

REGULAR COUNCIL AGENDA

C-15/2020

Monday, September 21, 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. Ceremonial Oath of Office - Ward One Councillor
3. Approval of Agenda
4. Disclosure of Pecuniary Interests and General Nature Thereof
5. Hearing of Presentation, Delegations, Regional Report

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

5 - 5

5.2 Presentations

5.2.1 COVID-19 Update - Community Emergency
Management Coordinator

5.2.2 Corporate Administration COVID-19 Update

D. Cribbs, Chief Administrative Officer

5.3 Delegations

5.4 Report of Regional Councillor

6. Adoption of Minutes

6.1 C-14/2020 - Regular Council Minutes - September 8, 2020 6 - 18

6.2 SC-12/2020 - Special Meeting of Council - September 8, 2020 19 - 22

7. Business Arising from Council Minutes

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

9. Consent Agenda Items to be Considered in Block

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

9.2 Minutes Approval - Committee

9.3 Staff Reports of a Routine Nature for Information or Action

9.4 Action Correspondence of a Routine Nature

9.4.1 Royal Canadian Legion Branch #613 - Poppy Campaign Request 2020

9.5 Information Correspondence Items

9.5.1 D. France - Cannabis Grow Operations 23 - 30

9.6 Regional Municipality of Niagara - Action Items

9.7 Committee Minutes for Information

9.7.1 Pelham Finance and Audit Committee Minutes - July 9, 31 - 36

2020

10. Items for Separate Consideration, if Any

11. Presentation & Consideration of Reports

11.1 Reports from Members of Council:

11.2 Staff Reports Requiring Action

| | | |
|--------|---|----------|
| 11.2.1 | Asset Management Position To Be Funded By Grant, 2020-0136-Corporate Services | 37 - 39 |
| 11.2.2 | Assumption of Rittenhouse Estates, 2020-0133-Public Works | 40 - 42 |
| 11.2.3 | July 2020 Financial Report, 2020-0130-Corporate Services | 43 - 63 |
| 11.2.4 | Mandatory face covering bylaw extension 2020, 2020-0134-Fire Dept | 64 - 66 |
| 11.2.5 | Proposed 2021 Council Meeting Schedule, 2020-0135-Clerks | 67 - 71 |
| 11.2.6 | Recommendation Report for Zoning By-law Amendment - 1307 Haist Street, 2020-0131-Planning | 72 - 128 |

12. Unfinished Business

13. New Business

14. Presentation and Consideration of By-Laws 129 - 133

1. By-law 4278(2020) - Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located at the northeast corner of Haist Street and Pancake Lane, legally described as Part of Lot 2, Concession 8, Town of Pelham, Regional Municipality of Niagara, from the Residential 1 (R1) zone to a site specific Residential Multiple 1 (RM1-299) zone. Town of Pelham. File No. AM-05-20

2. By-law 4279(2020) - Being a by-law to assume the subdivision

known as Rittenhouse Estates Subdivision and to designate the streets as shown on Registered Plan 59M-399 as public highways and to name the street accordingly.

15. **Motions and Notices of Motion**
16. **Matters for Committee of the Whole or Policy and Priorities Committee**
17. **Matters Arising Out of Committee of the Whole or Policy and Priorities Committee**
18. **Resolution to Move in Camera**
19. **Rise From In Camera**
20. **Confirming By-Law** 134 - 134
21. **Adjournment**

Taxes Written-off Under Section 357/358 of the Municipal Act, 2016
2020

| Roll # | Address | Reason | From | To | # of Days Effective | Property Class | Original Assessment | New Assessment | Increase/ Decrease | Rate | Subtotal | Property Total |
|---|------------------|--|------------|------------|------------------------|----------------|------------------------|-------------------|-----------------------|------------|------------|-------------------|
| 2732 030 019 08400 | 945 Pelham St | Two barns destroyed by fire | 2020-06-28 | 2020-12-31 | 187 | 366 RT | 769,000 | 747,000 | (22,000) | 0.01305805 | (146.78) | (146.78) |
| 2732 030 012 03400 | 230 Pancake Lane | House, attached garage and pool demolished | 2020-06-15 | 2020-12-31 | 200 | 366 RT | 611,000 | 249,000 | (362,000) | 0.01305805 | (2,583.07) | (2,583.07) |
| 2732 030 011 07501 | 6 Brucewood Cir | House and attached garage demolished | 2020-06-01 | 2020-12-31 | 214 | 366 RT | 468,000 | 123,000 | (345,000) | 0.01305805 | (2,634.09) | (2,634.09) |
| Total Taxes Written Off Under Section 357/358 | | | | | | | | | | | | (5,363.93) |

REGULAR COUNCIL MINUTES

Meeting #: C-14/2020
Date: Tuesday, September 8, 2020
Time: 5:30 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
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 5:50 p.m., noting that a previous meeting delayed the start time, with apologies.

2. Approval of Agenda

Moved By Lisa Haun
Seconded By John Wink

BE IT RESOLVED THAT the agenda for the September 8, 2020 Regular meeting of Council be adopted.

Amendment:
Moved By Bob Hildebrandt
Seconded By Lisa Haun

THAT the agenda be amended to add an item of new business under Motions and Notices of Motion, with regard to the 2021 Budget Schedule previously approved.

| Recorded | For | Against |
|-------------------------|------------|----------------|
| Marvin Junkin | | X |
| Lisa Haun | X | |
| Bob Hildebrandt | X | |
| Ron Kore | X | |
| Marianne Stewart | X | |
| John Wink | X | |
| Results | 5 | 1 |
| Carried (5 to 1) | | |

Moved By Lisa Haun
Seconded By John Wink

BE IT RESOLVED THAT the agenda for the September 8, 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 Presentations

4.1.1 COVID-19 Update - Community Emergency Management Coordinator

The Community Emergency Management Co-Ordinator provided a COVID-19 update as it relates to the Town of Pelham, Province and the Nation. He highlighted some of the initiatives taken by the Town and further noted that the Province has cautioned that no further reopening stages will be advanced at this time.

Moved By Lisa Haun
Seconded By Ron Kore

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) |

4.1.2 Corporate Administration COVID-19 Update

The Chief Administrative Officer provided a corporate-wide focus on how the Town of Pelham as a corporation is moving forward during the pandemic, most specifically relating to the Meridian Community Centre.

Moved By Bob Hildebrandt
Seconded By Lisa Haun

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) |

4.2 Delegations

4.3 Report of Regional Councillor

4.3.1 Report of Regional Councillor Huson for September 8, 2020

Regional Councillor Huson presented an update on Regional initiatives that have been ongoing during the past months. A copy is on file with the Clerk.

Moved By Ron Kore
Seconded By John Wink

BE IT RESOLVED THAT the September 8, 2020 Report of Regional Councillor Huson be received 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) |

5. Adoption of Minutes

5.1 C-13/2020 - Regular Council Minutes

Moved By Bob Hildebrandt
Seconded By Lisa Haun

BE IT RESOLVED THAT the following minutes be adopted as printed, circulated and read:
1. C-13/2020 - Regular Council Minutes - August 24, 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

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

None.

8. Consent Agenda Items to be Considered in Block

Moved By John Wink
Seconded By Ron Kore

BE IT RESOLVED THAT the Consent Agenda items as listed on the September 8th, 2020 Council Agenda be received and the recommendations contained therein be approved, as applicable.

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8.3 Staff Reports of a Routine Nature for Information or Action

8.3.1 2020 Debenture Update, 2020-0129-Corporate Services

BE IT RESOLVED THAT Council receive Report # 2020-0129-Corporate Services for information.

8.5 Information Correspondence Items

8.5.1 M. Hughes re: Rezoning of 1307 Haist Street

BE IT RESOLVED THAT Council receive, for information, correspondence submitted by Mark Hughes regarding the proposed rezoning application for the property known municipally as 1307 Haist Street in the Town of Pelham,

AND THAT the correspondence be referred to the Community Planning and Development Department to form part of the record on this application, File AM-01-20.

8.7 Committee Minutes for Information

8.7.1 MCC User Group Minutes - August 13, 2020

BE IT RESOLVED THAT Council receive the MCC User Group Committee minutes dated August 13, 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: None

10. Presentation & Consideration of Reports

10.1 Reports from Members of Council: None

10.2 Staff Reports Requiring Action: None

11. Unfinished Business

11.1 Establishment of Municipal Heritage Committee, 2020-0055-Planning

Councillor Stewart requested to divide the motion to consider the last two paragraphs separately.

Moved By Lisa Haun

Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive Report #2020-055; and

THAT Council approve the Terms of Reference for the establishment of a Municipal Heritage Advisory Committee attached to this report; and

THAT Council direct staff proceed with the advertisement for community members to apply for the Municipal Heritage Advisory Committee; and

THAT the appointment of community members to the Municipal Heritage Advisory Committee occur after the temporary provincial and municipal coronavirus COVID-19 pandemic restrictions on meetings of advisory committees has been lifted.

Moved By Lisa Haun

Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive Report #2020-055; and

THAT Council approve the Terms of Reference for the establishment of a Municipal Heritage Advisory Committee attached to this 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 Lisa Haun
Seconded By Marianne Stewart

THAT Council direct staff proceed with the advertisement for community members to apply for the Municipal Heritage Advisory Committee; and

THAT the appointment of community members to the Municipal Heritage Advisory Committee occur after the temporary provincial and municipal coronavirus COVID-19 pandemic restrictions on meetings of advisory committees has been lifted.

Amendment:
Moved By Lisa Haun
Seconded By John Wink

THAT the motion be amended by striking out the last paragraph.

| 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

THAT Council direct staff proceed with the advertisement for community members to apply for the Municipal Heritage Advisory Committee.

| 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) |

- 12. **New Business:** None
- 13. **Presentation and Consideration of By-Laws**
- 14. **Motions and Notices of Motion**

Moved By Marianne Stewart
Seconded By Lisa Haun

BE IT RESOLVED THAT COUNCIL hereby authorizes a temporary provision under By-law #4199(2020), Section 9 (n), being a by-law prohibiting and regulating Signs in the Town of Pelham, so as to permit Read-O-Graph Mobile Signs approved on a temporary basis to permit a total of six (6) thirty (30) day periods throughout the remainder of the COVID-19 pandemic period.

The Mayor suggested a friendly amendment to the motion as presented to include “as aligned with the Town of Pelham Face Covering By-Law” as the last sentence. Councillor Stewart accepted the friendly amendment.

Moved By Marianne Stewart
Seconded By Lisa Haun

BE IT RESOLVED THAT COUNCIL hereby authorizes a temporary provision under By-law #4199(2020), Section 9 (n), being a by-law prohibiting and regulating Signs in the Town of Pelham, so as to permit Read-O-Graph Mobile Signs approved on a temporary basis to permit a total of six (6) thirty (30) day periods throughout the remainder of the COVID-19 pandemic period, as aligned with the Town of Pelham Face Covering By-Law.

Amendment:
Moved By John Wink
Seconded By Ron Kore

THAT the motion be amended to replace “six (6) thirty (30) day periods” with “three (3) times a year for a maximum of two (2) months each”.

| 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 COUNCIL hereby authorizes a temporary provision under By-law #4199(2020), Section 9(n), being a by-law prohibiting and regulating Signs in the Town of Pelham, so as to permit Read-O-Graph Mobile Signs approved on a temporary basis to permit a total of three (3) times a year for a maximum of two (2) months each throughout the remainder of the COVID-19 pandemic period, as aligned with the Town of Pelham Face Covering By-law.

| 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) | | |

14.1 Motion by Councillors Hildebrandt and Haun

Moved By Bob Hildebrandt

Seconded By Lisa Haun

THAT, pursuant to Section 25(iv) of By-law 4107(2019), Council Procedural By-law, Council Dispense with Notice requirements so as to permit a Motion pertaining to the 2021 Budget Schedule to be presented for consideration.

| 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 Lisa Haun

WHEREAS Council, at its Regular Meeting of June 15, 2020, unanimously approved the 2021 Budget Schedule, as amended to include an Audit Committee Review in the schedule,

AND WHEREAS Council is desirous to further amend the 2021 Budget Schedule so as to include a potential second round of COVID-19 funding from the Provincial and/or Federal levels of government;

NOW THEREFORE BE IT RESOLVED THAT Council RESCIND the resolution adopted at the June 15, 2020 Regular Meeting of Council which approved the 2021 Budget Schedule;

AND THAT Council direct that Staff revise the 2021 Budget Schedule to allow for incorporation of further funding assistance to offset the costs of the COVID-19 pandemic and to present an updated 2021 Budget Schedule at the next Regular Council meeting scheduled for September 21, 2020.

Councillor Wink called a Point of Order requesting confirmation as to the vote requirement for a motion to rescind. It was confirmed by the CAO and Clerk that the vote would require a two-third majority to pass. Mr. David Cribbs, CAO indicated while Council awaits another member to achieve a majority two-thirds vote five members of Council must vote in the positive. The Clerk advised only four members of Council voted in the positive, therefore the motion was defeated.

| Two Thirds Present | For | Against |
|--------------------|-----|-------------------|
| Marvin Junkin | | X |
| Lisa Haun | X | |
| Bob Hildebrandt | X | |
| Ron Kore | X | |
| Marianne Stewart | X | |
| John Wink | | X |
| Results | 4 | 2 |
| | | Defeated (4 to 2) |

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 Ron Kore
Seconded By Bob Hildebrandt

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):

(d) labour relations or employee negotiations (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 John Wink
Seconded By Ron Kore

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 Lisa Haun
Seconded By Marianne Stewart

BE IT RESOLVED THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of September 8, 2020;

AND THAT Council hereby approves the Collective Agreement reached on Wednesday, August 26, 2020 and subsequently ratified by the union membership on Sunday, August 30, 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 Ron Kore

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

Being a By-law No. 4277(2020) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 8th day 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) |

20. Adjournment

Moved By John Wink
Seconded By Lisa Haun

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for September 21, 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
Results

X
6 0

Carried (6 to 0)

Mayor: Marvin Junkin

Town Clerk: Nancy J. Bozzato

SPECIAL COUNCIL MINUTES

Meeting #: SC-12/2020 - Special Meeting of Council
Date: Tuesday, September 8, 2020, 4:30 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
Teresa Quinlin
Holly Willford
Shannon Larocque

Guests: Callum Shedden, Legal Counsel and
Taylor Wilson, Realtor

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 4:30 p.m.

2. Approval of the Agenda

Moved By John Wink

Seconded By Ron Kore

BE IT RESOLVED THAT the agenda for the September 8, 2020 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 Marianne Stewart

Seconded By Lisa Haun
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:

(c) proposed or pending acquisition or disposition of land by the municipality or local board; and (f) - advice that is subject to solicitor-client privilege, including communications necessary for that purpose (1 Item, File L07-2018-04-S)

| 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 Lisa Haun
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 Ron Kore
BE IT RESOLVED THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of September 8, 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. **Confirming By-law**

Moved By John Wink
Seconded By Bob Hildebrandt

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

Being a By-law No. 4276 (2020) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Special Meeting held on the 8th day 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) |

7. **Adjournment**

Moved By John Wink
Seconded By Marianne Stewart

BE IT RESOLVED THAT this Special Meeting of Council be adjourned until the next regular meeting scheduled for September 8, 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

From: [Debbie France](#)
To: [Nancy Bozzatto](#); [Marvin Junkin](#); [Marianne Stewart](#); [John Wink](#); [Lisa Haun](#); [Bob Hildebrandt](#); [Ron Kore](#)
Subject: Stop Illicit Cannabis Grow Operations
Date: Sunday, September 13, 2020 3:41:11 PM
Attachments: [Sept 7, 2020.pdf](#)
[ATT00001.htm](#)

Hello Clerk Bozzatto and Mayor Junkin of the Town of Pelham,
Kindly share the information beneath and lead a discussion at your next council meeting on the cannabis issues we all face.

Stop Illicit Cannabis Grow Operations

This email is being sent to all municipalities in Ontario who are being unjustly impacted by the outbreak in cannabis grow operations that choose not to follow municipal bylaws and regulations.

These grow operations are surging throughout Ontario exposing residents to personal safety and health risks.

What has caused the problem?

Loopholes in cannabis legislation

Loophole after loophole in cannabis legislation continues to be exploited. The legalization of cannabis was meant to keep cannabis from our youth and to get it off the black market.

According to law enforcement, legislation has had the opposite effect. It has allowed organized crime to gain an even stronger foothold.

Why work together with other municipalities?

Residents are suffering from the unintended consequences of some of the components of cannabis legislation.

- Many cannabis operations are operating without the required municipal permits, required set-backs and in areas not municipally zoned for cannabis operations.
- According to police, there is a threat to community safety. Guns have been seized at raids. Profits have been known to fund other crimes such as methamphetamine labs and cannabis can be used as currency to trade for cocaine and guns coming from United States. Organized crime has found a way to be comfortably sheltered within existing cannabis laws.
- Obnoxious skunk-like odours are adversely impacting the health and well being of residents.
- Risks to drinking water supply from excessive water usage and chemical contamination.
- Light and noise pollution.
- Greenhouses and other facilities that could be used for more legitimate job creating purposes are often being used for illicit cannabis production.
- Residents are afraid to voice their concerns in public as they fear the criminal element.
- A standardized and enforceable solution will significantly reduce many of the costs municipalities are currently facing.

Over the last few weeks, I have fielded phone calls and emails from residents of Norfolk

County and across the province who live in municipalities attempting to control the outbreak. The municipalities all appear to be going to great lengths to help their impacted residents but the common response from everyone is that there isn't an immediate enforceable solution.

In developing a solution, it is important to consider the contributing factors to this problem

- It appears as though many cannabis producers are boldly going forward with their operation without regard for municipal regulations believing they can potentially hide behind the Ministry of Agriculture, Right to Farm legislation that was established to protect farmers who feed our country.
- Far too often, cannabis operations disregard compliance to local bylaws and zoning regulations. Court cases often take years.
- Many cannabis operations are difficult to monitor and are improperly regulated.
- There doesn't seem to be a cannabis tracking system in place for the vast majority of these operations. Where is the cannabis going?
- The secluded locations of these growers make it challenging for enforcement.
- Police raids have revealed that many of these operations are growing beyond their allowable plant limits.
- When the national cannabis prescription average is 2 grams per day as of March 2020 one has to question why the College of Physicians and Surgeons are not questioning or investigating prescriptions as high as 100-150 grams per day.

The purpose of the Cannabis Act was to displace the illicit market but it has actually given it a banner to flourish under a legal license.

Unfortunately, our Federal Government put us in this position. It's long overdue for our Provincial Minister of Municipal Affairs and Housing, and our Federal and Provincial Ministers of Health, Agriculture and Justice to place the personal safety and health of residents first.

What should a solution involve?

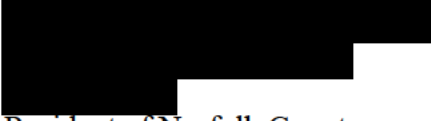
- Change in Federal and Provincial legislation and/or regulation is required to eliminate the loopholes that the criminal element has taken advantage of.
- Delegation of inspection authority to local municipalities would allow for fire, health and building inspections. Law enforcement would continue to have authority of plant count and the validity of operational authenticity.
- There is a need to verify prescriptions and the doctors who issue them.

THE ASK...

1. This issue **MUST** be raised at the Federation of Canadian Municipalities (FCM), Rural Ontario Municipalities Association (ROMA) and the Association of Municipalities of Ontario (AMO).
2. We are requesting municipalities to join together and place this at the top of our Provincial and Federal Governments "must urgently fix" list. All levels of government need to be involved in developing a standardized and enforceable solution. Reach out to your MP's and MPP's.

There is strength and leverage in numbers. Join together with other municipalities and demand an enforceable solution from our Ministers.

Thanks kindly,
Debbie France



Resident of Norfolk County

Cannabis Reference Material

Table of contents

- 1) General knowledge
- 2) Cannabis land use reports
- 3) Municipalities not permitting Cannabis grow ops on Agricultural lands
- 4) Municipal Panel & Roundtable Discussion with Local & Provincial Law Enforcement
- 5) Police Intervention - Massive illegal cannabis operation shut down
- 6) Police Intervention - Cannabis production allegedly fueling synthetic drug production labs
- 7) Police Intervention – raids involving production exceeding limits
- 8) Police Intervention - raids at the US/Canada border
- 9) Federal MP's who are actively requesting Health Canada to solve Cannabis issue
- 10) Municipal guide to Cannabis legislation (by FCM)
- 11) The final report of the task force on Cannabis legalization and regulation
- 12) Municipalities who have refused requests for exceptions to bylaws
- 13) Court cases - Bylaw violation
- 14) Nuisance bylaw amendment - Cannabis Odour
- 15) Municipalities that have requested assistance from Province

Note: The list of links in this document is a small representation of information mostly connected to news articles that show there are significant issues connected to Marijuana Cultivation in Agricultural areas throughout the Province of Ontario. We encourage anyone viewing this document to search and reach out in their municipality to discover how the issues are unfolding in the Municipality they call home. Further investigation is likely to uncover similar issues in areas throughout the Province of Ontario and across the Country. We expect that further investigation is likely to uncover other elected officials who have been actively trying to find solutions for the constituents they were elected to serve. We encourage anyone viewing this information to connect with the author of the letter that accompanies this list or they can email their contact information and concerns to debbiefrance@live.ca and a representative of this group will reply to help address their concerns.

Cannabis Articles

1) *General knowledge*

Article: Gaping hole in pot legislation is hitting Norfolk hard (Ontario Farmer Jan 24, 2020)
(Perhaps best article to understand entire issue)

<https://www.ontariofarmer.com/features/gaping-hole-in-pot-legislation-is-hitting-norfolk-hard/>

Article: Change is in the wind (Ontario Planners June 1, 2018)
(Outlines challenges for Municipalities from a planning perspective)

<https://ontarioplanners.ca/blog/planning-exchange/june-2018/change-is-in-the-wind>

Cannabis Reference Material

Article: Stench among concerns as Bradford council hears about cannabis cultivation in Holland Marsh (Barrie Today Jun 14, 2020)
(Outlines common complaints amongst those living nearby grow ops)
<https://www.barrietoday.com/local-news/bradford-council-hears-from-public-about-cannabis-cultivation-in-holland-marsh-2433271>

Article: County council concerned by marijuana licences (Belleville Intelligencer June 25, 2020)
<https://www.intelligencer.ca/news/local-news/county-council-concerned-by-marijuana-licences>

2) Cannabis land use reports

Article: Final Land Use Study on Cannabis Production in The Town of Pelham
(Explains potential issues between Municipal By-laws & Farm & Food Protection Act relating to Cannabis) Review sections... 3.1, 3.2, 3.3, 3.5, 3.7 to understand potential issues
<https://pelham-pub.escribemeetings.com/filestream.ashx?DocumentId=21743>

3) Municipalities not permitting Cannabis grow ops on agricultural lands

Article: Brighton sets limits on where cannabis production facilities can locate (Northumberland news Apr 9, 2019)
<https://www.northumberlandnews.com/news-story/9274359-brighton-sets-limits-on-where-cannabis-production-facilities-can-locate/>

Article: Prime agricultural land no place for cannabis, Oro-Medonte coalition says (Simcoe May 31, 2020)
<https://www.simcoe.com/news-story/10001301-prime-agricultural-land-no-place-for-cannabis-oro-medonte-coalition-says/>

4) Municipal Panel & Roundtable Discussion with Local & Provincial Law Enforcement

Article: East Gwillimbury Cannabis Production Facilities Panel Discussion OPP & YRP discuss organized crime's active involvement in Cannabis production and the risks that it poses to residents (YouTube video)
<https://youtu.be/Oisv7MEIV14>

Article: Hastings-Lennox & Addington Roundtable on Illicit Cannabis Operations – Fed MP Derek Sloan
<https://www.facebook.com/watch/?v=3216967588368948&extid=jTObBPn7swAbfxrz>

5) Police Intervention - Police shut down massive illegal cannabis operation, seize more than 100k plants (CBC News Aug 21, 2020)

Article: <https://www.cbc.ca/news/canada/hamilton/project-woolwich-cannabis-niagara-1.5695691>

6) Police Intervention - Cannabis production allegedly fueling synthetic drug production labs (Project Moon)

Article: More than \$45m in drugs and cash seized as twin drug gangs dismantled in York Region
(CP24 Aug 8, 2019)

<https://www.cp24.com/news/more-than-45m-in-drugs-and-cash-seized-as-twin-drug-gangs-dismantled-in-york-region-1.4541063>

7) Police Intervention – raids involving production exceeding limits

St. Catharines

Article: Niagara police bust \$34m illegal cannabis operation (Global News July 1, 2020)

<https://globalnews.ca/news/7128873/niagara-illegal-cannabis-grow-op/>

King Township

Article: Police seize \$4.7m in illegal drugs after search of former Joe's Garden property in King
(York Region Oct 7, 2019)

<https://www.yorkregion.com/news-story/9633352-police-seize-4-7m-in-illegal-drugs-after-search-of-former-joe-s-garden-property-in-king/>

Article: 8 charged after \$400k worth of 'excess cannabis' found on King Township grow-op
(CBC News Oct 2, 2018)

<https://www.cbc.ca/news/canada/toronto/eight-charged-marijuana-trafficking-cannabis-farms-york-region-1.4847114>

Article: Police bust marijuana grow op in King Township worth \$6.5m, seize 4,000 plants
(CTV News Aug 3, 2018)

<https://toronto.ctvnews.ca/police-bust-marijuana-grow-op-in-king-township-worth-6-5m-seize-4-000-plants-1.4039863>

Stouffville

Article: Police bust cannabis grow op in excess of licence limits near Aurora
(YorkRegion Jan 29, 2019)

<https://www.yorkregion.com/news-story/9148816-police-bust-cannabis-grow-op-in-excess-of-licence-limits-near-aurora/>

8) Police Intervention - Cannabis busts at US/Canada border

Article: Canadian resident arrested in relation to massive cannabis bust at U.S. border
(Global News June 16, 2020)

<https://globalnews.ca/news/7070697/canadian-involved-significant-drug-seizure-u-s-border/>

9) Federal MP's mentioned in articles who are actively requesting Health Canada to solve Cannabis issue

Article: MP Finley brings the issue of unlicensed large-scale marijuana producers to Parliament (Norfolk Today July 27, 2020) - **Fed MP Diane Finley**
<https://www.norfolktoday.ca/2020/07/27/96986/>

Article: Stomp out cannabis criminality: Sloan (Quinte News July 2, 2020) - **Fed MP Derek Sloan**
<https://www.quintenews.com/2020/07/02/stomp-out-cannabis-criminality-sloan/>

Article: 'Stinks like 10000 skunks': Tottenham residents want more potent restrictions for medical-marijuana growers (Simcoe Feb 11, 2020) - **Fed MP Terry Dowdall**
<https://www.simcoe.com/news-story/9844540--stinks-like-10-000-skunks-tottenham-residents-want-more-potent-restrictions-for-medical-marijuana-growers/>

10) Municipal guide to Cannabis legislation (by FCM)

<https://fcm.ca/en/resources/municipal-guide-cannabis-legalization>

11) The final report of the task force on Cannabis legalization and regulation

<https://hoban.law/2017/01/the-final-report-of-the-task-force-on-cannabis-legalization-and-regulation/>

12) Municipalities who have refused requests for exceptions to bylaws

Article: Marijuana setback relief denied (Simcoe Reformer May 29, 2019)
<https://www.simcoereformer.ca/news/local-news/marijuana-setback-relief-denied>

Article: Council officially denies the marijuana micro-cultivation facility (NewTecTimes March 6, 2020)
<http://newtectimes.com/?p=24388>

13) Court cases - Bylaw/Zoning violations

Article: Cannabis producer pleads guilty to violating bylaw (Simcoe Reformer Feb 20, 2020)
<https://www.simcoereformer.ca/news/local-news/cannabis-producer-enters-guilty-plea>

Article: East Gwillimbury takes medical marijuana facility to court (York Region Aug 12, 2020)
<https://www.yorkregion.com/news-story/10134439-east-gwillimbury-takes-medical-marijuana-facility-to-court/>

Cannabis Reference Material

14) Nuisance bylaw amendment - Cannabis odour

Article: Council enacts nuisance by-law addressing cannabis odour concerns
(Bradford Today Jun 19, 2020)

<https://www.bradfordtoday.ca/local-news/council-enacts-nuisance-by-law-addressing-cannabis-odour-concerns-2441245>

Article: Hamilton targets large-scale personal grow operations with nuisance bylaw amendment
(Global News Apr 23, 2020)

<https://globalnews.ca/news/6857506/city-of-hamilton-nuisance-bylaw-amendments-personal-grow-operations-cannabis/>

Article: Nuisance bylaw to deal with cannabis odour coming soon to Lincoln
(Niagara This Week Aug 3, 2020)

<https://www.niagarathisweek.com/news-story/10128119-nuisance-bylaw-to-deal-with-cannabis-odour-coming-soon-to-lincoln/>

Article: Pelham gives stamp of approval on odour bylaw to deal with cannabis operations
(Niagara This Week Mar 27, 2020)

<https://www.niagarathisweek.com/news-story/9918340-pelham-gives-stamp-of-approval-on-odour-bylaw-to-deal-with-cannabis-operations/>

Article: Niagara area town buys \$5,000 device to measure weed smell after repeated complaints from residents (Timmins Today Jul 7, 2020)

<https://www.timminstoday.com/around-ontario/ontario-niagara-area-town-buys-5000-device-to-measure-weed-smell-after-repeated-complaints-from-residents-2545977>

15) Municipalities that have requested assistance from Province

Article: Council supports request for more control over cannabis production in municipalities
(Bradford Today May 22, 2020)

<https://www.bradfordtoday.ca/local-news/council-supports-request-for-more-control-over-cannabis-production-in-municipalities-2366228>

PELHAM FINANCE AND AUDIT COMMITTEE MINUTES

Meeting #: PFAC-03/2020
Date: Thursday, July 9, 2020
Location: Zoom Meeting

Members Present: John Wink, Chair
Ron Kore
Bill Crumm
Michael Cottenden

Members Regrets Marianne Stewart

Staff Present: David Cribbs
Teresa Quinlin
Charlotte Tunikaitis
Holly Willford
Victoria Emslie

Other: None

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, Chair Wink called the electronic zoom meeting to order at approximately 4:00 p.m.

2. Approval of Agenda

Moved By Bill Crumm
Seconded By Michael Cottenden

THAT the agenda for the July 9, 2020 regular meeting of the Pelham Finance and Audit Committee be adopted, as circulated.

Carried

3. Declaration of Pecuniary Interest and General Nature

None.

4. Approval of Minutes

May 7, 2020

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT the minutes of the May 7th, 2020 minutes of the Pelham Finance and Audit Committee be approved.

Carried

5. Business Arising from Minutes

None.

6. New Business

6.1. Draft 2019 Annual Report

Ms. Teresa Quinlin, Director of Corporate Services and Treasurer stated this is the first Annual Report completed by the Town of Pelham. She indicated the report has good statistical information.

A Member indicated the report is heavily financially focused and would suggest future reports should include: more of a community element, section regarding goals and priorities and if these have been achieved, and an additional section highlighting the Town's Senior Leadership Team and how each department has contributed to the Town's financial goals. The Member did state the financial information was well done.

In response, Ms. Charlotte Tunikaitis, Deputy Treasurer agreed with the comments stated and indicated this draft 2019 Annual Report is a starting place to build for future years.

A Member indicated he felt the report was well done and would like to see more population breakdown and information on the commercial tax base.

The Chair indicated he agreed with the comments made and thanked staff for their contributions and indicated he thought the report was well done and stated he felt the residents will be impressed with this report.

Moved By Ron Kore

Seconded By Bill Crumm

THAT the Committee received the Draft 2019 Annual Report for information.

Carried

7. Audit

None.

8. Operating Financial Report to May 31, 2020

Ms. Quinlin indicated the last Operating Financial Report the Audit Committee reviewed was from December 2019.

The Chair indicated it is clear COVID-19 has had a significant impact on the Town's finances. In response, Ms. Quinlin agreed and indicated the Meridian Community Centre ("MCC") has suffered the greatest impact as the MCC has been closed from mid-March and is just reopening in early July. Ms. Quinlin did indicate revenues should increase with the demand for renting ice.

A Member asked if the gym would be rented out to the public. In response, Ms. Quinlin indicated only the ice and pool would be rented to the public and summer camps are being ran. Mr. David Cribbs, CAO, indicated Ms. Quinlin was correct and furthermore the Province has not approved indoor sports currently. In addition, Mr. Cribbs indicate the Town must be mindful to try to keep attendance in the MCC low and that the gym would likely be used for summer camps only.

A Member asked Ms. Quinlin to speak on the expenditures. Ms. Quinlin indicated currently the largest expenses are related to cleaning supplies, installation of glass and plexiglass due to COVID 19. Mr. Cribbs indicated cleaning at Town Hall has doubled from 2 hours daily to 4 hours.

Moved By Ron Kore

Seconded By Michael Cottenden

THAT the Committee received the May 31, 2020 Operating Financial Report for information.

Carried

9. MCC Operating Financial Report to May 31, 2020

The Chair indicated Ms. Quinlin has already touched on the MCC operating report earlier within the meeting.

Moved By Michael Cottenden

Seconded By Ron Kore

THAT the Committee received the May 31, 2020 MCC Operating Financial Report for information.

Carried

10. Transit Operating Financial Report to May 31, 2020

Ms. Quinlin indicated the Town is currently operating one bus and that the bus service is on demand. She further advised the Town received a \$50,000.00 grant regarding transit and it is anticipated the Region will take over transit at the end of August.

Mr. Cribbs indicated the Town received a grant in the approximate amount of \$7-8,000.00 to aid in cleaning costs and offset lower ridership. Mr. Cribbs indicated the Town has enough finances to operate the bus until the Region takes over transit.

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT the Committee received the May 31, 2020 Transit Operating Financial Report for information.

Carried

11. Capital Report

11.1. 2020 First Quarter (Jan 1 – Mar 31, 2020)

Ms. Quinlin indicated two projects will be deferred to 2021 and therefore there will be a 1.5 million dollar savings which will be helpful to the Town's cash flow.

Moved By Michael Cottenden

Seconded By Ron Kore

THAT the Committee received the 2020 First Quarter Capital Report for information.

Carried

12. Reserves

None.

13. Financial Risks

13.1. COVID-19 Financial Impacts Update

Ms. Quinlin indicated this is the second COVID-19 Financial Impact Update report to be submitted to Council. She indicated the format of the report mimics the Niagara Region's report template. Ms. Quinlin indicated the Town is using the Region's report style as the Region will be advocating on behalf of the municipalities to receive relief funding by the Province and Federal government.

A Member asked if the Town has confirmed proper insurance is in place if a COVID-19 outbreak occurs at a Town facility or program, such as a day camp. In response, Mr. Cribbs and Ms. Quinlin indicated they have been in contact with the insurance company. The Member indicated his workplace was required to self-insure. Ms. Quinlin indicated she would look further into the matter.

Moved By Ron Kore

Seconded By Michael Cottenden

THAT the Committee received the COVID-19 Financial Impact Update Report for information.

Carried

14. Unfinished Business

None.

15. Next Meeting – Wednesday, September 9, 2020 at 4:00pm

Ms. Quinlin indicated an additional meeting has been set for October 19, 2020 to review budget materials.

16. Adjournment

**Moved By Bill Crumm
Seconded By Ron Kore**

**THAT this Regular Meeting of the Pelham Finance and Audit Committee be
adjourned.**

Carried



Chair, John Wink



Deputy Clerk, Holly Willford

Subject: GIS Asset Management Specialist To Be Funded By the Ontario Community Infrastructure Fund (OCIF)

Recommendation:

BE IT RESOLVED THAT Council receive Report # 2020-0136- Corporate Services ; and that Council approve the OCIF grant funding of the Asset Management position in order to be in compliance with Ont. Reg. 588/17 of the Asset Management Plan.

Background:

A report was issued to Council on July 13, 2020 requesting Council to approve a grant application to the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program for a GIS Asset Management Specialist. Council approved this request to submit the funding application. FCM has acknowledged the receipt of or grant application but it will take six months for the review process and approval of funding.

The timing of hiring a position is critical in order to meet the July 1, 2021 municipal asset management planning regulation O.Reg. 588/2017; as a result, the contract position needs to be hired now.

The Ontario Community Infrastructure Fund (OCIF) formula program guidelines allows eligible staff costs for municipalities only. It states: "*Municipalities may allocate up to 40% or \$80,000 of their formula funding per year (whichever is less) to hours worked by municipal staff whose responsibilities include: asset management planning; and/or Composite.*" Confirmation was received from the OCIF Program Advisor that these expenditures are eligible under the OCIF grant. The 2021 OCIF Formula component has not been determined. A Provincial government announcement is still pending on the grant amount (if any) for 2021.

The completion of the Asset Management Plan is critical for future grant funding. It will be a requirement in order to be eligible for any capital grant funding by the Provincial and Federal governments.

Analysis:

The OCIF funding has been used for capital projects. The amount of funding received by the Town in the last four years is as follows:

| | |
|------|-----------|
| 2020 | \$483,112 |
| 2019 | \$456,430 |
| 2018 | \$294,204 |
| 2017 | \$207,327 |

The Town will be able to allocate \$75,000 (salary and benefits) for the GIS Asset Management Specialist contract position.

Financial Considerations:

Under the OCIF funding, the total cost of this contract position will be fully covered by this grant. If the FCM grant is also received, then the \$26,000 of the unfunded portion of the FCM grant can be covered by the OCIF grant, thereby not impacting the tax levy whatsoever.

Alternatives Reviewed:

The Town has no realistic option but to allocate a portion of the OCIF grant to this position in order to complete the require Asset Management Plan by July 1, 2021 which is critical for future grant funding eligibility.

Strategic Plan Relationship: Financial Sustainability

This will help the Town meet one of the 2019 Strategic Plan- to develop a risk management framework for prioritizing decisions. The completion of a capital asset management plan will help secure the future and sustainability of all existing assets with a solid long-term capital asset plan.

Consultation:

Senior Leadership Team
OCIF Program Advisor

Other Pertinent Reports/Attachments:

N/A

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

Subject: The Assumption of Rittenhouse Estates**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0133 ; and recommend that Council assume the municipal services in Rittenhouse Estates subdivision and open the streets within the subdivisions as 'Public Highways' by by-law in accordance with the Subdivision Agreement.

Background:

The Developer of this subdivision has completed its obligations with respect to the conditions specified in the subdivision agreement with the Town, and has subsequently requested that the Town assume the subdivision. Drawings of the subdivision are attached. Rittenhouse Estates subdivision is located on the east side of Pelham Street and includes the north section of Tanner Drive and the north intersection of Wilson Crossing with Tanner Drive. By-law 3405(2013) covers this subdivision agreement. The developer of Rittenhouse Estates, M & J Homes, has requested that the Town assume Rittenhouse Estates, as per the Subdivision Agreement section 17.

Analysis:

Rittenhouse Estates was constructed by M & J Homes in 2014 and has been ready for assumption since it completed its maintenance period late 2019. The developer has recently requested the assumption after receiving confirmation that the maintenance period had concluded. The residential development is comprised of ten (10) lots for single detached dwelling use, and two (2) blocks for townhouse dwelling use. The primary and secondary services are complete, and the maintenance period as elapsed. As-built drawings for the development have been received. Holdback securities will be released upon assumption. The Developer has satisfied its obligations.

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 the infrastructure under Town ownership.

Other Pertinent Reports/Attachments:

General Servicing Plan for Rittenhouse Estates

Consultation:

Niagara Engineering were the engineering consultants for Rittenhouse Estates. The consultant has agreed that the works have been completed in a satisfactory manner and recommend assumption of the works.

Legal Consultation, If Applicable:

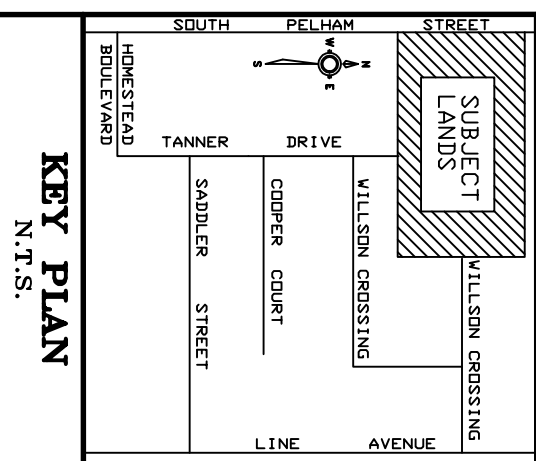
Not applicable

Prepared and Recommended by:

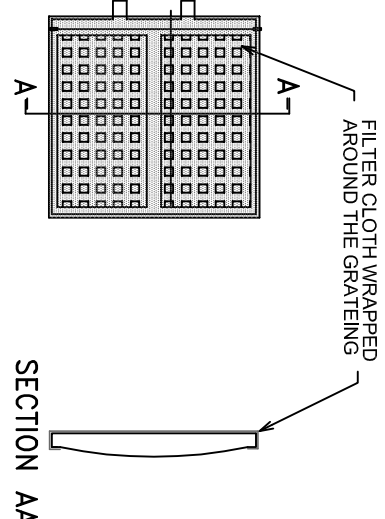
Jason Marr, Director of Public Works

Approved and Submitted by:

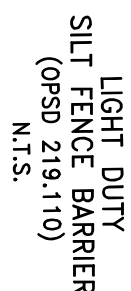
David Cribbs, Chief Administrative Officer



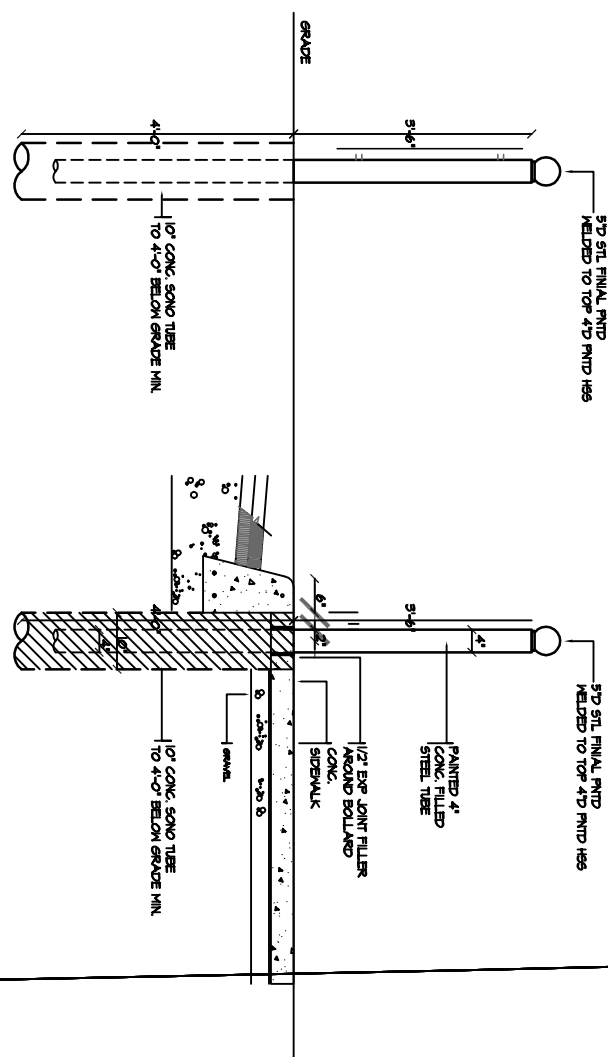
SILT CONTROL DETAIL FOR CATCHBASIN



PELHAM STREET



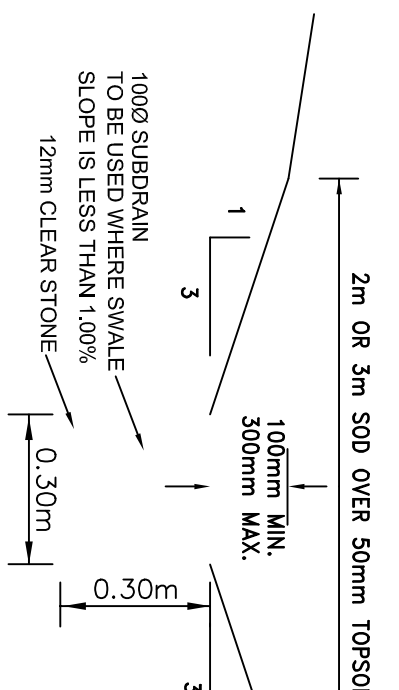
BOLLARD DETAIL



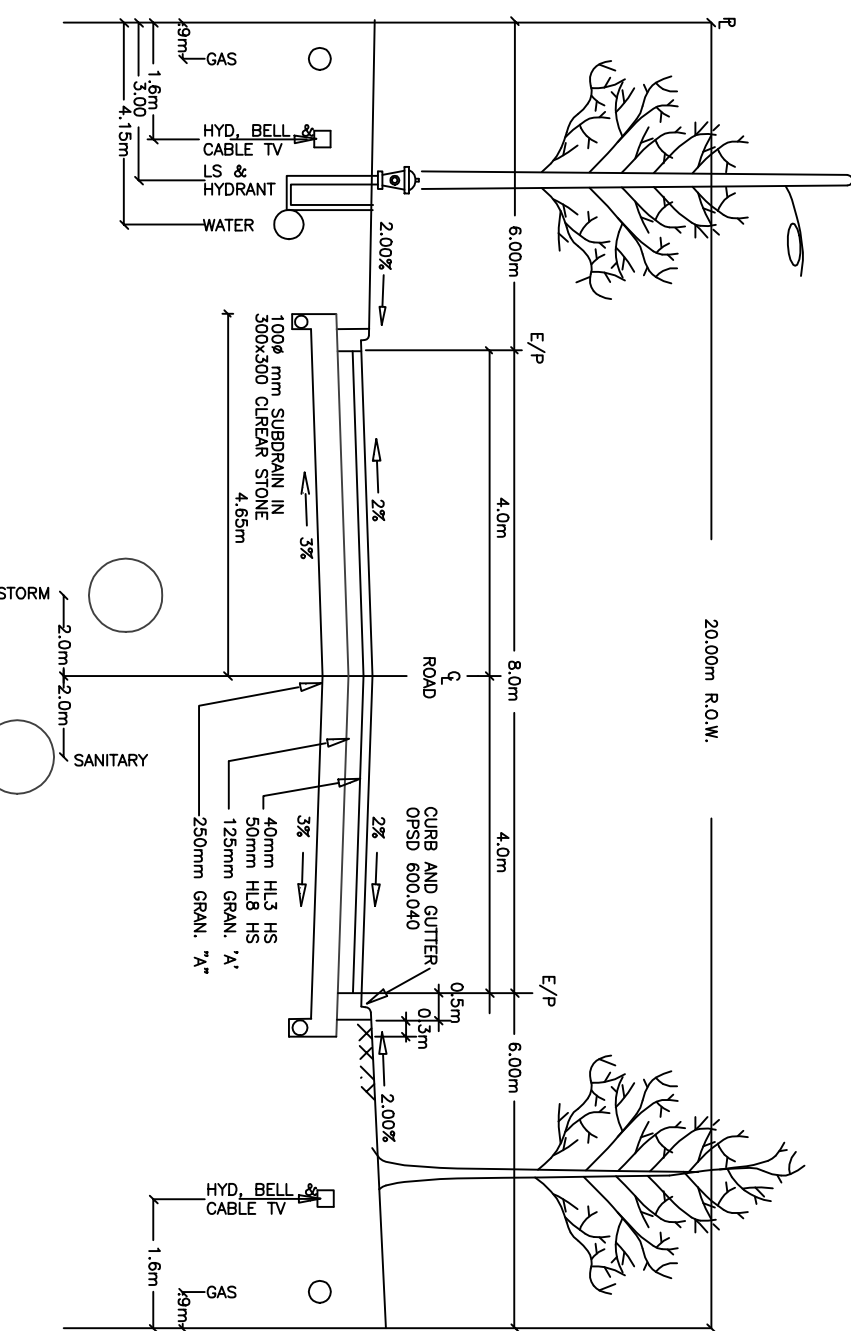
TYPICAL SWALE SECTION



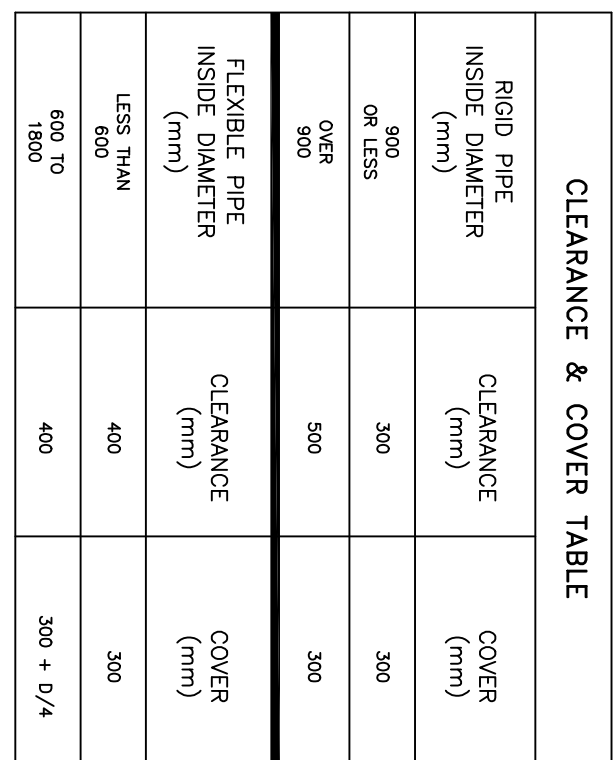
**TYPICAL SWALE SECTION
WITH SUB-DRAIN**



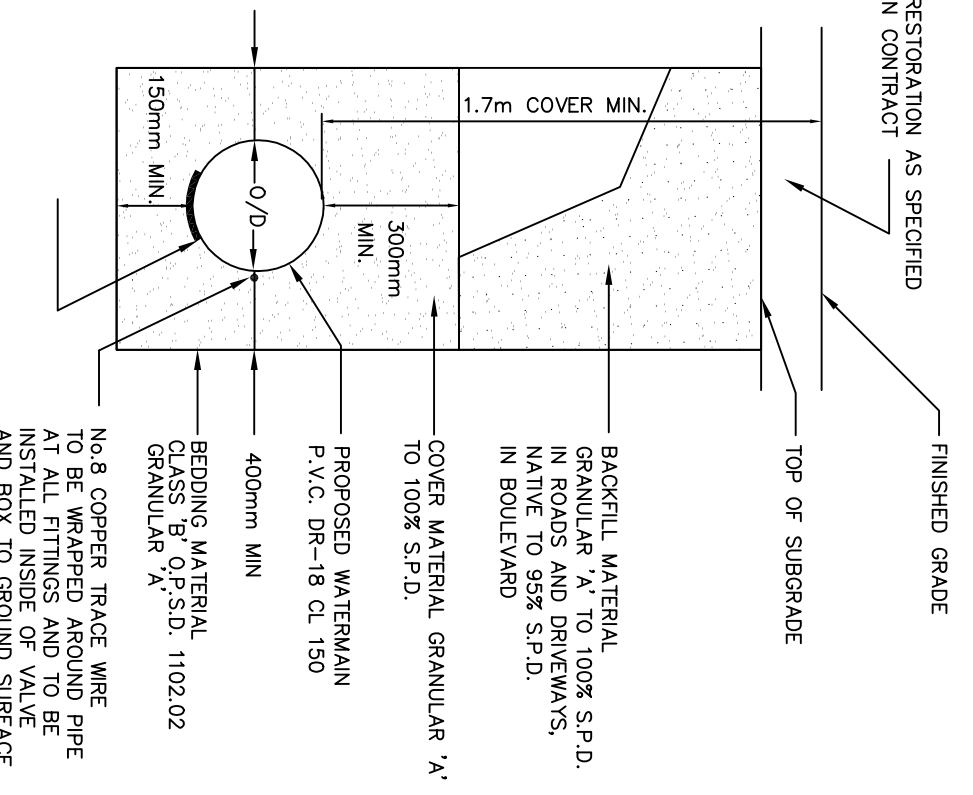
TYPICAL ROAD CROSS SECTION



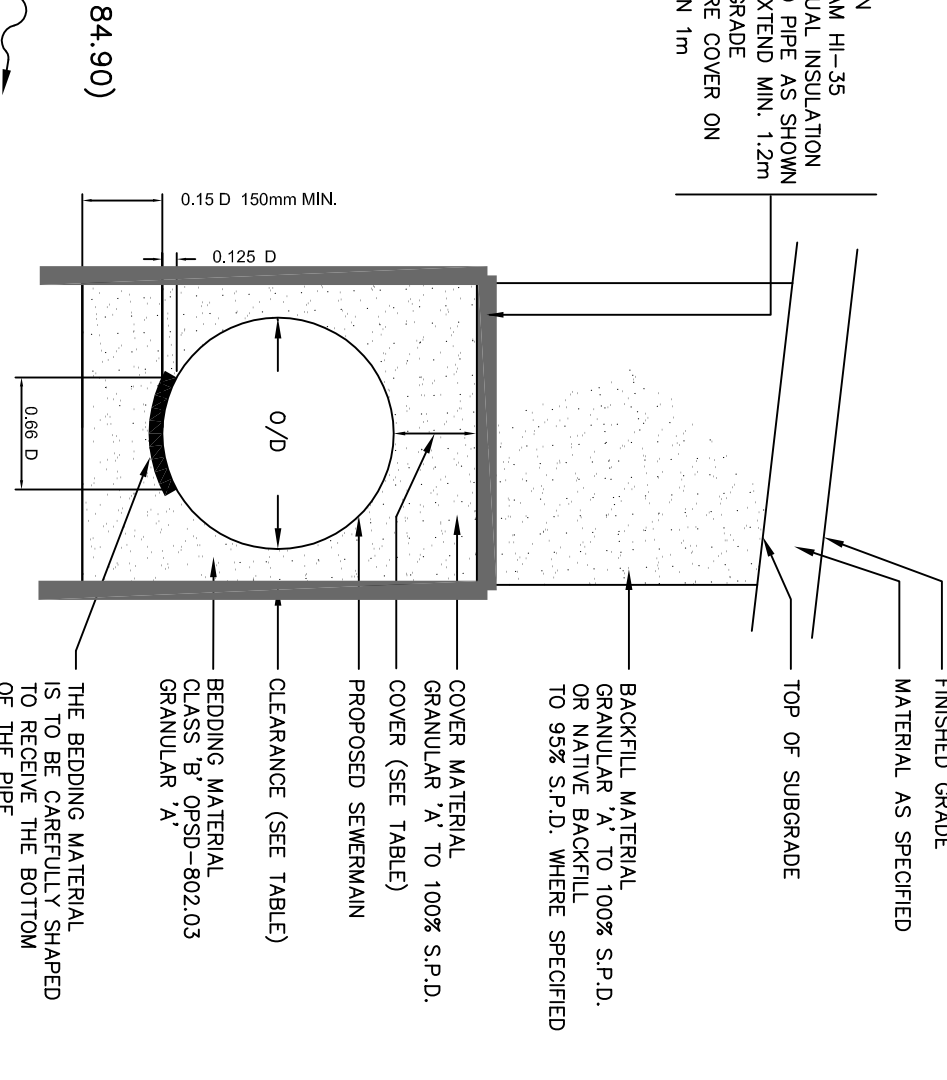
WILSON
CROSSING



TYPICAL WATERMAIN CROSS-SECTION
(N.T.S.)



LEGEND



TYPICAL SEWER CROSS-SECTION

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| 1 | THIRD-PARTY ELECTRICAL ACCESS ADDED | ZN |
| 2 | | ZN |
| 3 | | INT |
| 4 | | ZN |
| 5 | ISSUED FOR REVIEW (SUBMISSION) | ZN |
| 6 | ISSUED FOR REVIEW (SUBMISSION) | ZN |
| 7 | REVISER AS PER TOWN'S COMMENT DATED SEP 10, 2015 | ZN |
| 8 | HYDRANT LOCATED AT MAIN ENTRANCE | ZN |
| 9 | AS-BUILT | ZN |
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| 70 | | ZN |
| 71 | | ZN |
| 72 | | ZN |
| 73 | | ZN |
| 74 | | ZN |
| 75 | | ZN |
| 76 | | ZN |
| 77 | | ZN |
| 78 | | ZN |
| 79 | | ZN |
| 80 | | ZN |
| 81 | | ZN |
| 82 | | ZN |
| 83 | | ZN |
| 84 | | ZN |
| 85 | | ZN |
| 86 | | ZN |
| 87 | | ZN |
| 88 | | ZN |
| 89 | | ZN |
| 90 | | ZN |
| 91 | | ZN |
| 92 | | ZN |
| 93 | | ZN |
| 94 | | ZN |
| 95 | | ZN |
| 96 | | ZN |
| 97 | | ZN |
| 98 | | ZN |
| 99 | | ZN |
| 100 | | ZN |

[illegible]

TOWN OF PELHAM

GENERAL PLAN OF SERVICES

GENERAL PLAN OF SERVICES

| | |
|---------------|-------------|
| FIELD NOTES | |
| DATE | JAN 1, 2012 |
| SCALE | 1:400 |
| DWG. NO. | RITT-GSP |
| MUN. REF. NO. | REV. |
| | 9 |

Subject: July 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 July 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 July 31, 2020, with approximately 58% of the year lapsed. Total revenues were at approximately 54% 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 MCC opened on July 6 with one ice pad and summer programming. On July 27, the second ice pad opened due to the high demand for summer ice in the Niagara region. Six 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 July 31, 2020. Total expenses were at approximately 55% 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 July 31, 2020. MCC revenues were at 39% of budget and trending below the prior year

due to closures from COVID-19 from mid-March to July 6. Miscellaneous revenues for the MCC were at 58% of budget for the year, predominantly due to serverly sales. MCC expenses were at 46% 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 serverly revenues. It is anticipated that revenues for the MCC will be below budget at year-end due to the impact of the pandemic. With the opening of the MCC in July, the revenue from ice and summer programming is \$66,871.

Appendix 4 summarizes revenues and expenditures related to Pelham Transit. Approximately \$116,000 in provincial gas tax funding was received in July. 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 45% 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 June 30, 2020. Most capital projects are proceeding, totaling \$4.7 million, and of those, 28% 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 76% 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, 2001*.

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 | <u>50,000</u> |
| 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.

An additional \$260,000 is estimated to be incurred between 2020 and 2021 for LPAT appeals and Normal Farm Practices Protection Board (NFPPB) Hearings.

Financial Considerations:

Expenditures approved by Council outside of the budget without an identified funding source and the additional LPAT Appeals and NFPPB hearings 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 July 31, 2020

Appendix 2- Monthly Expenditure Report at July 31, 2020

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

Appendix 4- Transit Report at July 31, 2020

Appendix 5- Capital Projects – Second Quarter Reporting at June 30, 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 July 31, 2020 (58% of time lapsed)

| | | 2020 | | | 2019 | |
|---|-------|---------------|------------------|-------------------------|---------------|------------------|
| | Notes | Budget | Actual at Jul 31 | Actual as a % of Budget | Budget | Actual at Dec 31 |
| Taxation | | | | | | |
| General Tax Levy | | \$ 14,946,487 | \$ 8,718,789 | 58 % | \$ 13,674,386 | \$ 13,674,375 |
| Payments in Lieu | | 300,471 | 175,275 | 58 % | 300,471 | 300,875 |
| Total Taxation | | 15,246,958 | 8,894,064 | 58 % | 13,974,857 | 13,975,250 |
| Finance Department | | | | | | |
| Penalties and Interest | (1) | 270,000 | 100,152 | 37 % | 270,000 | 261,321 |
| Supplemental Taxation Revenues | (2) | 200,000 | 90,981 | 45 % | 210,000 | 366,800 |
| Transfer from Building Department | | 79,497 | 46,373 | 58 % | 77,938 | 77,938 |
| Ontario Unconditional Grants | (3) | 39,800 | 20,550 | 52 % | 39,800 | 46,600 |
| Miscellaneous | | 18,000 | 9,923 | 55 % | 15,000 | 23,572 |
| Investment Income | (4) | 10,000 | 65,679 | 657 % | 10,000 | 25,241 |
| Total Finance Department | | 617,297 | 333,658 | 54 % | 622,738 | 801,472 |
| Clerk's Department | | | | | | |
| Committee of Adjustment | | 36,500 | 28,107 | 77 % | 50,000 | 50,528 |
| Miscellaneous | (5) | 14,250 | 4,659 | 33 % | 16,750 | 12,946 |
| Total Clerk's Department | | 50,750 | 32,766 | 65 % | 66,750 | 63,474 |
| Fire and By-law Services | | | | | | |
| Fire Department Revenues | | 36,450 | 26,954 | 74 % | 35,450 | 43,019 |
| By-law and Parking Enforcement | (6) | 28,138 | 21,163 | 75 % | 14,300 | 24,012 |
| Provincial Offences Act Revenue | (7) | 25,000 | 20,794 | 83 % | 10,000 | 44,463 |
| Total Fire and By-law Services | | 89,588 | 68,911 | 77 % | 59,750 | 111,494 |
| Public Works | | | | | | |
| Non-recreation Facilities and Beautification | (8) | 49,000 | 9,838 | 20 % | 49,000 | 41,282 |
| Aggregate Resource Grant | (9) | 25,000 | - | - % | 25,000 | 52,831 |
| Transfer from Reserve - Roads | (10) | - | - | - % | - | 120,766 |
| Miscellaneous | (11) | 85,500 | 10,535 | 12 % | 80,500 | 87,515 |
| Fonthill/Hillside Cemeteries | | 76,500 | 53,186 | 70 % | 78,500 | 94,329 |
| Total Public Works | | 236,000 | 73,559 | 31 % | 233,000 | 396,723 |
| Recreation, Culture and Wellness | | | | | | |
| Recreation and Wellness | (12) | 364,520 | 131,018 | 36 % | 347,450 | 433,228 |
| Special Events and Festivals | (13) | 147,770 | 16,935 | 11 % | 150,150 | 152,919 |
| Culture and Community Enhancement | (13) | 75,000 | 300 | - % | 78,500 | 65,258 |
| Public Transit | (14) | 274,500 | 170,499 | 62 % | 211,953 | 208,397 |
| MCC Facility | (15) | 786,342 | 328,018 | 42 % | 1,052,719 | 1,134,460 |
| Total Recreation, Culture and Wellness | | 1,648,132 | 646,770 | 39 % | 1,840,772 | 1,994,262 |
| Community Planning and Development | | | | | | |
| Building Department Revenues | (16) | 600,500 | 245,522 | 41 % | 500,500 | 713,260 |
| Planning Fees | (17) | 140,340 | 162,036 | 115 % | 65,340 | 153,085 |
| Total Community Planning and Development | | 740,840 | 407,558 | 55 % | 565,840 | 866,345 |
| Water and Wastewater | | | | | | |
| Water Revenues | | 2,948,982 | 1,399,807 | 47 % | 2,761,884 | 2,576,841 |
| Wastewater Revenues | | 2,161,293 | 1,062,926 | 49 % | 2,014,104 | 1,913,948 |
| Total Water and Wastewater | (18) | 5,110,275 | 2,462,733 | 48 % | 4,775,988 | 4,490,789 |
| GRAND TOTAL | | \$ 23,739,840 | \$ 12,920,019 | 54 % | \$ 22,139,695 | \$ 22,699,809 |

Appendix 1

Monthly Revenue Report at July 31, 2020 (58% 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) 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.
- (5) 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.
- (6) Provincial grant funding for cannabis legalization has been applied against eligible costs.
- (7) POA revenues, collected by the Region, received for a slight 2019 surplus distribution as well as 2020 Q1-Q2. The impact of COVID-19 on POA revenues is uncertain.
- (8) Revenue related to cost recoveries for parks occurs from spring to fall and has decreased due to the impact of COVID-19.
- (9) Aggregate resource grant received in September.
- (10) 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.
- (11) 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.
- (12) 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.
- (13) 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.
- (14) Provincial gas tax funding of \$115,600 has been received as well as \$50,000 of the MTO Community Transportation grant. 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.
- (15) 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.
- (16) It is anticipated that building permit fees will be lower than budget due to the impact of COVID-19.
- (17) Significant subdivision fees collected early in the year; the impact of COVID-19 on fees collected for the remainder of the year is uncertain.
- (18) Water and wastewater have been billed for January to June. Consumption tends to be higher in the summer.

Appendix 2
Monthly Expenditure Report at July 31, 2020 (58% of time lapsed)

| | Notes | 2020 | | | 2019 | |
|---|-------|---------------|------------------|-------------------------|---------------|------------------|
| | | Budget | Actual at Jul 31 | Actual as a % of Budget | Budget | Actual at Dec 31 |
| Administration Services | | | | | | |
| Members of Council | (1) | \$ 218,670 | \$ 109,284 | 50 % | \$ 217,409 | \$ 212,385 |
| CAO's Office | (2) | 273,710 | 135,519 | 50 % | 257,512 | 189,147 |
| Human Resources | | 86,545 | 49,085 | 57 % | 86,145 | 90,451 |
| Total Administration Services | | 578,925 | 293,888 | 51 % | 561,066 | 491,983 |
| Clerk's Department | | | | | | |
| Clerk's Department and COA | | 354,450 | 208,260 | 59 % | 364,464 | 363,036 |
| Marketing and Communication | (3) | 130,170 | 70,737 | 54 % | 125,975 | 110,505 |
| Total Clerk's Department | | 484,620 | 278,997 | 58 % | 490,439 | 473,541 |
| Corporate Services | | | | | | |
| Finance Department | | 815,965 | 474,974 | 58 % | 809,394 | 842,444 |
| Shared Administrative Overhead | (4) | 790,843 | 555,669 | 70 % | 845,015 | 2,061,971 |
| Shared Information Technology | (5) | 514,170 | 320,298 | 62 % | 448,848 | 437,155 |
| Total Corporate Services | | 2,120,978 | 1,350,941 | 64 % | 2,103,257 | 3,341,570 |
| Fire and By-law Services | | | | | | |
| Fire Services | (6) | 1,432,572 | 705,742 | 49 % | 1,329,511 | 1,337,303 |
| By-law and Parking Enforcement | (7) | 202,828 | 114,561 | 56 % | 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 | (8) | 36,800 | 27,675 | 75 % | 36,000 | 35,850 |
| Total Fire and By-law Services | | 1,728,720 | 864,433 | 50 % | 1,542,175 | 1,558,570 |
| Public Works | | | | | | |
| General Administration | (9) | 1,333,442 | 1,037,376 | 78 % | 1,183,229 | 1,031,459 |
| Roadway Maintenance | | 4,176,065 | 2,341,823 | 56 % | 3,810,707 | 3,959,218 |
| Non-recreation Facilities and Beautification | | 2,258,151 | 1,191,453 | 53 % | 1,930,024 | 1,747,889 |
| Street Lighting | | 199,789 | 104,948 | 53 % | 224,789 | 182,683 |
| Fonthill and Hillside Cemeteries | | 132,580 | 68,659 | 52 % | 128,322 | 118,259 |
| Niagara Central Airport | (10) | 27,621 | 25,327 | 92 % | 20,844 | 20,844 |
| Total Public Works | | 8,127,648 | 4,769,586 | 59 % | 7,297,915 | 7,060,352 |
| Recreation, Culture and Wellness | | | | | | |
| General Administration | | 370,207 | 202,897 | 55 % | 357,669 | 353,870 |
| Recreation and Wellness | (11) | 385,875 | 159,203 | 41 % | 379,270 | 392,110 |
| Special Events and Festivals | (11) | 270,570 | 90,014 | 33 % | 270,601 | 274,260 |
| Culture and Community Enhancement | (11) | 157,700 | 38,296 | 24 % | 158,046 | 160,575 |
| Public Transit | | 525,870 | 235,372 | 45 % | 442,390 | 448,203 |
| MCC Facility | (12) | 1,628,749 | 743,166 | 46 % | 1,773,538 | 1,476,835 |
| Libraries | | 864,218 | 504,127 | 58 % | 814,218 | 814,218 |
| Total Recreation, Culture and Wellness | | 4,203,189 | 1,973,075 | 47 % | 4,195,732 | 3,920,071 |
| Community Planning and Development | | | | | | |
| Building Department | | 600,500 | 326,781 | 54 % | 500,500 | 713,260 |
| Planning and Zoning | (13) | 724,710 | 464,053 | 64 % | 633,487 | 617,087 |
| Municipal Drainage | | 60,275 | 32,729 | 54 % | 39,136 | 32,586 |
| Total Community Planning and Development | | 1,385,485 | 823,563 | 59 % | 1,173,123 | 1,362,933 |
| Water and Wastewater | | | | | | |
| Water | | 2,948,982 | 1,620,613 | 55 % | 2,761,884 | 2,576,841 |
| Wastewater | | 2,161,293 | 1,158,920 | 54 % | 2,014,104 | 1,913,948 |
| Total Water and Wastewater | | 5,110,275 | 2,779,533 | 54 % | 4,775,988 | 4,490,789 |
| GRAND TOTAL | | \$ 23,739,840 | \$ 13,134,016 | 55 % | \$ 22,139,695 | \$ 22,699,809 |

Appendix 2

Monthly Expenditure Report at July 31, 2020 (58% of time lapsed)

Explanatory Notes:

- (1) Decreased municipal grants due to facility closures and event cancellations.
- (2) Costs for volunteer recognition and Pelham Active Transportation Committee not yet incurred.
- (3) The timing of marketing expenditures has shifted later in the year due to the impact of Covid-19. The annual fall/winter Life in Pelham Guide will not be published, but there will be an increase in weekly advertisements and print advertising.
- (4) Prepaid insurance has been expensed for the full year and global wage budget has been partially distributed. Legal expenditures are at approximately 63% of the annual budget due to additional expenditures for the Cannabis Control Committee that were approved by Council outside of the budget.
- (5) Some software licenses and support fees have been paid in full for the year.
- (6) Volunteer firefighter stipends are paid in November.
- (7) Additional costs related to cannabis are anticipated and will be offset by grant funding.
- (8) Animal control payments have been made for Q1 to Q3.
- (9) Significant debenture principal and interest has been paid.
- (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 temporary facility closure.
- (13) Increased cost of consulting for the Cannabis Control Committee approved by Council outside of budget process.

Meridian Community Centre
Appendix 3
Actual Results to Budget at July 31, 2020 (58% of time lapsed)

| | 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 | \$ 244,822 | 41 % | \$ 84,582 | \$ 80,798 | \$ 32,288 | \$ (1,929) | \$ 358 | \$ - | \$ 48,725 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Multi-Purpose Space Revenues | (2) | | 63,000 | 24,310 | 39 % | 10,156 | 8,480 | 5,510 | 164 | - | - | - | - | - | - | - | - |
| Gymnasium Revenues | (3) | | 63,000 | 19,433 | 31 % | 7,985 | 7,554 | 3,075 | (21) | - | - | 840 | - | - | - | - | - |
| Programming Revenues | (4) | | 129,800 | 29,099 | 22 % | 2,178 | 8,351 | 1,665 | - | - | 33 | 16,872 | - | - | - | - | - |
| Grants | (5) | | 42,700 | 21,350 | 50 % | 10,675 | - | - | 10,675 | - | - | - | - | - | - | - | - |
| Other Rev. - Miscellaneous | (6) | | 63,550 | 36,803 | 58 % | 16,003 | 11,988 | 6,664 | 1,656 | - | 58 | 434 | - | - | - | - | - |
| Other Revenues - Advertising | (7) | | 30,000 | 10,000 | 33 % | 10,000 | - | - | - | - | - | - | - | - | - | - | - |
| Total Revenues | | (a) | 987,392 | 385,817 | 39 % | 141,579 | 117,171 | 49,202 | 10,545 | 358 | 91 | 66,871 | - | - | - | - | - |
| MCC Expenditures | | | | | | | | | | | | | | | | | |
| Salaries and Benefits | (8) | | 1,235,300 | 583,370 | 47 % | 96,243 | 91,068 | 96,918 | 73,517 | 62,746 | 61,796 | 101,082 | - | - | - | - | - |
| Professional Development | (9) | | 10,900 | 12,460 | 114 % | 6,201 | 7,464 | - | - | (1,307) | 102 | - | - | - | - | - | - |
| Associations and Memberships | | | 7,000 | 2,088 | 30 % | 1,096 | 379 | - | 613 | - | - | - | - | - | - | - | - |
| Travel | | | 4,500 | - | - % | - | - | - | - | - | - | - | - | - | - | - | - |
| Hydro | (10) | | 400,000 | 130,398 | 33 % | 28,437 | 30,005 | 23,975 | 17,296 | 15,338 | 15,347 | - | - | - | - | - | - |
| Natural Gas | | | 65,000 | 24,654 | 38 % | 4,992 | 6,214 | 6,179 | 2,966 | 2,763 | 1,540 | - | - | - | - | - | - |
| Water | (11) | | 40,000 | 16,896 | 42 % | - | 7,158 | - | 4,577 | - | 5,161 | - | - | - | - | - | - |
| Telephone | | | 10,760 | 4,654 | 43 % | 683 | 684 | 684 | 697 | 682 | 653 | 571 | - | - | - | - | - |
| Office Supplies | | | 6,650 | 1,555 | 23 % | 239 | 398 | 124 | 405 | 213 | 176 | - | - | - | - | - | - |
| Materials and Supplies | (12) | | 55,000 | 58,796 | 107 % | 10,832 | 12,251 | 2,492 | 3,678 | 11,117 | 17,710 | 716 | - | - | - | - | - |
| Furniture and Equipment | (12) | | 6,000 | 209 | 3 % | 209 | - | - | - | - | - | - | - | - | - | - | - |
| Materials and Supplies - Janitorial | | | 34,488 | 12,687 | 37 % | 3,033 | 1,299 | 5,468 | 789 | 72 | 488 | 1,538 | - | - | - | - | - |
| Fuel | | | 4,850 | 2,029 | 42 % | 441 | 476 | 381 | 24 | 125 | 25 | 557 | - | - | - | - | - |
| Internet | | | 12,000 | 5,770 | 48 % | 824 | 825 | 824 | 824 | 824 | 825 | 824 | - | - | - | - | - |
| Insurance | (13) | | 49,631 | 49,631 | 100 % | 49,631 | - | - | - | - | - | - | - | - | - | - | - |
| Contract Services - Janitorial | | | 13,500 | 3,227 | 24 % | 921 | 1,184 | 794 | 105 | 106 | 13 | 104 | - | - | - | - | - |
| Contract Services - Other | | | 155,631 | 60,951 | 39 % | 12,580 | 17,956 | 7,737 | 5,119 | 1,718 | (1,273) | 17,114 | - | - | - | - | - |
| Repairs and Maintenance | (14) | | 11,500 | 10,102 | 88 % | 6,098 | 3,811 | - | - | - | 193 | - | - | - | - | - | - |
| Total Expenditures before Debt and Other Items | | (b) | 2,122,710 | 979,477 | 46 % | 222,460 | 181,172 | 145,576 | 110,610 | 94,397 | 102,756 | 122,506 | - | - | - | - | - |
| Net Surplus (Deficit) before Debt and Other Items | | (c)= (a) - (b) | (1,135,318) | (593,660) | 52 % | (80,881) | (64,001) | (96,374) | (100,065) | (94,039) | (102,665) | (55,635) | - | - | - | - | - |
| MCC Debt Activity | | | | | | | | | | | | | | | | | |
| Tax Levy Debenture Interest | (15) | | (282,024) | (142,107) | 50 % | - | - | - | - | - | (142,107) | - | - | - | - | - | - |
| Tax Levy Debenture Principal | (15) | | (198,227) | (98,293) | 50 % | - | - | - | - | - | (98,293) | - | - | - | - | - | - |
| Development Charge Revenue | (16) | | 630,188 | 630,188 | 100 % | 317,023 | - | - | - | - | - | 313,165 | - | - | - | - | - |
| Development Charge Debenture Interest | (16) | | (368,875) | (368,875) | 100 % | (187,410) | - | - | - | - | - | (181,465) | - | - | - | - | - |
| Development Charge Debenture Principal | (16) | | (261,313) | (261,313) | 100 % | (129,613) | - | - | - | - | - | (131,700) | - | - | - | - | - |
| Pre-MCC RCW and Facility Net Costs | | | 951,088 | 554,799 | 58 % | 79,257 | 79,257 | 79,257 | 79,257 | 79,257 | 79,257 | 79,257 | - | - | - | - | - |
| One-Time Transfer from MCC Reserve | | | 100,000 | 58,333 | 58 % | 8,333 | 8,334 | 8,333 | 8,333 | 8,334 | 8,333 | 8,333 | - | - | - | - | - |
| Net Debt and Other Items | | (d) | 570,837 | 372,732 | 65 % | 87,590 | 87,591 | 87,590 | 87,590 | 87,591 | (152,810) | 87,590 | - | - | - | - | - |
| NET SURPLUS (DEFICIT) | | (e)= (c) + (d) | \$ (564,481) | \$ (220,928) | 39 % | \$ 6,709 | \$ 23,590 | \$ (8,784) | \$ (12,475) | \$ (6,448) | \$ (255,475) | \$ 31,955 | \$ - | \$ - | \$ - | \$ - | \$ - |

Meridian Community Centre

Appendix 3

Actual Results to Budget at July 31, 2020 (58% 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 is expected to be below budget due to the impact of COVID-19 and the associated capacity limitations.
- (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) Hydro savings due to facility closure from the end of March to June, as well as reduced hydro rates due to Covid-19. Some utility bills for July had not been received at time of report printing and will be adjusted on August report.
- (11) Water is billed bi-monthly.
- (12) 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 and June relate to the new cold-water management system for ice-making in the arenas.
- (13) Prepaid insurance has been expensed in full for the year.
- (14) Predominantly relates to costs for television screens and automatic door opener for the 55+ Community Room.
- (15) Tax levy debenture payments for the MCC occur in June and December.
- (16) Development charge debenture payments for the MCC occur in January and July.

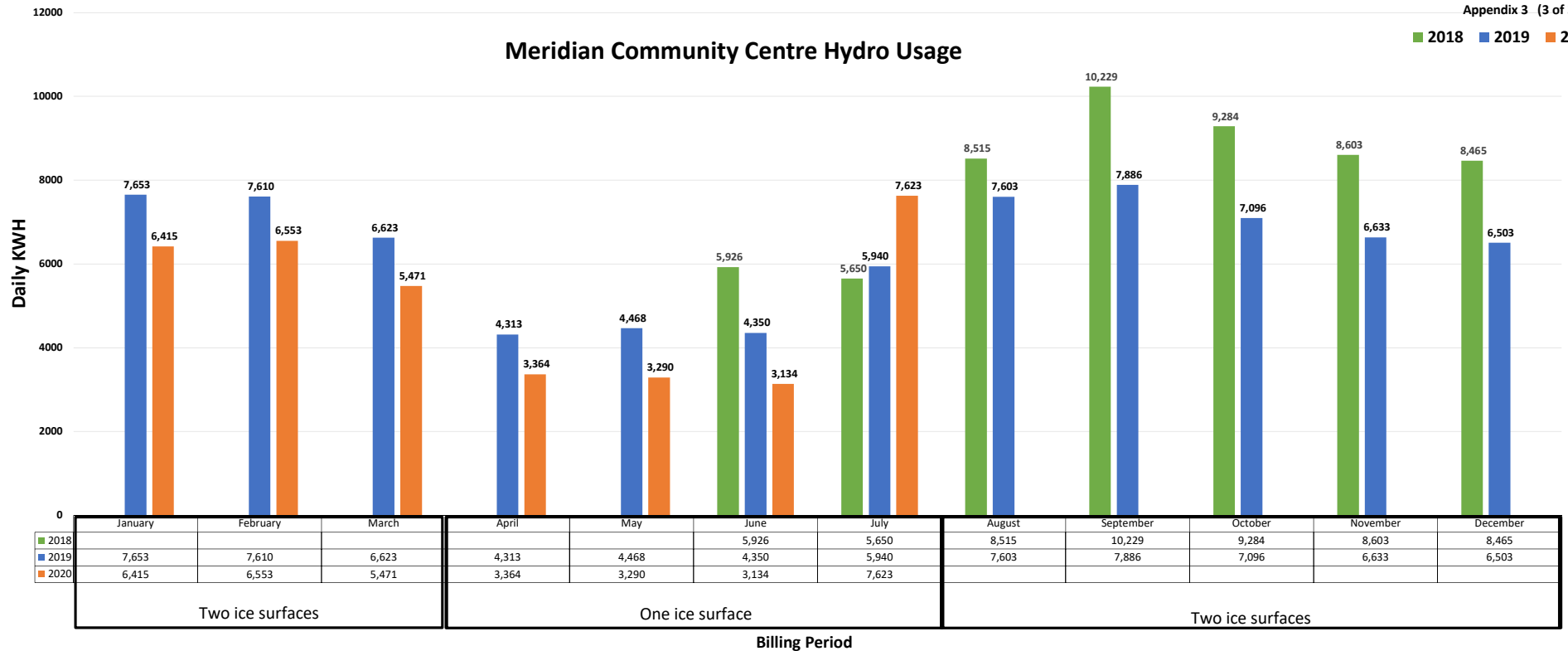
Meridian Community Centre - Revenue by Major Customer & Activity
 Appendix 3
 For the month ended July 31, 2020 (58% of time lapsed)

| | Hours | Amount |
|---|-------|-----------|
| Arena Revenues | | |
| Pelham Junior Hockey Club | 10.0 | \$ 1,680 |
| Southern Tier Admirals AAA Hockey | 4.5 | 666 |
| Public Ice | 355.5 | 46,379 |
| Arena Revenues Subtotal | 370.0 | 48,725 |
| Multi-Purpose Space Revenues | | |
| Gymnasium Revenues | | |
| Pelham Panthers Basketball | 40.0 | 840 |
| Camp and Multi-Space Program Revenue | | |
| Camp Revenues | 200.0 | 16,872 |
| Other Revenues | | |
| Miscellaneous | - | 434 |
| TOTAL REVENUES | 610.0 | \$ 66,871 |

Meridian Community Centre Hydro Usage

Appendix 3 (3 of 3)

2018 2019 2020



* Increase in 2020 due to 2 ice pads and a hot summer

| | 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 | \$ 165,600 | 95 % | \$ - | \$ - | \$ - | \$ 50,000 | \$ - | \$ - | \$ 115,600 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grants - Other | (2) | 62,500 | - | - % | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Revenues | (3) | 22,000 | 2,899 | 13 % | 742 | 919 | 385 | 30 | 266 | 418 | 139 | - | - | - | - | - |
| Sponsorships | (4) | 15,000 | 2,000 | 13 % | 1,000 | - | - | 1,000 | 250 | (250) | - | - | - | - | - | - |
| Total Revenues | | 274,500 | 170,499 | 62 % | 1,742 | 919 | 385 | 51,030 | 516 | 168 | 115,739 | - | - | - | - | - |
| Expenditures | | | | | | | | | | | | | | | | |
| Salaries and Benefits | (5) | 115,800 | 71,417 | 62 % | 10,789 | 9,080 | 9,082 | 9,210 | 9,069 | 8,916 | 15,271 | - | - | - | - | - |
| Materials and Supplies | | 5,570 | 239 | 4 % | - | - | - | - | - | 239 | - | - | - | - | - | - |
| Contract Services - Bus | | 400,000 | 163,716 | 41 % | 54,014 | 42,966 | 35,147 | 9,318 | 6,162 | 7,960 | 8,149 | - | - | - | - | - |
| Interdepartmental Transfers | (6) | 4,500 | - | - % | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenditures | | 525,870 | 235,372 | 45 % | 64,803 | 52,046 | 44,229 | 18,528 | 15,231 | 17,115 | 23,420 | - | - | - | - | - |
| NET SURPLUS (DEFICIT) | | \$ (251,370) | \$ (64,873) | 26 % | \$ (63,061) | \$ (51,127) | \$ (43,844) | \$ 32,502 | \$ (14,715) | \$ (16,947) | \$ 92,319 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Ridership 2020 | (7) | | 2,381 | | 796 | 737 | 551 | 71 | 51 | 84 | 91 | - | - | - | - | - |
| Ridership 2019 | | | 7,895 | | 453 | 464 | 594 | 786 | 559 | 783 | 671 | 797 | 609 | 834 | 764 | 581 |

Explanatory Notes:

- (1) Provincial gas tax funding of \$115,600 received in July. \$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) There were three pays in July, as well as staff training.
- (6) Interdepartmental transfers are allocations of costs from other department, such as facilities. These are recorded at year-end based on actual results.
- (7) 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 - Second Quarter Reporting | | Expenditures | | | | | Status |
| As at June 30, 2020 | | Original Budget | Actual | Committed | Total (Actual & Committed) | Actual and Committed as a % of Revised Budget | |
| GENERAL GOVERNMENT | | | | | | | |
| IT 01-20 | Computer and Hardware Repair and Replacement | 32,000 | 22,986 | - | 22,986 | 72% | In progress. |
| IT 03-20 | Financial Reporting Software | 40,000 | 31,647 | - | 31,647 | 79% | In progress. |
| IT 04-20 | Core Switch Upgrade | 4,000 | 3,171 | - | 3,171 | 79% | Completed. |
| IT 05-20 | Innovation Technology | 40,000 | - | - | - | 0% | In progress. |
| Total General Government | | 116,000 | 57,804 | - | 57,804 | 50% | |
| PROTECTION SERVICES | | | | | | | |
| FD 01-20 | PPE - Bunker Gear | 35,000 | - | - | - | 0% | Not yet started. |
| FD 02-20 | Communications - Replacement of Pagers | 8,000 | - | - | - | 0% | Completed. |
| FD 03-20 | Replacement of Extrication Equipment - 2 Stations | 40,000 | - | - | - | 0% | In progress. |
| Total Protection Services | | 83,000 | - | - | - | 0% | |
| TRANSPORTATION SERVICES | | | | | | | |
| FACILITIES | | | | | | | |
| FAC 01-20 | Concrete & Asphalt Repairs - Various Facilities | 10,000 | 3,278 | - | 3,278 | 33% | In progress. |
| FAC 02-20 | Masonry Repairs - Highland Ave, Hillside/Fonthill Cemetery | 30,000 | - | - | - | 0% | Not yet started. |
| FAC 03-20 | Facility Condition & Accessibility Assessment | 75,000 | - | - | - | 0% | In progress. Staff reviewing RFP. |
| FAC 04-20 | Tice Road Operations Centre - Electrical Upgrades | 6,500 | - | - | - | 0% | In progress. |
| FAC 05-20 | MCC - Front Passive Area Fence | 30,000 | - | 20,027 | 20,027 | 67% | In progress. Will be installed in August 17. |
| FAC 06-20 | Gates to Accipiter Arena Pad | 10,000 | - | 8,900 | 8,900 | 89% | Work completed invoices outstanding. |
| FAC 07-20 | Community Information Counter | 5,000 | - | 5,000 | 5,000 | 100% | In progress. Final quote received May 18. PO will be issued. Ordered but not installed. |
| FAC 08-20 | Centennial Park Hydro Service | 15,000 | - | 15,000 | 15,000 | 100% | In progress. |
| FAC 10-20 | Flag Poles | 6,000 | - | - | - | 0% | Work completed invoices outstanding. |

| Town of Pelham | | | | | | | Appendix 5 |
|--|---|------------------|----------------|----------------|----------------------------|---|--|
| 2020 Capital Projects - Second Quarter Reporting | | Expenditures | | | | | Status |
| As at June 30, 2020 | | Original Budget | Actual | Committed | Total (Actual & Committed) | Actual and Committed as a % of Revised Budget | |
| ROADS | | | | | | | |
| RD 01-20 | Bridge Design Program - Balfour St and 16 Road | 100,000 | - | - | - | 0% | In progress. Tender to be issued. |
| RD 02-20 | Roadside Ditching | 75,000 | - | - | - | 0% | In progress. Tender to be issued. |
| RD 03-20 | Road Reconstruction - Pelham St: College St to Port Robinson Rd | 1,079,519 | 12,217 | 57,580 | 69,796 | 6% | In progress. |
| RD 04-20 | Bridge/Culvert Appraisal (legislated) - Retaining Walls and Easements | 20,000 | - | 7,570 | 7,570 | 38% | In progress. |
| RD 05-20 | Concrete Program | 125,000 | - | - | - | 0% | In progress. Tender issued. |
| RD 06-20 | Culvert Replacement | 60,000 | 24,912 | 37,194 | 62,105 | 104% | In progress. |
| RD 08-20 | Engineering | 35,000 | - | 4,705 | 4,705 | 13% | In progress. |
| RD 09-20 | Road Base and Surface Repair | 150,000 | - | 144,250 | 144,250 | 96% | In progress. |
| RD 10-20 | Road Rehabilitation | 450,000 | 635 | 35,637 | 36,272 | 8% | In progress. |
| RD 11-20 | Streetlights and Traffic Signal Maintenance | 55,000 | 18,091 | 32,829 | 50,919 | 93% | In progress. |
| RD 12-20 | Stormsewer Extension - Along Quaker | 200,000 | - | - | - | 0% | Not yet started. Development driven. |
| RD 14-20 | Station Street Storm Pond | 300,000 | - | 119,466 | 119,466 | 40% | In progress. |
| RD 16-20 | Road Design - Pelham St: Port Robinson Rd to John St. | 50,000 | 17,991 | 32,321 | 50,311 | 101% | In progress. |
| RD 17-20 | Rice Road Landscaping Feature | 48,120 | - | - | - | 0% | In progress. |
| RD 18-20 | Urbanization of Lookout Street | 105,431 | 105,431 | - | 105,431 | 100% | Completed. |
| Total Transportation Services | | 3,040,570 | 182,553 | 520,479 | 703,032 | 23% | |
| FLEET | | | | | | | |
| VEH 01-20 | Combined Lease Payments - Heavy Duty Work Truck, Small SUV Facilities, Small SUV Building | 32,340 | 13,712 | 18,865 | 32,577 | 101% | In progress. |
| VEH 02-20 | Seasonal summer fleet rental - for use in Parks and Facilities | 25,200 | 2,870 | 5,640 | 8,510 | 34% | In progress. |
| VEH 03-20 | Seasonal winter fleet rental - Tractors w/plow and spreader | 25,550 | 15,600 | 10,220 | 25,820 | 101% | In progress. |
| VEH 04-20 | Combination Snow Plow & Spreader Unit - replaces Truck 420 | 320,000 | - | 268,958 | 268,958 | 84% | In progress. Tender approved. PO issued. Anticipated delivery Q1 2021. |

| Town of Pelham | | | | | | | Appendix 5 |
|---|--|-----------------|---------------|----------------|----------------------------|---|--|
| 2020 Capital Projects - Second Quarter Reporting | | Expenditures | | | | | Status |
| | | Original Budget | Actual | Committed | Total (Actual & Committed) | Actual and Committed as a % of Revised Budget | |
| As at June 30, 2020 | | | | | | | |
| VEH 05-20 | Work Truck - Replaces Truck 127 | 35,000 | - | - | - | 0% | In progress. |
| VEH 06-20 | Offset Boom for Bushhog | 6,000 | - | 5,875 | 5,875 | 98% | Completed. |
| Total Fleet | | 444,090 | 32,182 | 309,558 | 341,740 | 77% | |
| HEALTH SERVICES | | | | | | | |
| CEM 01-20 | Plumbing Upgrade - Fonthill Cemetery | 6,000 | - | - | - | 0% | In progress. |
| Total Health Services | | 6,000 | - | - | - | 0% | |
| WASTEWATER | | | | | | | |
| WST 01-20 | Sanitary I/I Study Program - Planned Replacements and Rehabilitation | 100,000 | - | - | - | 0% | Not yet started. |
| WST 02-20 | Sanitary Lateral Replacement Program (5 laterals) | 60,000 | 14,530 | 36,518 | 51,048 | 85% | In progress. |
| WST 03-20 | Sanitary Sewer Inspection, CCTV and Flushing | 74,000 | 125 | 41,210 | 41,335 | 56% | In progress. |
| WST 04-20 | Sanitary Sewer Capital Construction Adjustments and Repairs | 80,000 | - | - | - | 0% | In progress. |
| WST 05-20 | Church St Sanitary Upgrades - Permits and Reports | 50,000 | - | 29,980 | 29,980 | 60% | In progress. |
| Total Wastewater | | 364,000 | 14,655 | 107,708 | 122,363 | 34% | |
| WATER | | | | | | | |
| WTR 01-20 | Pelham St Watermain Replacement: College St to Port Robinson Rd | 13,122 | - | - | - | 0% | In progress. |
| WTR 02-20 | Water System Repair Equipment | 30,000 | - | - | - | 0% | In progress. |
| Total Water | | 43,122 | - | - | - | 0% | |
| RECREATION & CULTURAL SERVICES - PARK FACILITIES | | | | | | | |
| PRK 02-20 | Forestry Services | 80,000 | 31,185 | 49,355 | 80,539 | 101% | In progress. |
| PRK 03-20 | River Estates Park Development | 300,000 | - | - | - | 0% | Not yet started. Expect for RFP to go out August 17. |
| PRK 04-20 | Turf Repair | 5,000 | - | 5,000 | 5,000 | 100% | In progress. |
| PRK 05-20 | Weiland Park | 60,000 | - | - | - | 0% | Not yet started. Expect for RFP to go out August 17. |

| Town of Pelham | | | | | | | Appendix 5 |
|---|--|------------------|----------------|------------------|----------------------------|---|--|
| 2020 Capital Projects - Second Quarter Reporting | | Expenditures | | | | | Status |
| As at June 30, 2020 | | Original Budget | Actual | Committed | Total (Actual & Committed) | Actual and Committed as a % of Revised Budget | |
| PRK 06-20 | Field Protection | 25,000 | - | 24,500 | 24,500 | 98% | In progress. |
| Total Recreation & Cultural Services | | 470,000 | 31,185 | 78,855 | 110,039 | 23% | |
| COMMUNITY PLANNING & DEVELOPMENT | | | | | | | |
| PLN 01-20 | Community Benefits Charge Strategy | 40,000 | - | - | - | 0% | Not yet started. Awaiting Provincial Regulations which have been delayed. |
| Total Community Planning & Development | | 40,000 | - | - | - | 0% | |
| LIBRARY SERVICES | | | | | | | |
| LIB 01-20 | Computer Services Department | 7,500 | - | - | - | 0% | Not yet started. Project start date is Fall 2020. |
| Total Library Services | | 7,500 | - | - | - | 0% | |
| MUNICIPAL DRAINAGE | | | | | | | |
| DRN 01-20 | Replace Farm Culverts | 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 | 65,000 | - | - | - | 0% | In progress. Waiting RFP so this project is still outstanding. |
| Total Municipal Drainage | | 95,000 | - | - | - | 0% | |
| TOTAL AS PER 2020 APPROVED BUDGET | | 4,709,282 | 318,379 | 1,016,600 | 1,334,979 | 28% | |

| Town of Pelham | | | | | | | Appendix 5 |
|--|---|------------------|----------------|------------------|----------------------------|---|------------------------------------|
| 2020 Capital Projects - Second Quarter Reporting | | Expenditures | | | | | Status |
| | | Original Budget | Actual | Committed | Total (Actual & Committed) | Actual and Committed as a % of Revised Budget | |
| As at June 30, 2020 | | | | | | | |
| PROJECTS DEFERRED TO 2021 | | | | | | | |
| IT 02-20 | Tab Fusion Electronic Enhancement | 25,000 | 5,079 | - | 5,079 | 20% | |
| RD 07-20 | Effingham Storm Design - Hwy 20 to Canboro | 50,000 | - | - | - | 0% | |
| RD 13-20 | Sulphur Springs Rd Rehabilitation - Site 1 & 2 | 300,000 | - | - | - | 0% | |
| RD 15-20 | Foss Resurfacing (linked to WST 06-20) | 500,000 | - | - | - | 0% | |
| WST 06-20 | Foss Rd - Sanitary Sewer Installation (linked to RD 15-20) | 800,000 | - | - | - | 0% | |
| Total Cancelled and Red-Circled Projects | | 1,675,000 | 5,079 | - | 5,079 | 0% | |
| CANCELLED AND RED-CIRCLED PROJECTS | | | | | | | |
| FAC 09-20 | MCC Additional Parking | 450,000 | - | - | - | 0% | Red-circled pending grant funding. |
| LIB 02-20 | Fonthill Renovations | 505,231 | - | - | - | 0% | Red-circled pending grant funding. |
| PRK 01-20 | Centennial Park Diamond #3 & HBP #2 Dugout / Bullpen Enclosures | 15,000 | - | - | - | 0% | Cancelled. |
| Total Cancelled and Red-Circled Projects | | 970,231 | - | - | - | 0% | |
| Grand Total | | 7,354,513 | 323,458 | 1,016,600 | 1,340,058 | 24% | |

| Town of Pelham | | | | | | | | | Appendix 5 |
|--|--|-----------------|--------------------|----------------------|----------|-----------|----------------------------|---------------------------------------|---|
| Prior Year's Carry Forward Capital Projects - Second Quarter Reporting | | Expenditures | | | | | | | Status |
| As at June 30, 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) | 46,000 | - | 46,000 | - | - | - | 0% | In progress. Obtaining 3 quotes. |
| 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 | 111,150 | 91,736 | 19,414 | - | 23,952 | 23,952 | 123% | In progress. Restoration work to be completed in Summer of 2020. |
| RD 12-18 | Stormwater Facility Maintenance - Station, Timber Creek | 70,000 | 41,328 | 28,672 | 1,146 | 26,361 | 27,507 | 96% | In progress. |
| RD 02-19 | Concrete Repair & Replacement Program | 110,000 | 66,208 | 43,792 | 132 | - | 132 | 0% | In progress. Purchase of Bus Shelters for MCC also pending. |
| RD 05-19 | Steve Bauer Trail Paving | 100,000 | - | 100,000 | - | - | - | 0% | In progress. To be completed in Fall 2020. |
| RD 06-19 | Pavement Condition Index Study | 27,628 | 11,682 | 15,946 | 13,198 | - | 13,198 | 83% | Work completed invoices outstanding. PCI Study complete. Awaiting final report. |
| RD 07-19 | Road Base and Surface Repair Program | 170,000 | 137,045 | 32,955 | 362 | 8,311 | 8,673 | 26% | Work completed invoices outstanding. Contract complete and in warranty. |
| RD 08-19 | Pelham Street Storm and Road Reconstruction | 2,436,055 | 535,744 | 1,900,311 | 919,947 | 803,805 | 1,723,752 | 91% | In progress. 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 | 30,000 | 12,288 | 17,712 | 2,290 | 445 | 2,735 | 15% | In progress. Engineering assignment with consultant in progress. To be completed by end of Summer. |
| RD 13-19 | Main Street Revitalization | 52,782 | - | 52,782 | 54,471 | - | 54,471 | 103% | Completed. |
| RD 14-19 | Sulphur Spring Drive Repair | 250,000 | - | 250,000 | - | - | - | 0% | In progress. Report going to Council on July 27, 2020 requesting additional funding. |
| FACILITIES | | | | | | | | | |
| FAC 03-18 | Tice Road Operations Centre - Man Door Repairs, insulation and vapour barrier in north bay - FCA Critical 2016 | 37,000 | 20,519 | 16,481 | - | - | - | 0% | In progress. Project still ongoing. |

| Town of Pelham | | | | | | | | | Appendix 5 |
|--|--|------------------|--------------------|----------------------|----------------|----------------|----------------------------|---------------------------------------|--|
| Prior Year's Carry Forward Capital Projects - Second Quarter Reporting | | Expenditures | | | | | | | Status |
| As at June 30, 2020 | | Original Budget | Prior Years Actual | Carry Forward Amount | Actual | Committed | Total (Actual & Committed) | Total to date as a % of Carry Forward | |
| FAC 03-19 | Municipal Building - foundation, structural, waterproofing, exterior / interior painting - FCA Critical 2016 | 55,000 | 9,163 | 45,837 | 618 | 2,375 | 2,993 | 7% | In progress. Masonry work and deficiencies still outstanding. To be completed in summer 2020. |
| Total Transportation Services | | 3,449,615 | 925,714 | 2,523,902 | 992,164 | 865,249 | 1,857,413 | 74% | |
| WASTEWATER | | | | | | | | | |
| WST 04-18 | Foss Road Upgrade existing sewer from 350 to 450mm diam | 592,800 | 60,954 | 42,559 | 4,323 | 29,637 | 33,960 | 80% | In progress. Detailed design assignment currently being completed. |
| WST 01-19 | Design - Church Street Upgrade | 60,000 | 14,880 | 45,120 | 13,861 | 13,228 | 27,088 | 60% | In progress. Consultant Assignment awarded to Associated Engineering. |
| WST 02-19 | Haist Street: Welland Rd to Beckett | 45,000 | - | 45,000 | - | 45,000 | 45,000 | 100% | In progress. Project to be completed in summer of 2020. |
| WST 05-19 | Sanitary Sewer Capital | 80,000 | - | 80,000 | - | - | - | 0% | In progress. Project currently ongoing. Awarded to Duffin Contracting. |
| Total Wastewater | | 777,800 | 75,834 | 212,680 | 18,184 | 87,865 | 106,049 | 50% | |
| WATER | | | | | | | | | |
| WTR 01-18 | Backflow Prevention Program | 50,000 | 12,985 | 37,015 | - | 3,940 | 3,940 | 11% | In progress. Consulting work is complete. Outstanding invoices to come regarding the work. |
| WTR 02-18 | Station Street: Hwy 20 to Port Robinson, Watermain Replacement - trench only | 847,652 | 381,950 | 465,702 | 5,306 | 460,996 | 466,302 | 100% | In progress. 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 | 644,750 | 414,177 | 230,573 | 768 | 228,510 | 229,279 | 99% | In progress. Restoration work to be completed in the summer of 2020. |
| WTR 02-19 | Water System Repair Equipment | 30,000 | 14,747 | 15,253 | - | - | - | 0% | Completed. Can be closed and additional purchases can be undertaken through the 2020 capital budget. |
| WTR 03-19 | Pelham St N Watermain Replacement | 250,000 | 25,757 | 224,243 | 191,197 | 25,656 | 216,852 | 97% | In progress. Project with Charleton Group still ongoing. Anticipated completion is summer of 2020. |
| Total Water | | 1,822,402 | 849,616 | 972,786 | 197,271 | 719,102 | 916,373 | 94% | |

| Town of Pelham | | | | | | | | | Appendix 5 |
|--|--|-------------------|--------------------|----------------------|------------------|------------------|----------------------------|---------------------------------------|---|
| Prior Year's Carry Forward Capital Projects - Second Quarter Reporting | | Expenditures | | | | | | | Status |
| As at June 30, 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 | 75,000 | 68,616 | 6,384 | - | - | - | 0% | Work completed invoices outstanding. |
| PRK 05-19 | Centennial Park Electrical Upgrades | 13,500 | 11,635 | 1,865 | - | - | - | 0% | Work completed and invoices outstanding. 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 | 20,000 | 6,269 | 13,731 | - | 13,839 | 13,839 | 101% | In progress. Awaiting developer to complete EIS. |
| PLN 02-19 | Complete Zoning By-law | 20,000 | - | 20,000 | - | 9,537 | 9,537 | 48% | In progress. 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% | |
| MUNICIPAL DRAINAGE | | | | | | | | | |
| DRN 01-19 | Brushing Swayze Drain | 30,000 | - | 30,000 | - | - | - | 0% | Not taking place. The property owner now does not feel the brushing is necessary. |
| Total Library Services | | 30,000 | - | 30,000 | - | - | - | 0% | |
| EAST FONTHILL | | | | | | | | | |
| RD 01-17 | Summersides: Station to Wellspring (E. Fonthill) | 2,088,774 | 960,717 | 28,129 | 291 | 24,654 | 24,945 | 89% | In progress. |
| Total East Fonthill | | 9,962,737 | 4,206,991 | 28,129 | 291 | 24,654 | 24,945 | 89% | |
| Subtotal - excluding CANCELLED PROJECTS | | 16,217,054 | 6,144,675 | 3,855,476 | 1,207,910 | 1,720,245 | 2,928,155 | 76% | |
| CANCELLED PROJECTS | | | | | | | | | |
| Total Cancelled | | - | - | - | - | - | - | #DIV/0! | |
| Grand Total | | 16,217,054 | 6,144,675 | 3,855,476 | 1,207,910 | 1,720,245 | 2,928,155 | 76% | |

Subject: Mandatory Face Covering Bylaw Extension**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0134 ;

AND THAT Council hereby resolves to extend the mandatory face covering bylaw #4270(2020) until December 7th, 2020

Background:

At the time of writing this report, the Town's mandatory face covering bylaw remains in effect. The bylaw is due to expire on October 1st 2020 and Niagara Public Health continues to recommend all persons wear a face covering in all indoor public places.

Analysis:

The Covid 19 pandemic remains a serious threat around the world, cases continue to increase and persons of all ages are in a state of constant threat of contracting the virus. Public health units around the world state that face coverings are one of the main tools people can use to reduce the risk of contracting the virus. With the easing of restrictions and the increase in activities in public places the rate of infections is on the rise. 62% of transmissions are related to close contact, when a person cannot maintain a 6 foot physical distance from others the risk increases however wearing a face covering greatly reduces this risk.

Financial Considerations:

None

Alternatives Reviewed:

None

Strategic Plan Relationship: Risk Management

Employers have a responsibility to take every reasonable precaution to protect their employees. This bylaw would extend health protection to all residents of the Town.

Consultation:

EOC group, region CEMC,s public health

Other Pertinent Reports/Attachments:

None

Prepared and Recommended by:

Bob Lymburner, Fire Chief

Prepared and Submitted by:

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

Subject: Proposed 2021 Council Meeting Schedule**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0135, Proposed 2021 Council Meeting Schedule;

AND THAT the 2021 Council Meeting Schedule as provided in Appendix A to this Report be approved;

AND THAT Staff be directed to publish the schedule to the Town of Pelham Website calendar.

Background:

Council's Procedural By-law, 4107(2019) provides for Regular Meetings of Council and the Policy & Priorities Committee on the first Monday of every month, and for Regular Council and Committee of the Whole meetings on the third Monday of every month. Public Meetings under the *Planning Act* are to be scheduled on the second Monday of the month. The Procedural By-law provides for a summer schedule by reducing the meetings to one Council meeting per month, with no Committee meetings scheduled during July or August. There are provisions for the calling of special meetings and topic-specific public meetings.

Further, through the adoption of an amendment to the Procedural By-law, Council is currently meeting via virtual attendance during the ongoing novel coronavirus COVID-19 pandemic, and is meeting in a Council-In-Committee format, whereas Committee of the Whole and Policy and Priorities Committee meetings have been temporarily suspended with all reports going directly to Council. It is uncertain as to how long these special meeting provisions will continue, given the changing pandemic environment. In its present format, the municipal Council Chamber is not structured to facilitate physical distancing measures for Members of Council and the Senior Leadership Team attendees.

Council has approved that meetings continue in this manner at least until the end of 2020. As such, the proposed 2021 Council Meeting schedule aligns specifically with the Procedure By-law, it being recognized that Council may resolve to continue in a Council-In-Committee setting for an extended period of time due to the pandemic.

The Federation of Canadian Municipalities Annual Conference is scheduled for either June 3-6 or June 10-13, to be confirmed, and the Association of Municipalities of Ontario Annual General Meeting is scheduled for August 15-18, 2021. March Break is scheduled to occur March 15-19 in Ontario. The Council meeting schedule generally takes these events into consideration given the attendance by Members of Council and/or senior leaders.

Council has further directed that during the pandemic period, agendas be limited to 300 pages and that they be released to Council on the Tuesday during the week preceding the scheduled meeting.

Analysis:

Continued business continuity is paramount in developing a Council meeting schedule and remains a priority in terms of how staff reports are presented on the Council agenda during this pandemic period. Consideration is also given to Statutory Holidays and various conferences and events that include attendance by Members of Council and senior leadership.

Financial Considerations:

Adopting the 2021 Council Meeting Schedule does not have a direct financial implication.

Alternatives Reviewed:

The draft 2021 Council Meeting Schedule has been prepared in accordance with the Procedural By-law, while also taking into consideration current practice as it relates to the COVID-19 pandemic. Council may revise the schedule at this time, or as the pandemic continues to evolve with would warrant continued flexibility.

Strategic Plan Relationship: Strong Organization

Developing a meeting schedule in advance of the calendar year allows publication of the expected meeting dates on the Town's website, increasing initiatives in transparency, communication and community engagement.

Consultation:

None

Other Pertinent Reports/Attachments:

Proposed 2021 Council Meeting Schedule

Prepared and Recommended by:

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

Prepared and Submitted by:

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

Town of Pelham 2021 Council Meeting Schedule

All meetings, unless otherwise posted: Pelham Council Chamber, 5:30 pm

All meeting agendas, minutes and video are posted to the Council Calendar. All meetings are livestreamed on the Town of Pelham YouTube Channel.

| Date and Time | Purpose of Meeting |
|----------------------------|---|
| January | |
| Monday, January 11, 2021 | Public Meeting Under the Planning Act (if required) Council and Committee of the Whole |
| February | |
| Monday, February 1, 2021 | Council and Policy and Priorities |
| Monday, February 8, 2021 | Public Meeting Under the Planning Act (if required) |
| Tuesday, February 16, 2021 | Council and Committee of the Whole |
| March | |
| Monday, March 1, 2021 | Council and Policy & Priorities |
| Monday, March 8, 2021 | Public Meeting Under the Planning Act (if required) |
| Monday, March 22, 2021 | Council and Committee of the Whole |
| April | |
| Tuesday, April 6, 2021 | Council and Policy & Priorities |
| Monday, April 12, 2021 | Public Meeting Under the Planning Act (if required) |
| Monday, April 19, 2021 | Council and Committee of the Whole |
| May | |
| Monday, May 3, 2021 | Council and Policy & Priorities |
| Monday, May 10, 2021 | Public Meeting Under the Planning Act (if required) |
| Tuesday, May 17, 2021 | Council and Committee of the Whole |
| June | |
| Monday, June 7, 2021 | Council and Policy & Priorities |
| Monday, June 14, 2021 | Public Meeting Under the Planning Act (if required) |
| Monday, June 21, 2021 | Council and Committee of the Whole |
| July | |
| Monday, July 12, 2021 | Public Meeting Under the Planning Act (if required) |
| Monday, July 26, 2021 | Council |
| August | |
| Monday, August 9, 2021 | Public Meeting Under the Planning Act (if required) |
| Monday, August 23, 2021 | Council |
| September | |
| Tuesday, September 7, 2021 | Council and Policy & Priorities |
| Monday, September 13, 2021 | Public Meeting Under the Planning Act (if required) |

All meetings, unless otherwise posted: Pelham Council Chamber, 5:30 pm

All meeting agendas, minutes and video are posted to the Council Calendar. All meetings are livestreamed on the Town of Pelham YouTube Channel.

| | |
|----------------------------|---|
| Monday, September 20, 2021 | Council and Committee of the Whole |
| October | |
| Monday, October 4, 2021 | Council and Policy & Priorities |
| Tuesday, October 12, 2021 | Public Meeting Under the Planning Act (if required) |
| Monday, October 18, 2021 | Council and Committee of the Whole |
| November | |
| Monday, November 1, 2021 | Council and Policy & Priorities |
| Monday, November 8, 2021 | Public Meeting Under the Planning Act (if required) |
| Monday, November 15, 2021 | Council and Committee of the Whole |
| December | |
| Monday, December 6, 2021 | Council and Policy & Priorities |
| Monday, December 13, 2021 | Public Meeting Under the Planning Act (if required) |
| Monday, December 20, 2021 | Council and Committee of the Whole |

All meeting times are in accordance with Procedural By-law #4107(2019)

The Town of Pelham municipal buildings will be closed in observation of the following holidays:

- Friday, January 1, 2021 – New Year’s Day
- Monday, February 15, 2021 – Family Day
- Friday, April 2, 2021 – Good Friday
- Monday, April 5, 2021 – Easter Monday
- Monday, May 24, 2021 – Victoria Day
- Thursday, July 1, 2021 – Canada Day
- Monday, August 2, 2021 – Civic Holiday
- Monday, September 6, 2021 – Labour Day
- Monday, October 11, 2021 – Thanksgiving
- Thursday, November 11, 2021 – Remembrance Day
- Friday, December 24, 2021 – ½ day for Christmas Eve
- Saturday, December 25, 2021 – Christmas Day – Public Holiday: December 27, 2020
- Sunday, December 26, 2021 – Boxing Day
- Friday, December 31, 2021 – ½ day New Year’s Eve

Subject: Recommendation Report for Zoning By-law Amendment – 1307 Haist Street

Recommendation:

BE IT RESOLVED THAT Council receive Report #2020-131 as it pertains to 1307 Haist Street (File no. AM-05-2020); and THAT Council approve the By-law amending the zoning of the subject property from Residential 1 (R1) to a site specific Residential Multiple 1 - 299 (RM1-299) zone.

Background:

The subject property is located at the north east corner of Haist Street and Pancake Lane (Figure 1). The neighbouring land uses are single detached dwellings.



Figure 1: Aerial image showing property location

The applicant originally sought approval to rezone the property from R1 (Residential 1) to a site-specific RM1 (Residential Multiple 1) zone to allow street townhouse dwellings and second dwelling units. At the request of Council and in response to concerns expressed by residents, the applicant has since revised the application to remove the request for the second dwelling units (Appendix A Letter from applicant) and therefore only the permission for three street townhouse units is being requested.

The requested zoning change will also allow a site specific front yard setback of 4.5 metres for a dwelling and 6.0 metres for a garage, a rear yard setback of 7.0 metres, an exterior side yard setback of 4.5 metres and remove the requirement for a planting strip. The proposed elevations and site plan are shown in Figure 2.

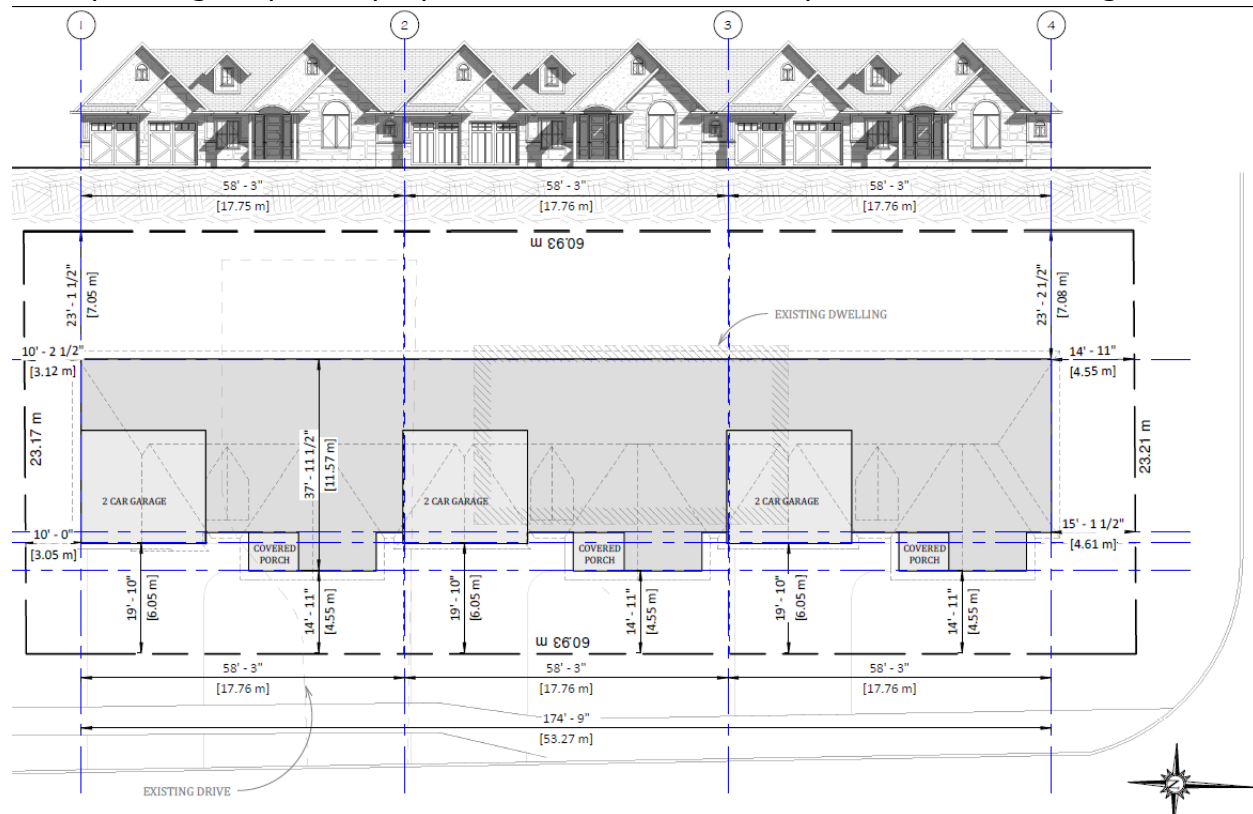


Figure 2: Proposed Elevations and Site Plan

Analysis:

Planning Act

Section 3 of the *Planning Act* requires that, in exercising any authority that affects a planning matter, the decision of planning authorities "shall be consistent with the policy statements" issued under the Act and "shall conform with 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.

Provincial Policy Statement, 2020

The Provincial Policy Statement (PPS), 2020 supports the efficient use of lands and development patterns that support sustainability by promoting livable, healthy and resilient communities, protecting the environment, public health and safety and facilitating economic growth. The subject lands are considered to be within a Settlement Area. Settlement areas are to be the focus for growth and development and their vitality and regeneration shall be promoted.

Policy 1.1.3.2 states that land use patterns within settlement areas shall be based on densities and mix of land uses that efficiently use land and resources, are appropriate for and efficiently use infrastructure and public service facilities, minimize negative impacts to air quality and climate change and promote energy efficiency, prepare for the impacts of a changing climate, support active transportation and are transit and freight supportive.

Policy 1.1.3.3 provides for the promotion of intensification and redevelopment accommodating a significant supply and range of housing options where it can be accommodated taking into account the building stock, availability of existing and planned infrastructure and public service facilities required to accommodate the needs of the development.

The proposed redevelopment of the property for 3 street townhouse dwellings is considered appropriate intensification and will add additional housing options that can be supported by the existing infrastructure, support active transportation, is transit supportive and minimize impacts on air quality and climate change. The proposed buildings will be constructed to be energy efficient and are located within walking distance of existing parks, neighbourhood commercial uses, the Highway 20 commercial area and schools.

Greenbelt Plan, 2017

The subject parcel is located in an identified settlement area that is outside of the Greenbelt Plan Area; therefore, the policies of the Greenbelt Plan do not apply.

Niagara Escarpment Plan, 2017

The subject parcel is not located in the Niagara Escarpment Plan Area; therefore, the Niagara Escarpment Plan policies do not apply.

Growth Plan for the Greater Golden Horseshoe, 2019

The subject parcel is identified as being within a Delineated Built-up Area according to the Growth Plan for the Greater Golden Horseshoe, 2019. The Growth Plan policies aim to build stronger, prosperous communities by directing growth to built-up areas, promoting transit-supportive densities and a healthy mix of residential and employment land uses, preserving employment areas, planning for community infrastructure, and supporting the conservation and protection of natural systems, prime agricultural areas, and cultural heritage.

Policy 2.2.2.1(a) requires a minimum of 50 percent of all new residential development to occur within the delineated built-up area.

Policy 2.2.2.3(b) encourages intensification generally throughout the built-up area and investment in services that will support intensification.

The proposed zoning by-law amendment will facilitate residential development and intensification within the delineated built-up area. The townhouse dwelling units will contribute to a mix of residential land uses, provides for an efficient use of existing infrastructure and provides for a degree of housing choice. The application is consistent with the policies of the Growth Plan for the Greater Golden Horseshoe.

The proposed development of three (3) street townhouse dwellings is an appropriate example of gentle intensification within the built-up area and will help in achieving the intensification targets that have been established for the Town.

Regional Official Plan, consolidated August 2015

The Region of Niagara identifies this property as Built-up Area. It is an objective of the Regional Official Plan that intensification be directed to built-up areas and the Plan establishes a minimum intensification target of 15% for the total annual development in Pelham.

The Region also supports the inclusion of urban design analysis and guidelines for various types of plans and development projects.

Policy 11.A.1 encourages the provision of a variety of housing types within urban communities and neighbourhoods to serve a variety of people as they age through their life cycle.

Policy 11.A.2 states the Region encourages the development of attractive, well designed residential development that: provides for active transportation; de-

emphasizes garages; emphasizes the entrance and point of access to neighbourhoods; is accessible to all persons; incorporates the principles of sustainability in building design; provides functional design solutions for waste collection and recycling; provides an attractive, interconnected and active transportation friendly streetscape; contributes to a sense of safety within the public realm; balances the need for private and public space; creates or enhances an aesthetically pleasing and functional neighbourhood; and, encourages a variety of connections between land uses based on diverse transportation modes, allowing people to move freely between the places where they live, work and play.

The requested zoning by-law amendment will contribute to the variety of housing types in the neighbourhood and gentle intensification within the Built-up Area while contributing to the intensification rate. The dwellings will meet energy efficiency requirements, allow for curbside waste collection and provide for adequate amenity space. They can also be served by existing infrastructure. Existing sidewalks fronting the property allows for an interconnected and active transportation friendly streetscape. The building elevations are attractive with recessed garages in an effort to deemphasize them. Based on this analysis, the application conforms to the Niagara Region Official Plan.

Pelham Official Plan (2014)

The lands are designated Urban Living/Built Boundary in the Town's Official Plan. The permitted use in this designation includes a full range of residential uses including townhouse dwellings.

Section A2.3.2 Objectives of Redevelopment contains the following objectives which were identified by the Sisler's in their written and verbal presentation to Council:

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 development and redevelopment is compatible with the scale and density of existing development.

In response to these objectives, Planning staff advise that physical compatibility with the surrounding neighbourhood does not mean the same housing type, but rather that it can exist in harmony with existing uses without causing negative impacts or appearing out of place. The proposed street townhouse dwellings are proposed to be bungalows. The majority of existing dwellings in the vicinity of the

property along Haist Street are bungalows with some two-storey dwellings on Pancake Lane. The proposed lot frontage per townhouse dwelling is proposed to be 17.76 metres with the proposed lot area being approximately 411.5 m². The proposed lot frontage and areas are more typical of single detached dwelling uses than street townhouse dwellings where the RM1 zone requires a minimum lot frontage of 230 m² per unit. As a result, the lots will not appear to be drastically undersized compared with the existing properties fronting Haist Street and Pancake Lane. In addition, the dwellings will be approximately 142 m² (1528 ft²) which is similar in size to the surrounding single detached dwellings. The townhouse dwellings are well designed with the use of appropriate building materials that are similar to other homes in the neighbourhood and will enhance the character of the neighbourhood and represent a re-investment in the neighbourhood.

The site plan for the proposed street townhouses shows a setback of 4.55 metres to the building face and 6.05 metres to the garage. The existing single detached dwelling on the subject property is approximately 5.5 metres from the front lot line and therefore, the street townhouses will not be significantly closer to the front lot line than what currently exists. Also, the attached garage of the northerly street townhouse, setback at 6.05 metres, is closest to the neighbouring dwelling, setback at approximately 8 metres, softening the transition between building setbacks.

With respect to density, the proposed development would equal approximately 21 units/hectare while the Official Plan suggests the density for redevelopment should be between 10-25 units per hectare. Further, the Town's Official Plan generally considers townhouse dwellings to be medium density and not high density development and the addition of only two dwelling units on the subject property does not equate to a significant increase in density of the existing development in the neighbourhood.

It should also be noted that Section A2.3.2 of the Official Plan also contains the following objectives:

To maintain and enhance the Urban Areas as diverse, liveable, safe, accessible and attractive communities.

To encourage the development of neighbourhoods which are compact, pedestrian friendly and provide a mix of housing types, community facilities, small-scale commercial centres and public open spaces.

The proposed addition of street townhouse dwellings on the subject property will diversify the housing options available in the existing pedestrian friendly neighbourhood allowing the opportunity for residents to age in place.

Section A5.5 Intensification Corridors of the Official Plan indicates that intensification corridors are areas along major roads which have potential for higher density mixed use development. As noted above, townhouse dwellings are not considered to be high density and no commercial uses as part of the application. Policy B1.1.3 (a) speaks to intensification as proposed by this application.

Policy B1.1.3 requires the Town to accommodate at least 15% of projected housing growth within the existing built boundaries of Fonthill and Fenwick. Further, Policy B1.1.3 (a) permits intensification on sites abutting collector roads. Haist Street and Pancake Lane are shown as collector roads of variable width on Schedule C to the Town of Pelham Official Plan and the proposed addition of two dwelling units at this location is consistent with the Town Official Plan policies and intensification objectives.

Policy B1.1.3 (b) requires intensification and redevelopment proposals to achieve a unit density that is in keeping with the character of the density of the neighbourhood. As indicated above, the unit density proposed is approximately 21 units/hectare and is not so significant to be out of character with the density of the surrounding area.

Policy B1.1.3 (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. There are approximately 266 known dwelling units within 300 metres of the subject property. Increasing the number of units from 266 to 268 represents a 0.77% increase in gross density which is well below the 25% maximum in Policy B1.1.3 (c).

Policy B1.1.3 (d) Notwithstanding items (b) and (c), the creation of new freehold or vacant condominium infill lots through the consent process, for ground-oriented detached dwellings, may be permitted provided the proposed lot and unit type is similar to and compatible with the established character of the street or neighbourhood where it is proposed. The Zoning By-law shall establish minimum lot area and frontages and minimum and/or maximum densities which are considered appropriate within the Urban Living Area designation and compatible with the character of the neighbourhood. Townhouse dwelling units are considered to be

compatible with single detached dwelling units and an overall increase of two new dwelling units will not have an adverse impact and is compatible with the character of the neighbourhood.

As indicated above, the proposed zoning change and future consent applications will create new freehold infill lots for ground-oriented dwellings. The lot dimensions and street townhouse dwellings are compatible with and can exist in harmony with the established character of Haist Street and Pancake Lane.

Policy B1.1.3 (e) indicates that the creation of accessory apartments and in-law suites within residential neighbourhoods is considered to be an appropriate form of residential intensification. Policy B1.1.4 indicates that accessory apartments may be permitted subject to approval of a Zoning By-law amendment with Council being satisfied that: a) The apartment will comply with the Ontario Building and Fire Codes as well as provisions of the Town's Zoning By-law; b) Adequate parking is available on the lot for both dwelling units; and, c) The second dwelling unit is designed and located in the interest of maintaining the character of a detached dwelling as viewed from the streetscape.

The applicant has withdrawn the request for accessory apartments.

Policy B1.1.5 requires that when considering a zoning by-law amendment application to permit a townhouse development, Council shall be satisfied that the proposal: respects the character of adjacent residential neighbourhoods, in terms of height, bulk and massing; can be easily integrated with surrounding land uses; will not cause or create traffic hazards or an unacceptable level of congestion on surrounding roads; and is located on a site that has adequate land area to incorporate required parking, recreational facilities, landscaping and buffering on-site.

In response to Policy B1.1.5, Planning staff are of the opinion that the development as proposed respects the character of adjacent residential neighbourhoods with respect to height, bulk and massing. The design of the units reflect traditional design elements that are consistent with the character of the area and integrate well with the neighbouring land uses. The building elevations show bungalow townhouses and the heights will comply with the standard building height zoning requirements of Fonthill's residential neighbourhoods. The proposed townhouses can easily integrate with surrounding land uses. Public Works staff reviewed the proposed development application and have not expressed any concerns about traffic or site servicing matters. The site plan depicts adequate parking with a double car garage and two driveway parking spaces per unit, both front and back outdoor amenity areas as well as space for landscaping and buffering.

Policy D5.2.1 provides general criteria for consents. The current application is for a zoning by-law amendment. Applications for consent (lot creation) will be submitted for consideration by the Committee of Adjustment at a later date. D5.2.1 (b) requires the Committee of Adjustment to be satisfied that new lots will not cause a traffic hazard as a result of its location on a curve or a hill. Planning staff note that the proposed development has been reviewed by Public Works staff and no traffic or safety concerns have been raised and the addition of two additional dwelling units will have minimal impact with regards to traffic.

As discussed above, it is Planning staff's opinion that the application conforms to the policies contained in the Town of Pelham Official Plan.

Pelham Zoning By-law Number 1136 (1987)

The subject land is currently zoned 'Residential 1' (R1), the permitted uses include one single detached dwelling, accessory buildings and home occupations. The requested zoning by-law amendment would create a site specific RM1 zone that permits street townhouse dwellings, a reduced front yard of 4.5 metres to the covered front porch or front building façade and 6.0 metres to a garage, a reduced exterior side yard of 4.5 metres, a reduced rear yard of 7.0 metres and the removal of the requirement for a planting strip between the boundary of the RM1 and R1 zones (north and east sides of property).

Table 1: Requested Zoning By-law Amendment

| | Current RM1 zone | Proposed RM1 zone |
|--|---------------------------------------|--|
| 16.3 Zone Requirements for Street Townhouse Dwellings | | |
| 16.3(d) Minimum Front Yard | 7.5 m (24.61 ft) | 4.5 m to building façade; 6.0 m to garage |
| 16.3(e) Minimum Exterior Side Yard | 7.5 m (24.61 ft) | 4.5 m (14.76 ft) |
| 16.3(g) Minimum Rear Yard | 7.5 m (24.61 ft) | 7 m (22.97 ft) |
| 16.3(j) Planting Strips | 4.92 ft) where abutting R1 or R2 zone | delete |

Submitted Reports

The applicant provided a Planning Justification Report in support of the application as well as the letter appended to this report as Appendix A which also addresses a number of the concerns raised at the public meeting and is attached for Council's information.

Financial Considerations:

There are no financial costs associated with the requested Zoning By-law amendment. The property owner has provided an application fee which is intended to cover staff time to process, review and comment on the application.

Alternatives Reviewed:

Though not recommended, Council could refuse the application or approve the application with modifications.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

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, diversification of ownership options and housing types within the urban area of the Town can assist in building a stronger community.

Consultation:

Agencies were circulated for review and comment on the application prior to scheduling the public meeting. The following comments (Appendix B) were received:

Enbridge Gas Inc.: "No objection."

Canada Post Corporation: "No requirements or conditions as the development in question falls within the Post Office Box-served boundaries of the Fonthill Post Office."

Building Division: "Building permits will be required for all proposed buildings. Separate permit applications are required for each unit."

Public Works: "No comments and no safety concerns regarding the intersection of Pelham Street and Pancake Lane post-development."

A notice of public meeting was circulated to property owners within 120 metres of the property and posted to the Town's website on July 17, 2020. Notice signs were posted to the property on July 17, 2020. A public meeting was held on August 10, 2020 (Minutes - Appendix D). Three members of the public provided comments at the public meeting and a number provided comments in writing. A petition against the application was also submitted containing signatures of approximately 89 residents.

The following public comments (Appendix C) have been received in writing and/or at the public meeting:

J. Cardinale: concerned about tree removal, impact on property values and traffic safety and sight line issues resulting from the development.

N. Repchull: concerned about the impact on the tree canopy, safety of pedestrians due to additional traffic and parking of vehicles.

K. and D. Sisler: expressed concern about the ability to organize during a pandemic; concerned that townhouses do not fit the character of the single detached residential area; concerned that other properties may also have similar densities proposed for them in the future; expressed concern that the property is too small for the proposal and not enough area for parking; and expressed safety concerns for pedestrians, cyclists and vehicular traffic.

Believe the application does not conform to the Town's Official Plan. The policies noted are A2.3.2 Objectives of Redevelopment, A5.5 Intensification Corridors, B1.1.3 Residential Intensification, B1.1.3 Criteria for Intensification/Redevelopment, B1.1.5 Townhouse/Multiple Dwellings and B5.2.1 Subdivision of Land.

M. and D. Gilbert: expressed concerns with regards to the fit of townhouses in the neighbourhood of primarily single detached dwellings and bungalows; concerned about 3 townhouses and the second dwelling unit permissions along with the possibility of them being used as short term rentals; concerned with the ability to provide parking for 6 dwellings; concerned with the existing traffic and traffic movements at Haist Street and Pancake Lane; concerned with potential of sight lines be obstructed when existing their driveway; and concerned about the resale value of their home.

A. Aitchison and R. Swayze: expressed concern regarding safety issues associated with additional driveways and cars entering/exiting the property given the traffic congestion, pedestrian and cycling lanes on Haist Street and proximity to Pancake Lane. The project does not fit in the neighbourhood and would set a disappointing precedent.

J. and C. Laidman: expressed concern that townhouse development does not fit the character of the surrounding neighbourhood; concerned about sight lines at Pancake Lane; concerned about the potential loss of trees; concerned about parking; the property is not large enough to accommodate 3 townhouse units; and concerned about the precedent this development would create.

B. and D. Haist: keep the area for single detached dwellings only; concerned about traffic and sight lines at Pancake Lane and Haist Street; would like traffic signal at Haist Street and Pancake Lane; and concerned about traffic speed and volume on Haist Street, Pancake Lane and Bigelow Crescent.

J. and T. Geortz: expressed concern about traffic congestion; concerned about impacts during construction; concerned about rental opportunities; and concerned about property standards.

J. and E. Salter: concerned about precedent; questioned what 'capable of having an accessory dwelling unit' means; questioned the height of the units; questioned if the unit will be rental or purchased; and questioned the capacity of the infrastructure to accommodate the proposal.

P. Rocco and G. Golob: feels proposal will compromise safety of children and adults; concerned about impact on roadway; concerned about traffic congestion; concerned about the ecology of the community; and concerned about the impacts on quality of life.

J. Martinson: Requests Council stop changes to zones in R1 areas. Believes there is too much sprawl in Fonhill.

S. McLaughlin-Martinson: Feels that new townhouses and big houses on small lots are contributing to urban sprawl. Concerned that this type of development takes away from Fonhill and what makes it unique.

A. McKenzie: Concerned about traffic safety as well as the precedent that might be set if the application were approved.

Planning staff have included significant analysis of the requested zoning by-law amendment in the policy analysis above. Concerns raised by citizens related to the loss of trees, impacts on property values, traffic and pedestrian safety, the difference in housing type, the potential of setting a precedent, inability to organize during the pandemic, lack of conformity with the Official Plan, insufficient parking, potential for short term and other rentals and the contribution to urban sprawl.

While the trees on the subject property will likely be removed as a result of the development, none of the trees are regulated or protected. The Town normally requires one street tree to be provided per lot with two on a corner lot. The provision for these trees can be requested as a condition of the future consent applications. Additional trees may be planted by future property owners as desired.

With respect to property values, the proposed building elevations show high quality design and exterior finishes. The neighbourhood is desirable containing nice dwellings, a school, park and being close to amenities. Property values will not be negatively affected by the redevelopment of the subject property for three street townhouse dwellings, rather when there is re-investment into a neighbourhood that tends to have a positive effect on property values.

Concerns about pedestrian and vehicle safety in proximity to the intersection of Haist Street and Pancake Lane was expressed by many residents. Through discussions with Fire and Emergency Services, it was confirmed that very few accidents have occurred at this intersection. The proposed street townhouse dwellings and the parking of vehicles in the driveways will not impede the sight lines from the intersection. Town Public Works staff have also reviewed the proposed development and indicated that they have no concerns about safety as a result and sight lines at the intersection will likely be improved with the removal of some mature vegetation.

As discussed at length under the policy analysis contained in this report, the addition of street townhouse dwellings to the neighbourhood, while different from the existing single detached dwellings, is not considered to be bad provided they can exist in harmony with those uses. There are many instances throughout the Town where townhouses next to single detached dwelling units have proven to co-exist compatibly and in harmony. Further, diversifying housing options within the neighbourhood allows residents to age in place and provides for a degree of housing choice which is also preferred.

A number of residents were concerned that approval of this application could set a precedent. While the make up of existing neighbourhoods is a consideration when analysing development applications, each application must be considered by Council based on its own merits versus what the precedent is.

The inability of residents to organize as a result of the pandemic was also raised as a concern. Notices were sent my mail, published on the Town's website and posted on the subject property. Many written comments were received, approximately 89 signatures were included on a petition and three residents provided comments at the public meeting. All comments received were heard and considered by Town staff when preparing the recommendation report. This is considered to be an engaged public and does not represent reduced public involvement in an application as a result of the pandemic, but rather when compared with other applications the public response has been similar to public participation pre-pandemic.

K. and D. Sisler provided a detailed letter and presentation to Council outlining their opinion that the application does not conform to policies in the Town's Official Plan. Planning staff have addressed each of the policies highlighted by the Sisler's in the policy analysis of the Official Plan above and concluded that the application does conform to the Town's Official Plan.

Parking was another concern raised by members of the public. Each unit will have a double car garage as well as space for parking two vehicles within the driveway.

The Town's Zoning By-law only requires one parking space per unit and therefore, the application complies with and exceeds the Town parking requirements.

The potential for short term and other rentals resulting from the proposed development was raised by several of those who provided comments. Council recently approved new policies and regulations which do not permit short term rentals in residential zones. Long term rentals are permitted as zoning cannot regulate tenure. It should be noted that the request for second dwelling units is no longer part of the application.

Belief that the application would contribute to urban sprawl was also cited as a concern. According to Meriam-Webster, urban sprawl is: the spreading of urban developments (such as houses and shopping centers) on undeveloped land near a city. The subject property is within the urban area of the Fonthill. Allowing for intensification, redevelopment and the efficient use of land within the urban area, as proposed by the requested application, actually prevents urban sprawl by reducing the pressure to continue to grow urban areas and uses onto undeveloped rural land.

In summary, it is Planning staff's opinion that the proposed zoning by-law amendment is consistent with Provincial policy, conforms to Provincial, Regional and Town Official Plans and represents good planning and therefore, should be approved.

Other Pertinent Reports/Attachments:

Appendix A Letter from Upper Canada Consultants

Appendix B Agency Comments

Appendix C Public Comments

Appendix D Minutes of August 10, 2020 Public Meeting

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

August 14, 2020

UCC Proj. 19128

To: Barbara Weins, MCIP, RPP
Director of Community Planning and Development
20 Pelham Town Square
Fonthill, ON L0S 1E0

Re: Application for Zoning By-law Amendment
1307 Haist Street – 2741546 Ontario Inc.
Response to Comments Received at August 10, 2020 Public Meeting

On behalf of our client 2741546 Ontario Inc. I would like to thank the Town for the opportunity to respond to comments received on the Zoning By-law Amendment application for 1307 Haist Street at the August 10, 2020 Public Meeting. The purpose this letter is to provide additional information related to the concerns raised by the public and the inquiries of Council at that meeting. The following provides a summary of the issues raised at the Public meeting and our collective response:

Traffic, Parking and Safety: a number of members of the public cited concerns with the potential impact of the proposal on traffic in the area, with impacts to the neighbourhood related to parking and possible pedestrian and vehicular safety issues. The proposed zoning amendment would permit the addition of two dwelling units to the site. The traffic impact from the addition of two dwelling units on the transportation system, including the collector road on which the site is located, is negligible. Each unit is provided with four parking spaces for a total of twelve. This constitutes four times the required number of parking spaces required by the zoning by-law and it is not anticipated that the parking demand will exceed this requirement. The geometry and spacing of driveway accesses are not problematic from a safety perspective and no sight line issues will result. The Town's Engineering Department has reviewed the development proposal and has not identified any issues with traffic, parking or safety.

Housing Tenure: there were a number of comments regarding the use of the dwellings as rental units, both short and long term, as well as the "type of people" whom might live in the proposed dwellings. The proposed zoning amendment relates housing form, specifically to permit townhouses at this location. The application has nothing to do with the tenure of the dwelling or who might live in it. In fact, planning legislation prevents zoning for tenure and zoning for the type of people is considered discriminatory by the Human Rights Tribunal. Further, it is understood that the Town's recently approved short term rental by-law would not permit short term rentals at this location in any event.

Intensification and Compatibility: The most common public comment was that there was a preference to not have townhouses at this location and a sentiment that they do not fit in. While not the same, townhouses are compatible with single detached dwellings. The proposed townhouses have been designed to be effectively integrated with the surrounding land uses and minimize massing impacts on them. The proposed density of approximately 21 units per hectare is permitted by the Official Plan and the addition of 2 units to the site represents a 0.77% intensification to the neighbourhood within 300 m of the property, whereas 25% is permitted. The minor intensification and the addition of variety in the housing supply is supported by Provincial, Regional and Town Planning policies.

Zoning Regulations: one resident cited concerns with the impact of the proposal's deviation from the "as of right" zoning regulations for the RM1 Zone. The Town of Pelham's Zoning By-law was approved in 1987 at a time when housing form was very different than it is today. It is quite common for development proposals in the Town to include site-specific zoning regulations as a means to "fit" modern housing form into the antiquated zoning of the Town. The number or magnitude of deviations from this zoning are by no means representative of the quality of a development proposal and are not an appropriate basis upon which to make a decision on an application.

Second Dwelling Units: a number of residents cited concern with the inclusion of zoning permissions for second dwelling units and a member of Council asked the applicant to consider removing the request for this permission from the application. While the inclusion of second dwelling unit permissions in zoning is an appropriate means of incorporating housing choice and affordability into a community and represents good planning, my client and I are receptive to the neighbourhood's sensitivity on this issue. As a result, my client is willing to omit second dwelling units from the development proposal. Please accept this as my request to amend the Zoning By-law Amendment application for 1307 Haist Street by removing the zoning regulation to permit second dwelling units. We respectfully request that this not prejudice the site from being included in a Town-wide amendment to permit second dwelling units as of right in the future should the Town pursue this.

Thank you again for providing us the opportunity to respond to the public input on this application. If Town staff has any questions or requires additional information, please contact me.

Respectfully submitted,



Matt Kernahan, MCIP, RPP, CNU-A
Senior Planner
Upper Canada Consultants

CC: 2741546 Ontario Inc.

ZONING BY-LAW AMENDMENT COMMENTS

Date: June 26th, 2020

Re: AM-05-20 1307 Haist Street

The building department offers the following comment,

- Building permits will be required for all proposed buildings.
- Separate permit applications are required for each unit.

Kind Regards,

David Christensen, BSc (Hons), Adv. Dip.
Building Intake & Zoning Technician
dchristensen@pelham.ca

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

June 17, 2020

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

RE: 1307 Haist Street

Dear Shannon:

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

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

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

I appreciate the opportunity to comment on this project.

Sincerely yours,

A. Carrigan

Andrew Carrigan
Delivery Services Officer

Shannon Larocque

From: Municipal Planning <MunicipalPlanning@enbridge.com>
Sent: Saturday, June 6, 2020 4:19 PM
To: Shannon Larocque
Subject: RE: Request for Comments - Application for Zoning By-law Amendment - 1307 Haist Street

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 Analyst
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: Shannon Larocque <SLarocque@pelham.ca>
Sent: Friday, June 5, 2020 12:31 PM
To: Niagara Peninsula Energy (info@npei.ca) <info@npei.ca>; jim.sorley@npei.com; andrew.carrigan@canadapost.ca; Bell Canada <circulations@mmm.ca>; Municipal Planning <MunicipalPlanning@enbridge.com>
Subject: [External] Request for Comments - Application for Zoning By-law Amendment - 1307 Haist Street

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.

Good Afternoon,

We are in receipt of an application for zoning by-law amendment (File no. AM-05-20) to permit 3 street townhouse dwellings at the above property. A site layout sketch and elevations are attached for your information.

Your comments would be appreciated by no later than June 26, 2020.

If you require any further information, please feel free to contact me.

Best Regards,
Shannon



Shannon Larocque, MCIP. RPP.

Senior Planner

Town of Pelham

T: 905-892-2607 x319 | E: slarocque@pelham.ca

20 Pelham Town Square | PO Box 400 | Fonthill, ON | L0S 1E0

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Memo

To: Shannon Larocque, Senior Planner

CC: Jason Marr, Director of Public Works; Barb Wiens, Director of Planning and Development; Derek Young, Manager of Engineering

From: Tolga Aydin, Engineering Technologist

Date: 24th August 2020

RE: Zoning By-Law Amendment – 1307 Haist Street – 1st Submission

The Public Works Department has reviewed the submitted documentation regarding the proposed Zoning By-Law Amendment for 1307 Haist Street. Please note the following comments

The following comments shall be addressed to the satisfaction of the Director of Public Works. Note that further comments to be forthcoming on subsequent submissions.

Submitted Drawings

Public Works has no comments, as well as no safety concerns regarding the intersection of Pelham Street and Pancake Lane post-development.

Shannon Larocque

From: Nancy Bozzato
Sent: Wednesday, July 29, 2020 8:00 PM
To: Holly Willford; Barbara Wiens; Shannon Larocque
Subject: Fwd: File # AM-01-20, Re: 1307 Haist street zoning amendment application

Sent from my iPhone

Begin forwarded message:

From: Alicia Aitchison <[REDACTED]>
Date: July 29, 2020 at 4:36:41 PM EDT
To: Nancy Bozzato <NBozzato@pelham.ca>
Subject: File # AM-01-20, Re: 1307 Haist street zoning amendment application

To: Nancy J. Bozzato, Town Clerk

Good afternoon Nancy,

We recently received the public notice regarding the application to rezone 1307 Haist Street from R1 to RM1. Unfortunately we will not be able to attend the virtual meeting to discuss this so we wanted to send our objections in writing.

This spring we purchased the home across the road, [REDACTED]. A large part of our decision to purchase this property was due to the larger lots, more space between homes & the mature, treed lots. If this area was zoned for multiple homes we would not have chosen to move here.

The application not only wants 3 townhomes on this single lot but 3 additional secondary dwellings for a total of 6 families in the space where there is currently one. From our perspective this will create safety issues. It is already complicated to maneuver in and out of the driveway given the close proximity of Pancake Lane and that it is offset so there are two points of entry for vehicular traffic, highly-used bike lanes on each side of the road as well as a high volume of pedestrians. It appears that significant efforts have been invested into creating a bike & pedestrian friendly community. If you take the current single driveway at 1307 Haist street, single home with an average of 2 cars and turn it into 3 driveways/6 homes with an average of 12 cars it is not what this area is designed for & will cause congestion and safety issues – particularly when the elementary school up the road re-opens and the volume of child pedestrians significantly increases.

The fact that the lot is not suitable for the design proposed is highlighted by the fact that not only do they require rezoning from R1 to RM1 but would also require 5 other zoning by-law exceptions to try to fit this design into a neighborhood that it is completely inconsistent with.

This project does not fit into this community and would set a very disappointing precedent for this neighborhood.

We hope that the application is quickly denied. Given that we are unable to participate in the meeting if you could let us know if there is anything else we can do that would be appreciated.

Thank you,

Alicia Aitchison & Robert Swayze,

[REDACTED]

[REDACTED]

Shannon Larocque

From: noreply@pelham.ca on behalf of Anita <[REDACTED]>
Sent: Sunday, August 2, 2020 5:04 PM
To: Shannon Larocque
Subject: Variance request for 1307 Haist

It's my understanding that the request is to put 3 Townhouses on the property. I can not support that proposal. That is a busy intersection. Many young children cross road there on way to school. There are many large sized properties on Pancake. If this variance is approved, what stops others from doing same thing on Pancake.

Origin: <https://www.pelham.ca/Modules/contact/search.aspx?s=2uLtzJt5IA5HIngAojQI5IA5H6JTjAeQuAleQuAl>

This email was sent to you by Anita<[REDACTED]> through <https://www.pelham.ca/>.

Shannon Larocque

From: clerks pelham
Sent: Thursday, July 30, 2020 10:24 AM
To: Shannon Larocque
Subject: FW: Public meeting for Zoning By-law Amendment - Section 34 of the PlanningAct

FYI



Holly Willford, B.A

Deputy Clerk

Town of Pelham

T: 905-892-2607 x320 | E: hwillford@pelham.ca

20 Pelham Town Square | PO Box 400 | Fonthill, ON | L0S 1E0

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From: Bev and Don <[REDACTED]>
Sent: Wednesday, July 29, 2020 9:42 PM
To: clerks pelham <clerks@pelham.ca>
Subject: Public meeting for Zoning By-law Amendment - Section 34 of the PlanningAct

Attention: Town Clerk, Nancy J. Bozzato

Please consider for discussion the following comments and reasons for **NOT** moving forward on:

File number: AM-01-20

Subject Lands: 1307 Haist Street

Legal Description: Part of Lot 2, Concession 8

Reasons for **NOT** moving forward:

1. Keep single family dwellings in the area as it now is, therefore, NO REZONING. There have been enough townhouses built in East Fonthill and this seems to cover Townhouse use. Townhouses change the esthetics of an older neighborhood.
2. There is increased traffic on Haist and Bigelow and Pancake already. There should be a traffic light here as speed bumps don't do much.
3. The sight line at Pancake and Haist is poor now and I feel it will only get worse with this new townhouse development.

4. The speed and volume of traffic on Haist and Pancake as well as Bigelow is increasing as is. There are many young families in the area and speed and volume are a concern.

Thank you for your considerations.

B. Haist



Shannon Larocque

From: Dave Sisler <[REDACTED]>
Sent: Tuesday, August 4, 2020 1:20 PM
To: Nancy Bozzato
Cc: Holly Willford; Shannon Larocque; Marvin Junkin; Marianne Stewart; Ron Kore; John Wink; Lisa Haun; Bob Hildebrandt; Kathryn Sisler
Subject: UPDATED AUG 4 - Re: AM-01-20 Rezoning application concerns
Attachments: 1307 Haist Zone Change - Official Plan.pdf; 1307 Haist Rezone Petition Aug 4.pdf

Hello all,

Please find attached updated petition and additional review of proposal in relation to Town of Pelham Official Plan.

Thank-you,

Dave Sisler

On Jul 30, 2020, at 11:58 AM, Dave Sisler <[REDACTED]> wrote:

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

Re: AM-01-20
1307 Haist Street - rezone proposal

Dear Ms. Bozzato,

We, along with numerous residents in the vicinity of the noted property strongly object to the proposal to rezone 1307 Haist Street from R1 to site-specific RM1.

Our concerns are as follows:

Covid-19 Pandemic - We request that this process be delayed until the residents can come together face-to-face to research, organize, discuss, and obtain legal advice in order to thoroughly address this matter. The current pandemic prohibits the community from organizing and properly communicating its concerns.

Maintain R1 zoning - We wish to maintain the current R1 single residential zoning in the neighbourhood. Multi-unit dwellings are not compatible with the existing look and atmosphere of this long established neighbourhood. Such a dramatic change in zoning would make other properties in the area vulnerable to similar unwelcome high density developments.

Problems with submitted proposal - The application violates the minimum yard area currently outlined in the Town's RM1 regulations even if a zoning change was permitted. There is not enough room for 3 townhouses, let alone 3 additional dwelling units, which are not revealed in the submitted plan. There is not enough parking area to accommodate the residents, not to mention their guests. Where will these vehicles park? It appears that the grade is also too steep for driveways.

Safety - The property is on an A.K. Wigg school route. This busy and dangerous intersection currently requires a crossing guard. The proposed building, steep grade of the property, and parked cars at this corner will obscure sight-lines for both drivers and pedestrians. This is a busy road and sidewalk at all times of the day and this development will endanger drivers, cyclists and walkers.

Please see attached petition listing others in the area who oppose this rezoning. It is impossible to gather a true representation from the neighbourhood due to covid restrictions, summer vacations, and very short notice.

Sincerely,

David and Kathryn Sisler and the Haist/Pancake Residents

[REDACTED]

Attachment - petition
cc. Holly Willford, Shannon Larocque, and Town of Pelham Councillors

RE: AM-01-20
(application to rezone the property from R1 to RM1)
Subject Lands: 1307 Haist Street
Legal Description: Part of Lot 2, Concession 8

Review of application based on the Town of Pelham's **Official Plan** for Development

The Town's blueprint for development and growth provides specific policies and guidelines to protect and enhance the character of the existing urban areas. The Plan clearly states that growth must maintain and enhance the character and stability of existing and well-established residential neighbourhoods by ensuring that (re)development is compatible with the scale and density of existing development.

The application to rezone the property at 1307 Haist Street fails to meet numerous requirements laid out in the Official Plan. The following discussion outlines areas where this application is contrary to the Town's official policies and guidelines.

A2.3.2 Objectives of Redevelopment

- to respect the character of existing development
- be physically compatible with the character of the surrounding neighbourhood
- 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

The proposed 6-plex is not in keeping with the character, scale, or density of the neighbourhood.

A5.5 Intensification Corridors

- the following corridors have been identified for infilling and using under utilized land:
 - Downtown, HWY 20, Pelham Street, Pelham Town Square, and Station Street.

The Haist/Pancake area has not been identified as an intensification corridor. It is a neighbourhood of single-family dwellings.

B1.1.3 Residential Intensification

- assess the density of proposals relative to the surrounding neighbourhoods
- assess issues of landscaping, access, parking, utilities, and maintenance
- development will be respectful of, compatible with, and designed to be integrated with the neighbourhood

The application does not properly address landscaping, access, parking, or maintenance; it is not in keeping with the density of the surrounding area; and a 6-plex is certainly not respectful of, or compatible with, the neighbourhood.

B1.1.3 Criteria for Intensification/Redevelopment

- redevelopment should achieve a unit density and housing type that is in keeping with the character of the density of the neighbourhood
- a by-law amendment can only increase the unit density by up to **25%** of the gross density within a 300 metre radius
- should have suitable building setbacks and parking space

- traffic movement should not negatively impact the neighbourhood from the perspectives of safety or neighbourhood character

The proposal far exceeds the increase in density allowed in redevelopment. Based on a 25% increase in density, the property would be limited to 1.3 dwellings, not the proposed 6 units.

This was determined as follows:

- there are 209 dwellings within a 300 metre radius of this property
- existing average lot size is 1352 square metres
- a 25% increase in density would require a 1082 square metre lot for 1 dwelling
- the property at 1307 Haist is 1414 square metres
- 3 units on this site = density of 471 square metres per dwelling (2.3 times the increase allowed)
- 6 units on this site = density of 235 square metres per dwelling (4.6 times the increase allowed)

The proposal does not allow for suitable building setbacks outlined in RM1 zoning by-laws; has insufficient parking space for 6 units, and will negatively impact the traffic movement and safety issues on this busy corner.

B1.1.5 Townhouse, multiple dwellings

- respect the character of adjacent residential neighbourhoods in terms of height, bulk, and massing
- should not cause or create traffic hazards or congestion
- the site should have adequate land area to incorporate required parking, recreational areas, landscaping, and buffering on-site

The proposed 6-plex does not respect the character of the adjacent homes in terms of height, bulk, and massing. It does not provide for sufficient parking, area for landscaping, or buffering. It will create serious traffic hazards in this busy intersection by restricting sight-lines and increasing congestion. It will endanger the safety of pedestrians, cyclists, and motorists. The property is on a school route and the sidewalk is always busy with children and walkers. In addition, the proposed development does not meet the setbacks required in Section 16 of the zoning guidelines.

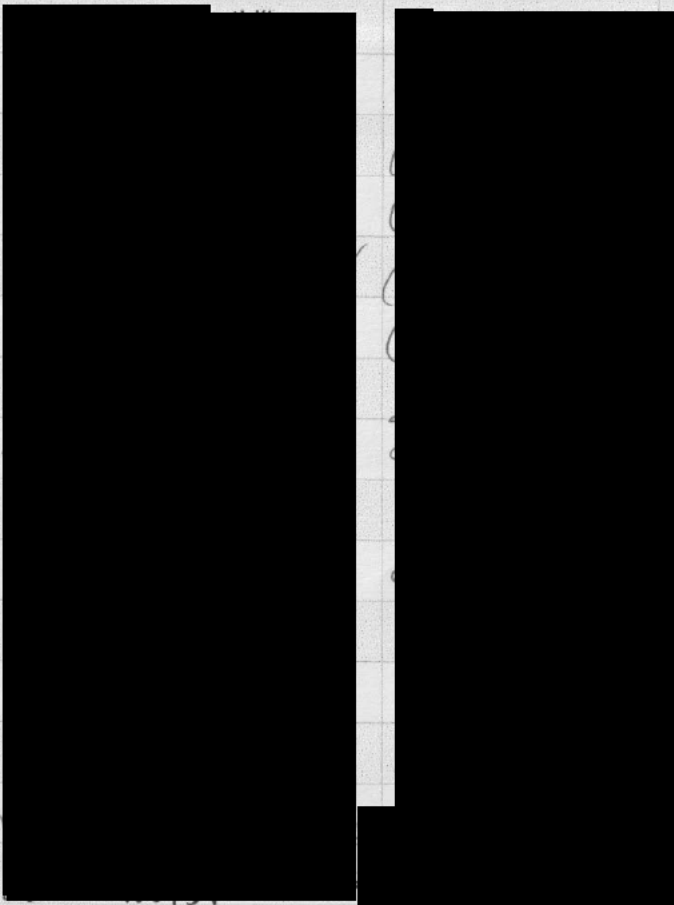
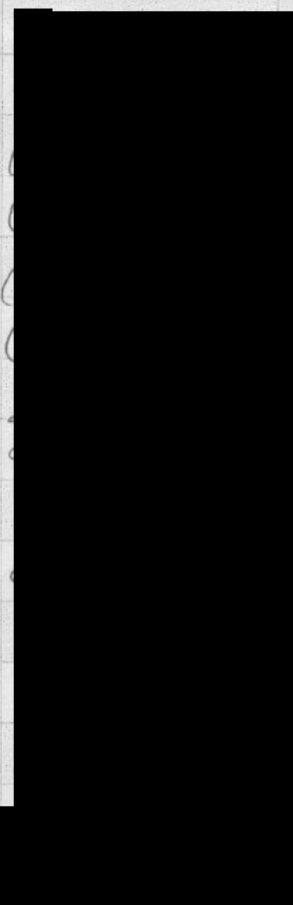

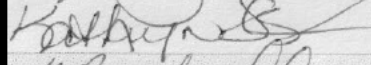
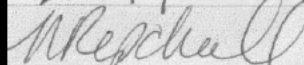

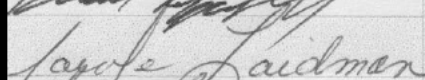
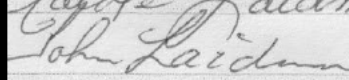
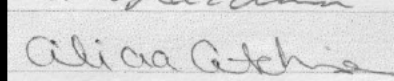
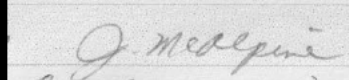

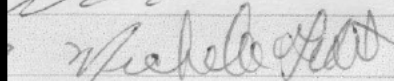
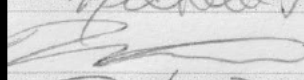
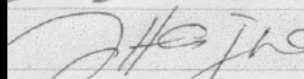
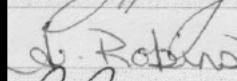
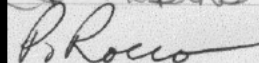
B5.2.1 Subdivision of land

- will not cause a traffic hazard as a result of its location on a curve or hill

The property in question is located on a corner, on a hill, where Pancake takes a dangerous dog-leg through Haist Street. This intersection is already difficult for motorists, cyclists, and pedestrians to navigate. The proposed 6-plex will further restrict sight-lines and will increase the traffic congestion on this corner.

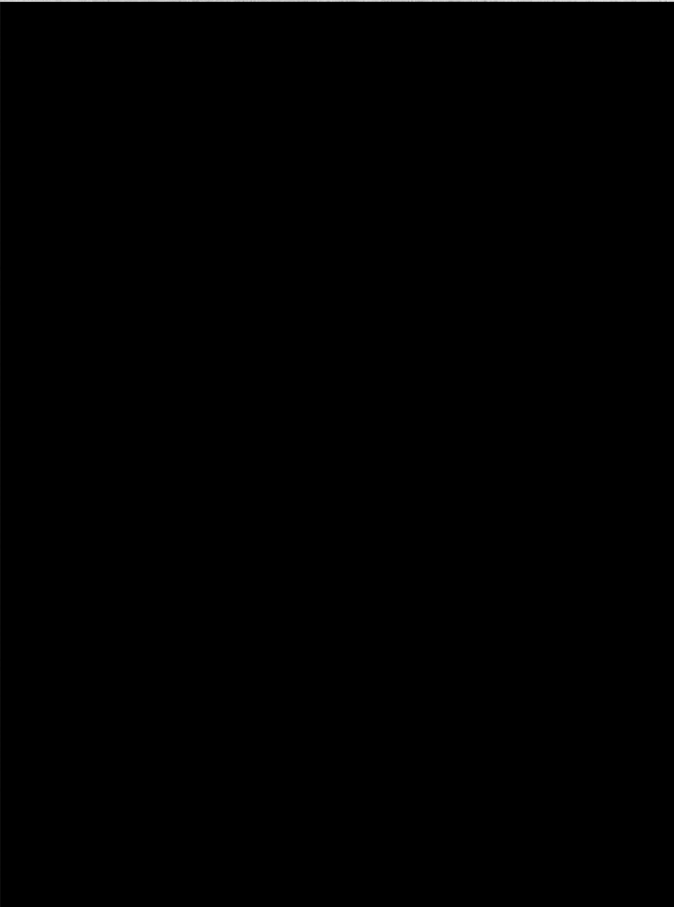
To: The Town of Pelham
From: Residents of Pelham in the vicinity of 1307 Haist Street

I/we request that the Town of Pelham deny the application to rezone the property at 1307 Haist Street from an R1 (Residential 1) to a site-specific RM (Residential Multiple 1) zone.

| | Name | Address | Phone | Signature |
|----|------------------|---|--|---|
| 1 | David Sisler |  |  |  |
| 2 | Kathryn Sisler | | |  |
| 3 | Natalie Repchell | | |  |
| 4 | Brad Repchell | | |  |
| 5 | Laurel Laidman | | |  |
| 6 | JOHN LAIDMAN | | |  |
| 7 | Alicia Aitchison | | |  |
| 8 | Robert Swayze | | | |
| 9 | JANE MURPINE | | |  |
| 10 | Courtney Carter | | |  |
| 11 | Michelle Gilbert | | |  |
| 12 | Danny Gilbert | | |  |
| 13 | JERRY HAJNA | | |  |
| 14 | Unita Robins | | |  |
| 15 | Patricia Rocco | | |  |

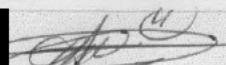
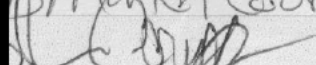
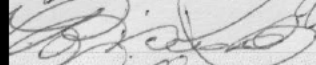

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| | Name | Address | Phone | Signature |
|----|--------------------|---|-------|-------------------|
| 16 | Bel Granger |  | | Bel Granger |
| 17 | Tyler Sampson | | | |
| 18 | Betty Cohoe | | | Betty Cohoe |
| 19 | Vicky Saliba | | | V. Saliba |
| 20 | JORDANNA CARDINALE | | | J. Cardinale |
| 21 | Jesse FISHER | | | J. Fisher |
| 22 | GOVIND MENON | | | G. Menon |
| 23 | LAURA COONEY | | | L. Cooney |
| 24 | COLLIN O'CONNOR | | | C. O'Connor |
| 25 | Karen McKirdy | | | K. McKirdy |
| 26 | Catherine McKirdy | | | Catherine McKirdy |
| 27 | Cameron Pelletier | | | C. Pelletier |
| 28 | Krista Pelletier | | | K. Pelletier |
| 29 | Dana Howell | | | D. Howell |
| 30 | Ben WOODWARD | | | Ben Woodward |

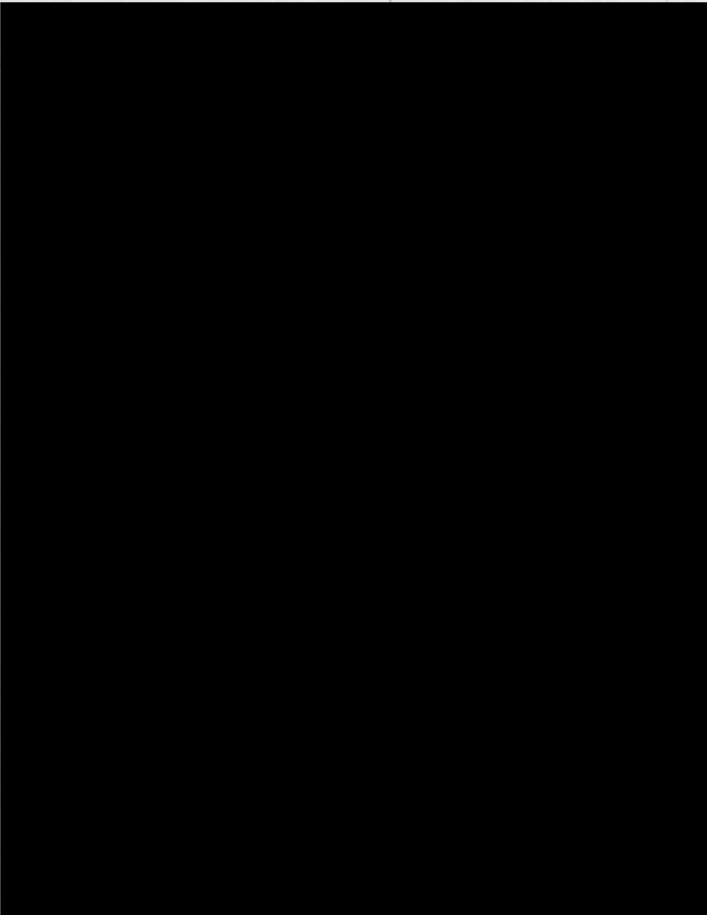
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| | Name | Address | Phone | Signature |
|----|--------------------|-----------|-------|---|
| 31 | Alma Martinez-Cook | Foot Hill | |  |
| 32 | Trinidad Melgar | | | Trinidad Melgar |
| 33 | Andrea Favell | | | Favell |
| 34 | Bel Martin Course | | | Bel Martin Course |
| 35 | John Course | | |  |
| 36 | C. Siedley | | | C. Siedley |
| 37 | Andelle Duffin | | | Andelle Duffin |
| 38 | LEN ZWIERSCHKE | | |  |
| 39 | Rig Hone | | | Rig Hone |
| 40 | Mary Delaney | | |  |
| 41 | Thomas Bachelder | | | TB |
| 42 | Laura Macellan | | | L Macellan |
| 43 | Jeremy Auglio | | | J Auglio |
| 44 | Gay Kean | | | Gay Kean |
| 45 | Phil Cato | | | Phil Cato |

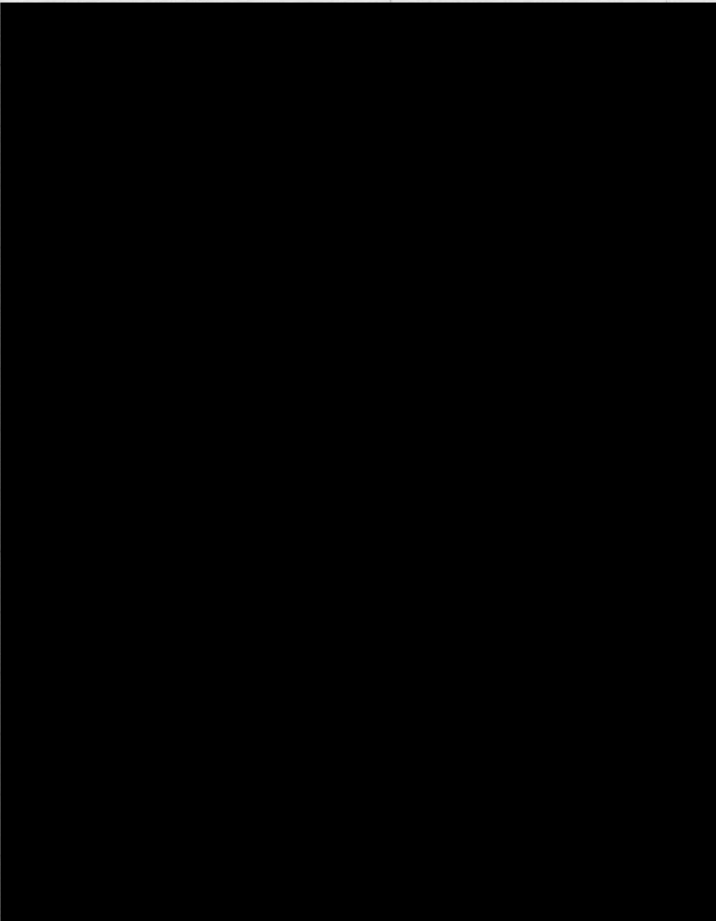
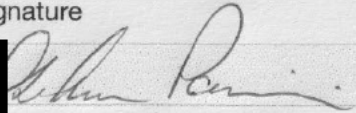

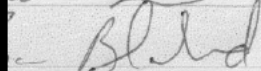
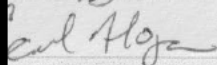
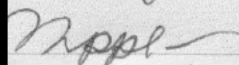

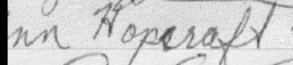

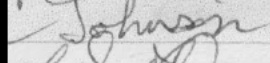
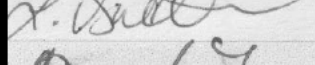

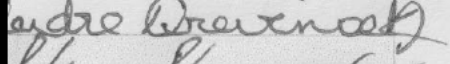
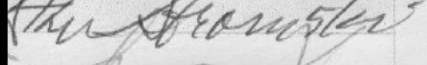


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| | Name | Address | Phone | Signature |
|----|-------------------|---|-------|-------------------|
| 46 | Ann Oades |  | | Ann Oades |
| 47 | Valerie Coffey | | | Valerie Coffey |
| 48 | Kera Knowles | | | K.K. |
| 49 | Matt McMahon | | | Matt McMahon |
| 50 | Koryn Freeman | | | Koryn Freeman |
| 51 | Rob Freeman | | | Rob Freeman |
| 52 | Jen Koetsier | | | Jen Koetsier |
| 53 | Paulina Zelitsky | | | Paulina Zelitsky |
| 54 | Karla Masse | | | Karla Masse |
| 55 | Kora Curtis-Masse | | | Kora Curtis-Masse |
| 56 | DANIEL MASSE | | | Daniel Masse |
| 57 | Lynn Friesman | | | Lynn Friesman |
| 58 | Jan Pottow | | | Jan Pottow |
| 59 | BILL POTTOW | | | Bill Pottow |
| 60 | HELEN WISMER | | | Helen Wismer |

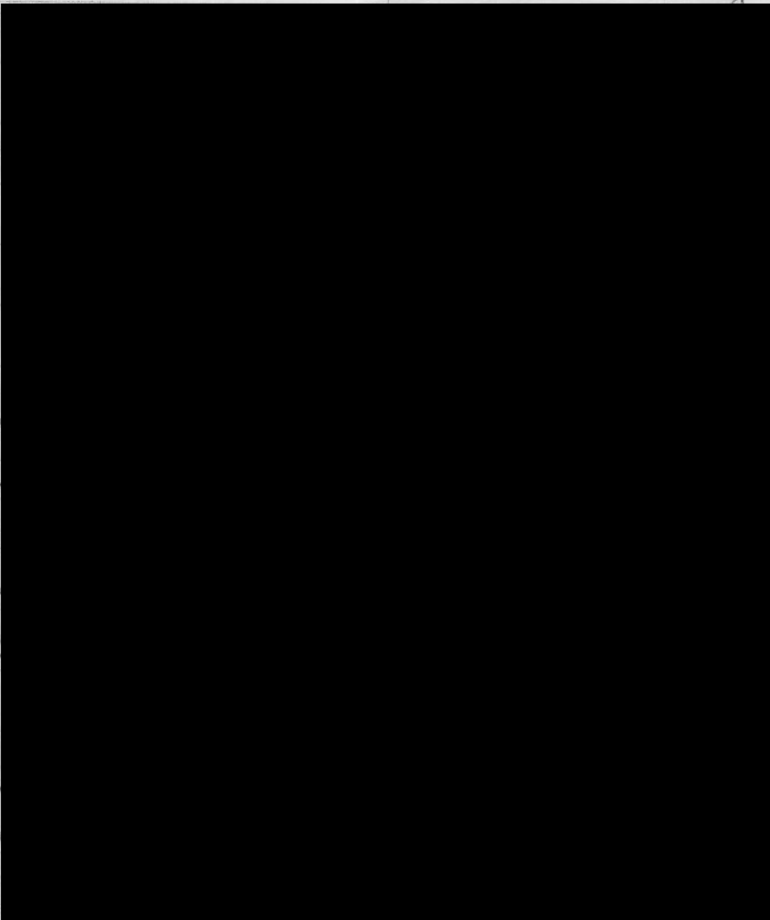
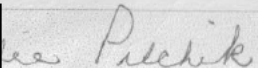


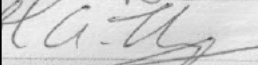
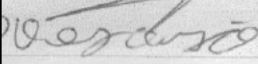
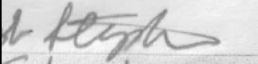
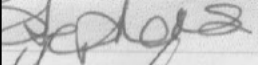


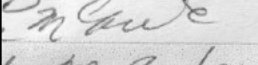
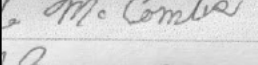
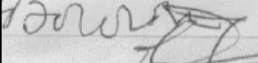

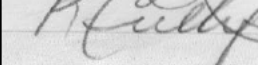
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| | Name | Address | Phone | Signature |
|----|------------------|---|-------|---|
| 61 | GRAHAM POIRIER |  | |  |
| 62 | Robin Lehmann. | | |  |
| 63 | Ryan Blanchard. | | |  |
| 64 | Carol Hagan | | |  |
| 65 | Patricia Upper | | |  |
| 66 | Roger Hopcraft. | | |  |
| 67 | Ann Hopcraft | | |  |
| 68 | Alan Looze | | |  |
| 69 | Charlie Johnson | | |  |
| 70 | L. Baillangeon | | |  |
| 71 | IVAN DREVENSEK | | |  |
| 72 | Deidre Drevensek | | |  |
| 73 | STAN STROMSKI | | |  |
| 74 | Nancy Leeger | | |  |
| 75 | BROWN WYN LANE | | |  |

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| | Name | Address | Phone | Signature |
|----|-------------------|---|-------|---|
| 76 | JULIE PILCHIK |  | |  |
| 77 | Robbin St-Pierre | | |  |
| 78 | VICKI KOTTEL | | |  |
| 79 | JOHN THOMPSON | | |  |
| 80 | Pam Defazio | | |  |
| 81 | Rob Stephens | | |  |
| 82 | Rebecca Stephens | | |  |
| 83 | Christine Gazzola | | |  |
| 84 | Jan Gazzola | | |  |
| 85 | LEU MCCOMBS | | |  |
| 86 | CLYDE MCCOMBS | | |  |
| 87 | GARY BOURROW | | |  |
| 88 | J.C. | | |  |
| 89 | Kennelford | | |  |
| 90 | | | | |

Shannon Larocque

From: Holly Willford
Sent: Thursday, August 6, 2020 10:18 AM
To: Shannon Larocque
Cc: Curtis Thompson
Subject: FW: File #: AM-01-20 - Against Application!!

FYI

TOWN OF PELHAM CONFIDENTIALITY NOTICE

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-----Original Message-----

From: Jeff Martinson <[REDACTED]>
Sent: Wednesday, August 5, 2020 6:34 PM
To: Holly Willford <HWillford@pelham.ca>
Subject: File #: AM-01-20 - Against Application!!

Hello Ms. Holly Willford, Clerk -

Town Council needs to please stop any changes to zoning within current R1 zoned areas, period.

There is enough urban sprawl in this world already — and too much recently in Fonthill!!!

Keep Fonthill desirable!!!

On the same note, stop all the monstrosities going up like crazy all over the place!!!

Please advise on outcome of meeting as I am unable to attend the zoom Public Meeting on Monday Aug 10th.

Thank you.

Jeff Martinson

Shannon Larocque

From: clerks pelham
Sent: Thursday, July 30, 2020 2:29 PM
To: Shannon Larocque
Cc: Holly Willford
Subject: FW: public hearing

FYI

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-----Original Message-----

From: Jennifer Morozuk <[REDACTED]>
Sent: Thursday, July 30, 2020 11:14 AM
To: clerks pelham <clerks@pelham.ca>
Subject: Re: public hearing

Holly,

Pertaining to the proposed property on the corner of Haist / Pancake Lane my husband and I have the following concerns pertaining to the construction and development of this property.

1. This intersection already proves challenging and busy. Having 3-6 different renters on one small section of land would only further cause congestion. Not to mention it is a direct route for the school children's walk with little to no policing other than a crossing guard for 15-20 mins a day. The construction alone and the disruption of the school wall is very concerning to us.
2. The land in its current form is not kept up in terms of yard growth. It often sits over grown with only one property to manager. What will it look like with 6 renters?
3. The aesthetics of such a property does not follow suit with the rest of the surrounding neighbourhood.
4. Renters can move frequently, and in a rental situation may not be as invested in the neighborhood itself, less likely to be concerned with long term problems.
5. There is a direct correlation between property values and proximity to rental units.

Thank you kindly

Jennifer & Trevor Goertz

Sent from my iPhone

> On Jul 30, 2020, at 10:22 AM, clerks pelham <clerks@pelham.ca> wrote:
>

Shannon Larocque

From: Nancy Bozzato
Sent: Thursday, July 30, 2020 8:29 AM
To: Holly Willford; Barbara Wiens; Shannon Larocque
Subject: FW: File Number: AM-01-20 1307 Haist St.
Attachments: Untitled document.pdf

From: Carole Laidman (via Google Docs) <[REDACTED]>
Sent: Thursday, July 30, 2020 7:38 AM
To: Nancy Bozzato <NBozzato@pelham.ca>
Subject: File Number: AM-01-20 1307 Haist St.

[REDACTED] has attached the following document:



Untitled document



Please find attached.

Google Docs: Create and edit documents online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because [REDACTED] shared a document with you from Google Docs.

Google

John and Carole Laidman
[REDACTED]
Fonthill, Ontario L0S 1E0

July 28, 2020

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

Attention: Nancy Bozzato, Town Clerk

Dear Nancy

I am writing on behalf of my husband John Laidman and myself, Carole Laidman in regards to the proposed Zoning By-Law Amendment for the property known as 1307 Haist St.

We purchased our home in May of 1999. We wanted a home in a quiet but growing community and have been very happy here for the past 21 years.

The home we chose is approximately 50 years old as are the majority on our street. All of the homes have fair sized property with deep front yards as well as wide side yards and deep back yards. There are well established trees lining the streets and properties providing a very eco friendly neighbourhood for the many birds and wildlife in our area.

Because this street was so well established we were sure there would never be any development that would threaten the beauty or serenity of this location. We purposely chose the old town because it was established unlike some of the rural properties we looked at. The rural properties in other areas no longer have fields behind or in front of them; instead there are large elaborate houses or townhouses. This is not something we wanted to live around.

There is a school down the street from our home which many children from neighbouring streets attend. They live around Haist Street but not on Haist. The children walk past our home daily and the street is busy before and after school with walkers. We also live in an area where there is a large number of walking residents and dog owners.

Many of the Haist Street residents are seniors, including John and I, and we are appreciative of the quiet neighborhood.

After reading the proposed Zoning By-Law changes, we find it very disturbing that the possibility of a townhouse unit could be built across the street from us. A townhouse would not conform to the rest of the street. Most homes have a 30'-50' front yard. The proposed townhouse has roughly 20' from the garage and the covered porches have 14'. The property is located on a

corner lot and I believe it would impede vision turning from Pancake Lane right on Haist St. The very fact that it is a townhouse when every property has a single dwelling home on it, again changes the look of the street completely. All of the beautiful trees on the property would also have to come down. The added vehicles from the dwellings, six in total with the possibility of 12 if spouses each have a car, would pose a problem for all the children going to school and for the high volume of traffic that Haist Street experiences already. Where will visitors park. There isn't parking allowed on the road and there certainly won't be parking available in each parking spot. The front yard setback is going to be a deterrent for the neighbour on the North side of the townhouse when they have to leave their home and pull out on the street with a covered porch obstructing the view and possibly a vehicle that is parked outside the garage.

I realize people are in need of housing but there is no transportation available in Pelham that would warrant the addition of three townhouse units with the possibility of making them into six dwelling units with six vehicles or more if one family has more than one vehicle. We do not have a bus system other than the Pelham bus that stays in this area. We are not close to a train station. A townhouse would be an eyesore on a street with older established dwellings. The property, unlike all others on the street, would be void of trees and squeezing these units on a property that has always been a single dwelling home just doesn't make sense at all. The property isn't deep enough off Haist to allow a townhouse to fit the general scheme of the street.

The most stressful thought is that a Zoning amendment, if passed, could set a precedent for other properties on this street. These are all large parcels of land that could become just another subdivision if people think they can build townhouses on the lots. There are streets and areas all around us that are accommodating townhouse units. They are already zoned for this type of dwelling. I'm sure the thought of making 4 or 5 hundred percent profit is a great incentive for the person that purchased this property but we just lived through almost two years of construction when the new sidewalks were put in and really don't want another year or two of construction to create mayhem again.

What is going to happen to the bike lanes on either side of the street. There are going to be two more additional driveways coming off the property and this too, will create a problem for bike riders and children traveling this street.

In conclusion; we are very, very much against the Zoning By-Law amendment and hope that you will consider the thoughts of long time residents when making a decision.

We would also appreciate notification of the decision made. I am emailing this letter and delivering a hard copy to the Town office.

Thank you in advance.

John and Carole Laidman

Shannon Larocque

From: Holly Willford
Sent: Thursday, July 30, 2020 10:13 AM
To: Shannon Larocque
Subject: FW: Notice of Public Meeting - File AM-01-20 RESPONSE/QUESTIONS

FYI



Holly Willford, B.A

Deputy Clerk

Town of Pelham

T: 905-892-2607 x320 | E: hwillford@pelham.ca

20 Pelham Town Square | PO Box 400 | Fonthill, ON | L0S 1E0

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From: [REDACTED] >
Sent: Thursday, July 30, 2020 7:01 AM
To: Holly Willford <HWillford@pelham.ca>
Subject: Notice of Public Meeting - File AM-01-20 RESPONSE/QUESTIONS

FROM: [REDACTED], Fonthill

Response to Notice of Public Meeting
[Monday August 10, 2020 at 4pm](#)

Re: File AM-01-20

Request for Zoning By-Law Amendment
[1307 Haist Street](#), Fonthill

We would like it NOTED for this public meeting that we are not in favour of this zoning by-law amendment. We live in a single dwelling neighbourhood and we feel that this would open the door to other properties requesting same by-law amendment if this was approved.

We are not sure why council would even entertain this as there is plenty of other building going on in Fonthill with a mix of homes. Why would you want to disrupt a well established neighbourhood of single family homes.

What exactly does "capable of having an accessory dwelling unit" mean?

Are these purchased or rental units?

There is no height dimension on the site plan? There is no dimension shown from building to the road?

Infrastructure in the Town is already maxed out with all the new building. How does Council intend to address this now and in the future?

Your consideration is appreciated. Please do not approve this Zoning By-Law Amendment.

John & Elizabeth
Sent from my iPad

Shannon Larocque

From: Nancy Bozzato
Sent: Wednesday, July 29, 2020 8:00 PM
To: Holly Willford; Barbara Wiens; Shannon Larocque
Subject: Fwd: Input in regards to 1307 Haist Street rezoning File Number AM-01-20

Sent from my iPhone

Begin forwarded message:

From: Michelle Gilbert <[REDACTED]>
Date: July 29, 2020 at 6:22:15 PM EDT
To: Nancy Bozzato <NBozzato@pelham.ca>
Subject: Input in regards to 1307 Haist Street rezoning File Number AM-01-20

Attention : Clerk of the Town of Pelham,

Hello we would like to submit our input in regards to the proposed Zoning By-law Amendment for the property located at 1307 Haist Street. We reside right next to the property in question at [REDACTED] and have major concerns about the rezoning of the property in order to accommodate the proposed building of the 3 Unit Townhouses with the potential for a secondary dwelling in each unit.

Our concerns are as follows:

- 1) These townhouses do not fit in with the established homes in our neighbourhood and will change the landscape of our neighbourhood. We do not feel that they coincide with the dynamics of our neighbourhood and its desirability as a community consisting of the majority of single family homes / bungalows.
- 2) We are very concerned that not only will there be 3 townhouses right next to us in a limited space but also the potential for additional dwellings which would mean that the 3 homes turn into 6 homes. We are worried about the clientele that may either rent from these owners (possibly AirBandB, transient people, etc).
- 3) Relative to this concern about a potential for 6 families living there, we are very concerned about parking concerns to accommodate all of those individuals that both would live in the dwellings, as well as those visiting the properties. Parking along Haist Street is already a concern for us who reside there and this would just augment the issue.
- 4) Due to the fact that this property is located on the corner of an intersection that is already extremely busy with people turning onto and off of Haist and Pancake Lane onto both of the streets. The speed of cars (despite the speed bump at Pancake Lane) turning onto Haist from

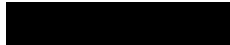
both corners at Pancake Lane and Haist street is already of concern and having additional driveways there will add to this issue.

5) We are very concerned with the proposed building obstructing our view when we are exiting our own driveway and the safety of those individuals walking down the sidewalk in front of our driveway as we exit. We would basically be right on top of the sidewalk when we would have full vision of who is walking in front of our driveway and also be delayed in noticing cars that are passing as we exited as well.

6) Finally, we are concerned about the impact that this rezoning and building of these townhouses will have on the value of our home for resale. It is our belief that this may reduce the amount of money that we would get for our home if we were to sell it and also would negatively effect the likelihood that buyers would choose to purchase our home.

In conclusion, we strongly oppose the rezoning of 1307 Haist Street and the building of the 3 townhouse units therein. Please accept our submission when considering your decision.

Michelle and Danny Gilbert



Shannon Larocque

From: clerks pelham
Sent: Thursday, July 30, 2020 10:27 AM
To: Shannon Larocque
Subject: FW: File Number AM-01-20

FYI



Holly Willford, B.A

Deputy Clerk

Town of Pelham

T: 905-892-2607 x320 | E: hwillford@pelham.ca

20 Pelham Town Square | PO Box 400 | Fonthill, ON | L0S 1E0

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From: Patricia Rocco <[REDACTED]>
Sent: Wednesday, July 29, 2020 10:15 PM
To: clerks pelham <clerks@pelham.ca>
Subject: File Number AM-01-20

Attention: Town Clerk, Nancy J. Bozzato

The following is the text of a letter that I will be dropping off at the Town Hall tomorrow before noon.

Please pass on the contents of this letter prior to the meeting on Monday August 10, 2020 at 4:00 p.m.

July 29, 2020

Nancy J. Bozzato
P.O. Box 400
20 Pelham Town Square
Fonthill, Ontario
L0S 1E0

Dear Ms. Bozzato

Re: Rezoning - File Number AM-01-20, 1307 Haist Street, Part of Lot 2 Concession 8

We are writing to you regarding the zoning of the property on 1307 Haist Street in Fonthill. The property stands on the opposite corner of our property on [REDACTED]. We have lived here for 34 years and one of us grew up in Ridgeville on Effingham Street.

We are very strongly opposed to the rezoning of this property, which is presently zoned for a single family dwelling. It is inappropriate for a variety of reasons, having an undo impact on safety, traffic, and community.

Rezoning will compromise the safety of children and adults. The safety of children should be of paramount concern. Students travel the route, past this property, to attend A.K Wigg Elementary School. Bike lanes and speed humps were installed on this route to make this street a more pedestrian and bike friendly street. A great deal of road work was done, and trees were cut down for this purpose some years ago. Rezoning for multiple units at this intersection helps to undo this work. Pelham prides itself as being bike friendly, but this type of planning by a developer demonstrates a lack of concern for the safety of those who walk, run or bike in the vicinity of this intersection.

Rezoning this property will result in traffic congestion at this intersection. Haist and Pancake is an irregular intersection. It speaks to the origins of Pelham, when Pancake was just a path for cattle. As previously mentioned, expensive and serious road work in recent years was carried out to create an environment on Haist that is conducive to walking, running and biking. Rezoning at this intersection is ill advised, since it signals the undoing of this work. Multiple units will result in many more vehicles in a concentrated area.

Rezoning will have a negative impact on our community. This request is signalling the reshaping of Pelham, and Fonthill in particular. There is no concern for the ecology of the community that exists, as single family homes. Some developers may argue that the apartment building up the street is justification for a variety of housing on Haist Street. Consider that this apartment building was built decades ago, and is on a very large footprint. It cannot be compared to what is being proposed at 1307 Haist.

Our quality of life will suffer if this property is rezoned. I am asking the Town Council to consider their own plans for this town. They should not be subject to the whims of developers whose only objective is to make money, regardless of the impact on homeowners and the community at large. As more people are working from home in the wake of the pandemic, there is already pressure being exerted from those in urban communities to relocate to Niagara. Development is necessary but it should be decided in terms of the existing community and the infrastructure that will be needed. We should not be subject to the plans of some whose sole concern is to turn a profit. We believe that this is the case with the property on 1307 Haist Street. It signals a dangerous trend and will not end with one property.

Sincerely yours

Patricia Rocco and Gregory Golob

[REDACTED]
Fonthill, Ontario
L0S 1E2

Shannon Larocque

From: Doug Howell <[REDACTED]>
Sent: Wednesday, August 12, 2020 10:24 AM
To: Shannon Larocque
Subject: Re: Notice

Hi Shannon,

Yes, that would be great.

Thank you,
Regards Doug

-----Original Message-----

From: Shannon Larocque
Sent: Wednesday, August 12, 2020 9:46 AM
To: Doug Howell
Cc: Jodi Legros
Subject: RE: Notice

Hi Doug,

The meeting on Monday was a public meeting for the purpose of receiving information only. A recommendation report will be considered by Council likely in September. Would you like me to add you to the list to be notified on Council's decision?

Best Regards,
Shannon

TOWN OF PELHAM CONFIDENTIALITY NOTICE

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-----Original Message-----

From: Jodi Legros
Sent: Wednesday, August 12, 2020 8:40 AM
To: Doug Howell <[REDACTED]>
Cc: Shannon Larocque <SLarocque@pelham.ca>
Subject: RE: Notice

Good Morning,

I am forwarding your request along to the Senior Planner for response.

In addition, you can view the public meeting here:
<https://www.youtube.com/watch?v=A98q6Rzg-Ss>

Regards,

TOWN OF PELHAM CONFIDENTIALITY NOTICE

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-----Original Message-----

From: Doug Howell [mailto:]
Sent: Wednesday, August 12, 2020 8:22 AM
To: Jodi Legros <JLegros@pelham.ca>
Subject: Re: Notice

Hello,

Is it possible to learn the outcome of the meeting that took place on Monday 10-Aug.-20?

Thank you,
dh

-----Original Message-----

From: Jodi Legros
Sent: Tuesday, August 4, 2020 9:35 AM
To: Doug Howell
Subject: Notice

Good Morning,

I have attached Notice. We also have this available on our website here:
<http://www.pelham.ca/public-notices>

Any questions, please do not hesitate.

Regards,

TOWN OF PELHAM CONFIDENTIALITY NOTICE

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-----Original Message-----

From: Doug Howell [mailto:[REDACTED]]
Sent: Monday, August 3, 2020 6:56 PM
To: Jodi Legros <JLegros@pelham.ca>
Subject: Re: File Number AM-05-20,

Hello,

The Director of Planning called me and said I could receive a copy of the notice and details sent to the residents within 400 feet.

That is the reason I requested it from you.

dh

-----Original Message-----

From: Jodi Legros
Sent: Monday, August 3, 2020 2:43 PM
To: Doug Howell
Subject: RE: File Number AM-05-20,

Greetings,

You can access the Notice of Public Meeting on the Town's website, located here: <http://www.pelham.ca/public-notice>

Regards,

TOWN OF PELHAM CONFIDENTIALITY NOTICE

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-----Original Message-----

From: noreply@pelham.ca [mailto:noreply@pelham.ca] On Behalf Of Doug Howell
Sent: Wednesday, July 29, 2020 2:00 PM
To: Jodi Legros <JLegros@pelham.ca>
Subject: File Number AM-05-20,

Re: Application to amend by-law, 1307 Haist Street.

I live at [REDACTED] and respectfully request a copy of the notice sent to neighbours of 1307 Haist St. Thank you.

Origin:

<https://www.pelham.ca/en/business-and-development/planning-and-development.aspx>

This email was sent to you by Doug Howell <[REDACTED]> through <https://www.pelham.ca/>.

Shannon Larocque

From: Holly Willford
Sent: Wednesday, August 5, 2020 5:59 PM
To: Shannon Larocque
Cc: Curtis Thompson
Subject: Fwd: File #: AM-01-20 Subject Lands: 1307 Haist Street

FYI

Sent from my iPhone

Begin forwarded message:

From: Susan Martinson <[REDACTED]>
Date: August 5, 2020 at 4:23:55 PM EDT
To: Holly Willford <HWillford@pelham.ca>
Subject: File #: AM-01-20 Subject Lands: 1307 Haist Street

Hi Holly -

Thank you for your voicemail to me today. I'm sorry I wasn't able to call you before you left at 2:00pm.

I am unable to attend the zoom Public Meeting on Monday Aug 10th but it's important that Town Council knows that we are extremely against the application to amend the zoning by-law from R1 to RM1 for the file number and address listed in the subject line.

We strongly implore Council to keep "old" Fonthill zoning in tact. There are already too many developments with townhouses or big homes on postage stamp sized lots creating the urban sprawl feeling that is all too prevalent.

We are so much against urban sprawl taking over our town that we've done our part to upgrade the community in R1 zoning and keep with the tone, style and zoning of our neighbourhood. We too, could have tried to change zoning and make as much money off of our land as possible but decided that was not the way to increase the desirability of Fonthill and keep it a unique, lovely community.

Please keep Fonthill unique and stop the urban sprawl before it completely takes over what was once our unique and special little town.

Thank you,

Susan McLaughlin-Martinson



Committee of the Whole Meeting

Minutes

Meeting #: PCOW-04/2020 Public Meeting Under the Planning Act
 Date: Monday, August 10, 2020
 Time: 4:00 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: Nancy Bozzato, Holly Willford, Barbara Wiens, Shannon
 Larocque

Media: Authorized Agents, preregistered members of the public and
 members of the public viewing via live-stream.

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 4:18 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 August 10, 2020 regular meeting of Committee be adopted.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore, Marianne Stewart, and John Wink

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. Planning Act Application: AM-01-20 - 1307 Haist Street

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

4.1 Planning Report

Ms. Shannon Larocque, Senior Planner provided an overview of the application before Council. A copy is available through the Clerk.

A Member asked if this type of development is the future of the community. The Member indicated residents purchased their

properties not expecting this. He indicated he felt this is unfair. In response, Ms. Barbara Wiens, Director of Community Planning and Development indicated the Town is obligated to process development applications and that the decision lays with Council. Ms. Wiens indicated planning policies for the Town, Region and Province provide opportunities for redevelopment, infill and intensification. She stated she cannot speak to the future of potential development applications however indicated the Town cannot guarantee to residents who purchases properties that Council will not approve development applications in the future.

4.1.1 Information Report - Application for Zoning By-law Amendment 1307 Haist Street, 2020-0117-Planning

Moved By Councillor Ron Kore

THAT Committee receive Report #2020-117 for information as it pertains to 1307 Haist Street (File no. AM-05-20) and recommend to Council:

THAT Council direct Planning staff to prepare the Recommendation Report on this application for consideration.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore, Marianne Stewart, and John Wink

Carried (6 to 0)

4.2 Applicant's Presentation

Mr. Matt Kernahan, Agent from Upper Canada Consultants, indicated he would provide Council with some of the developments highlights. Mr. Kernahan stated the applicant has submitted an application to permit redevelopment of townhouses. Mr. Kernahan indicated the proposed dwellings would be bungalows, each with double car garages and parking for two vehicles within each driveway. He stated the development would be minor intensification for the neighbourhood and that the proposal was a high quality urban design. Mr. Kernahan stated the development would not have negative affects to the current neighbourhood and that the proposal would provide affordable housing to the community.

Mr. Kernahan indicated he has had the opportunity to review the public's comments and in response would advise the townhomes have been designed to fit in with the current neighbourhood. In addition, he indicated the proposal is a minor intensification and that the proposal is supported by planning policies. With respect to accessory dwelling units, Mr. Kernahan indicated this is strongly encouraged. Mr. Kernahan indicated the concerns regarding the proposal being for short or long term accommodation was not the subject of this proposal, rather building forms is. Mr. Kernahan indicated he believes there is

sufficient parking for the development and that the proposal provides more parking than required. Mr. Kernahan further indicated that the proposal will not raise safety concerns and that Town staff have been circulated and have not flagged any safety issues.

Moved By Councillor Marianne Stewart

THAT Committee Receive the applicants presentation for information.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore, Marianne Stewart, and John Wink

Carried (6 to 0)

4.3 Public Input

Mr. Jessie Cardinale, representative on behalf of Jordanna Cardinale indicated the proposal backs onto their home and they are concerned with trees being removed. In addition, they are concerned about property values if the proposed homes are rented. Lastly, Mr. Cardinale indicated he was concerned about safety and sight lines.

Ms. Natalie Repchull indicated that she is concerned about the tree canopy and is concerned about safety. Ms. Repchull indicated many children walk or cycle to school and is concerned about the children’s safety. In addition, she indicated she is concerned with the safety of seniors walking in the area. She further stated she is concerned about where the residents of the homes and accessory units would park their vehicles.

Ms. Kathryn Sisler indicated when she and her husband looked for homes they looked all over the Niagara Region however settled in Pelham as they loved the look at feel of the Town. She indicated they loved the deep setbacks and trees in the area. Ms. Sisler indicated she and her husband were surprised the development proposal was for 6 units. Ms. Sisler indicated she went house to house talking to neighbours and has 90 signatures on a petition.

Ms. Sisler presented a power point presentation to Council outlining her major concerns, including: conformity with planning policies and safety. A copy of this power point presentation is on record with the Clerk.

Ms. Willford indicated she checked the clerks@pelham.ca e-mail address at 5:20pm and that no emails regarding the application had been submitted. Ms. Willford closed the public portion of the meeting.

Moved By Councillor Bob Hildebrandt

THAT Committee receive the written correspondence from those individuals noted on the Agenda for information:

AND THAT Committee receive the verbal presentations by the following pre-registered members of the public:

- 1. Jordanna Cardinale**
- 2. Natalie Repchull**
- 3. David and Kathryn Sisler**

AND THAT Committee receive any e-mail submissions made by the public to clerks@pelham.ca during the meeting live.

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore, Marianne Stewart, and John Wink

Carried (6 to 0)

4.4 Committee Input

A Member asked if the applicant would be willing to exclude the request to allow for accessory units from the application. In response, Mr. Kernahan indicated he could discuss this with the applicant.

A Member asked if the trees mentioned by the public would be removed. In response, Mr. Kernahan indicated it is likely trees would be removed. A different Member indicated the removal of trees may improve safety and sightlines.

A Member asked if the grading will be redone to match adjacent properties. In response, Mr. Kernahan indicated a lot grading plan will be done and that the grading is normally required to blend into the adjacent properties.

Mr. Kernahan indicated he would like to make a point of clarification and that the setbacks requested are from the lot line and not from the curb of the street. He indicated the lot line is about 6m from the curb. The Mayor thanked him for the clarity.

A Member asked if the proposal from Upper Canada Consultants is simply an opportunity to make money. The Member indicated she found the proposal distasteful. In response, Ms. Wiens indicated Upper Canada Consultants is the agent acting for the applicant who is a local developer.

5. Adjournment

Moved By Councillor John Wink

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

For (6): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore, Marianne Stewart, and John Wink

Carried (6 to 0)

Mayor: Marvin Junkin

Deputy Clerk: Holly Willford

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

BY-LAW NO. 4278(2020)

Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located at the northeast corner of Haist Street and Pancake Lane, legally described as Part of Lot 2, Concession 8, Town of Pelham, Regional Municipality of Niagara, from the Residential 1 (R1) zone to a site specific Residential Multiple 1 (RM1-299) zone.

Town of Pelham

File No. AM-05-20

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 on Schedule ‘A’ attached hereto and forming part of this By-law from Residential 1 (R1) to the site specific Residential Multiple 1 (RM1-299) zone.
2. **THAT** Section 30 of Zoning By-law 1136 (1987) as amended, is hereby amended by adding the following:

RM1-299

Notwithstanding the requirements of Section 16.3 (d), (e), (g) and (j) of the Residential Multiple 1 zone, the following regulations shall apply:

| | |
|-------------------------------|--|
| d) Minimum Front Yard | 4.5 metres to front building face and 6.0 metres to a garage |
| e) Minimum Exterior Side Yard | 4.5 metres |
| g) Minimum Rear Yard | 7.0 metres |
| j) Planting Strips | 0 metres |

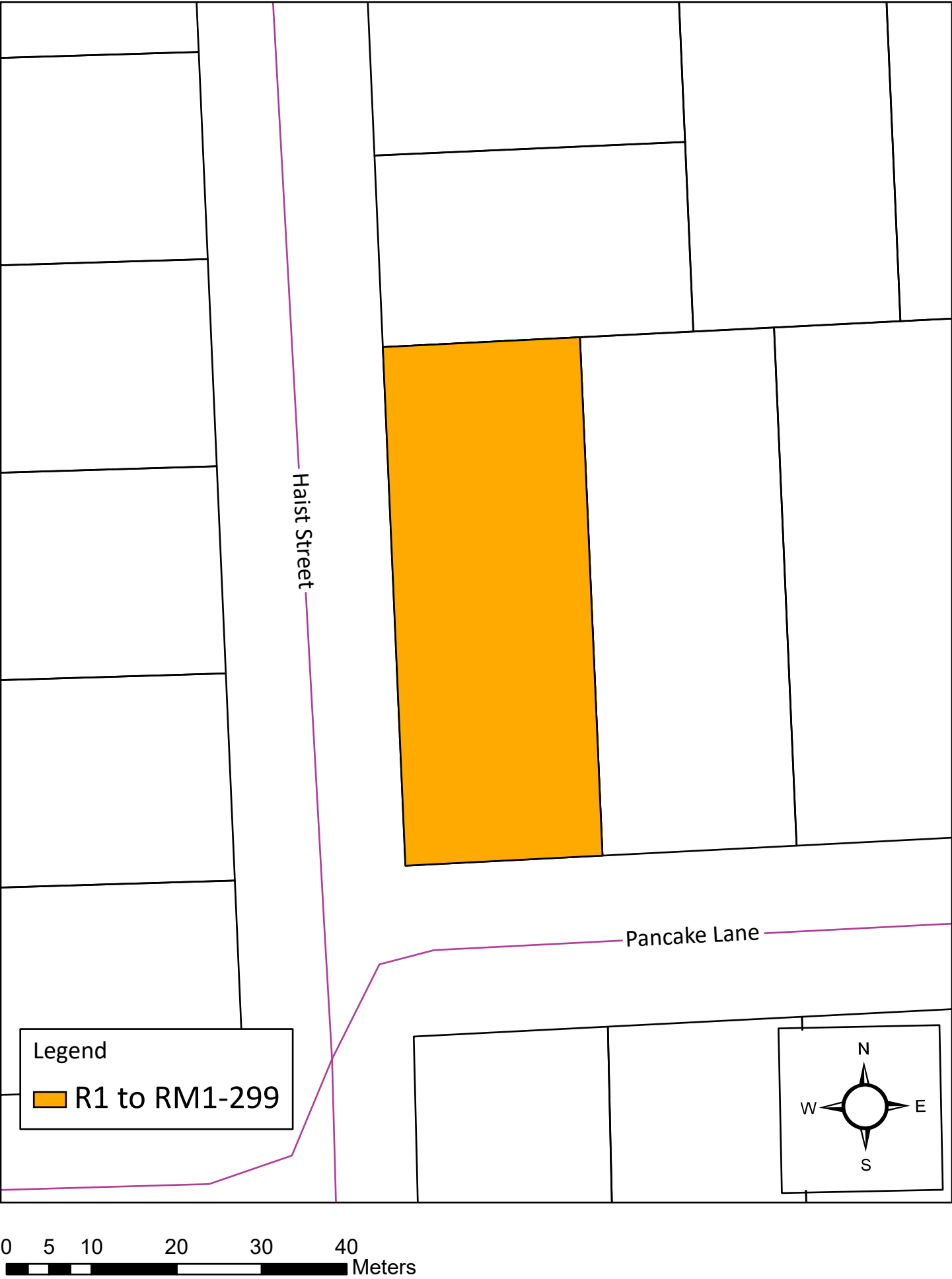
3. **THAT** this Bylaw shall come into effect and force from and after the date of passing thereof, pursuant to Section 34(21) and 34(30) of the Planning Act, RSO 1990, as amended.

ENACTED, SIGNED AND SEALED THIS
21st DAY OF SEPTEMBER, 2020.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

Schedule 'A'



This is Schedule 'A' to By-law No. _____ (2020) passed the _____ day of _____, 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 #4279 (2020)

Being a by-law to assume the subdivision known as Rittenhouse Estates Subdivision and to designate the streets as shown on Registered Plan 59M-399 as public highways and to name the street accordingly.

WHEREAS by By-law #3504(2013) the Council of the Corporation of the Town of Pelham entered into a Subdivision Agreement with M & J Homes with respect to the lands and development known as “Rittenhouse Estates”;

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-405 known as Rittenhouse Estates;

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 Rittenhouse Estates 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-405 known as Rittenhouse Estates be dedicated for the use of the public as a public highway and that the public highways be named “Tanner Drive” and “Wilson Crossing”.
- (3) THAT this by-law shall take effect upon the passing thereof.

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED BY COUNCIL THIS
21st DAY OF SEPTEMBER, 2020 A.D.

MAYOR M. JUNKIN

NANCY J. BOZZATO, TOWN CLERK

SCHEDULE "A"
TO
BY-LAW #4279 (2020)

In the Town of Pelham, in the Regional Municipality of Niagara and being composed of Lots 1-10 inclusive, and Blocks 11-12 inclusive, and Tanner Drive and Kline Wilson Crossing, Plan 59M-405, Pelham and bring all of PIN 64072-0745 (LT).

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4280(2020)

**Being a by-law to adopt, ratify and confirm the actions of
the Council at its regular meeting held on the 21st day of
September 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 21st day of September, 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 21st DAY OF SEPTEMBER 2020 A.D.

MAYOR MARVIN JUNKIN

TOWN CLERK, NANCY J. BOZZATO