUSINESS AS UPPER CANADA CONSULTANTS (UCC), CLAIMS COPYRIGHT AND FULL RIGHT TO AN OWNERSHIP OF THIS DOCUMENT WHICH MAY NOT BE PHOTOCOPIED BY ANY PARTY WITHOUT UPPER CANADA CONSULTANTS SPECIFIC WRITTEN CONSENT AND MAY NOT BE USED FOR ANY PURPOSE OTHER THAN A PURPOSE ESPECIALLY PROVIDED IN A CONTRACT WITH THE CLIENT WITHOUT THE SPECIFIC WRITTEN CONSENT OF UPPER CANADA CONSULTANTS.	APPROVED FOR CONSTRUCTION:  JUNE 14, 2013 DIRECTOR OF PUBLIC WORKS & UTILITIES DATE	STAMP:  TOWN OF PELHAM  UPPER CANADA CONSULTANTS ENGINEERS/PLANNERS 261 Martindale Rd. Unit 1 St. Catharines, Ontario L2R 5L2 Phone: (905) 888-9400 Fax: (905) 888-5274	 TOWN OF PELHAM 261 Martindale Rd. Unit 1 St. Catharines, Ontario L2R 5L2 Phone: (905) 888-9400 Fax: (905) 888-5274	PROJECT NAME:	WEILAND HEIGHTS	DRAWING TITLE: GENERAL SERVICING PLAN	DESIGN:	M.H.	DRAFTING:	N.G. B.K. B.M.
9 ISSUED FOR CONSTRUCTION				JUN 13/13	B.K.					DATE:	JULY 4, 2013					
8 CHANGED CHERRY BLOSSOM LANE TO ABBOTT PLACE				APR 29/13	B.K.					SCALE:	1 : 500m					
7 ADDED COMMUNITY MAILBOX LOCATIONS				APR 8/13	B.K.					DRAWING No:	0167GSP					
6 REVISED PER TOWN COMMENTS				MAR 5/13	B.M.					REV.	1					
5 ISSUED FOR TENDER				JAN 11/13	B.K.											
4 REVISED FOR STREET TOWNHOUSES				JAN 03/13	B.K.											
3 ISSUED FOR CONSTRUCTION				JUN 24/08	J.S.											
No	REVISIONS			DATE	BY											

Subject: Update on Sulphur Springs Road Design Build Project**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0109; and

THAT Council approve the award of the Sulphur Springs Road Reconstruction Design Build project to Duffin Contracting Inc. in the amount of \$636,745 (excluding HST); and

THAT Council approve a contingency amount of \$60,000 (excluding HST) for the Sulphur Springs Road Reconstruction Design Build Project; and

THAT Council direct staff to bring forward \$146,745 (excluding HST) for the additional funding required to complete the Sulphur Springs Road Reconstruction Project as part of the 2021 Capital Budget.

Background:

Sulphur Springs Drive has been eroding at two locations since it was first reported in February 2016. Site 1 is located 200 meters north of Luffman Drive, and Site 2 is located 200 meters south of Orchard Hill Drive (please see Appendix A for Site Location Map). Since then, conditions have deteriorated and the road has been closed from accepting local traffic from Effingham Street.

Water's Edge Environmental Solutions Team was retained to complete a feasibility study and prepare a report with recommended rehabilitation solutions for both sites.

In the report received from Water's Edge the recommendation was to complete the restoration of both sites using an engineered reinforced slope. The scope of work for both sites included removal and replacement of the

existing roadway and creek bank and reinstatement with a new two lane roadway and stabilizing the banks of the creek using steep bank grades so the roadway remained on its existing footprint. The rehabilitation involved the reconstruction of the creek banks using layers of geo-grid to provide stability, along with a 1:1 mechanically engineered slope. In addition, in order to mitigate negative impacts against species at risk it was contemplated to place river stone at the toe of the slope to provide additional stability while enhancing fish habitat.

The rehabilitation options provided for Site 1 and Site 2 were the preferred reinstatement techniques following consultations and discussions with both the design consultant and Trout Unlimited. The approach was considered as a soft approach which will be environmentally sustainable and provide an engineered solution that will not negatively impact the 12 Mile Creek.

Because there are residents located between the two failure sites it was contemplated that both sites would need to be restored using a staged approach. Site 1 would need to be completed before Site 2 to ensure road access to the existing properties being removed during construction.

The cost to complete the rehabilitation work at both sites was estimated at \$500,000. The approved budget in 2019 was \$250,000. Based on the recommendations in the feasibility report prepared by Water's Edge the budget was increased by \$300,000 in 2020 for a total project budget of \$550,000 (excluding applicable taxes).

In a report to Council on July 15th, 2019, (Report 2019-0031), staff recommended proceeding with the rehabilitation of both sites and restoring the roadway to its original condition. At this meeting Council directed Staff to look into the possibility of permanently closing Sulphur Springs Drive at Site 1. Following-up on the request of Council, Staff prepared a Request for Proposal (RFP) for an engineering assignment to complete a Class EA study on Sulphur Springs Drive. In addition, the terms of reference in the RFP included the development of the preferred solution, completing the detailed design for the rehabilitation project, obtaining the necessary permits from approval and review agencies (such as the NPCA, NEC, MOE, and the DFO) and to prepare the tender documents and assist in the tendering phase.

The Town received one (1) submission with respect to the above RFP from

CIMA+ (Canada Inc.) located in Burlington, Ontario. The cost to complete the Municipal Class EA, complete the detailed design based on the preferred alternative, and obtain the necessary permits and approvals from the approval and review agencies was estimated at \$129,878 (excluding applicable taxes).

In report 2020-0024, staff recommended that the project be awarded to CIMA+ and that the engineering and approval of permits proceed in the summer/fall of 2020 with construction beginning in the summer of 2021.

Following review of this report Council directed staff to undertake an RFP to complete the Sulphur Springs Reconstruction project using a Design/Build delivery model.

Analysis:

In May of 2020 staff issued a design/build RFP which officially closed on May 26th, 2020. The Town of Pelham received one (1) submission by Duffin Contracting Inc. The value of the proposal was \$549,745 (excluding HST). Following review of the submission by staff it became evident that there was not careful consideration given towards the environmental regulations, engineering studies and permits required to successfully complete the project.

Staff conducted an interview with the low bidder to review the environmental and regulatory requirements required from the approval agencies. It was determined that the contractor requires an additional \$87,000 (excluding HST) to undertake the necessary engineering and environmental studies and obtain the necessary permits.

Sulphur Springs Road has been closed to traffic and pedestrians at Site 1 since 2016. Based on the deteriorating condition of the roadway (specifically at Site 2) staff is recommending to move forward with the project. Further, staff have issued RFP's for engineering assignments and reconstruction on two separate occasions and received only one submission for each of the bid opportunities. Staff have reviewed the submission by Duffin Contracting Inc. and recommend awarding the project as a lump sum fixed contract price of \$636,745 (excluding HST).

Financial Considerations:

The current approved project budget for the rehabilitation of Sulphur Spring Drive is \$550,000. The design/build project to complete the required engineering, environmental studies, and obtain the necessary permits to reconstruct the roadway is \$636,745 (excluding applicable taxes).

In addition, due to the uncertainty regarding a project with such environmental sensitivity and because of the coordination work with the various approval agencies staff are recommending a project contingency allowance of \$60,000 (approx. 10 percent).

The total estimated project costs are as follows:

1) Design / Build Contract	\$636,745.00
2) Project Contingency (10%)	\$60,000.00
3) Non-rebated HST (1.76%)	<u>\$12,262.00</u>
TOTAL Estimated Project Cost	\$709,007.00

The current budget for the project is \$550,000 (excluding HST). There are insufficient funds available in the current approved budget to complete this project. This anticipated project budget shortfall is \$159,007.

It is anticipated that the engineering, environmental studies and permitting portion of the project is approximately \$120,000, with the construction value being approximately \$589,007.

Staff's recommendation is to award the first phase of the project in 2020 at a value of \$120,000 and bring forward a budget increase of \$159,007 for a total construction budget of \$587,007. Phase 2 of the project will be awarded in 2021 (pending Council budget approval) to allow construction in the summer of 2021.

Alternatives Reviewed:

Council may choose not to approve the works, and Sulphur Springs Drive would remain closed to through traffic. The condition of the roadway will continue to be monitored by Public Works Staff.

In addition, Council may direct staff to complete a public RFP for the design of the reconstruction project (including performing the required environmental studies and obtaining the required permitting). This was already completed by staff in early 2020 which resulted in one (1) bid submission at an estimated value of \$129,878 (excluding HST). If the Municipal Class EA process was abandoned cost savings of approximately \$30,000 may be realized (based on the CIMA+ submission). This alternative would most likely delay the reconstruction of Sulphur Springs Road to July of 2022. In this alternative Staff would complete the design work and consultation with the environmental approval agencies through a third party consultant and would deliver the project using a traditional design-bid-build approach. Council could direct staff to negotiate with CIMA+ based on the RFP submission received earlier this year.

Strategic Plan Relationship: Strong Organization

Providing an environmentally friendly engineering solution to address the roadway failure on Sulphur Spring Drive will ensure that the risk associated with negatively impacting the 12 Mile Creek and the risk associated with not providing safe access to private properties is minimized.

Other Pertinent Reports/Attachments:

Appendix A – Project Location Map (attached)

2019-0031 Report Regarding the Rehabilitation of Sulphur Springs Road.

2020-0024 Management Options for the Reconstruction and Roadway Improvements of Sulphur Springs Road between Luffman Drive and Orchard Hill Road.

Consultation:

Consultation with the low bidder (Duffin Contracting Inc.) was completed in the preparation of this report.

Legal Consultation, If Applicable:

There was no consultation with legal in the preparation of this report.

Prepared and Recommended by:

Jason Marr, P. Eng., Director of Public Works

Approved and Submitted by:

David Cribbs, Chief Administrative Officer

APPENDIX A – Sulphur Spring Drive Location Map



Subject: Health and Safety Policy Review**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0038;

AND THAT Council approve the highlighted revisions to the Ergonomics and Workplace MSDs Policy #S600-06;

AND THAT Council approve the following new policies: Personal Protective Equipment Policy, Hot Work Policy, and the Health and Safety Continuous Improvement Policy.

Background:

Ergonomics is a key element of ensuring employees are safe from repetitive strain and other such musculoskeletal disorders (MSDs). A 2019 Ministry of Labour initiative focused on ergonomics in the Public Works departments of municipalities across Ontario. Many municipalities were visited by an Ergonomist who conducted both administrative reviews and field inspections. The Ergonomist noted two deficiencies in Pelham's existing Ergonomics and Workplace MSDs policy, S101-06. First, early reporting of MSDs needs to be highlighted and second, the policy needs to include the responsibilities of supervisors.

A review of the existing health and safety policies found a number of additional deficiencies. The Town currently does not have a standalone PPE policy, though an operating procedure has been created and referenced for training purposes, and the use of PPE is mentioned in other existing policies.

Further, the Town does not have any policies surrounding hot work or continuous improvement. Hot work is any such work that produces a source of ignition such as a spark, flame, or flammable gas. A continuous improvement policy is necessary to establish and outline the process of evaluating our health and safety program so that we continue to operate in a safe work environment.

Analysis:

The revisions made to Policy S101-06 follow the recommendations made by the Ministry of Labour. This policy has been revised to clarify the responsibilities of a supervisor, in accordance with the *Occupational Health and Safety Act* 27(1)(2), and to highlight the importance of early reporting.

The Town of Pelham has a duty, as outlined in section 25 of the *Occupational Health and Safety Act*, to protect employees through the use, maintenance, issuing and enforcement of personal protective equipment. The Personal Protective Equipment Policy has been created to reduce ambiguity surrounding the guidelines, responsibilities, and conditions requiring the use of PPE in order to defend against injury and illness.

The Town has a duty, outlined in section 27 of the *Occupational Health and Safety Act*, to protect employees from taking “every precaution reasonable in the circumstances for the protection of a worker” 27(2)(c). The Hot Work Policy identifies controls and best practices that support the duties and responsibilities of both supervisors and employees in relation to the safe operation of equipment that produces a spark and/or introduces the hazard of explosion or fire. The Continuous Improvement Policy outlines the methods and tools necessary to promote a ‘safety culture’ and demonstrates the ways in which Pelham is aligned with its commitment to continual improvement of same.

Financial Considerations:

There are no financial considerations with respect to implementing these new policies.

Alternatives Reviewed:

These new policies and policy revisions are necessary to ensure the Town is in compliance with the *Occupational Health and Safety Act* and Ministry of Labour standards.

Strategic Plan Relationship: Risk Management

These policies will help to ensure that staff are able to continue working safely and effectively by providing written guidelines and expectations.

Consultation:

Crystal Armstrong, Ministry of Labour Ergonomist, provided feedback and resources to improve the Town’s current Ergonomics and Workplace MSD Policy. The Public

Works Manager was consulted and the corporate policy of the University of Guelph was reviewed prior to drafting the Hot Work Policy.

Other Pertinent Reports/Attachments:

Appendix "A" – Ergonomics and Workplace MSDs Policy S101-06

Appendix "B" – Personal Protective Equipment Policy

Appendix "C" – Hot Work Policy

Appendix "D" – Hot Work Permit

Appendix "E" – Health and Safety Continuous Improvement Policy.

Prepared and Submitted by:

Brianna Langohr
Human Resources/Health and Safety Coordinator



Policy Name: Ergonomics and Workplace MSDs Policy	Policy No: S600-06
Committee approval date:	-
Council approval date:	May 4, 2015
Revision date(s):	-
Department/Division:	Health and Safety

1. Purpose

The purpose of this policy is to mitigate the risk of employee injury when lifting, carrying, or moving materials, articles, or things, and promote the regular use of ergonomic layout and usage techniques in the workspace.

2. Policy Statement

Employers/supervisors shall analyze job tasks and physical demands, shall provide information to employees on proper lifting techniques, exercise conditioning, back care, and injury prevention through tailgate or safety meetings.

Where the weight, size, shape, or other characteristics of the load or the nature of the lift may endanger a worker, the load shall be moved by more than one employee, or by assistive devices if possible (e.g. hoist).

Employer/supervisor/JHSC shall investigate reported incidents of repetitive strain, static loading or awkward postures, overhead work, vibration, etc. and shall intervene to reduce ergonomic hazards.

3. Definitions

Musculoskeletal disorders (MSDs): injuries caused to the muscles, nerves, tendons and joints which develop slowly over time from repetitive tasks that put stress and tension on the body because of a lack of rest time for muscles and tissues to heal properly.

Ergonomics: the science concerned with the design of equipment and work processes to achieve the highest possible levels of safety, efficiency and productivity.



4. General Provisions

Employer Responsibilities:

- Ensure all employees are given information and training on signs, symptoms, and preventative measures;
- Ensure all supervisors and employees are aware of the importance of, and process for, early reporting of signs and symptoms of MSDs.
- Ensure proper ergonomic layout and usage techniques are enforced and in effect in the workplace;
- Work with the JHSC to ensure policies and procedures are put in place to take every reasonable precaution to protect all employees from MSD injuries;
- With the JHSC, assess the workplace and workspaces to prevent any potential MSD hazards;
- Ensure proper ergonomic layout and design of computer desk stations to avoid any potential for MSD injury;
- Ensure all employees are trained and familiar with hazard identification, proper ergonomics to accommodate any such hazards, and proper lifting techniques;
- Ensure that employees are aware that assistive devices are available for their use whenever necessary/required;
- Ensure all employees are trained and familiar with proper lifting techniques and are aware that assistive devices are available for their use whenever necessary/required

Supervisor Responsibilities:

- Ensure that a worker optimally utilizes the proper ergonomic layout and desk design as set in place by the employer to avoid any potential for MSD injury;
- Ensure that a worker uses the equipment and techniques set in place to reduce repetitive motion and/or prevent any incidence of MSD injury;
- Ensure that a worker is trained in hazard recognition and subsequently works in a manner that demonstrates understanding of proper body movements and placement in relation to such hazards;
- Actively seek, identify and advise a worker of the existence of any potential or actual danger;
- Provide workers with written instructions of appropriate operating procedures to be taken for the protection of a worker from MSD injuries, including but not limited to the following: a) the use of equipment or tools; b) the procedure for any given task; and c) the reporting of early signs and symptoms of MSDs;
- Take every precaution reasonable for the given circumstances for the protection of a worker.



Employee Responsibilities:

- Educate themselves on the signs, symptoms, and effects of MSD's as well as the benefits to having proper ergonomic layout and usage techniques in effect in a workplace;
- Stay up to date and abide by all policies and procedures put in place by the employer and the Joint Health and Safety Committee in order to minimize or prevent work-related musculoskeletal injuries from occurring;
- Report/address any potential risks to supervisor/employer and/or a member of the JHSC;
- Take all preventative measures and ensure all co-workers do the same;
- Inform your immediate supervisor and/or a member of your JHSC of any work related discomfort or injuries and seek medical attention immediately to minimize the change of severe or permanent disability;
- Suggest potential changes/solutions to workplace MSD hazards that are apparent in the workplace;
- Actively participate in training to gain the ability to assess your workspace, and recognize any potential MSD hazards.

5. Attachments

None.



Policy Name: Personal Protective Equipment (PPE)	Policy No: S101-XX
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Health and Safety

1. Purpose

To defend workers from occupational injury and illness by providing guidelines for the proper use and expectations of personal protective equipment (PPE).

2. Policy Statement

The Town of Pelham will provide and maintain a safe and healthy work environment, in accordance with acceptable industry practices and in compliance with legislative requirements. The Town will provide any necessary PPE, training on proper use and other guidelines to workers to enable them to defend against occupational injury and illness.

3. Definitions

Workplace: As defined in the Ontario Health & Safety Act (p.11), workplace is defined as “any land, premises, location or thing at, upon, in or near where a worker works”.

4. General Provisions

Duties of Employers: As defined in the Ontario Health & Safety Act 25 (1), the duties of employers are as follows:

- 1) An employer shall ensure that,
 - (a) the equipment, materials and protective devices as prescribed are provided,
 - (b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
 - (c) the measures and procedures prescribed are carried out in the workplace;



(d) the equipment, materials and protective devices provided by the employer are used as prescribed

Duties of Workers: As defined in the Ontario Health & Safety Act 28 (1), the duties of the workers are as follows:

- (1) A worker shall,
 - (a) work in compliance with the provisions of this Act and the regulations;
 - (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

General:

- 1. PPE is the last line of defense for controlling occupational hazards, after thorough evaluation and implementation of:
 - a) Engineering Controls
 - b) Administrative Controls
 - c) Work Practices
- 2. Only PPE approved by the appropriate safety association (ie: CSA, ANSI, NFPA etc.) shall be used.
- 3. Specific PPE needs will be identified at each workplace, in accordance with accepted industry practices and standards, and will be documented in the specific workplace standard operating procedure for the critical pieces of equipment.
- 4. Training in the use and maintenance of PPE shall be provided.
- 5. Records shall be kept for the issue of non-disposable PPE.
- 6. The Joint Health and Safety Committee shall observe compliance to this procedure during their monthly inspections.

Personal Protective Equipment:

Head Protection

- 1. Hard Hats are required by all workers involved in construction and maintenance and where there is any danger of injury from falling objects, or from striking the head on overhead objects or required by legislation (ie: traffic control persons).



2. Hard Hats shall not be frilled, painted or worn in a reversed manner.
3. Hard Hats shall meet CSA Standard 294.1.
4. Where a worker is exposed to the hazard of head injury, they shall wear head protection appropriate for the circumstance, which includes, but is not limited to:
 - a. Construction sites
 - b. Roadside work
 - c. Chipping
 - d. Welding
 - e. Grass-cutting
 - f. Environments where the potential for bumping the head on fixed objects is present (ie: open hood on vehicle, pipes, beams, confined spaces)
 - g. Potential for exposure of the head to electrical current or hazards is present.

Eye Protection

1. Where a worker is exposed to the hazard of eye injury, they shall wear eye protection appropriate for the circumstance, which includes, but is not limited to:
 - a. Chipping
 - b. Cutting
 - c. Drilling
 - d. Exposure to any chemicals
 - e. Exposure to heavy dirt or dusty conditions
 - f. Sandblasting
 - g. Sawing
 - h. Spray Painting
 - i. Welding
 - j. Exposure to UV rays
2. Eye protection shall meet CSA Standard 294.3 and 94.3.1

Hearing Protection

1. Warning signs are to be posted to an area, or on equipment, where the sound level is more than eighty-five (85dBA) decibels and hearing protection shall be worn in those areas or with that equipment.
2. Workers are to wear hearing protection when the daily exposure is more than that permitted for the particular sound level as defined in the industrial regulations, *Occupational Health and Safety Act*.



3. Workers shall wear hearing protection at all times when exposed to sound levels of 85 dBA or greater.
4. Where a worker is exposed to the hazard of hearing injury, they shall wear hearing protection appropriate for the circumstance, which includes, but is not limited to:
 - a. Environments where machinery is in use, including lawnmowers, chainsaws, snowplows, woodcutters, leaf blowers, etc.
 - b. Potential of heavy traffic, as in the instance of all roadside work.
 - c. Environments where power tools are in use.

Respiratory Equipment

Suitable breathing apparatus shall be worn when workers are likely to be exposed to injury from:

- a. Dangerous gases, vapours, fumes or dust
 - b. Deficiency of oxygen
2. Equipment can include dust masks, masks with cartridges, SCBA (self contained breathing apparatus) as decided appropriate to the workplace conditions.
3. Respiratory equipment shall be fit tested annually and training shall be provided before use.
4. Respiratory equipment shall meet CSA Standard 294.4

Protective Clothing and Gloves

A worker shall be outfitted with the appropriate apparel, where they are exposed to the hazard of injury from contact of his/her skin with:

- a. A noxious gas, liquid, fume or dust
 - b. A sharp or jagged object, particles in the air or tools which may puncture, cut or abrade the skin
 - c. A hot object, liquid or molten metal
 - d. Radiant heat
 - e. Body fluids or pathogenic materials
 - f. Vibration or impact
 - g. UV Rays
 - h. Cold climate
2. Reflective fluorescent vests or equivalent clothing are required by all workers involved in construction and maintenance while on the roadway or road allowance. The reflective clothing must meet CSA Standard 296.

Foot Protection



1. Where a worker is exposed to the hazard of foot injury he/she shall wear foot protection appropriate to the circumstances.
2. All workers shall wear steel-toed boots when working on construction sites, roads, and road allowance.
3. Lace-type footwear must be fully laced to provide full support and protection.
4. Protective footwear shall meet CSA Standard 2195 and 2195-1.

5. Attachments

None.



Policy Name: Hot Work Policy	Policy No: S101-XX
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Health and Safety

1. Purpose

This policy will ensure that a consistent approach is adopted and all appropriate safeguards are enacted to protect employees who must perform hot work.

2. Policy Statement

The Town of Pelham will take every reasonable precaution to safeguard employees performing hot work.

3. Definitions

Hot Work: Work that could produce a source of ignition, such as a spark or open flame. Examples of hot work include welding, cutting, grinding and the use of non-explosion proof electrical equipment.

Hot Work Permit: Written authorization to perform works capable of providing a source of ignition.

Spotters: An employee whose role is to be attentive to the possibility of any health and safety dangers as a result of hot work.

4. General Provisions

A Hot Work Permit may be required prior to engaging in any work activity that uses or produces flames, sparks, or heat that could act as an ignition source for any flammable or combustible material, at the discretion of the assigning supervisor or project coordinator.



Situations which warrant hot work permits include (but not limited to) industrial welding, cutting, torch work, and grinding inside combustible structures and confined spaces.

Supervisors and employees are responsible for identifying and controlling workplace hazards before hot work is performed.

Prior to engaging in hot work, supervisors and staff must ensure that the following precautions have been met:

- Ensure that all equipment is in good operating order before work starts.
- Inspect the work area thoroughly before starting. Look for combustible materials in structures (partitions, walls, ceilings).
- Sweep clean any combustible materials on floors around the work zone. Combustible floors must be kept wet with water or covered with fire resistant blankets or damp sand.
- Use water only if electrical circuits have been de-energized to prevent electrical shock.
- Combustible materials shall be removed to a safe distance (minimum of 11m) or protected with fire resistant blankets or shields.
- Protect natural gas lines and equipment from falling sparks, hot materials and objects.
- Block off cracks between floorboards, along baseboards and walls, and under door openings, with a fire resistant material. Close doors and windows.
- Cover wall or ceiling surfaces with a fire resistant and heat insulating material to prevent ignition and accumulation of heat.
- Inspect the area following work to ensure that wall surfaces, studs, wires or dirt have not heated up.
- Vacuum away combustible debris from inside ventilation or other service duct openings to prevent ignition. Prevent sparks from entering into the duct work. Cover duct openings with a fire resistant barrier and inspect the ducts after work has concluded.

Protective Equipment

- Protect your face from UV radiation by wearing a tight-fitting, opaque welder's helmet, resistant to impact, heat and electricity.
- Protect the back of your head by using a hood.



- Wear pants and long-sleeved shirts with buttoned cuffs and a collar to protect the neck.
- Wear high top boots fully laced to prevent sparks from entering into the boots.
- Remove all ignition sources such as matches and butane lighters from pockets. Hot welding sparks may light the matches or ignite leaking lighter fuel.
- Wear gauntlet-type cuff leather gloves or protective sleeves of similar material, to protect wrists and forearms. Leather is a good electrical insulator if kept dry.
- Direct any spark spray away from your clothing.
- Wear layers of clothing. To prevent sweating, avoid overdressing in cold weather. Sweaty clothes cause rapid heat loss. Leather welding jackets are not very breathable and can make you sweat if you are overdressed.
- Wear a fire-resistant skull cap or balaclava hood under your helmet to protect your head from burns and UV radiation.

Controls of Hot Work

The following guidelines should be followed to prevent hot work-related disorders:

Engineering Controls

Control measures ensuring the space must be purged and continuously ventilated to maintain an atmosphere of less than 5% of the LEL and maintain an oxygen concentration of less than 23%. As a precautionary measure, the Town of Pelham requires the presence of fire prevention equipment (e.g. fire extinguisher or bucket of water) in the immediate vicinity of the performance of hot work duties.

Spotters

The Town of Pelham requires that all employees engaged in the performance of hot work duties work with a spotter to ensure their ongoing safety. The spotter will be responsible for quickly responding to any emergent situations that may potentially threaten the health and safety of the employee performing hot work duties.

Acclimatization

Employees need to adapt to new temperatures and exposure to chemicals. A flexible schedule can be arranged on an "as needed" basis.

**Work Conditions**

An alarm system and exit procedure is in place to provide adequate warning and allow safe escape if the levels of 5% LEL or 23% oxygen are exceeded. It is good practice to incorporate a safety factor that provides for adequate warning should the levels be approached.

Personal Protective Equipment

During work in hot environments and with hot chemicals, workers should use protective garments for adequate protection. This may include CSA-approved safety glasses, CSA Grade 1 safety boots, long trousers, long-sleeve shirts, CSA-approved hard hats, and any other specialty PPE required for the job site.

5. Attachments

- 1) Hot Work Permit

Hot Work Permit

Before initiating hot work, can this job be avoided? Is there a safer way?

This Hot Work permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, grinding, soldering, thawing pipe, torch applied roofing and welding.

Instructions:

1. Verify precautions listed below, or do not proceed with work.
2. Complete this permit and issue to person(s) performing the work.
3. Retain this copy in the project file.

Permit #:	Date:	Shift:	Work Order #:
Location of Work:			
Equipment Number:			
Purpose of work:			
Name of person(s) doing the work:			
Name of fire watch person:			

I verify the above location has been examined, the precautions checked on the Precautions Checklist below to minimize the chance of fire.

Supervisor's Name: _____ Signature: _____

Duration (Hrs): _____ Start Time: _____ Stop Time: _____

Hot Work Permits may not be authorized for more than one shift!

Yes	No	N/A	Item
			Are water hoses or fire extinguishers available and in good repair?
			Is hot work equipment in good repair?
			Have flammable liquids, dust, lint and oily deposits within 15 m been removed?
			Have explosive atmospheres been eliminated? Test results:
			Has the work surface area been cleaned of grease, paint, etc.?
			Have combustible floors been wet down or covered with fire resistant sheets?
			Have surface areas below work area been protected?
			Have access ways below work area been barricaded?
			Are UV shields in place?
			Has enclosed equipment been cleansed of all combustibles?
			Have all containers been purged of flammable liquids and vapors?
			Will fire watch be provided during and for 60 minutes after work, including coffee and/or lunch breaks?
			Has fire watch been provided with suitable fire extinguishing devices?
			Has the fire watch person been trained in use of fire extinguishing devices and in sounding alarm(s) or other emergency communications?
			Has additional fire watch been assigned to adjoining areas, above and below?
			Hot work area will be monitored for 4 hours after completion of work?
			Other:
			Other:



Policy Name: Continuous Improvement Policy	Policy No: S101-XX
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Health and Safety

1. Purpose

To demonstrate the Town of Pelham's commitment to the Internal Responsibility System (IRS) and the continual improvement of its health and safety programs. Encouraging a 'safety culture' involves the establishment of management accountability and clearly defined roles and responsibilities.

2. Policy Statement

The Town of Pelham will act in compliance with all applicable workplace health and safety legislation and shall:

- Assign responsibilities for each component of the Continuous Improvement plan;
- Review the company health and safety program annually;
- Review Industry health and safety trends and make amendments as necessary;
- Make health and safety a priority by promoting a 'safety culture' throughout the organization;
- Conduct regular workplace inspections;
- Support the Joint Health and Safety Committee and their efforts;
- Hold all levels of the organization accountable in maintaining a strong health and safety culture.

The Town of Pelham will ensure that a review of the Town's health and safety management system is completed annually. Individual components of this system may be completed separately. This review includes information from the system evaluations, worker input, investigation results, documentation review, management observations, system audits, and current legislation.



3. Definitions

Internal Responsibility System (IRS): a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of his or her job.

4. General Provisions

The review of all health and safety programs, policies and procedures will be conducted by the Health and Safety Coordinator, in conjunction with the Senior Leadership Team and the Joint Health and Safety Committee to determine where improvements can be made. The following tool will be used for evaluation purposes:

Action Item <i>Detailed and specific</i>	Action Steps <i>What steps will be taken to achieve goal?</i>	Measure <i>How will progress be measured?</i>	Follow-Up Dates <i>Refresher Frequency</i>	Completion Date	Progress Notes <i>Evaluation of the Training</i>

The Town of Pelham will ensure that all health and safety training is maintained and up-to-date. Training will be reviewed on an annual basis and will include a review of the following:

- Legislation updates
- Each occupation
- Any changed procedures and/or modified equipment
- Employee training records

The Internal Responsibility System is successful when the following occurs:

- Everyone must have a sincere wish to prevent accidents and illnesses;
- Everyone must accept that accidents and illnesses have causes that can be eliminated or greatly reduced;
- Everyone must accept that risk can be continually reduced, so that the time between accidents and illnesses get longer and longer;



- Everyone must accept that health and safety is an essential part of doing his or her work (health and safety is not an extra, it is part of doing the job);
- Every person must have a clear understanding of what he/she is responsible for; what he/she can do to change matters; and when things must be done;
- Every person must be regularly asked to explain what they have done to ensure health and safety on the job and in the workplace;
- Everyone must have a clear understanding of their own skill, ability and limitations, and should have the capacity to carry out their responsibilities;
- Everyone must attempt to avoid conflict when trying to reduce risk;
- As an individual, each person must go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
- When an individual cannot reduce risk by him/herself, then they must cooperate with others to go beyond just complying with health and safety rules and standards, and strive to improve work processes to reduce risk;
- Everyone must understand the IRS process, believe in it, and take steps to make it effective at all levels in the organization; and
- No one should be fearful of reprisals when using IRS processes.

5. Attachments

None.

COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT

Monday, March 23, 2020

Subject: Zoning By-law Amendment Recommendation Report – 695 Quaker Road (AM-09-19)

Recommendation:

BE IT RESOLVED THAT Council receive Report #2020-0040-Planning for information as it pertains to Zoning By-law Amendment application file No. AM-09-19 – 695 Quaker Road and recommend;

THAT Council approve the By-law, attached hereto as Appendix D, amending the zoning of 695 Quaker Road.

Background:

The purpose of this report is to provide Council with a recommendation regarding an application for a Zoning By-law Amendment under Section 34 of the *Planning Act* for 695 Quaker Road. The proposed zoning would amend:

- Part 1
 - From *R1 (Residential 1)* to a site-specific *R2 (Residential 2)*; and
- Part 2
 - From *R1 (Residential 1)* to a site-specific *RM1-281{H} (Residential Multiple 1 – 281 {H})*.

Location

The subject land is located on the south side of Quaker Road, lying west of Clare Avenue (Figure 1), locally known as 695 Quaker Road, in the Town of Pelham. The lands currently support one single detached dwelling.

The property currently has 32.6m frontage on Quaker Road and a depth of 132.7m.

The subject lands are surrounded by:

- North – Residential, vacant land and neighbourhood commercial
- East – Single detached residential
- South – Vacant residential zoned land and agricultural
- West – Single detached residential

Figure 1: Subject Lands (695 Quaker Road) in orange, consolidated land in yellow

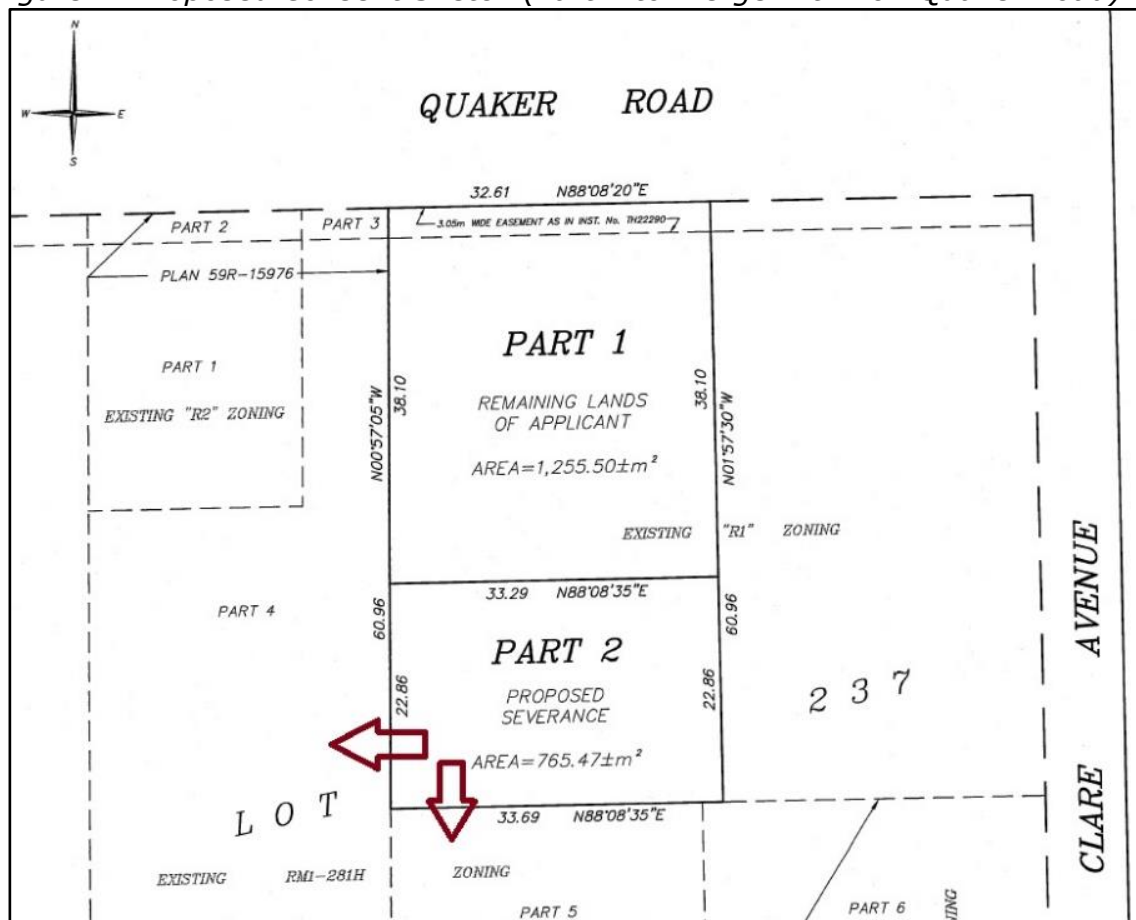


Project Description and Purpose

On November 11, 2019 an application for Zoning By-law Amendment was received by the Town for 695 Quaker Road (see Figure 2). The rezoning application would amend the existing Residential R1 Zone to a site-specific Residential R2 Zone for Part 1 containing the existing dwelling, and a site-specific Residential Multiple RM1 Holding Zone for Part 2, the rear lands.

The Part 2 lands recently received approval by the Town Committee of Adjustment (file: B1/2020P) for consent that will merge Part 2 with the abutting lands to the rear (701 Quaker Road), outlined in yellow on the aerial image above. Those lands will be subject to future *Planning Act* applications for multi-unit residential development either via Site Plan Approval and/or draft Plan of Subdivision/condominium application(s). These applications will require further approvals from Council. At this time there is no development plan for the rear portion and the developer continues to consolidate lands to achieve a viable development parcel.

Figure 2: Proposed Consent Sketch (Part 2 to merge with 701 Quaker Road)



Analysis:

Planning Act

Section 2 of the Act addresses matters of Provincial interest and requires municipal Councils to have regard to, among other matters:

- a) The protection of ecological systems;
- b) The protection of agricultural systems;
- f) The efficient use of transportation, water, wastewater and waste management systems;
- g) The minimization of waste;
- h) The orderly development of safe and healthy communities;
- j) The adequate provision of a full range of housing;
- n) The resolution of planning conflicts involving public and private interests;
- o) The protection of public health and safety;
- p) The appropriate location of growth and development;
- q) The promotion of development that is designed to be sustainable, support public transit and to be oriented to pedestrians;
- r) The promotion of built form that is well designed, encourages a sense of place, and provides for public spaces that are of high quality, safe, accessible,

attractive and vibrant.

- s) The mitigation of greenhouse gas emissions and adaption to climate change.

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

Section 34 of the Act allows for consideration of amendments to the zoning by-law.

The proposed Zoning By-law amendment would allow for multi-unit residential development on Part 2 (semi-detached / townhouse dwellings) and continue to allow for the existing single detached residence on Part 1 to remain and also provide permission for a second dwelling unit. The proposed site-specific zoning would regulate built form through performance standards such as yard setbacks, lot frontages and lot sizes etc. These standards influence urban design, streetscaping and land use compatibility which have direct impacts on quality of life, land use efficiency and safety among other things.

Considering the requested zoning provisions, land uses, the neighbourhood context and geography, Planning staff are of the opinion the proposed rezoning maintains the Provincial interest described under Section 2 of the *Planning Act*.

Provincial Policy Statement (2014)

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

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

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

Policy 1.1.3.4 states appropriate development standards should be promoted which facilitate *intensification*, *redevelopment* and compact form, while avoiding or mitigating risks to public health and safety.

Development should provide for an appropriate range and mix of housing types and densities to minimize the cost of housing, and facilitate compact form, while maintaining public health and safety (Policy 1.4.3). Healthy, active communities meet the needs of people by facilitating active transportation and ensuring neighbourhood connectivity (Policy 1.5.1) through infrastructure and land use. In addition,

development shall efficiently use and optimize existing municipal sewage and water services; and, stormwater management shall promote best practices and low impact development (Policies 1.6.6.1 and 1.6.6.7).

The proposed rezoning will help facilitate more compact built form with a better mix of residential land uses (single detached, semi-detached, townhouses and second units) that efficiently use land and existing / planned municipal infrastructure and provides for greater housing choice. Any population growth resulting from future development can be served by existing schools and *public service facilities*. Town Planning staff are of the opinion that the proposed rezoning is consistent with the PPS.

Greenbelt Plan (2017)

The subject land is located outside of the Greenbelt Plan Area; and therefore, is not bound by the policies of this Plan.

Growth Plan for the Greater Golden Horseshoe (GGH) (2019)

The updated Growth Plan took effect on May 16th 2019 and requires that all planning decisions made after May 16th 2019 shall conform to policies of this plan. The document informs decision-making regarding growth management and environmental protection in the GGH. The subject parcel is located within a 'Settlement Area' according to the Growth Plan. Guiding principles regarding how land is developed:

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

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

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

Policy 2.2.1.4 supports the achievement of *complete communities* that feature a diverse mix of land uses, including residential and employment uses and convenient access to local stores, services and public service facilities; improve social equity and overall quality of life for people of all ages, abilities and incomes; provide a diverse range and mix of housing options, including second units and affordable housing; expand convenient access to a range of transportation options including active

transportation, public service facilities, co-located and integrated in community hubs, an appropriate supply of safe, publicly accessible open spaces, parks, trails and other recreational facilities and healthy, local and affordable food options including urban agriculture; ensure the development of high quality compact built form, an attractive and vibrant public realm through site design and urban design standards; mitigate and adapt to climate change impacts, build resilience, reduce greenhouse gas emissions and contribute toward the achievement of low carbon communities and integrate green infrastructure and low impact development.

Policy 2.2.2 Delineated built-up areas – states that when the next *municipal comprehensive review* is approved and in effect, the applicable minimum intensification for Niagara is 50% of all residential development annually. Until that time, the Region’s current annual minimum intensification target is 15% for the Town of Pelham.

Policy 2.2.6.2 Housing – states that notwithstanding policy 1.4.1 of the PPS (2014), in implementing policy 2.2.6.1, municipalities will support the achievement of *complete communities* by:

- a) planning to accommodate forecasted growth to this Plan’s horizon;
- b) planning to achieve the minimum intensification and density targets in this Plan;
- c) considering the range and mix of housing options and densities of the existing housing stock; and
- d) planning to diversify their overall housing stock across the municipality.

The proposed zoning regulations help achieve a balance of compact built form, that efficiently use municipal infrastructure while also ensuring open space amenity areas, and landscaping exists through various zoning provisions. The subject lands are also within close proximity to some neighbourhood commercial uses. Planning staff are of the opinion that the proposed development conforms with the 2019 Growth Plan.

Regional Official Plan (Consolidated August 2014)

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

Policy 4.G.6.2 indicates ‘Urban Areas’ will be the focus for accommodating the Region’s growth and development.

Policy 11.A.1 states the Region encourages the provision of a variety of housing types within urban communities and neighbourhoods to serve a variety of people as they age through the life cycle.

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

- b) De-emphasizes garages, especially in the front yard.
- c) Emphasizes the entrance and points of access to neighbourhoods.

- d) Is accessible to all persons.
- g) Provides an attractive, interconnected and *active transportation* friendly streetscape.
- h) Contributes to a sense of safety within the public realm.
- i) Balances the needs for private and public space.
- j) Creates or enhances an aesthetically pleasing and functional neighbourhood.
- k) Encourages a variety of connections based on transportation mode between land uses based on diverse transportation modes, allowing people to move freely between the places where they live, work and play.

Policy 11.A.3 states the Region will encourage the local municipalities to adopt policies and zoning by-laws facilitating the creation of secondary suites throughout the urban area.

The proposed rezoning seeks to include several residential land use permissions, with more compact building regulations located in close proximity to existing commercial, institutional and recreational uses.

Pelham Official Plan (2014)

The Town of Pelham Official Plan is the primary planning document that will direct the actions of the Town and shape growth that will support and emphasize Pelham's unique character, diversity, cultural heritage and protect our natural heritage features.

The local Official Plan designates the subject land as 'Urban Living Area / Built Boundary'. The permitted uses in this designation include single detached dwellings, accessory apartments, semi-detached, townhouse units, apartment dwellings, home occupations, bed and breakfast establishments, private home daycare and complementary institutional and convenience commercial uses.

Policy A2.1.2 Natural Environment – states the natural environment objectives of this Plan are to make planning decisions that consider the health and integrity of the broader landscape as well as the long term and cumulative impacts on the ecosystem.

Policy A2.2.2 Growth & Settlement – states that it is a goal of this Plan to encourage intensification and redevelopment within the *Urban Area* specifically in proximity to the Downtown.

Although the subject lands are not in close proximity to Downtown Fonthill, they are located within the existing *Urban Settlement Area*, outside of any *key natural heritage features* and along with other residential designated lands are anticipated to experience development pressures in the future. Fortunately, some neighbourhood commercial facilities, parks and public schools are within close proximity to the subject lands.

Policy A2.3.2 Urban Character – stated objectives of this Plan include:

- To respect the character of existing development and ensure that all

applications for development are physically compatible with the character of the surrounding neighbourhood.

- To maintain and enhance the character and stability of existing and well-established residential neighbourhoods by ensuring that redevelopment is compatible with the scale and density of existing development.
- To encourage the development of neighbourhoods which are compact, pedestrian-friendly and provide a mix of housing types.

Policy A2.5.2 Infrastructure – stated objectives of this Plan include maintaining existing infrastructure in a manner that is cost effective and contributes to the quality of life of citizens.

Policy A2.7.2 Cultural Heritage – states it is the Plan's objective to ensure that the nature and location of cultural heritage and archaeological resources are known and considered before land use decisions are made.

No Part IV designated heritage properties flank the subject lands and an archaeological clearance from the Ministry is required before any development can occur. The applicant has completed a stage 1-2 archaeological assessment which concluded that no archaeological resources were identified, and no further evaluation is recommended. The Town will await the arrive of a Ministry Clearance Letter prior to moving forward with any future draft plan of subdivision and / or site plan approval.

Policy B1.1.1 recognizes the existing urban area of Fonthill and the role the Town will need to accommodate various forms of residential intensifications, where appropriate.

Policy B1.1.3 provides policy guidance and direction with respect to intensification proposals within the *Urban Living Area / Built Boundary*. While intensification opportunities are encouraged, proponents will be expected to demonstrate, that such proposals will be respectful of, compatible with, and designed to be integrated with the neighbourhood where they're proposed.

In considering residential intensification proposals, the following criteria are applicable:

- a) Schedules A1 and A2 identify a number of areas that may be good candidates for residential intensification. This does not preclude consideration elsewhere in the *Urban Living Area* provided these sites abut arterial or collector roads or are located on a local road on a site that is no further than 100 metres from an intersection with a collector or arterial road;
- b) Intensification and redevelopment proposals are encouraged to achieve a unit density and housing type that is in keeping with the character of the neighbourhood density;
- c) Residential intensification and redevelopment proposals located on lands which abut local roads shall maintain the unit density and unit type of the surrounding

neighbourhood, but may through a Zoning By-law Amendment, increase the unit density by up to 25% of the existing gross density of lands located within 300 metres of the site, provided the resultant development will be characterized by quality design and landscaping, suitable building setbacks, and further that parking areas and traffic movements will not negatively impact the surrounding neighbourhood from the perspectives of safety or neighbourhood character;

- e) The creation of accessory apartments and in-law suites within residential neighbourhoods is considered to be an appropriate form of residential intensification.

Policy B1.1.5 states that when considering a rezoning or Site Plan application to permit semi-detached or townhouse development, Council shall be satisfied that the proposal:

- a) Respects the character of adjacent residential neighbourhoods, in terms of height, bulk and massing;
- b) Can be easily integrated with surrounding land uses;
- c) Will not cause or create traffic hazards or an unacceptable level of congestion on surrounding roads; and
- d) Is located on a site that has adequate land area to incorporate required parking and landscaping.

Schedule B1 identifies a *Highly Vulnerable Aquifer* affecting the subject lands. As a result, a variety of uses are prohibited from these lands under Policy C5.3, none of which are proposed by the applicant.

Town staff echo the professional opinion of the *Planning Justification Report* supplied with the Zoning By-law Amendment application and how it responds to local planning policy and Provincial legislation outlined earlier. The proposed rezoning supports the achievement of *complete communities* and accommodates a better residential mix of uses including second dwelling unit permissions and more compact built form. Town staff are of the opinion that the rezoning supports the health, safety, convenience and accessibility of the present and future inhabitants of the Town and conforms with local Official Plan planning policy and does not detract from the character of the area which includes a mix of housing types.

Pelham Zoning By-law Number 1136 (1987)

The subject land is currently zoned 'Residential 1' (R1). A zoning by-law amendment is requested to facilitate future townhouse development on Part 2 and rezone Part 1 to a more compact low density residential zone. The only site-specific regulation proposed for the Residential R2 Zone is for the inclusion of second dwelling unit permissions in accordance with Provincial and Regional policies while the Residential Multiple RM1-281{H} zone will reflect the existing site-specific provisions of the

adjacent property to the west. The removal of the Holding Zone is subject the execution of condominium/site plan agreement addressing servicing and drainage requirements. Second dwelling units are an important housing type that is in demand as some residents seek alternative living arrangements for family members, those looking to 'age-in-place', or as a means to afford housing by way of supplementary rental income.

The requirements of the Residential Multiple RM1-281{H} Zone is attached as Appendix C and was approved in 2017.

Financial Considerations:

The applicant is responsible for all costs associated with development.

Alternatives Reviewed:

Council may choose to refuse the Zoning By-law Amendment.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

The proposal will help facilitate land consolidation and reinvestment in an existing developed and serviced area that supports the building of strong communities and cultural assets.

Consultation:

On November 25, 2019 a 'Request for Comments' was circulated to Town departments, Niagara Region and other commenting agencies. On January 14, 2020 a *Notice of Public Hearing* was circulated by Town staff to all assessed property owners within 120 metres of the property's boundaries. Also, a *Notice of Public Hearing* sign was posted on the frontage facing Quaker Road prior to the February 10, 2020 *Public Hearing*.

To date, the following agency comments have been received:

- Public Works Department (Jan 15, 2020)
 - No comments at this stage. Detailed engineering review will be captured during subsequent development applications regarding:
 - Water service obligations.
 - Sanitary service obligations.
 - Storm Sewer obligations.
 - Winter maintenance obligations.
 - Grading obligations.
- Niagara Region Planning & Development Services (December 13, 2019)
 - Until such time as the Ministry of Heritage, Sport, Tourism & Culture have issued a Clearance Letter confirming that all archaeological resource concerns have met licensing and resource conservation requirements, either a 'Holding' provision should be included in the Zoning By-law Amendment, or condition(s) should be added to future Site Plan or Draft Plan of Subdivision / Condominium applications for future development.

- Rezoning aligns with the intent and direction of Provincial and Regional policies.
 - No objection.
- Enbridge Gas (November 27, 2019)
 - No objection.

No public comments have been received to date regarding this application and no additional public comments were received at the Public Meeting held on February 10th 2020. Council questioned if the existing dwelling was to remain on the property and the intent is that the existing dwelling will remain. It was also noted that Part 2 will develop comprehensively with the adjacent lands and will be part of future development applications that will require further approvals from Council and that the applicant is in the process of consolidating lands to have a viable development proposal. It was also noted that the developer will be responsible for improving storm drainage in the area and a new storm sewer on Quaker Road will be required to facilitate future development.

Planning Staff Comments

The purpose of this report is to provide Council with a recommendation regarding the Zoning By-law Amendment application, applicable policies and comments received thus far.

A pre-consultation meeting was held with the applicant on Thursday, May 2nd 2019 to identify preliminary planning issues associated with the proposal and to discuss submission requirements.

The proposed Zoning By-law Amendment application seeks approval to rezone the subject lands into two different zones as follows:

- Part 1 (retained lot fronting Quaker Road)
 - 'R1' (Residential 1) to site-specific 'R2' (Residential 2)
- Part 2 (severed lot to merge with adjacent lands under separate consent application)
 - 'R1' (Residential 1) to site-specific 'RM1-281 {H}' (Residential Multiple 1 – 281 {Holding provision}) zone

The existing dwelling on Part 1 is proposed to remain and be rezoned Residential (R2) Zone. The requested Holding provision is associated with the requirement for the land owner to satisfactorily address servicing and drainage requirements for Part 2 as well as for the adjacent lands that have the same Holding provision.

Part 2 of the subject lands recently was granted conditional approval (file B1/2020P) to convey a boundary adjustment merging Part 2 with the abutting lands to the south for future residential townhouse development. The future development of Part 2 will be subject to additional *Planning Act* applications such as Site Plan Approval, Draft Plan of Subdivision and/or Draft Plan of Condominium approval from Council, depending on the nature of development and the removal of the Holding provision.

No formal plans on Part 2 have been submitted to date. The developer is currently in the process of consolidating the lands to the rear and will be developing a comprehensive development plan for that property which will come to Council at a future meeting. This zoning by-law amendment application is only one step in the process.

With regards to development costs, the developer is responsible for all costs associated with the future development of these lands. With regards to the future new storm sewer that is required on Quaker Road to service the rear lands, the developer will upfront the costs for the construction of the storm sewer and the Town is responsible for that portion of the costs that services the existing property owners on Quaker Road.

An Archaeological Assessment (Stages 1-2), prepared by Detritus Consulting Ltd. was submitted with the rezoning application. The Assessment did not identify any archaeological resources, and concluded that no additional assessments were recommended by the Licensed Archaeologist. Before any development can proceed, a Clearance Letter from the Ministry of Tourism will be required as a condition of future draft plan of subdivision/condominium and/or site plan approval.

A Planning Justification Report, prepared by A.J. Clarke & Associates Ltd. was submitted with the rezoning application. The *Justification Report* reviewed the local neighbourhood context, applicable planning policy, the current proposal and provided a professional opinion.

Planning staff visited the site and reviewed aerial photography to better understand the local context. The neighbourhood is currently undergoing some construction and future development applications are imminent. While the area is primarily residential in nature, the neighbourhood does contain some commercial uses and a mix of large and small lot single detached residences as well as townhouses. The lands on the south side of Quaker Road are large and exceed the lot area / frontage requirements of the Zoning By-law substantially. The existing lot geometry reflects a development pattern where lots were originally serviced on private septic systems. These lands are now serviced by municipal water and sanitary sewers. Two local developers are in the process of consolidating much of the lands on the south side of Quaker Road. Staff are anticipating future development applications to come forward and will be expecting a design cognisant of the surrounding neighbourhood that respects built character, while employing more current building standards to the southern (rear) lands.

The Pelham Official Plan Urban Living Area designation permits a variety of residential uses such as single detached, semi-detached, townhouses, multi-units, and second dwelling units among others.

Planning staff are of the opinion the proposed rezoning is consistent with the Provincial Policy Statement, conforms to the Growth Plan, Niagara Region Official Plan and Town of Pelham Official Plan.

Other Pertinent Reports/Attachments:

- Appendix A:
 - Survey (Consent) Sketch
- Appendix B:
 - Agency Comments Consolidated
- Appendix C:
 - By-law No. 3949 (2017)
- Appendix D:
 - Draft By-law
- Planning Justification Report prepared by: A.J. Clarke & Associates Ltd. (November 2019)
- Archaeological Assessment (Stage 1-2) prepared by: Detritus Consulting Ltd. (October 28, 2019)

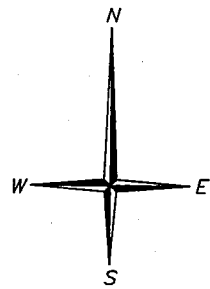
Prepared and Recommended by:

Curtis Thompson, B.URPI
Planner

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

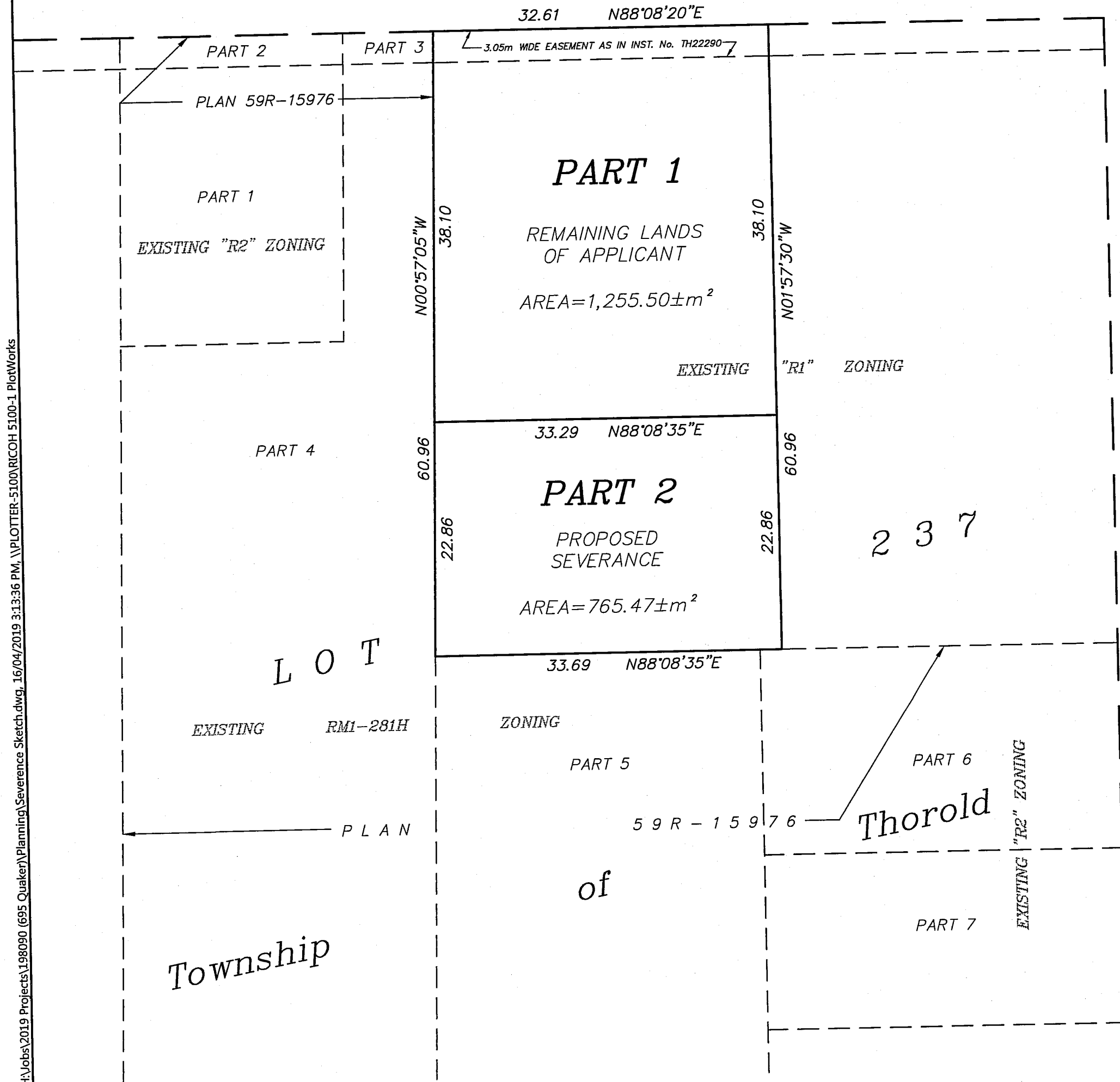
Prepared and Submitted by:

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

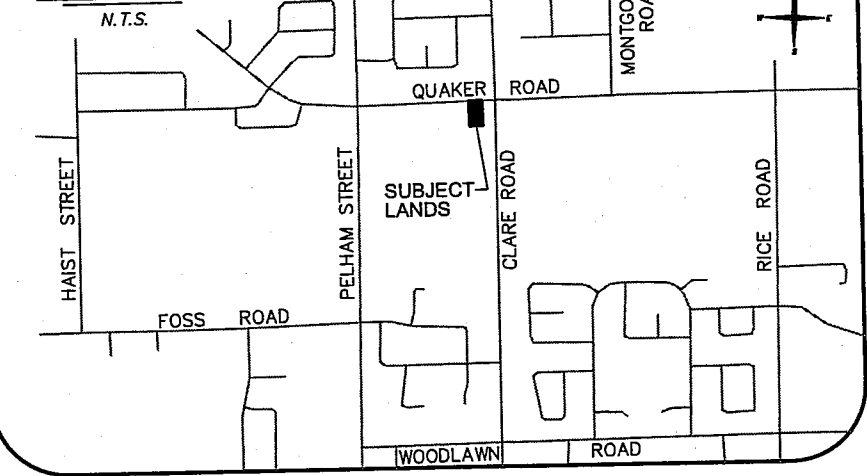


QUAKER ROAD

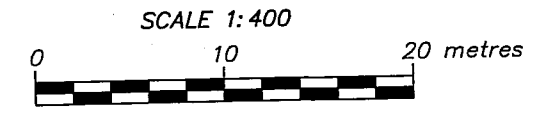
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KEY PLAN



SKETCH OF PART OF LOT 237 GEOGRAPHIC TOWNSHIP OF THOROLD **TOWN OF PELHAM** REGIONAL MUNICIPALITY OF NIAGARA



A. KANAGANAYAGAM, O.L.S.

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

NOTE:
THIS PLAN IS COMPILED FROM PLANS AND RECORDS ON FILE IN THIS OFFICE AND IS NOT BASED ON AN ACTUAL FIELD SURVEY.

THIS PLAN IS PREPARED TO ACCOMPANY AN APPLICATION TO THE LAND DIVISION COMMITTEE REQUESTING A GRANT OF SEVERANCE AND IS NOT INTENDED FOR REGISTRATION.

CAUTION:
THIS IS NOT A PLAN OF SUBDIVISION AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.

APRIL 16, 2019
DATE



A. J. Clarke and Associates Ltd.
SURVEYORS • PLANNERS • ENGINEERS
25 MAIN STREET WEST, SUITE 300
HAMILTON, ONTARIO, L8P 1H1
TEL. 905-528-8761 FAX 905-528-2289
email: ajc@ajclarke.com

Planning and Development Services

1815 Sir Isaac Brock Way, Thorold, ON L2V 4T7
905-980-6000 Toll-free: 1-800-263-7215

Via Email Only

December 13, 2019

File No.: D.18.06.ZA-19-0133

Curtis Thompson
Planner
Town of Pelham
20 Pelham Town Square, PO Box 400
Fonthill, ON L0S1E0

Dear Mr. Thompson:

**Re: Provincial and Regional Comments
Zoning By-law Amendment Application
Town File: AM-09-19
Applicant: Pawel Ryzlak and Janusz Szymala
Address: 695 Quaker Road
Town of Pelham**

Regional Development Planning staff has reviewed the information circulated with the application for Zoning By-law Amendment (ZBA), which proposes to rezone the subject lands from the Residential 1 (R1) Zone to the Residential 2 (R2) (Part 1) and Residential Multiple Exception 281 Holding (RM1-281(H)) (Part 2) Zones. The ZBA is proposed in conjunction with a lot addition (concurrent consent application) to transfer Part 2 to the lands to the south, described as Parts 3-5 of Plan 59R-15976, so that a consistent zone may be applied to the lands, to facilitate future development. The retained parcel of land (Part 1) contains an existing dwelling that will remain.

A pre-consultation meeting was held on May 2, 2019, at Pelham Town Hall with Town and Regional staff, as well as the applicant and their agent. The application was received by Regional staff on November 27, 2019. Regional staff provides the following comments to assist the Town in their consideration of the application from a Provincial and Regional perspective.

Provincial and Regional Policies

The subject land is located within a Settlement Area under the 2014 Provincial Policy Statement (PPS), where development is generally concentrated and an appropriate

range and mix of land uses are to be provided and the efficient use of land, resources, infrastructure and public service facilities that are planned or available is encouraged.

The subject land is within the Built-Up Area under the 2019 A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan), and designated Urban Area in the Regional Official Plan (ROP). The Growth Plan contains policies that encourage the development of complete communities with a diverse mix of land uses and range of housing types, taking into account affordable housing and densities. The ROP permits a full range of residential, commercial and industrial uses generally within the Urban Area, subject to the availability of adequate municipal services and infrastructure. The proposal aligns with Provincial and Regional growth management policies in so far as it will facilitate future development within the Urban Built-Up Area, making more efficient use of the land and existing services.

Archaeological Potential

The PPS and ROP provide direction for the conservation of significant cultural heritage and archaeological resources. Specifically, Section 2.6.2 of the PPS states that, “development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential, unless significant archaeological resources have been conserved.”

The subject land was identified at the pre-consultation meeting as having high archaeological potential based on the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) Criteria for Evaluating Archaeological Potential and the Town of Pelham’s approved Heritage Master Plan. A Stage 1-2 Archaeological Assessment, prepared by Detritus Consulting Ltd. (dated October 28, 2019) (the Assessment), was submitted with the application. The Stage 2 Assessment resulted in the identification of no archaeological resources, and no additional archaeological assessment is recommended by the Licensed Archaeologist.

The report was submitted to the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) as a condition of the Archaeologist’s license. As of the date of this letter, a letter from the MHSTCI confirming that all archaeological resource concerns have met licensing and resource conservation requirements has not been received. Given that the acknowledgment letter has not been received from the MHSTCI, it is recommended that either a Holding provision be included in the amending Zoning By-law, or that condition(s) be added to any future site plan or draft plan of condominium/subdivision applications required for the proposed development. Staff notes that the removal of a Holding provision will require an additional Regional review fee.

Recognizing that no archaeological survey, regardless of its intensity, can entirely negate the possibility of deeply buried archaeological materials, Regional staff will require the inclusion of a standard warning clause as a condition of any future site plan or draft plan of condominium/subdivision application.

Conclusion

In conclusion, subject to inclusion of a Holding provision or condition of future planning approvals for archaeological matters, the proposal aligns with the intent and direction of Provincial and Regional policies and Regional staff does not object to the proposed Zoning By-law Amendment. Should a Holding provision be the preferred means of addressing the archaeological clearance, the following provision should be included in the amending Zoning By-law:

1. That the Stage 1-2 Archaeological Assessment, prepared by Detritus Consulting Ltd. (dated October 28, 2019), be submitted to the Ministry of Tourism, Culture and Sport (MTCS) for review and approval. The report must be accepted by the MTCS, to the satisfaction of Niagara Region, prior to removal of the Holding. If the consultant recommends / the MTCS requires further Stage 3 or 4 Archaeological Assessments, these report(s) must also be submitted to and accepted by the MTCS, to the satisfaction of Niagara Region, prior to lifting the Holding provision. NOTE: No demolition, grading or other soil disturbances shall take place on the subject property prior to the issuance of a letter from the MTCS confirming that all archaeological resource concerns have been mitigated and meet licensing and resource conservation requirements.

Should you have any questions related to the above comments, please feel free to contact me at 905-980-600 ext. 3432 or Lola Emberson, MCIP, RPP, Senior Development Planner, at 905-980-6000 ext. 3518.

Kind regards,



Britney Fricke, MCIP, RPP
Development Planner

cc: Lola Emberson, MCIP, RPP, Senior Development Planner, Niagara Region

DATE: January 15th, 2020
TO: Curtis Thompson, Planner
CC: Jason Marr, Director of Public Works & Utilities
FROM: Tolga Aydin, Engineering Technologist
RE: File AM-09-19
695 Quaker Road

Public Works has completed a review of the amendment application AM-09-19 related to the amending of the currently zoning by-law for the lands located on the south side of Quaker Road at 695 Quaker Road.

The following drawings have been received and taken into account through the course of this review:

- 695 Quaker Road Planning Justification Report
- Consent Sketch

Public Works has the following comments:

- No comments at the time of Zoning amendment. All comments regarding the site will be captured upon receiving complete Site Plan submission for the development.

Curtis Thompson

From: Municipal Planning <MunicipalPlanning@enbridge.com>
Sent: November 27, 2019 6:47 AM
To: Curtis Thompson
Subject: RE: Request for Comments - Zoning By-law Amendment (695 Quaker Rd)

Thank you for your circulation.

Enbridge Gas Inc. does not object to the proposed application however, we reserve the right to amend our development conditions.

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Regards,

Alice Coleman

Municipal Planning Coordinator
Long Range Distribution Planning

ENBRIDGE GAS INC.

TEL: 416-495-5386
500 Consumers Road, North York, Ontario M2J 1P8

Enbridge.com

Safety. Integrity. Respect.

From: Curtis Thompson <CThompson@pelham.ca>
Sent: Monday, November 25, 2019 10:36 AM
To: Derek Young <DYoung@pelham.ca>; Jason Marr <JMarr@pelham.ca>; Bob Lymburner <BLymburner@pelham.ca>; Mike Zimmer <MZimmer@pelham.ca>; Belinda Menard <BMenard@pelham.ca>; Dev Planning Applications - Region (devtplanningapplications@niagararegion.ca) <devtplanningapplications@niagararegion.ca>; 'Fricke, Britney' <Britney.Fricke@niagararegion.ca>; Municipal Planning <MunicipalPlanning@enbridge.com>; Niagara Peninsula Energy (info@npei.ca) <info@npei.ca>; Jim Sorley (jim.sorley@npei.ca) <jim.sorley@npei.ca>; Bell Canada <circulations@mmm.ca>
Cc: Barbara Wiens <BWiens@pelham.ca>
Subject: [External] Request for Comments - Zoning By-law Amendment (695 Quaker Rd)

EXTERNAL: PLEASE PROCEED WITH CAUTION.

This e-mail has originated from outside of the organization. Do not respond, click on links or open attachments unless you recognize the sender or know the content is safe.

Hello,

We are in receipt of a **Zoning By-law Amendment** application for the property at **695 Quaker Road** in Fonthill.

The submitted material is attached and includes:

- Cover Letter
- Application
- Severance Sketch
- Planning Justification Report
- Archaeological Assessment

Hardcopies are being circulated to the Region and Town staff, including your applicable fee.

Comments would be appreciated by **Monday, December 16th 2019**. If you have any questions, or require additional material, please let me know.

Thank you,

	Curtis Thompson, s.uem Planner Community Planning & Development	e: cthompson@pelham.ca p: 905.892.2607 x324 pelham.ca	20 Pelham Town Square P.O. Box 400 Fonthill, ON L0S 1E0
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TOWN OF PELHAM CONFIDENTIALITY NOTICE:

The information contained in this communication, including any attachments, may be confidential and is intended only for the use of the recipient(s) named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, disclosure, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please re-send it to the sender and permanently delete the original and any copy of it from your computer system. Thank you.

THE CORPORATION OF THE
TOWN OF PELHAM

BY-LAW NO. 3949(2017)

Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located on the south side of Quaker Road municipally known as 703 Quaker Road from Residential 1 (R1) Zone to a site specific Residential Multiple 1 (RM1-281-H) Zone.

Tony and Rosetta Nuziato (Upper Canada Consultants)

File No. AM-01-16

WHEREAS Section 34 of the Planning Act, RSO 1990, as amended provides that the governing body of a municipal corporation may pass by-laws to regulate the use of lands and the character, location and use of buildings and structures;

AND WHEREAS Section 36 of the Planning Act, R.S.O. 1990, as amended provides for the use of the holding (H) symbol in conjunction with any use designation in a Zoning By-law passed under Section 34;

AND WHEREAS the Council of the Town of Pelham has recommended that such a by-law be enacted;

AND WHEREAS the Council of the Town of Pelham has deemed it to be in the public interest that such a by-law be enacted;

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

1. **THAT** Schedule 'A5" to Zoning By-law 1136 (1987) as amended, is hereby further amended by rezoning the lands identified as the subject lands on Schedule 'A' attached hereto and forming part of this By-law from:

Residential 1 (R1) Zone to	Site Specific Residential Multiple 1(RM-281-H) Zone
----------------------------	--

2. **THAT** Section 30 – Exceptions of By-law 1136 (1987) as amended is further amended by the following exception:

RM1-281-H Zone	Notwithstanding Section 16 of the Residential Multiple 1 (RM1) Zone and Section 6.35(c) Yard Encroachments Permitted, this property shall only be used for block townhouse dwellings and the following special regulations shall apply:
----------------	---

- | | |
|--|---|
| a) Minimum Lot Frontage | 8.79 m (28.83 ft) |
| b) Minimum Setback from Quaker Road | 30.0 m (98.42 ft) |
| c) Minimum Setback from Internal Roadway | 4.5 m (14.76 ft) to dwelling unit or 6.0 m (19.68 ft) to garage |

- d) Minimum Side Yard 1.5 m (4.9 ft)
- e) Minimum Rear Yard 6.0 m (19.68 ft) to
back of dwelling unit
1.5 m (4.9 ft) to side of
dwelling unit
- f) Distance between buildings on same lot Any side of any
townhouse shall be no
closer than 3.0 m
(9.84 ft)
- g) Planting strip A planting strip of
1.3 m (4.26 ft)
minimum in width shall
be provided where the
boundary of an RM1
zone abuts an R1 or
R2 zone except for
along the west
property line of 695
Quaker Road a 0.5 m
(1.64 ft) buffer strip
with a privacy fence is
required.
- h) Unenclosed porches, balconies, steps and patios, covered or
uncovered, may project into any required yard a maximum distance
of 3.5 m (11.48 ft) provided that, in the case of porches, steps or
patios, such uses are not more than 1.3 m (4.27 ft) above ground.

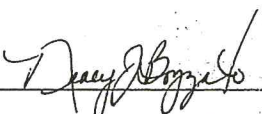
3. **THAT** the holding (H) provision shall be lifted subject to:

- a) Execution of Condominium and Site Plan Agreements addressing
servicing and drainage to the satisfaction of the Director of Public
Works.

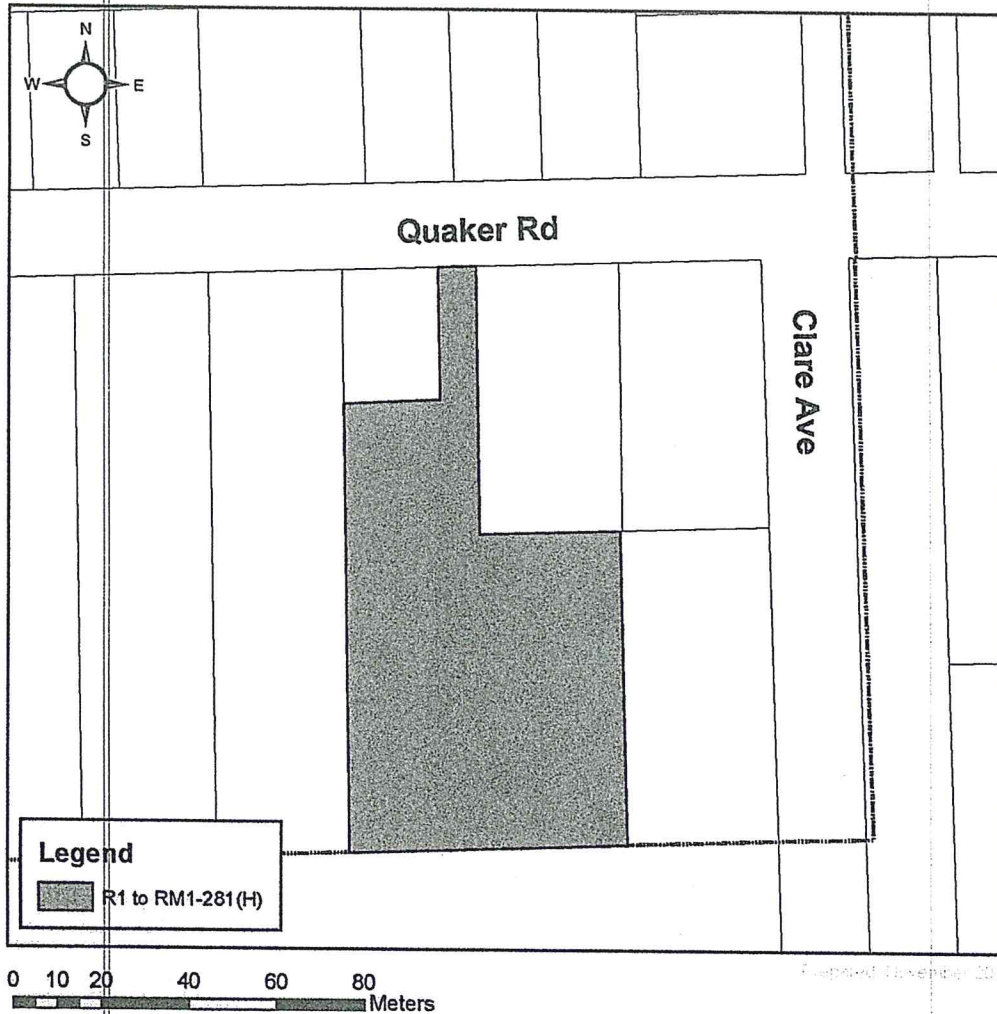
4. **THAT** this By-law shall come into effect and force from and after the
date of passing thereof, pursuant to Section 34(21) and 34(30) of the
Planning Act, RSO 1990, as amended.

ENACTED, SIGNED AND SEALED THIS 18th DAY OF DECEMBER,
2017 A.D.


MAYOR DAVE AUGUSTYN


CLERK NANCY J. BOZZATO

Schedule 'A':



This is Schedule 'A' to By-law No. 3949 (2017) passed the 18 day of December, 2017.

Dave Augustyn
Mayor: Dave Augustyn

Nancy J. Bozzato
Clerk: Nancy J. Bozzato

The Corporation of the
Town of Pelham

By-law No. _____ (2020)

Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located on the south side of Quaker Road, west of Clare Avenue, municipally known as 695 Quaker Road. The Zoning By-law Amendment rezones the lands from the Residential 1 (R1) Zone to a site-specific Residential 2 (R2) and Residential Multiple 1 (RM1-281{H}).

Janusz Szymala, Pawel Ryzlak
File No. AM-09-19

WHEREAS, Section 34 of the Planning Act, RSO 1990, as amended provides that the governing body of a municipal corporation may pass by-laws to regulate the use of lands and the character, location and use of buildings and structures;

WHEREAS, the Council of the Town of Pelham has recommended that such a by-law be enacted;

AND WHEREAS the Council of the Town of Pelham has deemed it to be in the public interest that such a by-law be enacted;

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

1. **THAT** Schedule ‘A5’ to Zoning By-law 1136 (1987) as amended, is hereby further amended by rezoning the lands identified as Parts 1-2 on Schedule ‘A’ attached hereto and forming part of this By-law from:

Residential 1 (R1) to	Residential 2 (R2-297)
Residential 1 (R1) to	Residential Multiple 1 (RM1-281{H})

2. **THAT** Section 30 – Exceptions of By-law No. 1136 (1987), as amended, be modified by adding the following:

Definitions	Section 5 of the Definitions is amended for the subject lands as follows:
-------------	---

Section 5.55

d) Second Dwelling Unit

Means a second dwelling unit on a lot with a principle dwelling that is created through converting part of, or adding on to the existing dwelling that maintains an independent entrance, or within a detached accessory building (e.g. in-law suite, basement suite, coach house).

General Provisions	Section 6 of the General Provisions is amended by deleting and replacing the following subsections as follows for the lands identified as R2-297:
--------------------	---

Section 6.1 – Accessory Uses

a) General

Where this By-law provides that a lot, building or structure may be erected or used for a purpose, that purpose shall include any accessory building, structure or accessory use, but shall not include any occupation for gain or profit conducted within or accessory to a dwelling unit

except as in this By-law is specifically permitted.

Only one second dwelling unit is permitted per lot in a single detached, semi-detached, or townhouse dwelling, or their accessory building provided:

- i) The maximum floor area does not exceed 60 m².
- ii) A minimum of one parking stall is required.
- iii) Compliance with the Ontario Building Code and Fire Code, as applicable.

c) Maximum Height

Except as otherwise provided herein, no accessory building shall exceed 3.7 m in height and no accessory building containing a second dwelling unit shall exceed 6 m in height.

Section 6.2 – Dwelling Units Below Grade
Deleted.

- 3. **THAT** Section 30 – Exceptions of By-law 1136 (1987) as amended is further amended by adding the lands shown as Part 2 on Schedule A to the RM1-281{H} zone.

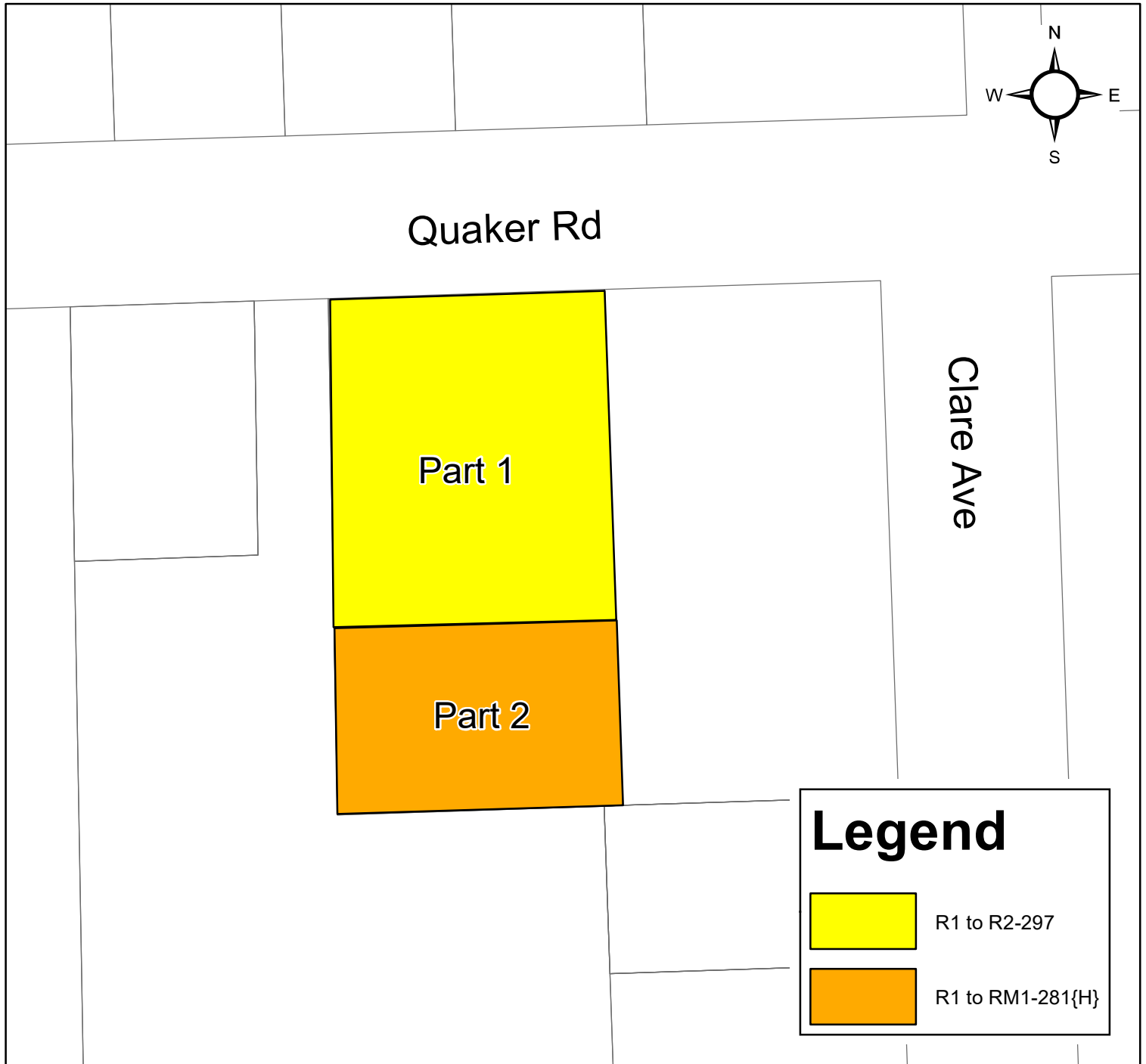
- 4. **THAT** this By-law shall come into effect and force from and after the date of passing thereof, pursuant to Section 34(21) and 34(30) of the Planning Act, RSO 1990, as amended.

ENACTED, SIGNED and SEALED THIS
23rd day of March, 2020.

MAYOR: MARVIN JUNKIN

CLERK: NANCY J. BOZZATO

Schedule 'A':



10 5 0 10 Meters

Prepared: March 2020

This is Schedule 'A' to By-law No. _____ (2020) passed the 23rd day of March, 2020.

Mayor: Marvin Junkin

Clerk: Nancy J. Bozzato

The Corporation of the
Town of Pelham

By-law No. 4261(2020)

Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located on the south side of Quaker Road, west of Clare Avenue, municipally known as 695 Quaker Road. The Zoning By-law Amendment rezones the lands from the Residential 1 (R1) Zone to a site-specific Residential 2 (R2) and Residential Multiple 1 (RM1-281{H}).

Janusz Szymala, Pawel Ryzlak
File No. AM-09-19

WHEREAS, Section 34 of the Planning Act, RSO 1990, as amended provides that the governing body of a municipal corporation may pass by-laws to regulate the use of lands and the character, location and use of buildings and structures;

WHEREAS, the Council of the Town of Pelham has recommended that such a by-law be enacted;

AND WHEREAS the Council of the Town of Pelham has deemed it to be in the public interest that such a by-law be enacted;

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

1. **THAT** Schedule ‘A5” to Zoning By-law 1136 (1987) as amended, is hereby further amended by rezoning the lands identified as Parts 1-2 on Schedule ‘A’ attached hereto and forming part of this By-law from:

Residential 1 (R1) to	Residential 2 (R2-297)
Residential 1 (R1) to	Residential Multiple 1 (RM1-281{H})

2. **THAT** Section 30 – Exceptions of By-law No. 1136 (1987), as amended, be modified by adding the following:

Definitions	Section 5 of the Definitions is amended for the subject lands as follows:
-------------	---

Section 5.55

- d) Second Dwelling Unit
Means a second dwelling unit on a lot with a principle dwelling that is created through converting part of, or adding on to the existing dwelling that maintains an independent entrance, or within a detached accessory building (e.g. in-law suite, basement suite, coach house).

General Provisions	Section 6 of the General Provisions is amended by deleting and replacing the following subsections as follows for the lands identified as R2-297:
--------------------	---

Section 6.1 – Accessory Uses

- a) General
Where this By-law provides that a lot, building or structure may be erected or used for a purpose, that purpose shall include any accessory building, structure or accessory use, but shall not include any occupation for gain or profit conducted within or accessory to a dwelling unit

except as in this By-law is specifically permitted.

Only one second dwelling unit is permitted per lot in a single detached, semi-detached, or townhouse dwelling, or their accessory building provided:

- i) The maximum floor area does not exceed 60 m².
- ii) A minimum of one parking stall is required.
- iii) Compliance with the Ontario Building Code and Fire Code, as applicable.

c) Maximum Height

Except as otherwise provided herein, no accessory building shall exceed 3.7 m in height and no accessory building containing a second dwelling unit shall exceed 6 m in height.

Section 6.2 – Dwelling Units Below Grade
Deleted.

- 3. **THAT** Section 30 – Exceptions of By-law 1136 (1987) as amended is further amended by adding the lands shown as Part 2 on Schedule A to the RM1-281{H} zone.

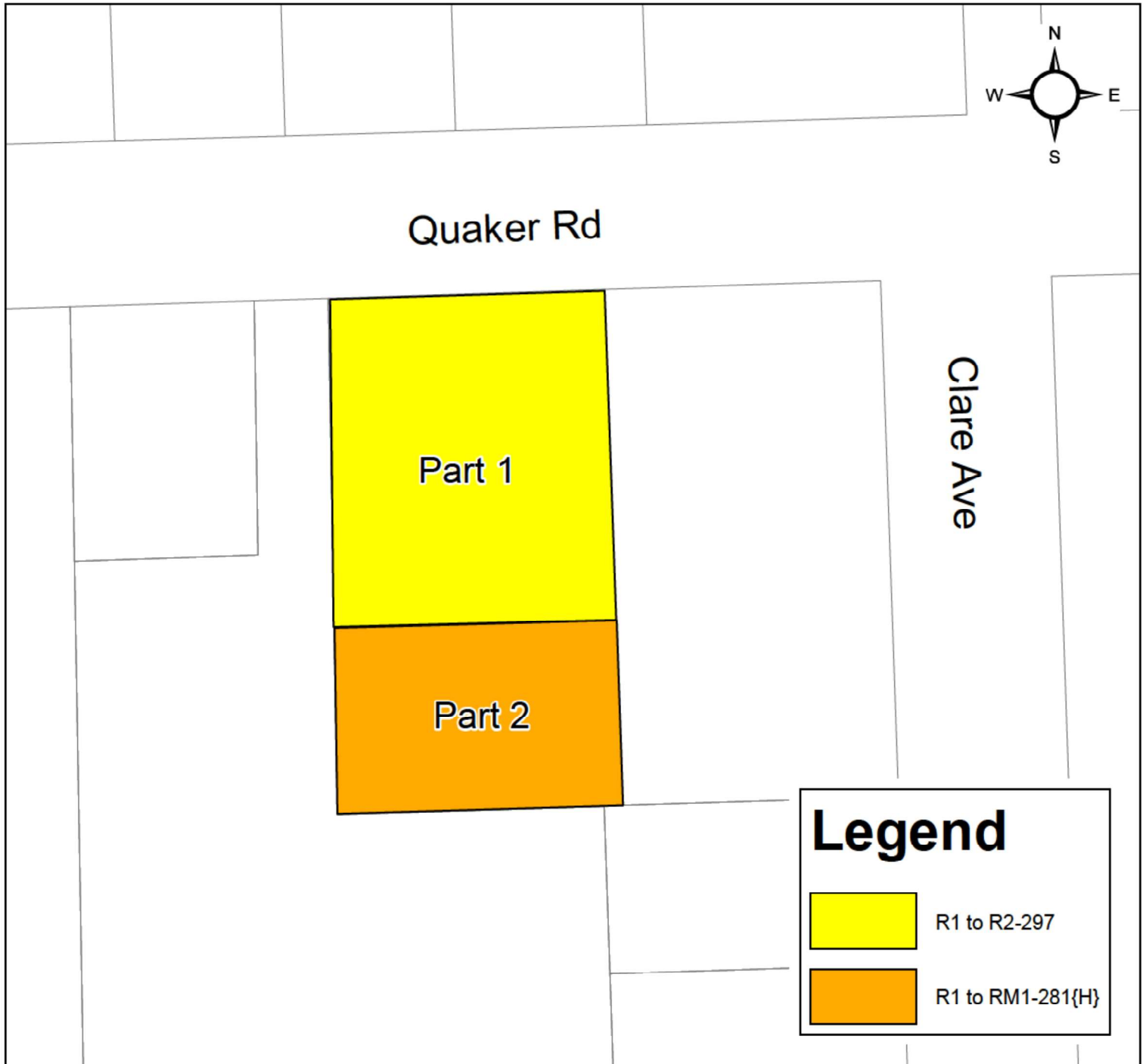
- 4. **THAT** this By-law shall come into effect and force from and after the date of passing thereof, pursuant to Section 34(21) and 34(30) of the Planning Act, RSO 1990, as amended.

ENACTED, SIGNED and SEALED THIS
27th day of July, 2020.

MAYOR: MARVIN JUNKIN

CLERK: NANCY J. BOZZATO

Schedule 'A':



10 5 0 10 Meters

Prepared: March 2020

This is Schedule 'A' to By-law No. _____ (2020) passed the 27th day of July, 2020.

Mayor: Marvin Junkin

Clerk: Nancy J. Bozzato

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW NO. 4262(2020)

**Being a by-law to amend By-law No. 1118 (1987) to require site
plan control in the Town of Pelham.**

WHEREAS under the provisions of Section 41 of the *Planning Act*, authority is granted to Councils of municipalities to designate a site plan control area, where an Official Plan is in effect;

AND WHEREAS the Town of Pelham Official Plan (2012) received final approval from the Ontario Municipal Board on July 18, 2014;

AND WHEREAS the Council of the Town of Pelham approved by-law 1118 (1987) on March 16, 1987 designating the Town of Pelham as a Site Plan Control Area;

AND WHEREAS the Council of the Town of Pelham amended By-law 1118 (2019) by By-law 4117 (2019) to require site plan control for greenhouses;

AND WHEREAS, Council adopted Official Plan Amendment no. 9 and Zoning By-law Amendment 4252 (2020) providing policies and regulations for indoor cannabis or cannabis related uses, and indoor industrial hemp or industrial hemp related uses, and is now desirous to further amend By-law 1118 (1987) to require site plan control for these uses;

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

1. **THAT** subsection 2(ii) of By-law 1118 (1987), as amended by By-law 4117 (2019), is hereby deleted and replaced with the following:

(ii) Agricultural uses, but this shall not include:

- (a) farm related commercial or industrial uses,
- (b) indoor cannabis or cannabis related uses,
- (c) indoor industrial hemp or industrial hemp related uses, and
- (d) greenhouse uses.

2. **THAT** this By-law shall come into effect and force from and after the date of passing thereof.

ENACTED, SIGNED AND SEALED THIS 27th DAY OF JULY, 2020.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW NO. 4263(2020)

**Being a by-law to amend by-law No. 4202(2020) known as the
Town of Pelham Odorous Industries Nuisance By-law to
incorporate an Administrative Monetary Penalty System (AMPS)
in regard to Offences and Penalties**

WHEREAS subsection 434.1(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended provides that a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the *Municipal Act, 2001*; and

WHEREAS subsection 434.1(2) of the *Municipal Act, 2001* provides that the purpose of a system of administrative penalties established by a municipality under section 434.1 shall be to assist the municipality in promoting compliance with its by-laws; and

WHEREAS subsection 434.1(4) of the *Municipal Act, 2001* provides that if a person is required to pay an administrative penalty in respect of a contravention, the person shall not be charged with an offence in respect of the same contravention; and

WHEREAS subsection 434.2(1) of the *Municipal Act, 2001* provides that an administrative penalty imposed by a municipality on a person under section 434.1 constitutes a debt of the person to the municipality; and

WHEREAS the Council of the Corporation of the Town of Pelham considers it desirable to have the option to enforce and seek compliance with the Town of Pelham Odorous Industries Nuisance By-law through an administrative municipal penalty system; and

WHEREAS section 425 of the *Municipal Act, 2001* permits a municipality to pass by-laws providing that any person who contravenes any by-law of the municipality is guilty of an offence;

NOW THEREFORE the Council of the Corporation of the Town of Pelham enacts as follows:

THAT the following be inserted into By-law No. 4202(2020) immediately after Section 9 and that the subsequent sections be renumbered accordingly:

ADMINISTRATIVE PENALTY

10. Administrative Monetary Penalty System By-law No. 4221(2020), applies to each administrative penalty issued pursuant to this By-law.

11. Each person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Monetary Penalty System By-law No. 4221(2020), be

liable to pay to the Town an administrative penalty in the amount of \$250 for each day on which the contravention occurs or continues.

COMMENCEMENT

- (1) This By-law shall be effective as of the date it is passed by Council.

READ, ENACTED, SIGNED AND SEALED THIS 27th DAY OF JULY, 2020

Mayor, Marvin Junkin

Nancy J. Bozzato, Town Clerk

THE CORPORATION OF THE
TOWN OF PELHAM

BY-LAW NO. 4264 (2020)

Being a by-law to authorize the execution of a site plan agreement for the lands municipally known as 103 Overholt Road, legally described as Part Lot 2 Concession 6 Pelham as in RO524835 Lying South of Hydro Lands; S/T AA68048; Part Lot 2 Concession 6 Pelham as in RO524835 Lying North of Hydro Lands; Pelham.

Iggy's Farm Ltd.

File No. SP-01-20

WHEREAS By-law No. 1118 (1987) designates the Town of Pelham as a Site Plan Control area, and

WHEREAS it is deemed desirable to enter into a Site Plan Agreement in order to control the lands as described in Schedule 'A' of the Site Plan Agreement which is attached hereto and forms part of this by-law;

NOW THEREFORE the Municipal Council of the Town of Pelham hereby enacts as follows:

1. **THAT** the Mayor and Clerk are hereby authorized and directed to execute the Site Plan Agreement attached hereto as Schedule 'A' with Iggy's Farm Ltd. for the lands described in Schedule 'A' of the Site Plan Agreement.
2. **THAT** in the event minor modifications to the Site Plan Agreement are necessary to effect the intent herein, the Clerk of the Town of Pelham is hereby authorized to complete same in consultation with the Town Solicitor.

ENACTED, SIGNED AND SEALED THIS
27th DAY OF JULY, 2020 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

**By-law 4264(2020) - Site Plan Agreement
Iggy's Farm Ltd.
103 Overholt Road**

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THIS AGREEMENT made this day of , 2020.

BETWEEN:

IGGY'S FARM LTD.

Hereinafter called the "Owner"

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF PELHAM

Hereinafter called the "Town"

OF THE SECOND PART

WHEREAS the Owner represents and warrants that it is the owner of the lands in the Town of Pelham described in Schedule 'A' attached hereto (the "Lands");

AND WHEREAS the Owner has assumed and agreed to be bound by the terms and conditions of the Site Plan Agreement;

AND WHEREAS the Owner wishes to develop the property for residential use in accordance with Schedules C through F attached hereto;

AND WHEREAS the Town has agreed to permit the said construction subject to certain terms and conditions;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of One Dollar (\$1.00) now paid by the Owner to the Town (the receipt whereof is hereby acknowledged), the Parties hereto mutually covenant and agree as follows:

1. Definitions

In this Agreement:

- (a) **Chief Building Official** shall mean the Chief Building Official of the Corporation of the Town of Pelham.
- (b) **Clerk** shall mean the Clerk of the Corporation of the Town of Pelham.
- (c) **Council** shall mean the Council of the Corporation of the Town of Pelham.
- (d) **Director of Community Planning & Development** shall mean the Director of Community Planning & Development of the Corporation of the Town of Pelham.
- (e) **Director of Corporate Services** shall mean the Director of Corporate Services of the Corporation of the Town of Pelham.
- (f) **Director of Public Works** shall mean the Director of Public Works of the Corporation of the Town of Pelham.
- (g) **Facilities and Works** shall mean and includes those facilities and works which are shown on or referred to in any one or more of the plans, drawings and schedules to this Agreement.
- (h) **Lands** shall mean the lands described in Schedule 'A' attached hereto.
- (i) **Professional Engineer** shall mean a Professional Engineer registered in good standing

with the Association of Professional Engineers.

- (j) **Surveyor** shall mean an Ontario Land Surveyor registered in good standing with the Association of Ontario Land Surveyors.

2. General Provisions

- (a) The Owner shall develop and maintain the Lands only in accordance with the terms and conditions contained herein and any other applicable by-law of the Town.
- (b) Unless the context otherwise requires, where the Owner is obligated by this Agreement or the approved plans to make any payments or install, construct, or carry out any services or action, the provisions therefore contained herein shall be deemed to include the words, "at the sole expense of the Owner".
- (c) The Owner shall perform any and all construction and installation of works on the Lands and any off-site works in accordance with the terms and conditions contained herein and as shown on Schedules C through E attached hereto and forming part of this Agreement to the reasonable satisfaction of the Town.
- (d) The Owner shall not perform any construction or installation on the Lands except in accordance with the terms and conditions contained herein and shown on said Schedules C through F attached hereto and forming part of this Agreement and to the reasonable satisfaction of the Town.
- (e) The Owner shall maintain and keep in good repair driveways and access servicing the buildings located in the development.
- (f) The Owner shall keep all construction access routes free and ensure that adequate dust control, mud tracking and debris control measures are carried out during the site's development.
- (g) During construction, the Owner shall ensure all construction related vehicles that are not carrying out the works are parked on the subject lands and are not parked within the municipal road allowance.
- (h) All delivery / construction trucks taking materials from the subject lands included within this Agreement shall be adequately covered and not unreasonably loaded so as to scatter refuse, rubbish, dust or debris on neighbouring properties or public roadways.
- (i) Should deeply buried archaeological remains/resources be found on the property during construction activities, all activities impacting archaeological resources must cease immediately, notify the Archaeology Programs Unit of the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) (416-212-8886) and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists.
- (j) In the event that human remains are encountered during construction, all activities must cease immediately and the local police as well as the Cemeteries Regulation Unit of the Ministry of Government and Consumer Services (416-326-8800) must be contacted. In situations where human remains are associated with archaeological resources, MHSTCI should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act. Should deeply buried archaeological remains / resources be found on the property during construction activities, the Heritage Operations Unit of the Ontario Ministry of Tourism, Culture & Sport in London (519-675-7742) and the Owner's archaeological consultant shall be notified immediately. In the event that human remains are encountered during construction, the Owner shall immediately notify the police or coroner, the Registrar of Cemeteries of the Ministry of Small Businesses and Consumer Services in Toronto (416-326-8392), the Ministry of Tourism, Culture & Sport and the Owner's licensed archaeological consultant.

- (k) The Owner grants to the Town, its servants, agents, and assigns permission to enter upon the Lands for the purpose of inspection of any Facilities and Works referred to in this Agreement and for the purpose of the completion of any Facilities and Works in accordance with this Clause and this Agreement.
- (l) The Owner will, at all times, indemnify and save harmless the Town from all loss, costs, damages and injuries which the Town may suffer or be put to for or by reason of the construction, maintenance, or existence of any Facilities and Works done by the Owner, its contractors, servants or agents on the Lands or which the Town may suffer or be put to for or by reason of the completion by the Town of any of the required Facilities and Works in accordance with this clause and this Agreement.
- (m) The Owner shall not call into question directly or indirectly in any proceeding whatsoever in law or in equity or before any administrative tribunal the right of the Town to enter into this Agreement and to enforce each and every term, covenant, and condition herein contained and this Agreement may be pleaded as an estoppel against the Owner in any such proceeding.
- (n) In the event that a Mortgagee(s) exercises any rights as to sale, possession or foreclosure or takes any other steps to enforce its security against the subject lands, then such Mortgagee(s) agrees on behalf of itself, its heirs, executors, administrators, successors and assigns not to deal with the lands as a development or part thereof unless and until a new Agreement in the same form, mutatis mutandis, as this Agreement has been entered into with the Town.
- (o) Any lands required to be conveyed by the Owner in accordance with the provisions hereof shall be in a neat and tidy condition, free of all debris and trash, and the Owner shall complete all services for the lands in accordance with the terms of this Agreement.
- (p) Notwithstanding the provisions of this Agreement, the Owner shall be subject to all of the Town's By-laws and all Provincial and Federal government statutes and / or regulations and amendments thereto affecting the site's development and installation of municipal services.
- (q) All work including crossings must be completed outside the limits of the Enbridge pipeline right-of-way.
- (r) The Owner shall notify Enbridge Pipelines Inc. prior to the start of construction to allow our field staff to review the pipeline safety requirements with the construction crew and ensure our pipeline and easement limits are staked.
- (s) The Owner shall install proper sediment and erosion controls for the duration of the construction phase and all disturbed areas are to be reinstated prior to the removal of the fencing.

3. Design & Supervision of Construction of Services

- (a) The Owner shall employ, at its cost, a competent and qualified Professional Engineer consultant approved by the Director of Public Works to:
 - (i) Carry out all soil investigations required by the Director of Public Works;
 - (ii) Design all of the works required to be completed in this Agreement;
 - (iii) Provide the Director of Public Works with an estimate of the costs of design, construction and maintenance of all works to be constructed under this Agreement to be used as the basis for determining the amount of security to be posted by the Developer prior to execution of this Agreement to guarantee the construction and maintenance of all works required under this Agreement;
 - (iv) Prepare engineering drawings that include plans, profiles and specifications for the

works and to submit detailed plans, profiles and specifications to the Director of Public Works for approval prior to the installation or construction of such works;

- (v) Submit to the Director of Public Works the detailed plans for signing and also provide two (2) sets of full-sized, signed hard copies and two (2) sets of signed hard copies reduced to 11"x17" size;
 - (vi) Obtain, in conjunction with the Town, all of the necessary approvals prior to installation or construction of the works;
 - (vii) Call tenders for the installation and construction of the works;
 - (viii) Obtain the approval from the Director of Public Works of the contractor employed to install or construct the works;
 - (ix) Provide full-time resident supervision, inspection and contract administration of all works within the municipal road allowance covered by this Agreement; or in the event that full-time inspection cannot or is not provided, the Town will provide inspection services at a per diem rate of \$1100.00 per day;
 - (x) Provide the Director of Public Works, or designate, 48 hours of notice prior to commencing construction on the works. Failure to do so will result in a Stop Work Order being placed on the lands;
 - (xi) Have a pre-construction meeting with the Director of Public Works, or designate, prior to commencing construction on the works. Failure to do so will result in a Stop Work Order being placed on the lands;
 - (xii) Maintain all of the records of the installation or construction of the works and submit a copy of the same to the Director of Public Works;
 - (xiii) Obtain from the Director of Public Works, the details regarding the form and scale of these drawings prior to their presentation;
 - (xiv) Provide the Director of Public Works with individual record sheets illustrating location & depths for all sanitary sewer, storm sewer and water services;
 - (xv) Provide building levels for construction purposes as hereinafter provided;
 - (xvi) Furnish the Director of Public Works with the preliminary lot grading certificate for the subject lands; and
 - (xvii) Provide the Town with the final lot grading certificate.
- (b)** The Owner shall not install works prior to a receipt in writing from the Director of Public Works of the detailed plans and specifications therefor.
- (c)** All of the works to be installed or constructed under this Agreement shall be installed or constructed under the direct supervision of the Owner's consulting Professional Engineer.
- (d)** The Owner shall not close / restrict any public roadway prior to receipt in writing from the Director of Public Works for such activity. In the event that construction works require lane restrictions and / or full closures, a minimum of 48 hours of notice must be given to the Director of Public Works. In addition, the Owner must submit a traffic management plan and is responsible for notification of all affected emergency and non-emergency agencies.

4. Grading

- (a)** The Owner shall have prepared by an Ontario Land Surveyor or Professional Engineer, a detailed site drainage plan for the site, said Plan to clearly indicate the existing drainage pattern on all adjacent Lands originally flowing through, into, or over the area of the site, to

the street storm sewer system or other outlet approved by the Director of Public Works. This Plan, attached hereto as Schedule 'F', shall be approved by the Director of Public Works prior to the execution of this Agreement. Minor changes to the Plan may be permitted subject to the approval of the Director of Public Works.

- (b) The Owner shall submit, upon completion of Facilities and Works, a certificate signed by an Ontario Land Surveyor or Professional Engineer which indicates that the grades as stipulated on Schedule 'F' to this Agreement have been complied with.
- (c) Unless otherwise approved or required by the Town, the Owner shall not alter the grades of the said Lands until such time as a Building Permit is issued for the construction of the buildings contemplated herein on the said Lands.
- (d) The Owner shall provide his Design Engineer's verification that all grading, drainage, and servicing provisions have been installed in conformance with the approved civil plans, prepared by Rivercourt Engineering Inc., dated December 13, 2019, and prepared by Forestgreen Creations dated May 25, 2020 attached hereto as Schedules 'E' and 'F'. The Owner shall provide a copy of the Design Engineer's verification to the Town.

5. Sanitary Sewer System

- (a) The Owner undertakes to repair and forever maintain the private septic sewer system located on the said Lands.
- (b) The Owner will obtain a required Sewage Permit from the Development Services Division, Niagara Region Planning and Development Services Department prior to any building permits being issued.

6. Water Supply

The Owner shall, at its own expense, forever maintain all necessary connections and all internal private water supply services necessary to serve the development.

7. Storm Sewer System

The Owner undertakes the installation, repair, and forever maintenance of the private storm water system as identified on the Lot Grading Plan.

8. Roads & Access

- (a) The Owner shall obtain a driveway/entrance permit from the Town Public Works Department for the new driveway.
- (b) The Owner shall, at its own expense, prior to construction taking place within a Town road allowance, obtain a Town Temporary Works Permit from the Public Works Department.
- (c) The Owner shall, at its own expense, restore any curb cuts and trench excavations within the roadway as per Town standards. All road restorations shall take place no later than two (2) weeks after completion of the installation. No temporary measures will be permitted.
- (d) The Owner shall locate all private signs within the Owner's Lands in accordance with the Site Plan attached as Schedule 'C'.

9. Landscaping

- (a) The Owner shall, at its own expense, adequately landscape, plant and maintain all of the Lands not required for buildings, parking or roads in accordance with the approved Site Plan prepared by Forestgreen Creations Inc., dated 03.20.20, attached hereto as Schedule 'C'. Minor changes to the Plan may be permitted subject to the approval of the Director of Community Planning & Development.

- (b) The Owner agrees to install appropriate sediment and erosion control fencing prior to the commencement of construction and maintain it in good condition until all construction is complete and all areas are revegetated.

10. Waste Collection

The Owner is advised that if the waste collection limit cannot be met or if curbside collection is not desirable, waste collection will be the responsibility of the owner through a private contractor and not Niagara Region. However, the site remains eligible for Regional recycling and organics collection subject to compliance with the current Regional Waste Collection Policy.

11. Easements / Rights-of-Way

In the event any easements are required by Enbridge Gas to service the development, the Owner shall provide these to Enbridge Gas Distribution at no cost.

12. Photometry

The Owner shall ensure that any lighting facility used to illuminate any building or parking area shall be designed and installed as to deflect from adjacent buildings and streets.

13. Parking, Curbing, Driveways & Sidewalks

- (a) The Owner shall, at its own expense, provide and at all times maintain on the said Lands, gravel parking and driveway areas acceptable to the Town.
- (b) Overflow parking shall be limited to the size shown on Schedule "C" and shall not be hard surfaced but remain grass.

14. Building & Services

The Owner shall construct and the Town shall permit the construction of the buildings and other structures on the Lands in accordance with the Schedules attached hereto to permit the development provided that all such uses shall comply with all building and zoning requirements of the Town.

15. Administrative & Consulting Costs

The Owner shall pay the Town's reasonable costs (\$2,700 or Two-thousand, seven hundred dollars) in connection with this Agreement for preparation, processing, administration and supervision including, but not limited to, all administrative, legal, inspection and consulting expenses.

16. Deposit for Facilities and Works

- (a) At the time of execution of this Agreement, the Owner shall pay to the Town a deposit to guarantee its compliance with this Agreement in an amount equal to:
 - (i) 20% of the estimated cost of completing the on-site Facilities and Works; and
 - (ii) 100% of the estimated cost of completing the off-site works.

The parties have calculated that the estimated cost for completion to be **\$10 106.20** (Ten thousand one hundred and six dollars and twenty cents) excluding taxes. Therefore, security in the amount of **\$2 021.24** (Two thousand and twenty-one dollars and twenty-four cents) shall be provided to the Town.

- (b) The deposit shall be paid to the Town in cash or in the form of an irrevocable letter of credit from a chartered bank or from a recognized lending institution, subject to the approval of

the Director of Corporate Services and shall be held as security to ensure the completion of the Facilities and Works until such time as the Town permits its release as ordered herein. The deposit may be used to pay for the cost of any work performed by the Town in accordance with the following clause in the event of the failure of the Owners to comply with the terms of this Agreement.

- (c) Upon completion of the Facilities and Works, the Owner shall provide to the Town, at the Owner's expense, confirmation in writing by the Owner's Qualified Designer or Professional Engineer, or both, that the approved plans appended hereto have been complied with. When such confirmation has been received, the Chief Building Official shall confirm such compliance and the deposit, less any amounts expended to enforce compliance with the Agreement and any amounts refunded or reduced as the work required by this Agreement progresses, shall be returned to the Owner, without interest.
- (d) The Town may, from time to time, demand an increase in the sum of the deposit in accordance with increases in the cost of performing the Facilities and Works required herein to be completed and the Owner covenants and agrees to make such increase. At the sole discretion of the Chief Building Official the amount of the deposit may be reduced at any time after the Owner has reached the stage where the costs to complete the Facilities and Works is less than the amount of the deposit.
- (e) The release of the deposit by the Town does not release the Owner from their obligation to maintain all of the Facilities and Works pursuant to this Agreement.
- (f) The Owner agrees that all of the Facilities and Works required to be provided by the Owner shall be provided, installed or constructed by the Owner within one hundred and eighty (180) days after the date of substantial completion of the proposed development as determined by the Chief Building Official and shall be maintained at all times in good condition. An extension of the completion of Works may be considered by the Director of Community Planning & Development.

17. Default

Upon breach by the Owner of any covenant, term, condition or requirement of this Agreement, or upon the Owner becoming insolvent or making any assignment for the benefit of creditors, the Town, at its option, may declare the Owner to be in default. Notice of such default shall be given by the Town, and if the Owner shall not remedy such default within such time as provided in the notice, the Town may declare the Owner to be in final default under this Agreement. Upon notice of default having been given, the Town may require all work by the Owner, its servants, agents, independent contractors and sub-contractors to cease (other than any work necessary to remedy such default) until such default shall have been remedied, and in the event of final default, may require all work as aforesaid, to cease. Upon final default of the Owner, the Town may, at its option, adopt or pursue any or all of the following remedies, but shall not be bound to do so:

- (i) Enter upon the subject Lands by its servants, agents and contractors and complete any work, service, repair or maintenance wholly or in part required herein to be done by the Owner, and collect the cost thereof from the Owner and/or enforce any security available to it;
- (ii) Make any payment which ought to have been made by the Owner to the Town, for any purpose, and apply the same in payment or part payment for any work which the Town may undertake;
- (iii) Retain any sum of money heretofore paid by the Owner to the Town, for any purpose, and apply the same in payment or part payment for any work which the Town may undertake;
- (iv) Bring action to compel specific performance of all or any part of this Agreement for damages; and

(v) Exercise any other remedy granted to the Town under the terms of this Agreement or available to the Town in law.

18. Special Events

All events shall be cidery-related and not exceed a capacity of 60 people. The events shall also be limited in number to not more than 15 per year and no more than 2 per month.

19. Covenants

The Owner covenants for itself, its successors and assigns and the Owners from time to time of the said Lands and the burden of the covenants contained in this Agreement shall be deemed to be negative and shall run with and be binding upon the Lands to and for the Town, its successors and assigns.

20. Registration

The Owner agrees and consents to the registration of notice of this Agreement against the said Lands.

21. Obligation

This Agreement and the provisions hereof do not give to the Owner or any person acquiring any interest in the said Lands (each hereinafter in this paragraph called "such person") or any other person any rights against the Town with respect to the failure of any such person to perform or fully perform any obligation under this Agreement, or the failure of the Town to force any such person to perform or fully perform any obligation under this Agreement or any negligence of any such person in the performance of the said obligation.

22. Building Permit

Notwithstanding any of the provisions of this Agreement, the Owner, its successors and assigns, shall be subject to all of the by-laws, as amended, of the Town at the time of the issuance of a Building Permit required pursuant to the terms of the Agreement or at the time of the execution of this Agreement, whichever is applicable.

23. Plans

The Owner agrees that all plans shall be drawn by a Qualified Designer or by a Professional Engineer and all surveys by an Ontario Land Surveyor, subject to the reasonable satisfaction of the Town.

24. Notices

Any notice, demand, acceptance or request provided for in this Agreement shall be in writing and shall be deemed to be sufficiently given if personally delivered or sent by registered mail (postage prepaid) as follows:

To the Town at:	Clerk Town of Pelham P.O. Box 400 20 Pelham Town Square Fonthill, ON L0S 1E0
To the Owner at:	Iggy's Farm Limited 6527 Tripoli Terrace Mississauga, ON L5N 4L1

or as such other address as the party to whom such notice is to be given shall have last notified the party giving the notice in the manner provided in this Section 24. Any notice

delivered to the party to whom it is addressed in this Section 24 shall be deemed to have been given and received on the day it is so delivered at such address. Any notice mailed as aforesaid shall be deemed to have been given and received on the fifth day next following the date of its mailing.

25. Schedules

The originals of the plans set out in Schedule 'C', 'D', 'E' and 'F' are available at the offices of the Town at the address set out in Section 24.

26. Binding Effect

This Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date and year first above written.

WITNESS	IGGY’S FARM LTD.
_____	_____
(printed name)	(printed name)
_____	_____
(signature	(signature)
_____	_____
(date)	(date
<input type="checkbox"/> ‘I have the authority to bind the Corporation’	

THE CORPORATION OF THE TOWN OF PELHAM

Mayor Marvin Junkin

Clerk Nancy J. Bozzato

SCHEDULE 'A'

LEGAL DESCRIPTION

PIN: 64039-0126 (LT)

Part Lot 2 Concession 6 Pelham as in RO524835 Lying South of Hydro Lands;
S/T AA68048; PELHAM

PIN 64039-0115 (LT)

Part Lot 2 Concession 6 Pelham as in RO524835 Lying North of Hydro Lands;
PELHAM

SCHEDULE 'B'

Cost Estimates, Security Deposits & Cash Payments

On-Site Work (excludes HST)	
New Gravel Driveway	\$4 160.00
Remove and Restore Existing Driveway	\$1 808.00
Subtotal	\$5 968.00
Contingency (15%)	\$895.20
	\$6 863.20
Landscaping (excludes HST)	
White Cedar Hedging	\$1 320.00
Subtotal	\$1 320.00
Contingency (15%)	\$198.00
Total	\$1 518.00
Grading (excludes HST)	
General Grading	\$1 500.00
Subtotal	\$1 500.00
Contingency (15%)	\$225.00
Total	\$1 725.00

Securities		
On-Site	20% (\$10 106.20)	= \$2 021.24
Off-Site	100% (\$0)	= \$0
Total		= \$2 021.24

In accordance with Section 14 (a) of this Agreement, that the estimated cost for completion shall be in the amount of **\$10 106.20** (Ten thousand one hundred and six dollars and twenty cents) excluding taxes. Therefore, security in the amount of **\$2 021.24** (Two thousand and twenty-one dollars and twenty-four cents) shall be provided to the Town.

Cash Payments

Administration	\$2 700.00
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FORESTGREEN CREATIONS INC.
DESIGN + BUILD

1423 William Street
Fonthill, Ontario
L8S 1E0

T: 905.892.9727
F: 905.892.4900
E: info@forestgreencreations.com

" (C) 2004 Notepad, Publisher.

CRITICAL NOTE: It is the user's responsibility to check and verify all dimensions and conditions on the project and report any discrepancies to the designer before proceeding with the work. Drawings are not to be scaled.

Reprint Schedule	Reprint Description	Date
	Re-issued for HCC approval with updated layout in preparation for the HCC meeting	07/01/2019
	Re-issued for HCC approval	12/1/2019
	Issued for the HCC approval	17/04/2019
	Re-issued for HCC approval	01/05/2020

DATE	2/20/2010 2:41:27 PM
FILE	As far as it
SCALE	
UNIT	1:10
DRAWN	
BY	TJD
CHECKED	
DATE	1/7/2010
PROJECT	
NO.	

"as redesigned has revised and is less responsive to the design, and the qualifications and needs the requirements set out" in the Ontario Funding Guide to be a Designer.

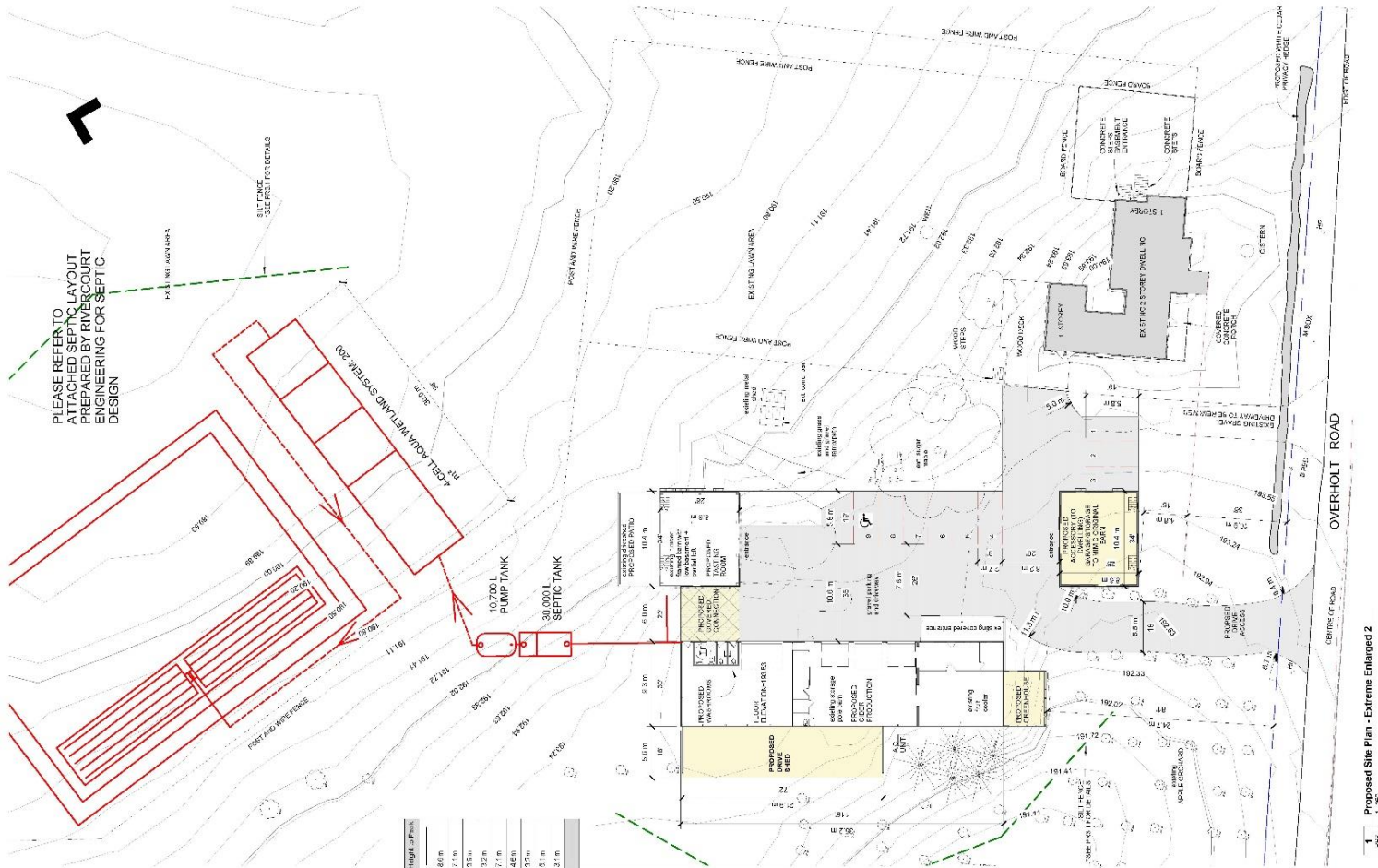
Code	Barber	2203E
P.L.L.	623	623
NAME	N	E

business design is exempt under 2.17.5.1 of the building code

FULL NAME	BO	SIGNATURE
	M	

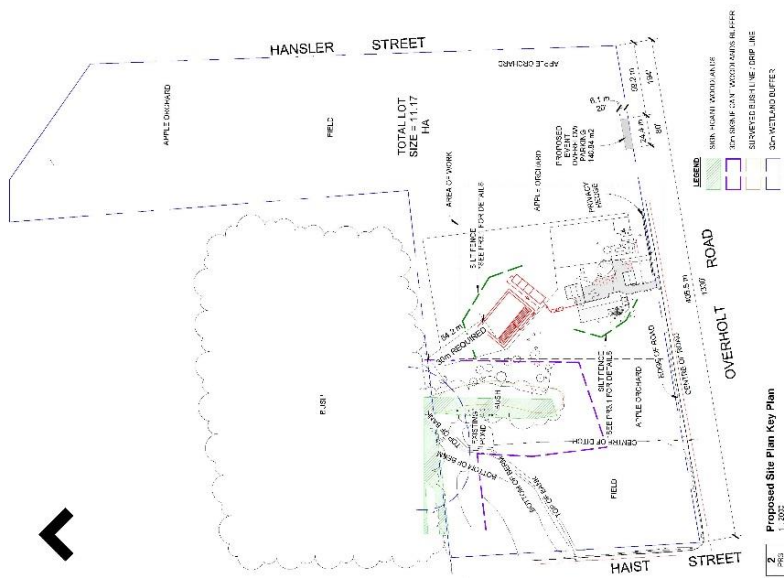
PROPOSED
DRAWING

PR3

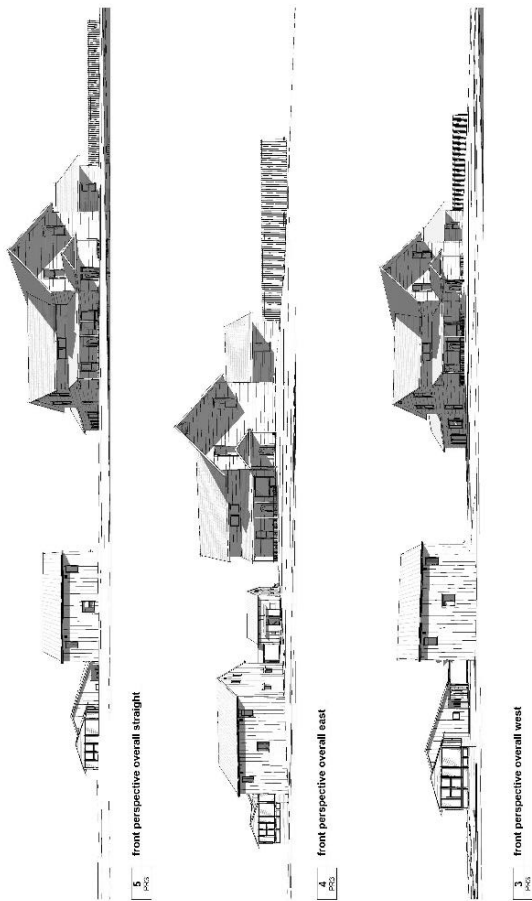


1 Proposed Site Plan - Extreme Enlarged 2

SITE STATISTICS			Area	%	Use	Height of Peak
Time	Location	Use				
Proposed	Building's parking	1,700 sq ft	100%			
	Building's main entrance	565.4 sq ft	33.3%	Office	6.0 m	
	Building's main entrance	387.2 sq ft	22.8%	Office	7.0 m	
	Building's main entrance	47.47 sq ft	2.8%	Office	3.5 m	
	Building's main entrance	10.55 sq ft	0.6%	Office	3.5 m	
	Building's main entrance	22.85 sq ft	1.4%	Office	3.5 m	
	Building's main entrance	22.85 sq ft	1.4%	Office	4.5 m	
	Building's main entrance	17.54 sq ft	1.0%	Office	3.5 m	
	Building's main entrance	50.77 sq ft	3.0%	Office	3.5 m	
	Building's main entrance	35.49 sq ft	2.1%	Office	3.5 m	
Total all covered		365.97 sq ft	0.84%			
Proposed	Proposed main entrance	63.73 sq ft	0.5%	Office		
	Proposed main entrance	63.73 sq ft	0.5%	Office		
	Proposed main entrance	47.57 sq ft	0.4%	Office		
	Proposed main entrance	63.73 sq ft	0.5%	Office		
	Proposed main entrance	132.2 sq ft	1.0%	Office		
	Proposed main entrance	565.7 sq ft	4.5%	Office		
	Proposed main entrance	1703 sq ft	1.3%	Office		
	Proposed main entrance	661.1 sq ft	0.5%	Office		
	Proposed main entrance	275.5 sq ft	1.7%	Office		
	Total area of 461.7 sq ft					



2 Proposed Site Plan Key Plan
1.10.2022



5 front perspective overall straight

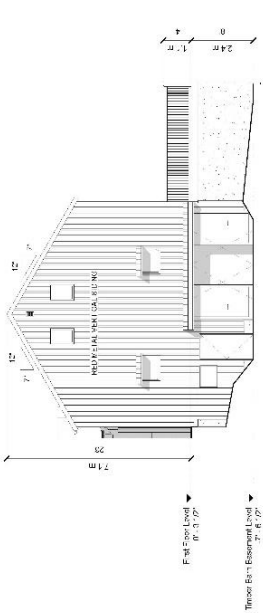
4
p23

3 front perspective overall west

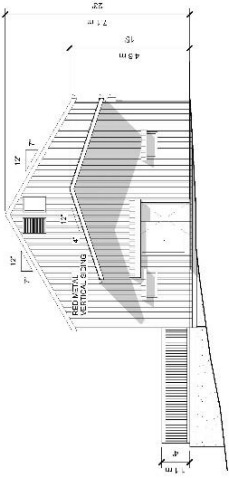
FORESTGREEN CREATIONS INC.
1422 Palmyra Road
Lancaster, PA 17602
Tel: 717.397.6474
Fax: 717.397.6475
www.forestgreencreations.com

26 Acre Ciderly
100 Overholt Road, Palmyra

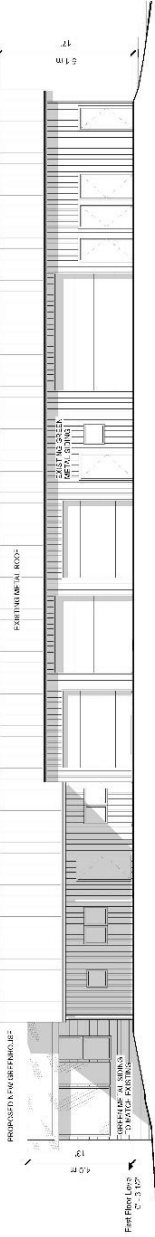
8) OVERHOLT ROAD 1 HAVEN PLACE SHOWN IN TYPE 20A
EXISTING HOUSE TO BE REMOVED



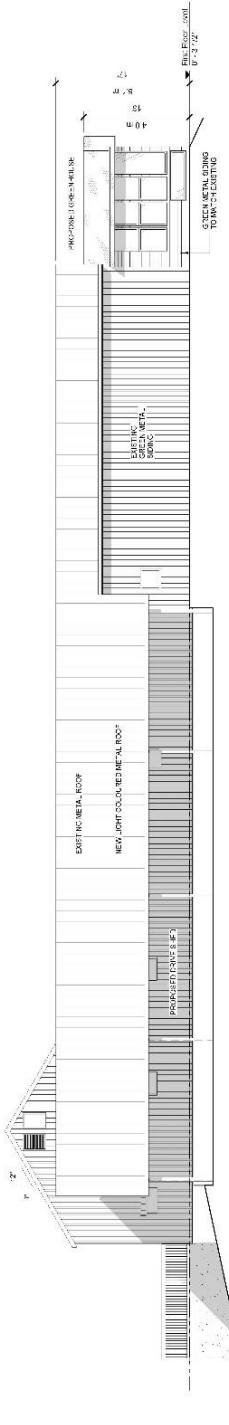
4 Existing Timber Barn East Elevation



5 Timber Barn West Elevation



1 Existing Pole Barn & Proposed Green House East Elevation

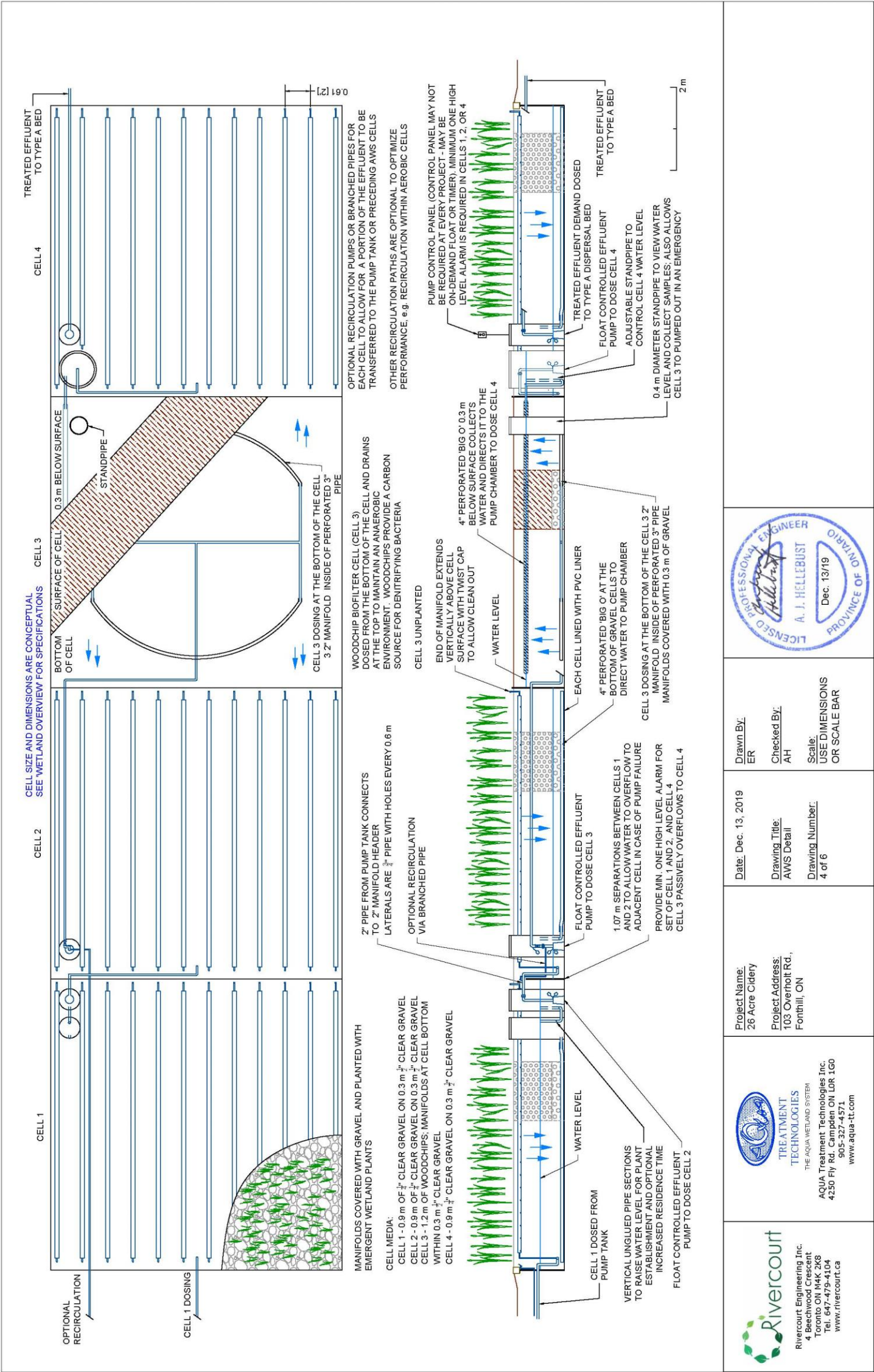


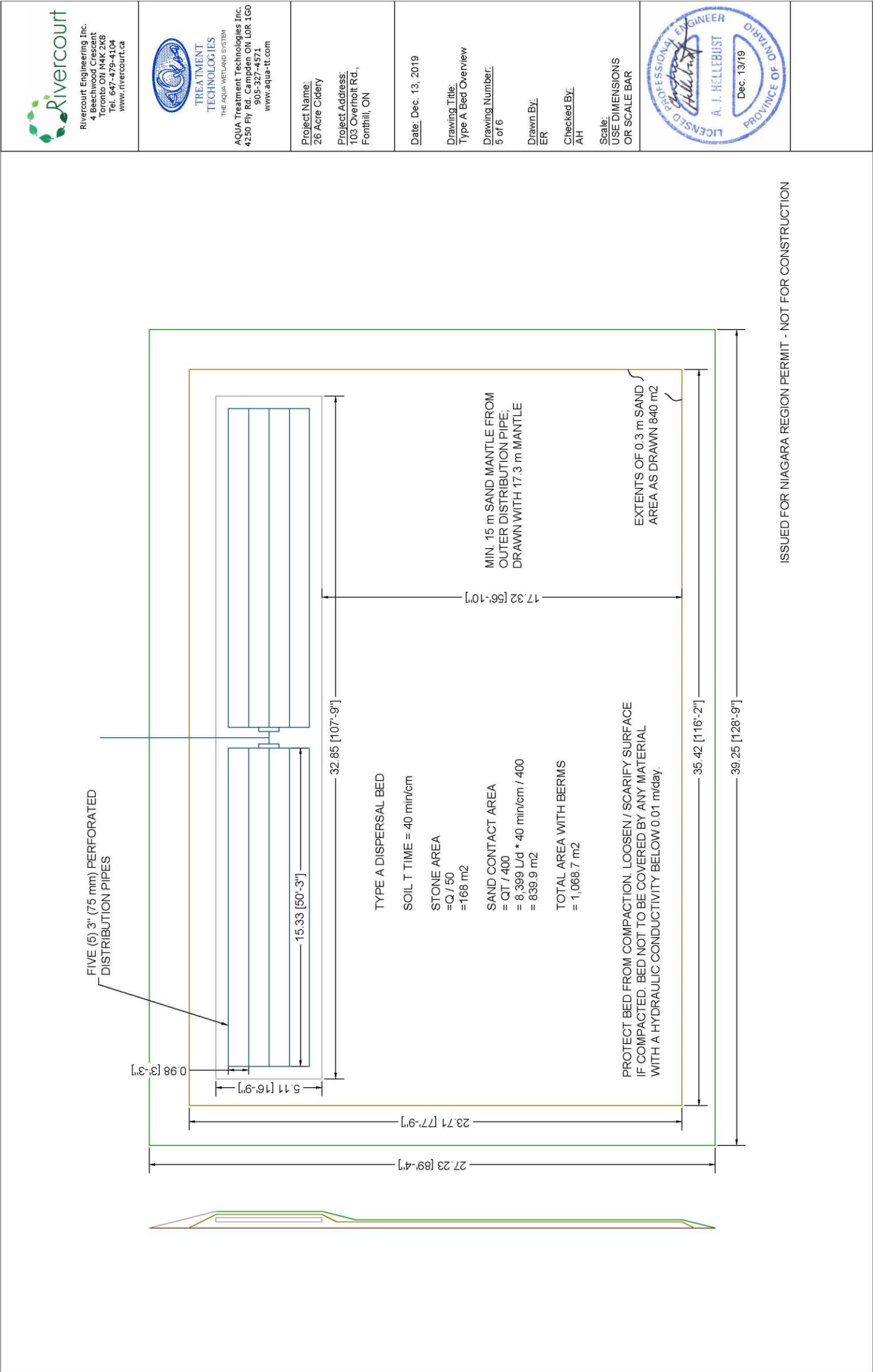
6 Existing Pole Barn & Green House West Elevation

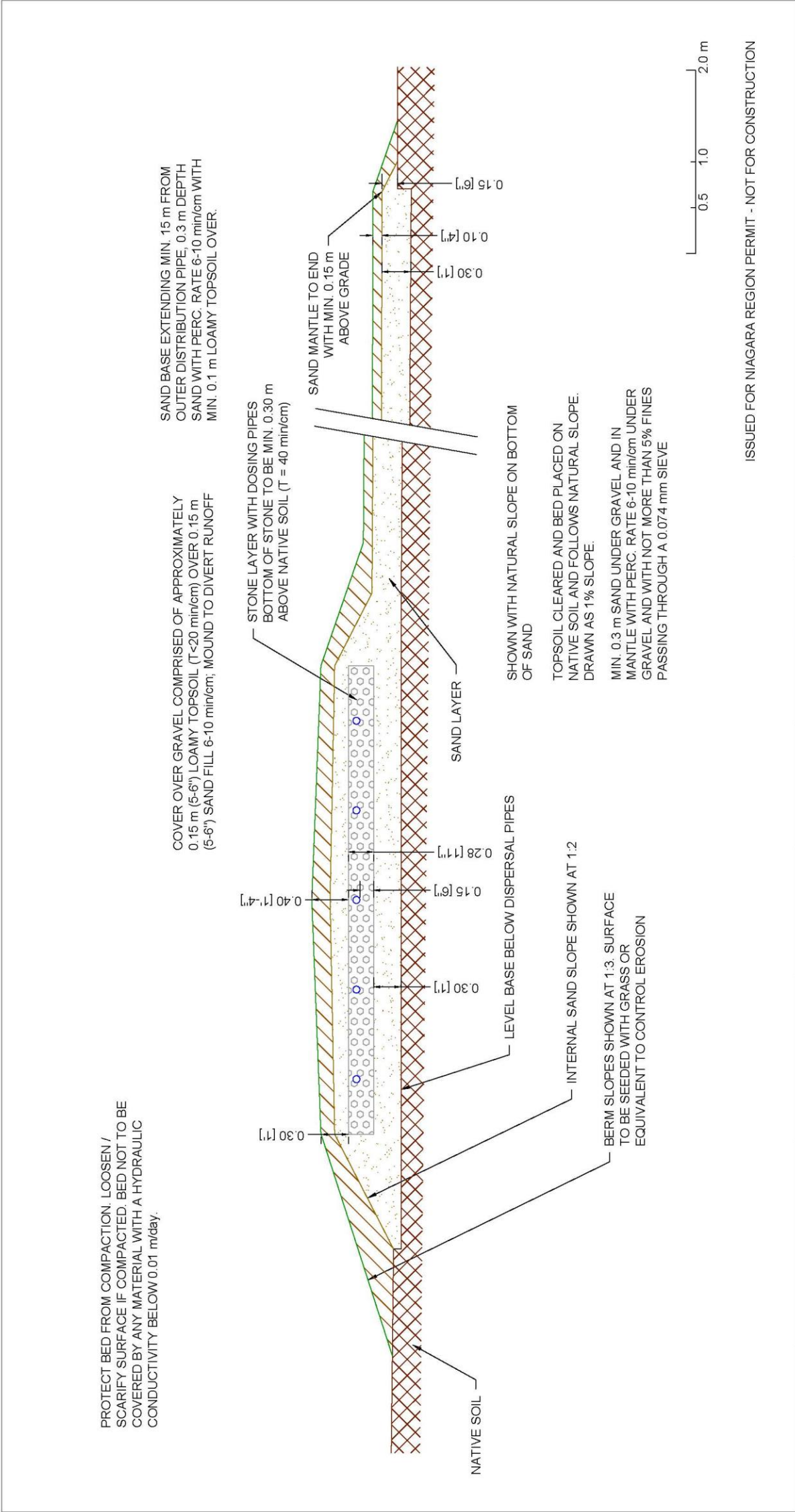


SCHEDULE 'E'









ISSUED FOR NIAGARA REGION PERMIT - NOT FOR CONSTRUCTION



Rivercourt Engineering Inc.
4 Beechwood Crescent
Toronto ON M4K 2K8
Tel. 647-479-4104
www.rivercourt.ca



AQUA TREATMENT TECHNOLOGIES
THE AQUA WETLAND SYSTEM
AQUA Treatment Technologies Inc.
4250 Fly Rd. Campbell ON L0R 1G0
905-327-4571
www.aqua-tt.com

Project Name:
26 Acre Cidery

Project Address:
103 Overholt Rd.,
Fonthill, ON

Date: Dec. 13, 2019

Drawing Title:
Type A Bed Detail

Drawing Number:
6 of 6

Drawn By:
ER

Checked By:
AH

Scale:
USE DIMENSIONS
OR SCALE BAR



SCHEDULE 'F'

FORESTGREEN CREATIONS INC.
DESIGN + BUILD
100 OVERHOLT ROAD
L3B 1L1
E: info@forestgreen.ca
P: 505-255-1318

PROJECT
26 Acre Cider
100 Overholt Road, Iggy's Farm

DATE: 11/20/2020
SCALE: 1" = 20' 0"

DESIGN: J. L. LEE
DRAWN: J. L. LEE
CHECKED: J. L. LEE
PROJECT NO.: 11-022

NO.	DESCRIPTION	DATE
1	REVISION TO SCHEDULE 'F'	11/20/2020
2	REVISION TO SCHEDULE 'F'	11/20/2020

PRELIMINARY

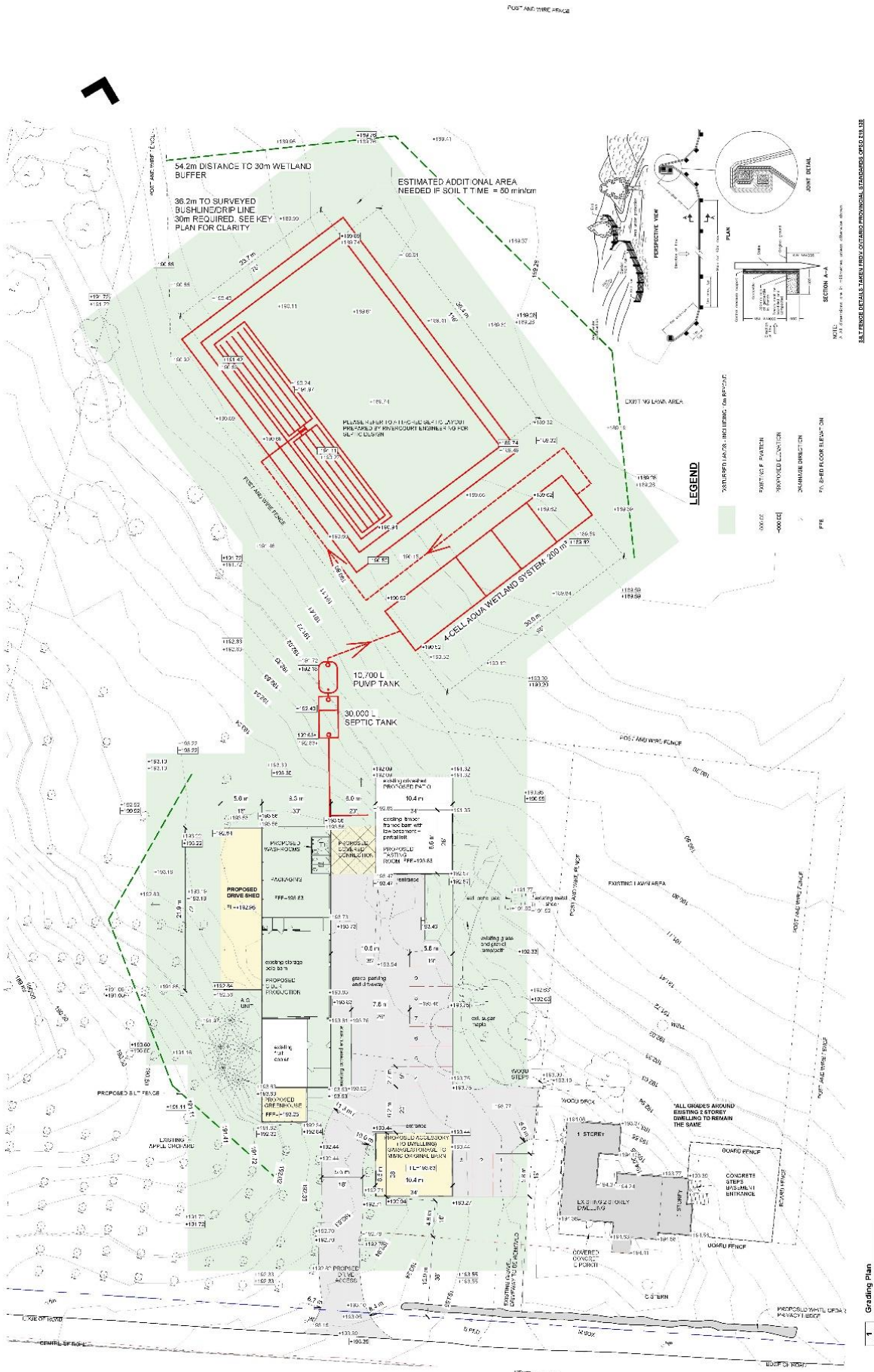
DATE: 11/20/2020 10:40:00 AM
SCALE: 1" = 20' 0"
DESIGN: J. L. LEE
DRAWN: J. L. LEE
CHECKED: J. L. LEE
PROJECT NO.: 11-022

THESE PLANS ARE FOR THE USE OF THE CLIENT ONLY. ANY CHANGES TO THE PLANS MUST BE APPROVED BY THE DESIGNER. THE DESIGNER IS NOT RESPONSIBLE FOR ANY CHANGES TO THE PLANS MADE BY THE CLIENT OR ANY OTHER PARTY.

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PR3.1



THE CORPORATION OF THE
TOWN OF PELHAM
BY-LAW #4265 (2020)

Being a by-law to assume the subdivision known as Weiland Heights Subdivision and to designate the streets as shown on Registered Plan 59M-399 as public highways and to name the street accordingly, Abbott Place and Kline Crescent.

WHEREAS by By-law #3385(2013) the Council of the Corporation of the Town of Pelham entered into a Subdivision Agreement with Schout Communities (Fonthill) Inc with respect to the lands and development known as “Weiland Heights”;

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

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

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it desirable and necessary to designate, as public highways, the lands as shown on Registered Plan 59M-399 known as Weiland Heights;

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

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

- (1) THAT all services pursuant to the Weiland Heights Subdivision are hereby accepted by the Town and the Town hereby assumes the said subdivision for municipal purposes, the said subdivision being described in Schedule “A” attached hereto.
- (2) THAT the roads and/or streets as shown on Registered Plan 59M-399 known as Weiland Heights be dedicated for the use of the public as a public highway and that the public highway be named “Abbott Place” and “Kline Crescent”.
- (3) THAT this by-law shall take effect upon the passing thereof.

ENACTED, SIGNED AND SEALED THIS
27th DAY OF JULY, 2020 A.D.

MAYOR M. JUNKIN

NANCY J. BOZZATO, TOWN CLERK

SCHEDULE "A"
TO
BY-LAW #4265 (2020)

In the Town of Pelham, in the Regional Municipality of Niagara and being composed of Lots 1-44 inclusive, and Blocks 45-50 inclusive, and Abbott Place and Kline Crescent, Plan 59M-399, Pelham and bring all of PIN 64035-0759 (LT).

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4266(2020)

**Being a by-law to adopt, ratify and confirm the actions of
the Council at its regular meeting held on the 27th day of
July 2020.**

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 27th day of July, 2020, 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 27th DAY OF July 2020 A.D.

MAYOR MARVIN JUNKIN

TOWN CLERK, NANCY J. BOZZATO