

REGULAR COUNCIL AGENDA

C-03/2021

Tuesday, February 16, 2021

5:30 PM

Town of Pelham Municipal Office - Council Chambers

20 Pelham Town Square, Fonthill

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

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

Pages

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

4.1. Presentations

4.1.1. Report LNTC-C 4-2020 - Niagara Region Transit Governance Study

4 - 27

Representatives from Region of Niagara Transit Project Team

Matt Robinson, Scott Fraser, Heather Talbot, Brendan

McIlhone and Eric Gillespie

(Timed item as First Presentation)

4.1.2. COVID-19 Pandemic Update Report

Community Emergency Management Co-Ordinator/Fire
Chief, B. Lymburner

4.1.3. COVID-19 Pandemic Update Report - Administration

Chief Administrative Officer, D. Cribbs

4.2. Delegations

4.3. Report of Regional Councillor

5. Adoption of Minutes

5.1. SC-01/2021 Special Council Minutes January 25, 2021 28 - 31

5.2. C-02/2021 Regular Council Minutes February 1, 2021 32 - 51

5.3. SC-02/2021 Special Council Minutes February 1, 2021 52 - 55

6. Business Arising from Council Minutes

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

8. Consent Agenda Items to be Considered in Block

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

8.2. Minutes Approval - Committee

8.3. Staff Reports of a Routine Nature for Information or Action

8.3.1. 2020 Pelham Distribution System Summary Report, 56 - 118
2021-0013-Public Works

8.3.2. Operational Challenges Resulting From Critical Fleet 119 - 121
Breakdown , 2021-0045-Public Works

8.4. Action Correspondence of a Routine Nature

8.5. Information Correspondence Items

8.5.1. City of St. Catharines re: Town of Pelham Motion 988 122 - 122
Crisis Line

8.5.2. Letter from Niagara Chapter Trout Unlimited Canada re: 123 - 123
Rice Road Stormwater Pond Erosion

8.5.3. Letter from Fonthill Lions Club re: Rice Road 124 - 124
Stormwater Pond Erosion

8.6. Regional Municipality of Niagara - Action Items

8.6.1. Regional Niagara Recommendations for Consideration
from Linking Niagara Transit Committee

To Access Regional Report (Referred from December
14, 2020 Council)

[https://pub-
niagararegion.escribemeetings.com/filestream.ashx?Do
cumentId=12367](https://pub-niagararegion.escribemeetings.com/filestream.ashx?DocumentId=12367)

8.7. Committee Minutes for Information

8.7.1. Committee of Adjustment Minutes 125 - 157

December 1, 2020

January 12, 2021

9. Items for Separate Consideration, if Any

10. Presentation & Consideration of Reports

10.1. Reports from Members of Council:

10.2. Staff Reports Requiring Action

11. Unfinished Business

12. New Business

MOVING TRANSIT FORWARD

Niagara Transit Governance Study

Pelham Council

February 16, 2021

Agenda



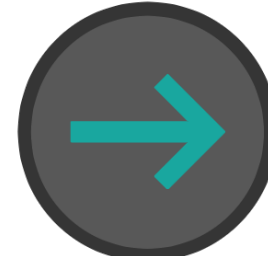
Overview



Niagara Transit
Governance Study



Connecting Pelham
Residents



Next Steps

Overview

Today's Discussion

Niagara Transit Governance Study

- Next major milestone in consolidation of transit in Niagara
 - Follows from 2017 Triple-Majority, creation of Linking Niagara Transit Committee (LNTC), and direction to explore consolidation
 - Harmonization of operational policies and system-wide efficiencies delivered under work of the Inter-Municipal Transit Working Group (IMTWG)
- A Full Commission governance model recommended
- Associated Financial Strategy

Support and Feedback

- Local area municipality support and feedback being sought by February 28, 2021
- Motion as presented in Appendix 1
- Input informs future Triple-Majority process

Overview

Transit in Pelham Today



- Niagara Region Transit On-Demand Pilot
 - On-demand transit service providing door-to-door connections
 - Over 1,100 rides starting or ending in Pelham in first 4 months
- Niagara Specialized Transit (NST)
 - 522 rides starting or ending in Palham - 2019

Overview

Why Integrate?

Better Connect
Riders



Meet Evolving
Travel Needs

Increase Equity



Strengthen Economic
Development and
Tourism

Enhance Growth



Employment

Accessibility



Support
Sustainability

Overview

Why Now?

Coordinate COVID-19
Response & Recovery

Leverage Federal /
Provincial Funding
Opportunities

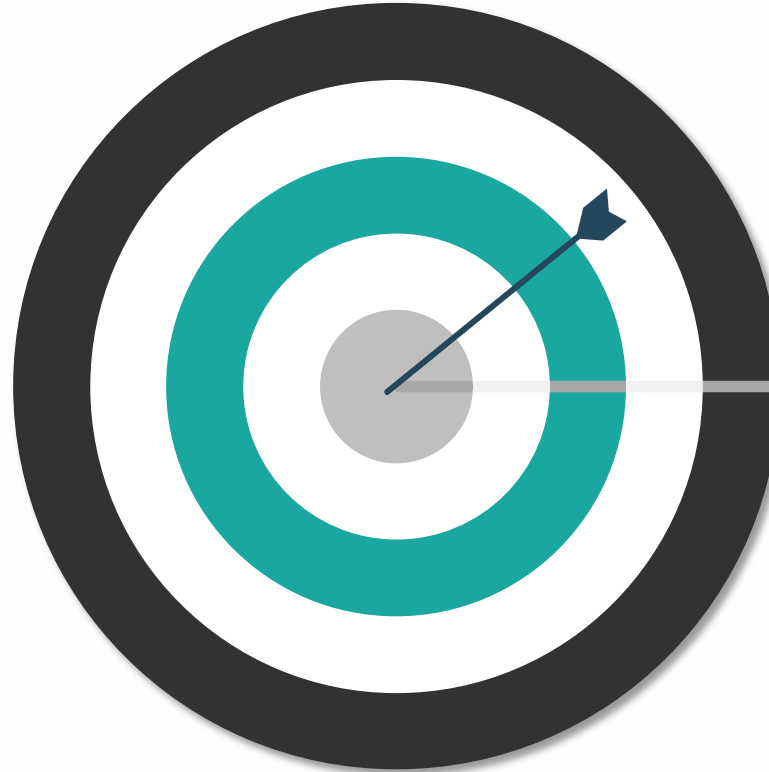
Operational
Harmonization

Maximize use of
Resources

Integration with GO
Network Expansion

On-Demand Model
Opportunities

Seamless Specialized
and Conventional
Transit

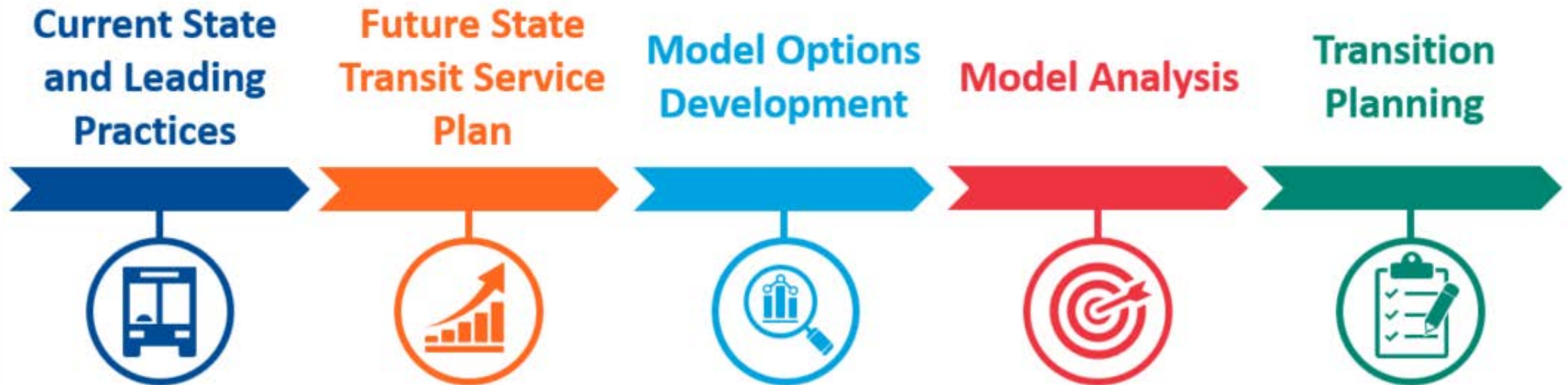




Niagara Transit Governance Study

Niagara Transit Governance Study

Project Milestones



Niagara Transit Governance Study

Recommendation



The Full Commission model brings the right balance of autonomy and flexibility to innovate, drive growth, and meet the diverse and changing needs of the region.

Niagara Transit Governance Study

Recommendation



Autonomy of the Full Commission

- Exclusively focused on transit
- Responds to trends and pressures
- Responsible for strategic and operational decisions
- Nimble → idea to action
- Negotiating power



Financial Benefits

- More cost efficient
- Less costly per-trip
- Flexibility to be strategic
- Regionally focused investments

The Full Commission is best suited to grow transit in the region while delivering high quality, innovative, and seamless transit services.

Niagara Transit Governance Study

Recommendation

9 Total Voting Members

Members of Regional Council

5 Voting Members

(1) Welland

(1) St. Catharines

(1) Niagara Falls

(2) Niagara Municipalities (*Selected amongst representatives of: West Lincoln, Lincoln, Grimsby, Pelham, Thorold, Niagara-on-the-Lake, Wainfleet, Fort Erie, and Port Colborne*)

Skills-Based or Public Members

4 Voting Members

(4) Skills-based or Public Members (*appointed/nominated by Regional Council*)

Ex-Officio

(1) Transit Commission General Manager (*non-voting member*)

Niagara Transit Governance Study

Recommendation

Advisory Committee

- (12) Niagara residents (one per municipality)
- (2) Members of the Accessibility Advisory Committee
- (2) (1) Member of student association from Niagara College and Brock University
- (1) Member(s) of Niagara Chamber(s) of Commerce
- (1) Transit Commission General Manager, or designate

By establishing an advisory body, the Commission will gain insights into current and upcoming challenges or opportunities, and explore these in a thorough way

Niagara Transit Governance Study

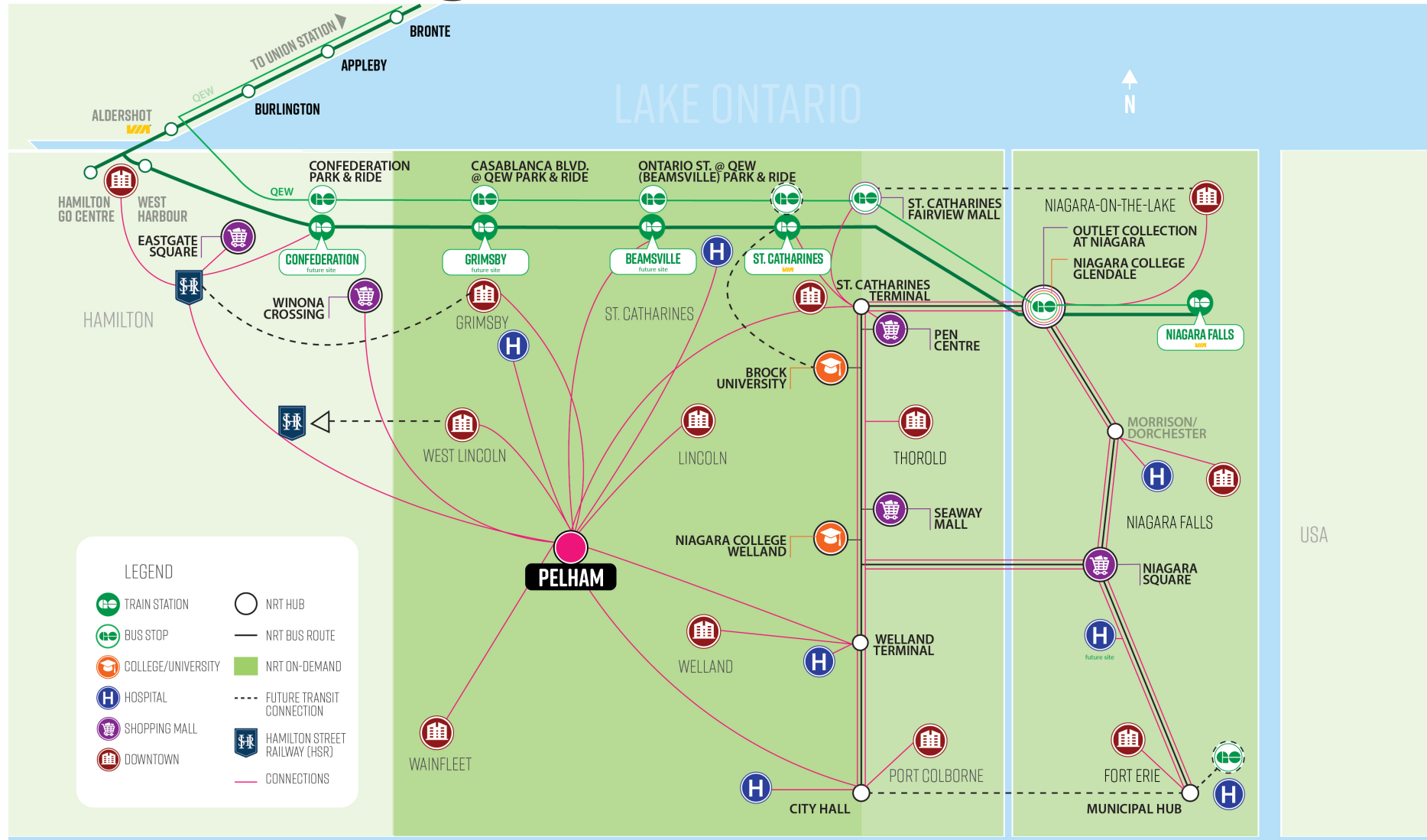
Transition Plan





Connecting Pelham Residents

Connecting Pelham Residents



Connecting Pelham Residents

Enhancements and Benefits



NRT On-Demand



GO Transit



Economic Growth



Tourism



Social Equity



Enhanced Service

Connecting Pelham Residents

Financial Strategy Overview

Key Features

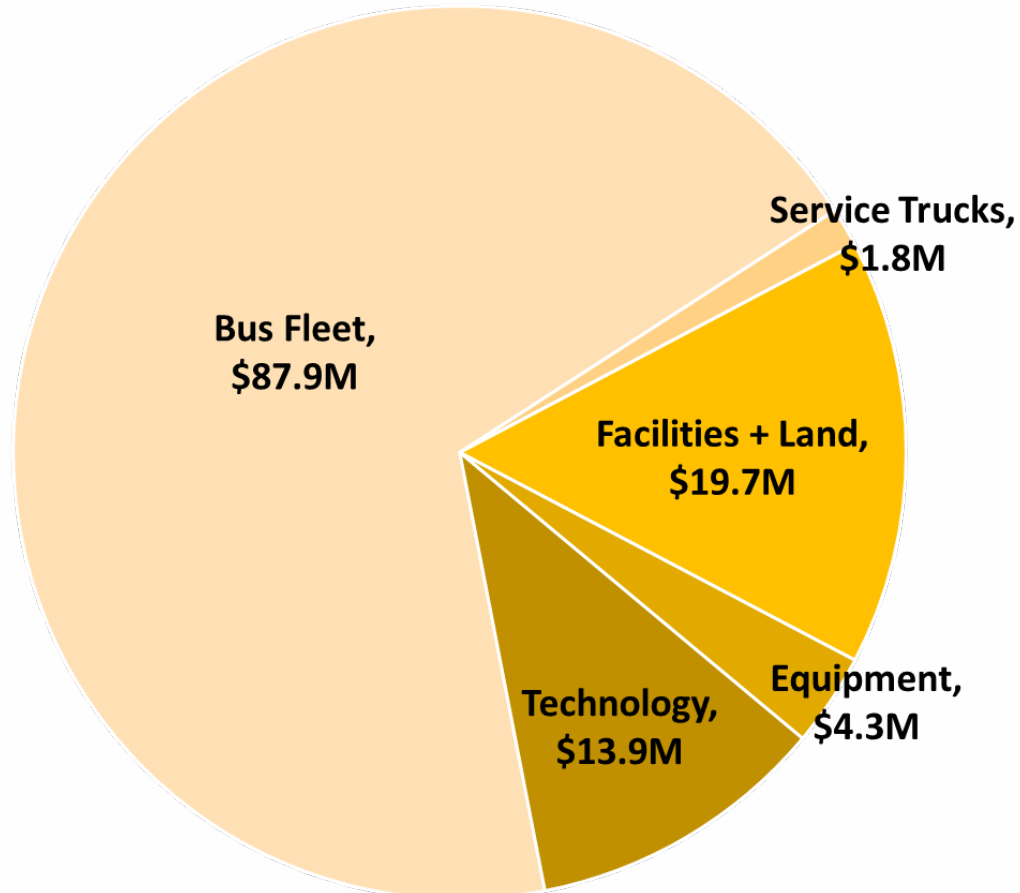
Municipal Levy Eliminated in 5 years	Transit Service Enhancement/ Expansion	Shared Access to Existing Transit Assets	Enhanced Regional Integration
Single Regional Tax Levy Up to 9.5%	Five (5) Year Transfer for Larger Municipalities	< Two (2) Year Transfer for Smaller Municipalities	No Reduction in Service Hours for First Five (5) Years

2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Transition Costs (\$2.7M)										
0.70%										
		Transfer of Existing Local Transit (\$27.4M) + Inflation (\$6.8M)								
		1.40%	1.40%	2.00%	2.00%	2.00%				
		Transit Service Expansion (Growth Strategy TBD)								

Connecting Pelham Residents

Leveraging Prior Capital Investments

Transit Capital Assets
Transferred Previous Investment of \$127M



Shared Access to Transit Assets

Includes buses, service trucks, land, facilities, equipment & technology

Cost \$127.5M

St. Catharines \$64M
Niagara Falls \$29M
Welland \$15M
Niagara Region \$19M

Net Operating Expenditures

\$43.4M

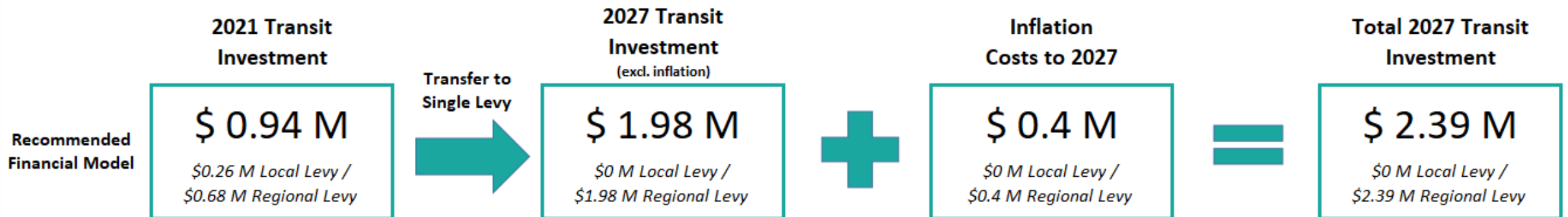
\$9M (20%) supports Administration & Facilities

Cummings Principle

Transfer of assets without additional compensation – taxpayers do not pay twice for same asset

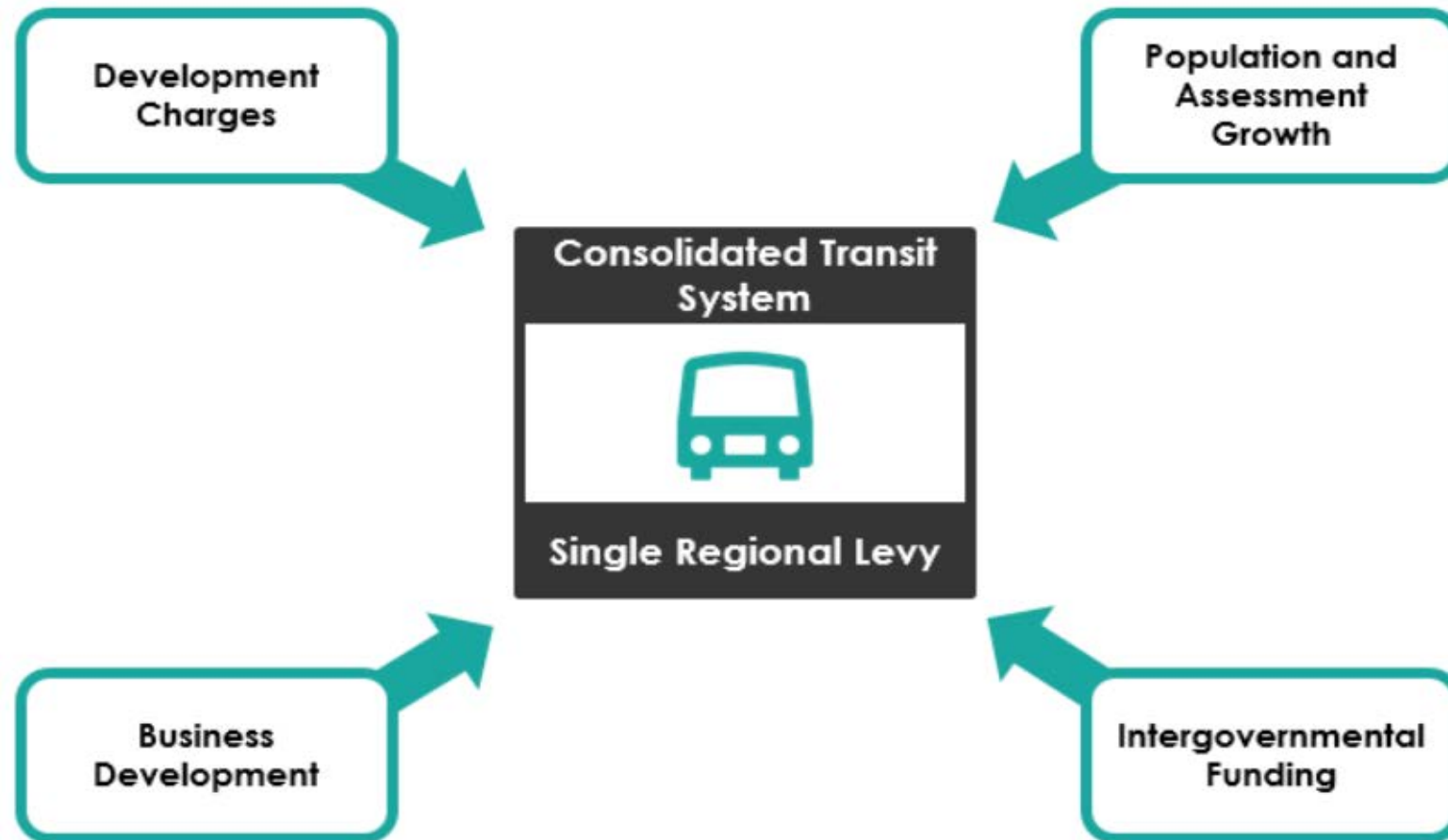
Connecting Pelham Residents Pelham Benefits and Investment

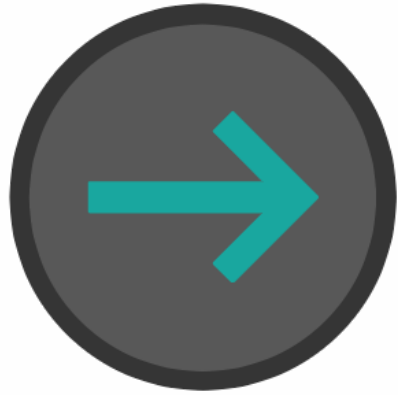
- One Regional Levy funds 100% of Commission by 2027
- Financial Strategy supports transit expansion in Pelham
- Commission positioned to lead growth strategy



Future Transit System Mitigations

Inputs to Consolidated System





Next Steps

Next Steps

Summary

Local area municipal feedback and support is being sought for a Full Commission governance model and the associated financial strategy, as reflected in the motion included as Appendix 1

Key Considerations

Full Commission
Governance Model

Single Regional Levy
with Five (5) Year
Transfer

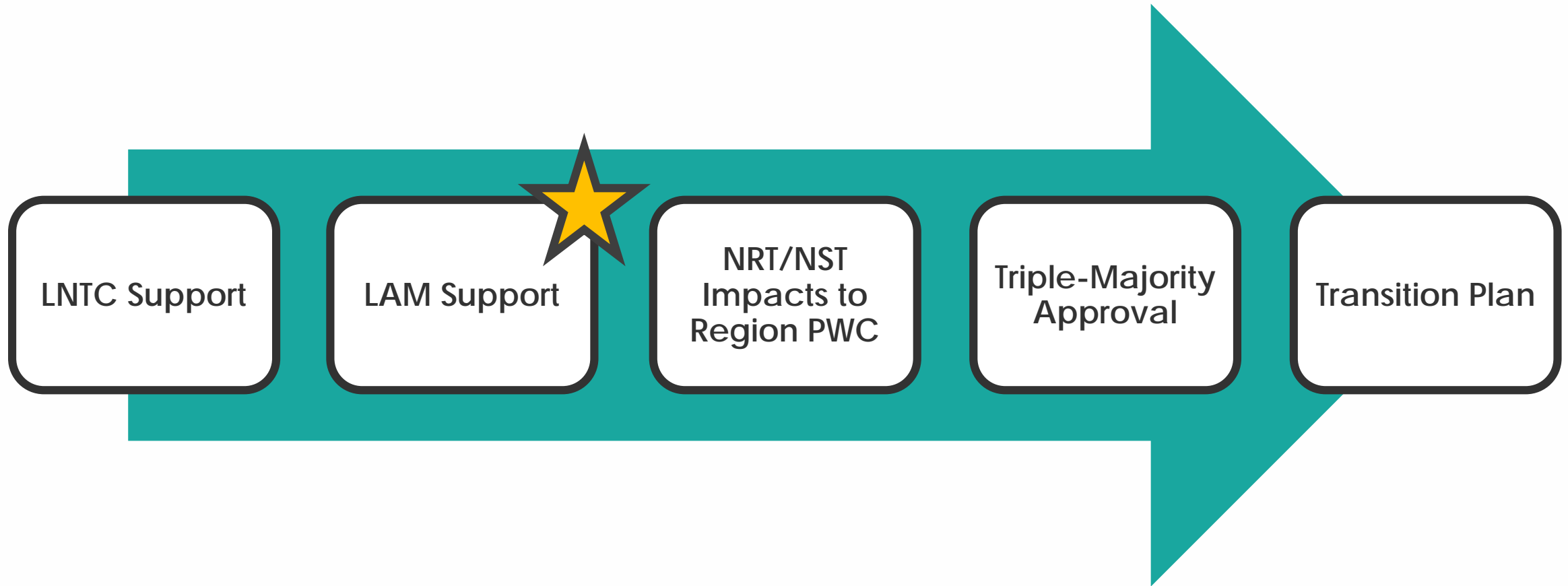
Minimum of 2021
Service Hours
Maintained for Five (5)
Years

Transfer of Assets,
Employees, and
Contracts

Feedback provided by February 28, 2021

Next Steps

Path Forward



MOVING TRANSIT FORWARD

Discussion

SPECIAL COUNCIL MINUTES

Meeting #: SC-01/2021 Special Meeting of Council
Date: Monday, January 25, 2021, 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
Wayne Olson
Marianne Stewart
John Wink

Staff Present David Cribbs
Nancy Bozzato
Bob Lymburner
Jason Marr
Barbara Wiens
Ryan Cook
Holly Willford
Jennifer Stirton
Brianna Langohr

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:30 p.m.

2. Approval of the Agenda

Moved By Wayne Olson

Seconded By Ron Kore

BE IT RESOLVED THAT the agenda for the January 25, 2021 Special Meeting of Council be adopted as circulated.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	

Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. Report on Succession Planning

4.1 Pelham Succession Management Policy and Plan, 2021-0025-Chief Administrator Officer

The Chief Administrative Officer presented the Pelham Succession Management Policy and Plan and provided background information as to the development of the documents.

Moved By Bob Hildebrandt

Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive Report #2021-0025 – Chief Administrative Officer; and THAT Council Receive this Report for Information Purposes;

AND THAT Council approve the attached Succession Management Policy, S600-25;

AND THAT Policy S600-25 approved in 2013 be repealed and replaced.

Amendment:

Moved By Bob Hildebrandt

Seconded By Marianne Stewart

THAT Consideration of Report CAO 2021-0025 Pelham Succession Management Policy and Plan be referred to the February 16, 2021 Regular Meeting of Council.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	

Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

5. Resolution to Move in Camera

All members of the Senior Leadership Team vacated the meeting at this point. Mr. Cribbs, CAO and appointed Deputy Clerk, acted in the capacity of Clerk for the closed session component.

Moved By Lisa Haun

Seconded By John Wink

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

Pursuant to Section 239(2)(b) personal mattes about an identifiable individual, including municipal or local board employees (1 item)

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

6. Rise From In Camera

There was no rise or report.

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 February 1, 2021 at 5:30 pm.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0
Carried (7 to 0)		

Mayor Marvin Junkin

Town Clerk, Nancy J. Bozzato

REGULAR COUNCIL MINUTES

Meeting #: C-02/2020 - Regular Council
Date: Monday, February 1, 2021
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
Wayne Olson
Marianne Stewart
John Wink

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

Other: Ryan Cook
Tim Nohara, Item 4.2.1
Diana Huson, Item 4.3

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:30 p.m. All meeting participants were present electronically, save and except the Mayor and Clerk who were physically present in the Council Chamber.

2. Approval of Agenda

Moved By Bob Hildebrandt
Seconded By Ron Kore

BE IT RESOLVED THAT the agenda for the February 1, 2021 Regular meeting of Council be adopted.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

3. Disclosure of Pecuniary Interests and General Nature Thereof

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

Following the declaration section, the Mayor noted that Pelham Cares has started delivering necessary groceries and medicines to Pelham residents unable to physically access the stores. He also acknowledged Black History Month, specifically abolitionist Harriet Tubman, Underground Railroad conductor.

4. Hearing of Presentation, Delegations, Regional Report

4.1 Presentations

4.1.1 COVID-19 Update - Community Emergency Management Co-Ordinator

Chief Lymburner updated Council and the public on the continuing COVID-19 pandemic. Of particular note, he cited Regional enforcement matters, with 66 inspections. Four warnings and five citations were issued. He highlighted the new mandatory testing for persons returning to Canada from travel. Niagara is awaiting for more vaccine shipments to continue the inoculation program.

Moved By Marianne Stewart

Seconded By Wayne Olson

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

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

4.1.2 COVID-19 Update - Chief Administrative Officer

The CAO provided an update, highlighting that local area municipality will collectively lower flags at municipal facilities at various times and duration, to acknowledge the persons who have lost lives during this pandemic, as a symbolic gesture. The CAO suggested that Pelham lower flags March 12, 13 and 14, given that this marks the one-year anniversary of the Province-wide shutdown.

Secondly he noted that the dramatic increase in use of the public library system, and he noted a joint press release between Pelham and Lincoln Library Boards are exploring the potential for a collaboration between the two Boards and the potential for forming a Union Library Board.

Moved By John Wink
Seconded By Wayne Olson

BE IT RESOLVED THAT Council support lowering flags at Town of Pelham municipal facilities on March 12, 13, 14 in consideration and recognition of those people who have passed away due to the COVID-19 pandemic.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	

Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

Moved By John Wink
Seconded By Lisa Haun

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

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

4.2 Delegations

4.2.1 Tim Nohara, Cannabis Control Committee

Mr. Nohara provided an update on the work of the Cannabis Control Committee and he responded to questions by Council.

Moved By Bob Hildebrandt
Seconded By Ron Kore

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

For	Against
------------	----------------

Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

4.3 Report of Regional Councillor

Regional Councillor Huson provided an overview of her February 1, 2021 report.

Moved By Ron Kore
Seconded By Lisa Haun

BE IT RESOLVED THAT Council receive the February 1, 2021 Report presented by Regional Councillor Huson, for information.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

5. Adoption of Minutes

Moved By Bob Hildebrandt
Seconded By Wayne Olson

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

1. C-01/2021 - Regular Council Minutes - January 11, 2021

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

5.1 C-01/2021 Regular Council Minutes of January 11, 2021

6. Business Arising from Council Minutes

None

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

There were no items lifted for separate consideration.

8. Consent Agenda Items to be Considered in Block

Moved By Lisa Haun
Seconded By John Wink

BE IT RESOLVED THAT the Consent Agenda items as listed on the February 1, 2021 Council Agenda be received and the recommendations contained therein be approved, as applicable.

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

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

1. PCOW-01/2021 Public Meeting Under Planning Act - January 18, 2021

8.2 Minutes Approval – Committee

8.2.1 PCOW-01/2021 Public Meeting Under Planning Act Minutes, January 18, 2021

BE IT RESOLVED THAT Council receive the following minutes for information:

- 1. PCOW-01/2021 Public Meeting Under Planning Act - January 18, 2021**

8.3 Staff Reports of a Routine Nature for Information or Action

8.3.1 Clerk's Department Quarterly Report, 2021-0002-Clerks

BE IT RESOLVED Council receives Clerk's Department Monthly Report, 2021-0002 for information.

8.3.2 Community Planning & Development Quarterly Report, 2021-0036-Planning

BE IT RESOLVED Council receives Community Planning & Development Quarterly Report, 2021-0036, for information.

8.3.3 Corporate Services Quarterly Report, 2021-0018-Corporate Services

BE IT RESOLVED Council receives Corporate Services Quarterly Report, 2021-0018, for information.

8.3.4 Fire & By-Law Services Quarterly Report, 2021-0026-Fire Department

BE IT RESOLVED Council receives Fire & By-Law Services Quarterly Report, 2021-0026, for information.

8.3.5 Public Works Quarterly Report, 2021-0034

BE IT RESOLVED Council receives Public Works Quarterly Report, 2021-0034, for information.

8.3.6 Recreation, Culture & Wellness Quarterly Report, 2021-0022-Recreation

BE IT RESOLVED Council receives Recreation, Culture & Wellness Quarterly Report, 2021-0022, for information.

8.3.7 Rural Economic Development (RED) Grant Update, 2021-0033-Corporate Services

BE IT RESOLVED THAT Council receive Report # 2021-0033-Corporate Services; and Council receive this report for information.

8.3.8 Meridian Community Centre Ice Pad Status and Future Opportunities, 2021-0024-Recreation

BE IT RESOLVED THAT Council receive Report #2021-0024 for information;

AND THAT Council approve the plan to maintain ice in both arenas for the duration of the province-wide shut down;

AND THAT Council approve in the further alternative the plan to maintain ice in both arenas until June 1, 2021, to provide recreational opportunities to the public, and to reduce the net loss of revenue caused by the Covid-19 pandemic and provincial restrictions.

8.3.9 Review of City of Burlington's Public Process - Development Applications, 2021-0027-Planning

BE IT RESOLVED THAT Council receive Report #2021-0027 for information.

8.5 Information Correspondence Items

8.5.1 Town of Fort Erie - Support of Town of Pelham Motion re 988 Crisis Line

BE IT RESOLVED THAT Council receive correspondence from the Town of Fort Erie supporting the Town of Pelham Motion regarding the 988 Crisis Line Initiative, for information.

8.5.2 City of Niagara Falls - Support of Town of Pelham re 988 Crisis Line

BE IT RESOLVED THAT Council receive correspondence from the City of Niagara Falls supporting the Town of Pelham Motion regarding the 988 Crisis Line Initiative, for information.

8.5.3 City of Port Colborne - Support of Town of Pelham Motion re 988 Crisis Line

BE IT RESOLVED THAT Council receive correspondence from the City of Port Colborne supporting the Town of Pelham Motion regarding the 988 Crisis Line Initiative, for information.

8.5.4 Tony Baldinelli, MP Re: 988 Crisis Line

BE IT RESOLVED THAT Council receive for information the correspondence from Tony Baldinelli, MP, advising of the unanimous vote in the House of Commons in favour of implementing the 988 Crisis Line.

8.5.5 C.S Garcha - Letter of Objection for Proposed Rezoning of 1522 Pelham Street

BE IT RESOLVED THAT Council receive correspondence from C.S Garcha regarding the proposed rezoning of 1522 Pelham Street, for information; and

THAT the correspondence be referred to the Town Planning Department for consideration in the preparation of a recommendation report on this matter.

8.7 Committee Minutes for Information

8.7.1 Pelham Library Board Minutes

BE IT RESOLVED THAT Council receive the Pelham Library Board minutes dated October 28, 2020 and November 13, 2020, for information.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

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

8.2 Minutes Approval - Committee

**** Jan 18 PCOW Minutes - NB to approve****

8.2.1 PCOW-01/2021 Public Meeting Under Planning Act Minutes, January 18, 2021

BE IT RESOLVED THAT Council receive the following minutes for information:

1. PCOW-01/2021 Public Meeting Under Planning Act - January 18, 2021

8.3 Staff Reports of a Routine Nature for Information or Action

8.3.1 Clerk’s Department Quarterly Report, 2021-0002-Clerks

BE IT RESOLVED Council receives Clerk's Department Monthly Report, 2021-0002 for information.

8.3.2 Community Planning & Development Quarterly Report, 2021-0036-Planning

BE IT RESOLVED Council receives Community Planning & Development Quarterly Report, 2021-0036-Planning, for information.

8.3.3 Corporate Services Quarterly Report, 2021-0018-Corporate Services

BE IT RESOLVED Council receives Corporate Services Quarterly Report, 2021-0018-Corporate Services, for information.

8.3.4 Fire & By-Law Services Quarterly Report, 2021-0026-Fire Department

BE IT RESOLVED Council receives Fire & By-Law Services Quarterly Report, 2021-0026, **for information.**

8.3.5 Public Works Quarterly Report, 2021-0034-Public Works

BE IT RESOLVED Council receives Public Works Quarterly Report, 2021-0034, **for information.**

8.3.6 Recreation, Culture & Wellness Quarterly Report, 2021-0022-Recreation

BE IT RESOLVED Council receives BE IT RESOLVED Council receives Recreation, Culture & Wellness Quarterly Report, 2021-0022, **for information.**

8.3.7 Rural Economic Development (RED) Grant Update, 2021-0033-Corporate Services

BE IT RESOLVED THAT Council receive Report # 2021-0033-Corporate Services; and Council receive this report for information.

8.3.8 Meridian Community Centre Ice Pad Status and Future Opportunities, 2021-0024-Recreation

BE IT RESOLVED THAT Council receive Report #2021-0024 for information;

AND THAT Council approve the plan to maintain ice in both arenas for the duration of the province-wide shut down;

AND THAT Council approve in the further alternative the plan to maintain ice in both arenas until June 1, 2021, to provide recreational opportunities to the public, and to reduce the net loss of revenue caused by the Covid-19 pandemic and provincial restrictions.

8.3.9 Review of City of Burlington's Public Process - Development Applications, 2021-0027-Planning

BE IT RESOLVED THAT Council receive Report #2021-0027 for information.

8.4 Action Correspondence of a Routine Nature

8.5 Information Correspondence Items

8.5.1 Town of Fort Erie - Support of Town of Pelham Motion re 988 Crisis Line

BE IT RESOLVED THAT Council receive correspondence from the Town of Fort Erie supporting the Town of Pelham Motion regarding the 988 Crisis Line Initiative, for information.

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8.5.4 Tony Baldinelli, MP Re: 988 Crisis Line

BE IT RESOLVED THAT Council receive for information the correspondence from Tony Baldinelli, MP, advising of the unanimous vote in the House of Commons in favour of implementing the 988 Crisis Line.

8.5.5 C.S Garcha - Letter of Objection for Proposed Rezoning of 1522 Pelham Street

BE IT RESOLVED THAT Council receive correspondence from C.S Garcha regarding the proposed rezoning of 1522 Pelham Street, for information; and

THAT the correspondence be referred to the Town Planning Department for consideration in the preparation of a recommendation report on this matter.

8.6 Regional Municipality of Niagara - Action Items

8.7 Committee Minutes for Information

8.7.1 Pelham Library Board Minutes

BE IT RESOLVED THAT Council receive the Pelham Library Board minutes dated October 28, 2020 and November 13, 2020, for information.

9. Items for Separate Consideration, if Any

Not applicable.

10. Presentation & Consideration of Reports

10.1 Reports from Members of Council:

No Reports.

10.2 Staff Reports Requiring Action

10.2.1 Assumption of Residences at Lookout Subdivision, 2021-0028-Public Works

Moved By Bob Hildebrandt
Seconded By Wayne Olson

BE IT RESOLVED THAT Council receive Report #2020-0028, Assumption of Residences at Lookout Subdivision;

AND THAT Council assume the municipal services in Residences at Lookout subdivision and open the streets within the subdivision as 'public highways' by by-law in accordance with the Subdivision Agreement.

Amendment:
Moved By Bob Hildebrandt
Seconded By Ron Kore

THAT consideration of Agenda item 10.2.1, Assumption of Residences at Lookout Subdivision be postponed, pending receipt of the associated As Built Drawings;

And THAT Staff be directed to bring the report back to Council for consideration once said drawing have been made available.

	For	Against
Marvin Junkin		X
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson		X
Marianne Stewart	X	
John Wink	X	
Results	5	2

Carried (5 to 2)

10.2.2 Park Lane Right of Way Land Exchange February 1 2021, 2021-0031-Planning

A motion to split the costs did not achieve a seconder.

Moved By Marianne Stewart
Seconded By John Wink

BE IT RESOLVED THAT Council receive Report #2021-0031; and THAT Council direct staff to undertake the preparation of the necessary easement agreement in perpetuity for the exclusive use of 4 parking spaces on Park Lane by the owner of 9 Highway 20 West in exchange for land dedication to the Town to improve the Park Lane right-of-way; and

AND THAT staff be directed to prepare the necessary by-law to declare the lands associated with the 4 parking spaces surplus

to the Town needs when the necessary Reference Plan is prepared; and

AND THAT Council direct staff to work with the owner of 9 Highway 20 West to facilitate the transfer of 27m² of land to the Town and the preparation of the necessary Reference Plan; and

AND THAT the owner of 9 Highway 20 West is responsible for the legal and surveying costs associated with this land exchange.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

10.2.3 Special Pre-authorized Property Taxes COVID-19 Payment Plan for 2021, 2021-0035-Corporate Services

Moved By Lisa Haun
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report # 2021-0035-Corporate Services ;

AND THAT Council approve the Special Pre-authorized Property Taxes COVID-19 Payment Plan for 2021 in order to offer flexibility for tax payers facing financial challenges due to the pandemic.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	

Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

10.2.4 Off-Site Work Arrangements Policy, 2021-0009-Chief Administrator Officer

Moved By Ron Kore
Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive Report #2021-0009, Off-Site Work Arrangements Policy;
AND THAT Council approve the Off-Site Work Arrangements Policy.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

10.2.5 Consideration of Procedure By-law Amendment, Proxy Voting for Absent Municipal Council Members, Bill 197, 2021-0001-Clerks

Moved By John Wink
Seconded By Wayne Olson

BE IT RESOLVED THAT Council receive Report #2021-0001,
Consideration of Procedure By-law Amendment, Proxy Appointments
for Absent Municipal Council Members, Bill 197;

AND THAT Council not proceed with any form of proxy voting.

Moved By Bob Hildebrandt

Seconded By Marianne Stewart

**THAT consideration of Agenda Item 10.2.5, Procedure By-law
Amendment regarding Proxy Voting for Absent Municipal
Council Members, be postponed until the Second quarter of
2021, pending receipt of additional information regarding with
other Ontario municipalities are doing and the parameters they
will use if proxy voting is approved;**

**AND THAT staff be directed to bring the matter back to Council
for consideration once said additional information is available.**

	For	Against
Marvin Junkin		X
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson		X
Marianne Stewart	X	
John Wink		X
Results	4	3

Carried (4 to 3)

**10.2.6 Policy Timing of Development Charges Calculation,
Installment, Interest Sec.26.1, 26.2 DC Act final, 2021-0016-
Corporate Services**

Moved By Ron Kore

Seconded By Bob Hildebrandt

**BE IT RESOLVED THAT Council receive Report # 2021-0016-
Corporate Services; and that the Timing of Development Charge
Calculation, Instalment and Interest Policy for the Purposes of
Sections 26.1 and 26.2 of the Development Charge Act as
included in Appendix 1, BE APPROVED.**

THAT the Development Charges BY-LAW 4023(2018) be AMENDED to reflect the new sections 26.1 and 26.2.

THAT a \$550 administrative fee for payment defaults under section 26.1 of the Development Charges Act BE APPROVED for inclusion in the 2021 Fees and Charges By-Law.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

10.2.7 Fire Fighter Return to Service 2021, 2021-0020-Fire Dept

Moved By Lisa Haun
Seconded By Marianne Stewart

**BE IT RESOLVED THAT Council receive Report # 2021-0020;
AND THAT the Fire Fighter Return to Service Policy be presented to Council for approval at their next regular meeting.**

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

10.2.8 Fire Leave of Absence Policy 2021 , 2021-0019-Fire Dept

Moved By John Wink
Seconded By Wayne Olson

BE IT RESOLVED THAT Council receive Report #2021-0019;
AND THAT the policy be presented for approval at the next regular meeting of Council.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

10.2.9 Hiring of Fire Fighters With Previous Experience 2021, 2021-0021-Fire Dept

Moved By Ron Kore
Seconded By Lisa Haun

BE IT RESOLVED THAT Council receive Report # 2021-0021 ;
AND THAT the policy be presented for approval at the next regular meeting of Council.

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

Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

11. Unfinished Business

None

12. New Business

None

13. Presentation and Consideration of By-Laws

Moved By Marianne Stewart
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT the Council of the Town of Pelham, having given due consideration to the following By-laws do now read a first, second and third time and do pass same, and THAT the Mayor and Clerk be and are hereby authorized to sign and seal the by-laws:

- 1. 4310(2021) - Being a by-law to authorize the Mayor and Clerk to enter into a Transfer Payment Agreement with Her Majesty the Queen in Right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario, for the purposes of implementation of the Municipal Transit Enhanced Cleaning.
- 2. 4312(2021) - Being a by-law authorizing the borrowing of money to meet current expenditures of the Council of the Corporation of the Town of Pelham; And to repeal and replace By-law #4225(2020), being a by-law authorizing borrowing.
- 3. 4313(2021) - Being a by-law to establish a reserve fund for Volunteer Fire Fighters’ Life Insurance.
- 4. 4314(2021) - Being a by-law to amend By-law No. 4023(2018), being a By-law for the imposition of development changes.

	For	Against
Marvin Junkin	X	

Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

14. Motions and Notices of Motion

None

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

None

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

None

17. Resolution to Move in Camera

No Closed Session scheduled.

18. Rise From In Camera

Not applicable.

19. Confirming By-Law

Moved By Bob Hildebrandt
Seconded By Lisa Haun

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

Being a By-law No. 4316(2021) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 01st day of February, 2021.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	

Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

20. Adjournment

Moved By John Wink
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for February 16, 2021 at 5:30 pm.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

Mayor: Marvin Junkin

Town Clerk: Nancy J. Bozzato

SPECIAL COUNCIL MINUTES

Meeting #: SC-02/2021 Special Meeting of Council
Date: Monday, February 1, 2021, 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
Wayne Olson
Marianne Stewart
John Wink

Staff Present David Cribbs
Nancy Bozzato
Ryan Cook
Bob Lymburner
Jason Marr
Barbara Wiens
Holly Willford

Bruce Peever, KPMG
Jamie Cameron, KPMG

1. Call to Order and Declaration of Quorum

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

2. Approval of the Agenda

Moved By Lisa Haun
Seconded By Marianne Stewart

BE IT RESOLVED THAT the agenda for the February 1, 2021 Special Meeting of Council be adopted as circulated.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	

Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. Public Works Review

4.1 KPMG Review of Town of Pelham Public Works Operations

Bruce Peever introduced the Town of Pelham Public Works Operational Review. Jamie Cameron, P. Eng., Senior Manager Infrastructure Advisor, KPMG, presented the details of the review as included in their presentation.

Councillor Haun was experiencing technical difficulties at one point in the meeting and as such did not participate in the vote. She rejoined the meeting immediately following.

Moved By John Wink

Seconded By Ron Kore

BE IT RESOLVED That Council Receive the report and presentation by Jamie Cameron, P.Eng., PMP, MBA Senior Manager Infrastructure Advisory, KPMG LLP regarding the Public Works Review for information.

	For	Against
Marvin Junkin	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	6	0

Carried (6 to 0)

4.2 Public Works Operational Review , 2021-0023-Public Works

Moved By Bob Hildebrandt

Seconded By Wayne Olson

BE IT RESOLVED THAT Council receive Report # 2021-0023 for information.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

5. Confirming By-law

Moved By Bob Hildebrandt

Seconded By John Wink

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

Being a By-law No. 4315(2021) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Special Meeting held on the 1st day of February, 2021.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

6. Adjournment

Moved By Lisa Haun

Seconded By Wayne Olson
BE IT RESOLVED THAT this Special Meeting of Council be adjourned until the next regular meeting scheduled for February 1, 2021 at 5:30 pm.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	7	0
Carried (7 to 0)		

Mayor Marvin Junkin

Town Clerk, Nancy J. Bozzato

Subject: 2020 Pelham Water Distribution System Summary Report

Recommendation:

**BE IT RESOLVED THAT Council receive Report # 2021-0013
Pelham Water Distribution System Summary Report for information**

Background:

Two annual water reports are required by the Ministry of the Environment Conservation and Parks (MECP): (1) the 'MECP' Annual Report' (O.Reg. 170/03 section 11), and (2) the municipal 'Summary Report' (O.Reg 170/03 schedule 22).

Both reports have been added as attachments to this report to satisfy the legislated and licencing requirements for reporting of information to the Owner of the drinking water system.

The MECP completes inspections of the drinking water systems annually, usually unannounced, and are either 'focused' (where critical elements required to assess key compliance issues are covered), or 'detailed' (where a thorough, in-depth inspection of all relevant areas is conducted). Communication of all findings from the inspection report allows the Owner to remain informed on the status of the Drinking Water System. The timing of the 2020 inspection allows it to be included in the 2020 Pelham Distribution System Summary Report.

Analysis:

The attached report(s) satisfy the legislated and license requirements for reporting of information to the Owner of the drinking water system.

Successful receipt of information by Council satisfies the regulatory and license requirements for O.Reg. 170 section 11 reporting.

Financial Considerations:

There are no financial considerations in relation to this report.

Alternatives Reviewed:

There were no alternatives considered in preparation of this report.

Strategic Plan Relationship: Communication and Engagement

As legislated, Council is responsible as Owner of the water system for ensuring these reports are prepared and available to the public so that they may be made aware of the condition of the distribution system and the quality of the water delivered by the Town of Pelham.

Other Pertinent Reports/Attachments:

Appendix A – 2020 MECP Annual Report

Appendix B – 2020 Municipal Summary Report

Appendix C – 2020 MECP Pelham Distribution System Inspection Report

Consultation:

The Town of Pelham Manager of Public Works and Supervisor of Water/Wastewater provided consultation in the preparation of this report.

Prepared and Recommended by:

Jason Marr, P. Eng.
Director of Public Works

Approved and Submitted by:

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



OPTIONAL ANNUAL REPORT TEMPLATE

Drinking-Water System Number:	260001604
Drinking-Water System Name:	Pelham Distribution System
Drinking-Water System Owner:	The Corporation of the Town of Pelham
Drinking-Water System Category:	Large Municipal
Period being reported:	January 1, 2020 to December 31, 2020

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [X] No []</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Pelham Municipal Building 20 Pelham Town Square Fonthill, Ontario</p> <p>www.pelham.ca</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served:</p> <div style="border: 1px solid black; width: 100px; text-align: center; margin: 5px;">0</div> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No [x]</p> <p>Number of Interested Authorities you report to:</p> <div style="border: 1px solid black; width: 100px; text-align: center; margin: 5px;">0</div> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No [x]</p>
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Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
None	Not applicable

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?
[Not Applicable]



Indicate how you notified system users that your annual report is available, and is free of charge.

☒ Public access/notice via the web

☒ Public access/notice via Government Office

☐ Public access/notice via a newspaper

☒ Public access/notice via Public Request

☐ Public access/notice via a Public Library

☐ Public access/notice via other method _____

Describe your Drinking-Water System

The Corporation of the Town of Pelham operates a water distribution system which is supplied with treated water by the Regional Municipality of Niagara from the Welland Water Treatment Plant, located at #4 Cross Street in Welland. The source of the water for the treatment plant is the Welland Recreational Waterway.

The treated water is transported to the Town by way of a 750mm diameter watermain to the Shoalts Drive Reservoir located at #5 Shoalts Drive in Fonthill. Water is distributed from the reservoir by way of a series of watermains and a Regional elevated tank located at #177 Highway #20 West in Fonthill, to lands within the designated service area.

The Town of Pelham distributes drinking water to Fonthill and Fenwick urban areas in Pelham through approximately 86 kilometres of watermain varying in size from 50mm to 400mm diameter. In addition there is 6.5 kilometers in length owned by the Regional Municipality of Niagara which is connected to the Pelham Distribution System and also distributes water to lands within the service area. The watermains are primarily cast iron, asbestos concrete, high pressure concrete piping, copper and PVC piping. There are approximately 569 hydrants and 683 valves located throughout the system. The Town owns a fill station with side-fill and a backflow prevention device and a residential pressure boosting station.

List all water treatment chemicals used over this reporting period

Not applicable

Were any significant expenses incurred to?

☐ Install required equipment

☒ Repair required equipment

☒ Replace required equipment



Please provide a brief description and a breakdown of monetary expenses incurred

- (1) General repairs and maintenance of watermain and appurtenances - \$ 90,000
- (2) Replacement of watermain- Pelham Street N - \$249,919
- (3) Replacement of watermain- Station Street – \$254,831

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
June 25	Total Coliforms	1	Cfu/100ml	Flush and Resample Twice	June 30
September 9th	Total Coliforms	1	Cfu/100ml	Flush and Resample Twice	September 14th

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	Not applicable				
Treated	Not applicable				
Distribution	428	0 - 0	0 - 1	428	0-25

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity			
Chlorine	1169	0.19 – 1.08	mg/l
Fluoride (If the DWS provides fluoridation)	DWS does not provide fluoridation		

NOTE: For continuous monitors use 8760 as the number of samples.



Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
Not Applicable				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Not Applicable				

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems.

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Lead Results <1.0 to 10	Unit of Measure	Number of Exceedances
Plumbing	Exempt			
Distribution	8	<1.0	Ug/L	0

1

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Haloacetic Acids (NOTE: show latest annual running average)	Dec. 2020	10.08	ug/L	None
THM (NOTE: show latest annual running average)	Dec. 2020	31.78	ug/L	None

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
Not Applicable			



Department/Division:	Public Works / Pelham Distribution System
Report:	Municipal Summary Report
Covering:	January 1, 2020 to December 31, 2020

1. Purpose

This report was prepared by the Director of Public Works and Manager of Public Works for the Owner of the Pelham Distribution System, the Corporation of the Town of Pelham, to be presented to Council.

Two annual water reports are required by the Ministry of the Environment, Conservation and Parks (MECP) to be prepared: (1) the 'MECP Annual Report' (O.Reg. 170/03 section 11), and (2) the municipal 'Summary Report' (O. Reg. 170/03 schedule 22).

As required by QMS-PROC-021 in the Town of Pelham's Quality Management System, results of the annual management and infrastructure review shall be presented to the Owner through the Annual Municipal Summary Report.

As legislated, Council is responsible as the Owner of the water system for ensuring these reports are prepared and available to the public each year.

The MECP Annual Report has been prepared and submitted as an attachment to the Public Works Report #2021-0013, 2020 Pelham Distribution System Summary Report.

This is the Municipal Summary Report.

To enhance the communication and understanding of these reports, this Municipal Summary Report contains additional non-legislated information on the drinking water system operations and water quality.

2. Definitions

"DWQMS" means Drinking Water Quality Management Standard.

"MECP" means Ontario Ministry of the Environment, Conservation, and Parks.

"WTP" means Water Treatment Plant.

"QMS" means Quality Management System.

"OIC" means Operator in Charge of the distribution system, as per O.Reg 128/04

"ORO" means Overall Responsible Operator of the distribution system, as per O.Reg 128/04

"HAA" means Haloacetic Acid. Haloacetic Acids in drinking water are a by-product of Chlorine disinfection.

"THM" means Trihalomethanes. Trihalomethanes in drinking water are a by-product of Chlorine disinfection.

"CFU" means Colony Forming Units. It is a unit of measure for bacteriological contaminants in drinking water.

"HPC" means Heterotrophic Plate Count. It is a method that measures colony formation on culture media of heterotrophic bacteria in drinking water.

3. System Overview

The provision of drinking water for residents in the Niagara Region is a responsibility shared between two tiers of municipal government. The Niagara Region is responsible for treatment and supply of the water to the Town of Pelham via transmission mains. The Town of Pelham is responsible for distributing water to local consumers via its own network of distribution pipes.

The Pelham Distribution System is a Class 2 water distribution subsystem. The system consists of approximately 86 km of watermains varying in size from 50mm to 400mm diameter providing water to approximately 13,300 residents through 5228 accounts within the general urban area.

The service area is approximately 14 km² and includes the Villages of Fonthill, Ridgeville and Fenwick. The system receives treated drinking water from the Welland Water Treatment Plant located on Cross Street in the City of Welland. The treatment plant is owned and operated by the Regional Municipality of Niagara. The plant receives its raw water from the Welland Recreational Canal. Treated water is transmitted to the Town by way of a 750mm diameter watermain to the Shoalts Drive Reservoir. The reservoir, which includes chlorination, is also Regionally-owned and operated. Water enters the Pelham Distribution System at the reservoir outlet.

The Town of Pelham owns and operates a water filling station with side-fill and a backflow prevention device to serve consumers outside of the urban boundary who do not have direct access to the distribution system. Water haulers must obtain approval from the Niagara Region before being permitted to use the station.

The Town of Pelham owns a small pressure booster pump station which is located on the Niagara Region's Elevated Tank Property. This pump is used to improve water pressure in the Chestnut Ridge development area. The normal operating pressure in the area is low due to its geographic location in relation to the elevated tank that supplies distribution supply and pressure by way of gravity.

The Town of Pelham Distribution System consists of 5 pressure zones separated by Pressure Reducing Valves (PRV). In Pelham, because of our unique topography, maintaining safe operating pressure within the system is a delicate balance. Increasing pressure in one area can cause damage to municipal infrastructure and private plumbing downstream.

4. Water Quality Testing

Ontario Regulation 170/03 prescribes water quality testing requirements for municipal drinking water systems.

The requirements prescribed by the MECP include: test parameters, number of test samples, frequency of testing, location of testing, reporting of test results, and reporting and corrective action of adverse test results, amongst other items. Operational guidelines are parameters used to monitor the general quality of water and the performance of the system.

The Town carried out testing in 2020 as prescribed by legislation.

In 2012, the Town of Pelham qualified for an exemption from collecting lead samples from residential or non-residential plumbing under the community lead testing program; however, reduced sampling must still take place in four locations within the distribution system. As such, the Town has continued with its lead testing program in the distribution system, with no concerns.

In addition to the prescribed sampling, the Town tested for water quality in response to complaints from consumers. Complaints generally refer to colour, odour, pressure, particulate, supply and/or taste.

The Town responded to thirteen water quality/supply complaints in 2020. Nine were related to low pressure concerns and four to water colour/odour. All were resolved promptly.

Taste and odour episodes are often related to a natural phenomenon caused by seasonal biological changes in the source water. These changes may produce odour-causing chemical compounds that can be detected by humans at very low levels. Most municipalities in Ontario which obtain their water supply from surface water sources experience this problem periodically in the summer or early fall. Also, private plumbing fixtures including small water filtration systems and drain traps can also contribute to concerns regarding taste and odour of municipally supplied water. Once identified, most of these can be resolved quickly and easily through regular maintenance completed by the property owner.

Water Treatment Plants are equipped with various filtration systems designed to reduce the effects of taste and odour, but may not eliminate it entirely.

Table 1- Testing requirements and results.

Table 1 – 2019 Testing Summary					
Parameter	# Samples Required	# of Samples Taken	Legislated Requirement	Guideline	# of Samples Exceeding Limit
Esherichia Coli (bacteriological)	22 per month	~ 36 per month	0 CFU/100mL Not detected	--	0
Total Coliform (bacteriological)	22 per month	~ 36 per month	0 CFU/100ml Not detected	--	2

HPC (heterotrophic plate count)	6 per month	~ 36 per month	--	< 500 CFU/100mL (AWWA c651-05)	0
Trihalomethanes	1 per quarter	3 per quarter	100 ug/L (annual running average)	--	0
Haloacetic Acids	1 per quarter	3 per quarter	80 ug/L (annual running average)	--	0
Free Chlorine	7 per week	13 per week	>=0.05 mg/L <=4.0 mg/L	--	0
pH	8 per year	8 per year	--	6.5 – 8.5 Operational guideline	0
Alkalinity	8 per year	8 per year	--	30 – 500 Operational guideline	0
Lead	8 per year	8 per year	0.01 mg/L	--	0
Pressure	None	5 per month (taken from each pressure zone)	--	>=28psi	0

5. Adverse Water Quality Incidents

An “adverse water quality incident” refers to a water quality test result exceeding the legislated requirements shown in **Table 1**.

The Town experienced two incidents of adverse water quality conditions that were detected in the system in 2020. Both incidents have been resolved.

6. MECP Drinking Water System Inspection Report

In December 2020, the Town’s distribution system underwent a “focused” inspection by a MECP Drinking Water Inspector. The inspection included a review of operational records from December 16, 2019 to December 14, 2020.

The Town of Pelham received a Final Inspection Rating of 100%.

The Pelham Distribution System Inspection Report is included in the 2020 Pelham Distribution System Summary Report.

7. Regulatory Updates

An updated Watermain Disinfection Procedure was issued by the MECP in August 2020. As per the Town’s Drinking Water Works Permit, changes in the procedure were to come into effect on February 1, 2021. To remain in compliance, staff have updated a number of internal procedures and forms to conform to the new procedure. This will not have a major impact on water operations.

8. Competency, Licensing and Training

Operator training is required by law to maintain drinking water licenses and ensure competency. Operators and key water staff participate in a number of diverse course offerings aimed at broadening their knowledge.

The Town of Pelham owns and operates a Class 2 Water Distribution System and a Class 2 Wastewater Collection System. The Town of Pelham Water Division currently has a compliment of a Manager of Public Works, Supervisor of Water and Wastewater, and three Water Operators. All water and wastewater operators must maintain a Water Distribution License and Waste Water Collection Facility License to operate the Town's systems.

9. Flow Data

Water consumed by the Town of Pelham is measured by the Niagara Region, and provided monthly to the Town. In 2020, a total of 1,473,630 cubic meters (m³) of water flowed to the Town of Pelham in total. (1 cubic meter of water = 1,000 litres).

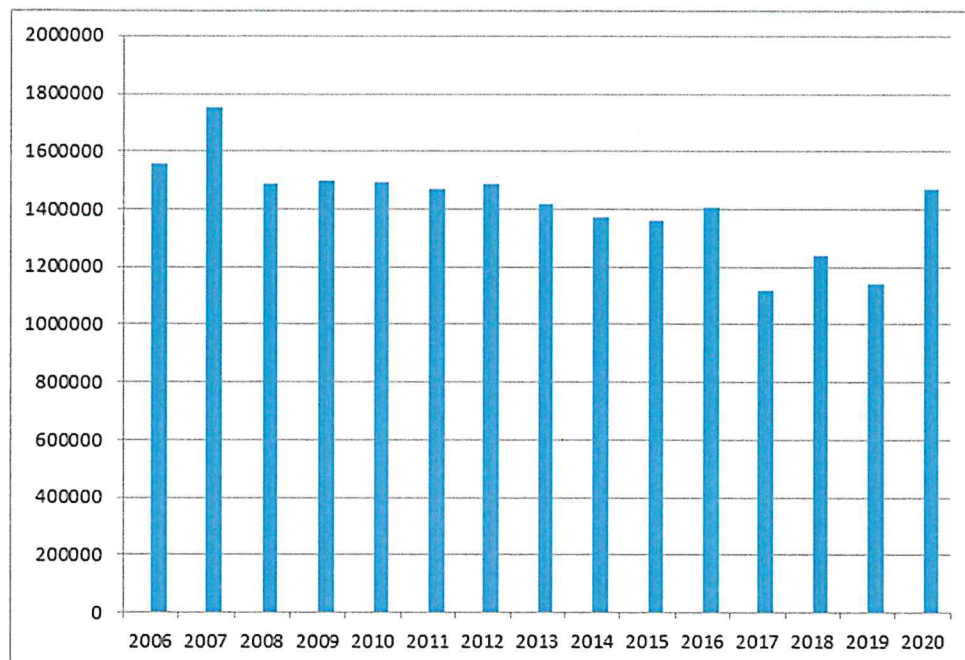
The Town of Pelham's accounted water use which includes revenue, and accounted non-revenue water use totaled 1,349,179m³. The total volume of unaccounted for water in 2020 was 124,451m³. Water loss is the difference between the total flow input and the accounted for water volume shown as a percentage. In 2020 the Town of Pelham's water loss was 8.4%.

Table 2 – Annual Totals

Year	Supply (m ³)
2006	1,559,490
2007	1,752,470
2008	1,488,891
2009	1,499,700
2010	1,497,110
2011	1,469,470
2012	1,491,850
2013	1,420,220
2014	1,374,130
2015	1,364,450
2016	1,410,410
2017	1,122,740
2018	1,243,900
2019	1,150,570
2020	1,473,630

The totals in this table are also reflected in the graph below, **Figure 1**

Figure 1 – 2020 Total Water Supplied by the Region of Niagara



All water demands were met in the system, thus the Town was not required to implement the additional use restrictions under section 4(p) of the Water Supply By-law No. 3198-2011.

The Town's Drinking Water License does not limit demand of flows to the Town, so a comparison to license limits is not required. The 2020 average daily consumptions are shown in **Table 3**, along with the maximum daily flows for each month.

Table 3 – 2020 Daily Water Usage

Month	Average Daily Flow (m³)	Maximum Flow in One Day (m³)
January	2756	3290
February	2698	3270
March	2763	3290
April	2964	4000
May	4184	7010
June	5989	8870
July	6448	9460
August	5808	8200
September	5038	7320
October	3289	4410
November	2963	4500
December	3356	3920

The 2020 highest demand day occurred in July, which aligns with the typical high monthly demands in the summer.

No servicing concerns are noted. The Niagara Regional Master Servicing Plan (MSP) lists the firm capacity of the Shoalts Drive Reservoir to be 19,400 m³ / day. The MSP has identified future projects including the replacement of the Pelham Elevated Water Tank and increased pumping capacity at the Shoalts Drive Reservoir to accommodate projected 2041 servicing needs.

10. Capital Projects and Purchases

The Town updated the 20-year capital plan. Although efforts to ensure it represents the most current water distribution system improvement needs were made, many allowances were necessary based on competing capital infrastructure needs.

The replacement of watermain on Pelham Street from Burton Avenue to 1634 Pelham Street has been completed. The replacement of watermain on Station Street between Hwy 20 and Port Robinson Road has also been completed.

Developments involving the construction of new watermain by developers included the Summersides Mews, 100 Welland Road, Saffron Meadows Phase 2 and River Estates Phase 2.

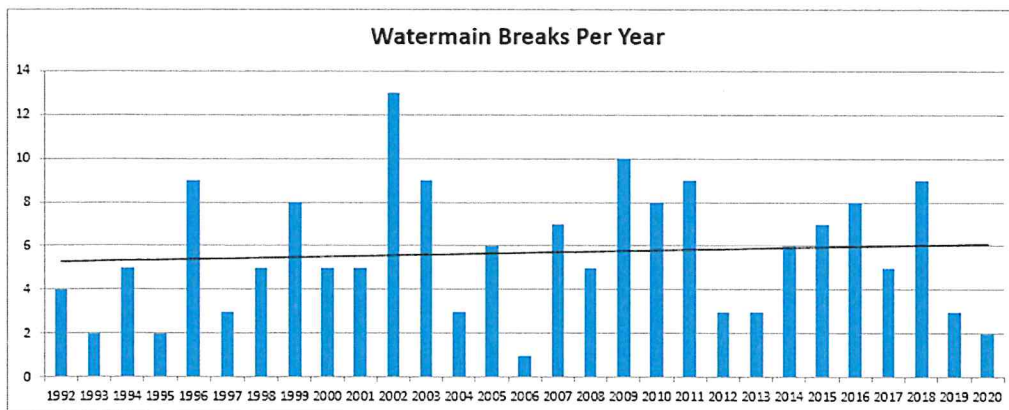
11. Rehabilitation and Repairs

A Total of 2 watermain breaks occurred in 2020, summarized in **Table 4**. **Figure 2** shows the overall trend for the total number of watermain breaks caused by pipe material and age.

Table 4 – Watermain Break Summary

Date	Location	Pipe Material	Suspected Cause	Planned Replacement
1-12-2020	Terrace Heights	Cast	Bedding, Age	
9-23-2020	Intersection Quaker/Line/Clare	Cast	Bedding, Age, High water table	

Figure 2 – Town of Pelham – Watermain Breaks per Year



In addition to watermain repairs, in 2020 Town of Pelham Staff replaced 4 leaking water services.

Regular maintenance and repairs are required at our Chestnut Ridge Booster Pump Station. Since installation these have been completed by the Niagara Regional Staff through a Maintenance Agreement. The Town continues to work closely with the Region of Niagara to maintain close communication about pressure or supply interruptions related to this pumping station.

The Town of Pelham owns and operates a Water Loading Station at 294 Canboro Road. Minor maintenance tasks are performed throughout the year including backflow prevention device testing and sampling programs.

12. Backflow Prevention

The Ontario Building Code requires backflow prevention devices are to be installed at each connection to new buildings where a potentially severe health hazard may be caused by backflow. The Town relies on the Building Code to ensure that backflow preventers are installed in new buildings.

The creation of a backflow prevention policy, associated by-law and program is ongoing and in the final stages of completion and will be presented to Council for consideration in 2021. The MECP has been strongly encouraging the Town of Pelham to develop such a program for a number of years.

13. Leak Detection

The Town of Pelham did not complete a leak detection program for 2020.

14. Municipal Drinking Water Licensing Program

The Municipal Drinking Water Licensing Program is a five-stage initiative by the MECP under the Safe Drinking Water Act, 2002. The Town of Pelham maintains its Certificate of Accreditation as an Operating Authority for its water distribution system, and the system license and permit(s) are in place. **Table 6** lists the status of the key elements for water licensing.

Table 6 – Municipal Drinking Water Licensing Program Status

Stage	Status
License #072-101	Renewed July 23, 2019 – Expires July 22, 2024
Permit #072-201	Active and current – No expiry
Operational Plan	Updated to version 2.0 and endorsed by Council March 4, 2019
Accreditation	Maintains full accreditation. Expires May 24, 2021
Financial Plan	Updated in 2018, covering 2019 – 2024 inclusive

15. Quality Management System

The Quality Management System (QMS) is fully integrated into Water operations, and maturing and improving with time. Council should remain aware of its commitments in the QMS Policy, which is the framework upon which to set the QMS.

Several minor changes to internal procedures were completed in 2020 to be implemented in 2021. An updated QMS policy S801-01 will be brought to Council for approval in 2021.

The current Operational Plan is available through the network or in printed copies at select locations.

16. Infrastructure Review

The Infrastructure Review is a required component of the DWQMS, where infrastructure includes piping and related infrastructure, but also buildings, workspace, process equipment, hardware, software, and supporting services such as transport or communication. The purpose of the review was to assess the adequacy of the infrastructure necessary to operate and maintain the water system.

Recommendations from the annual 2020 review were translated accordingly into the 2021 water operational and capital budget requests, and into the 20-year Capital Plan updates, and are communicated in this report below.

The Infrastructure Review has been included in **Appendix A** of this report

17. Management Review

Management review is a required component of the DWQMS. In December 2020, the Director of Public Works and Manager of Public Works completed a management review of the QMS in alignment with the budget and capital planning process, in accordance with the Town's Operational Plan. Recommendations will be translated accordingly into future water operational and capital budget requests, and into the 20-year Capital Plan updates, and are communicated in this report below.

The Management Review has been included in **Appendix B** of this report

18. Internal Audit Results

Results from the QMS internal audit performed in November 2019 are summarized. The internal audit must be performed once per year.

The Internal Audit found one (1) minor non-conformance and three (3) opportunities for improvement. All non-conformances and opportunities for improvement were discussed during management review as action items.

The Internal Audit Results have been included in **Appendix C** of this report

19. External Audit Results

In April 2020, the Town engaged NSF as a third party auditor to the QMS, in accordance with the Town's drinking water license requirements.

No non-conformances or corrective action requests were identified. Three opportunities for improvement were identified.

The External Audit Results have been included in **Appendix D** of this report

Appendix A – Infrastructure Review

Infrastructure Review Summary

Revision #02 Document #QMS FORM 026

The Corporation of the Town of Pelham Drinking Water Distribution System	
Meeting Location:	Tice Road Operations Centre
Date / Time:	July 14, 2020 3:10 – 4:00pm
Attendees:	Jason Marr (DPW), Ryan Cook (MPW), Corey Sciarra (Engineering Tech)
Minutes Recorded by:	Sandra Tavares (Facilitator, Tavares Group Consulting Inc.)
Minutes to be distributed to:	DPW, MPW, Supervisor

Infrastructure Review Meeting Minutes	
Details / Discussion Points / Issues Identified	Recommendation (for budget ask) / Action Items (to be tracked via QMS LIST 006)
<p>Outcomes of the Risk Assessment</p> <ul style="list-style-type: none"> Reviewed the Town of Pelham's Critical Control Point (CCP), loss of chlorine residual, associated Critical Control Limit (CCL = 0.20 mg/L after routine flush) and processes in place to maintain (i.e., Spring/Fall and watermain flushing) and monitor (weekly distribution system Cl2 sampling). There have been no deviations from the CCL in 2019/2020 and there are no current implications to the capital request. No other risks / hazards to be addressed by budget aside from backflow which will need to be determined at a later date (e.g., responsibility of Council / Municipality vs. private) <p>Watermain – servicing, replacement, monitoring, operating & capital needs, other</p> <ul style="list-style-type: none"> Reviewed 2019 Infrastructure Review Summary and associated recommendations (current status is in bold text): <ul style="list-style-type: none"> Clare Avenue Watermain Replacement - development driven (development has been completed by Developer, but Town of Pelham portion is still not approved) Haist Street: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward (completed Fall 2019) Station Street: Hwy 20 to Port Robinson, Watermain Replacement - trench 	<p>No additional recommendations or action items.</p> <p>No additional recommendations or action items.</p>

Infrastructure Review Summary

Revision #02

Document #QMS FORM 026

Infrastructure Review Meeting Minutes	
Details / Discussion Points / Issues Identified	Recommendation (for budget ask) / Action Items (to be tracked via QMS LIST 006)
<p>only (WTR 02-18 still in progress)</p> <ul style="list-style-type: none"> - Water System Repair Equipment (annual) - Backflow Prevention Program (WTR 01-2018 repeated recommendation from MECP. Bylaw has been postponed from Spring 2020 due to COVID to Fall 2020 although backflow testing form in place; testing is estimated to take place Jan-2021 starting with surveys of properties for implementation in 2022 – linked to risk assessment outcome #11) • Reviewed 2018-2020YTD break histories to date: <ul style="list-style-type: none"> - 8 in total in 2018 (1 pulled by contractor on Hurricane [risk assessment outcome 8]) 2x Pelham St N, 2x Pelham St S, 1 Strathcona Drive, 165 Welland and 1441 Station St. (watermain to be replaced in these areas) - 7 in 2019 (5 contractor- and 2 ageing-related) - 6 in 2020 YTD (5 contractor-related) - Numbers continue to be in line with 5-10 / year with highest frequency in replacement process which is also dependent on funding/available reserves, wastewater and roads needs. • Reviewed the 2019/2020 projected 20-Year Capital and 2018 Pelham St S. (Welland St. to south limit) which is projected for 2024 with Pelham N. (originally recommended for 2016, watermain in service and complete). 2021 working 20-Year Capital to be approved Oct/Nov-2020 (includes annual request for inventory, Clare Ave (likely deferred to 2022); budget process to move to August / September 2020. 	
Hydrants – monitoring, servicing, operating & capital needs, other	No additional recommendations or action items.
No hydrant needs have been identified by the Fire Chief since Pelham St. Merrit to Quaker. Ties in with Water System Repair Equipment above if needed	
Main valves – monitoring, servicing, operating & capital needs, other	No additional recommendations or action items.

Infrastructure Review Summary

Revision #02

Document #QMS FORM 026

Infrastructure Review Meeting Minutes	
Details / Discussion Points / Issues Identified	Recommendation (for budget ask) / Action Items (to be tracked via QMS LIST 006)
Existing Pressure Release Valves (PRVs) – March 2020 inspection took place as part of the operating budget with no short-term concerns aside from 2022/2023 maintenance as per MPW; 2020 Final 20-Year Capital identified projected needs in 2034 and 2035 replacement	
Other appurtenances – operating & capital budget needs, other	
Bulk Station was discussed (identified 50-year life span) with no short-term concerns / implications to capital request.	No additional recommendations or action items.
Inventory and Tools – operating & capital needs, other	No additional recommendations or action items.
2 Colorimeters (4 in total) were replaced in 2019	
Software / hardware – capital needs, other	
Work Order software (all Public Works Departments) was approved for 2018 and now waiting for assets to be uploaded.	Action (2020-OFI-11): DPW to include tablets for Operators as part of the 2021 Budget ask.
Pumping Station <ul style="list-style-type: none"> Region attends the site once / month and contacts the Town in the event of an issue. A redundant pump is in place in the event of issues with the duty pump. The Region does intend on moving the Water Tower, at which point the pumping station will become obsolete. Study is ongoing and no timelines have yet been identified. Related to Risk Assessment Outcomes #s 1 and 2 and 2020-OFI-05 MECF Inspection Recommendation. 	No additional recommendations or action items.
Staffing	
New staff member in 2018 is now applying for a Class I licensing and no additional staffing required as per DPW.	No additional recommendations or action items.
Water Quality Complaints	
Annual summary in 'Complaint Summary' tab of 'Current Combined Water Ops	No additional recommendations or action items.

Infrastructure Review Summary

Revision #02

Document #QMS FORM 026

Infrastructure Review Meeting Minutes							
Details / Discussion Points / Issues Identified							
2015 onward spreadsheet ¹ was reviewed with MPW:							
	2016	2017	2018	2019	2020 YTD	TOTAL	
Air Complaints / Year – tied to watermain breaks (incl. approx. 75% contractor issues, natural watermain breaks dropped to 2-3 / year related to Haist, Welland and Pelham Sts.) and colour	3	1	1	2	0	7	
Colour Complaints / Year – internal plumbing issues have led to an increase in 2019 (e.g., rusty water tanks)	4	7	3	12	1	27	
Leaky Service Complaints / Year – replacement of water mains has reduced this number	5	22	3	2	0	32	
Low Pressure Complaints / Year – moves from one area to another	9	13	5	6	2	35	
Odour Complaints / Year	1	2	1	2	0	6	
TOTAL	22	45	13	24	0	107	
Best Management Practices (BMPs)							
<ul style="list-style-type: none"> QMS LIST 006 Corrective Action List <ul style="list-style-type: none"> 2018-OFI-13, 2019-OFI-01 and 2020-OFI-05 OPEN MECRP Recommendations are not deemed BMPs Corrective Action List Element 14 actions were reviewed with no further updates No additional BMPs identified 							
Recommendation (for budget ask) / Action Items (to be tracked via QMS LIST 006)							No additional recommendations or action items.

Appendix B – Management Review

Management Review Meeting Record

Document #QMS FORM 027

Revision #01

The Corporation of the Town of Pelham Drinking Water Distribution System	
Meeting Location:	Tice Road Operations Center
Date / Time:	December 3, 2020
Attendees:	Jason Marr (DPW), Ryan Cook (MPW), Dave Vaccaro (SWW), John Raso (Asset Management Analyst) & TGC Facilitator (Sandra Tavares)
Minutes Recorded by:	Sandra Tavares (TGC)
Minutes to be distributed to:	DPW, MPW and Council

2019 Management Review dated 19-Dec-2019 completed for the Nov-2018 to Dec-2019 period was communicated via <https://www.pelham.ca/en/living-here/resources/images/Appendix-B---2019-Municipal-Summary-Report.pdf> and approved 18-Feb-2020 via Committee of the Whole Minutes COW-02/2020 agenda number 4.4.1 (in OP binder).

Management Review Minutes are located at ops(M:\Public Works & UTILITIES DEPARTMENT\Water Distribution System\DWQMS\Management Review by year.

*Please refer to 2019 Management Review Data Summary Package dated 19-Dec-2019 for previous details reviewed for each of the inputs below.

Management Review Meeting Minutes (completion of Action Items to be tracked via QMS LIST 006)			
Input	Details / Discussion Points / Issues Identified / Decisions Made	Action Item(s)	Responsibility
1)	<p>NO Incidents of regulatory non-compliance:</p> <ul style="list-style-type: none"> - Last MECP Inspection took place 17-Dec-2019 with report issued 22-Jan-2020 with 100% Inspection Rating - Associated 'Recommendations and Best Management Practices' are identified in QMS LIST 006 with updates on open items provided by the MPW and SWW; all MECP inspection recommendations have been addressed (e.g., 2018-OFI-14 / 2017-IA-03 pertaining to logbook certified Operator entries completed 9-Apr-2018 was verified 5-Nov-2020 as part of the Internal Audit) except for item dated 2016-09-01 (which is also addressed in subsequent MECP Inspection Reports and linked to 2019-OFI-01 [verification needed due to backflow testing form use April 2020 at next TGC onsite day]) and 2020-OFI-05 relating to: <ul style="list-style-type: none"> i) Town baffles/mixing systems/rechlorination stations 	QMS LIST 006 to be shared with MECP for updates on 2019 same issues raised	MPW
			<p>Proposed Due Date</p> <p>20-Dec-2019 COMPLETED when additional MECP requested information was provided by 1-May-2020 requested date but MPW unsure if reviewed</p>

Management Review Meeting Record

Revision #01

Document #QMS FORM 027

Management Review Meeting Minutes (completion of Action Items to be tracked via QMS LIST 006)				
Input	Details / Discussion Points / Issues Identified / Decisions Made	Action Item(s)	Responsibility	Proposed Due Date
	installations, impact of higher pressure on older watermains and adjusting Pressure-Reducing Valve (PRV) strategies accordingly, and ii) visiting the new Port Colborne Barrick and King St. Roads and Well and Bemis Elevated Tanks for issues during construction and decommissioning / demolition.			
2)	Incidents of <u>adverse drinking-water tests</u> : - 2-2020 Total Coliform (TC) and high chlorine Adverse Water Quality Incidents (AWQIs) on 9-Sep (151917, resolved 14-Sep) and June 25 (150397, resolved 29-Jun) - Previously, 4 incidents in 2015 as per 'Current Combined Water Ops 2015 onward spreadsheet' 'Maintenance Activities' tab. Deviations from critical control point limits and response actions:	Not applicable (N/A)	N/A	N/A
3)	Last deviation from the identified CCL took place 10-Nov-2017 as per logbook (Town of Pelham W D System #260001604 Water Distribution System Operation Record for 24-Aug to 17-Jan-2018) – refer to Item 1 above relating to 2018-OFI-14 / 2017-IA-03 logbook entries which also document whether CCLs are reached. The effectiveness of the <u>risk assessment process</u> :	N/A	N/A	N/A
4)	A delayed Re-Assessment due to COVID was completed 2020-07-14 (previously 2-May-2017 and last reviewed 28-Oct-2019) as a precursor to review of infrastructure, conducted on the same day. There were no changes to ratings or the threshold with QMS SOP 020 SOP Frozen Service added as a control to #s 5 and 15 as a result of the same-day emergency exercise. <u>Internal / third-party audit results</u> : - Results of the internal audit 5-Nov-2020 were reviewed. The audit took place over a 2-day period, ½ of which was	Next proposed Mar-21 prior to NSF Re-Accreditation and to coincide with 2021 budget process (refer to 'DWQMS Timeline' tab of <u>QMS LIST 006</u>)	TGC	5-Mar-2020 COMPLETED 14-Jul-2020 due to COVID
5)		2019 findings to be addressed. Photos of colorimeters are to	TGC / MPW SWW	end of Q1 2020 - OPEN 31-Dec-2020

Management Review Meeting Record

Revision #01

Document #QMS FORM 027

Management Review Meeting Minutes (completion of Action Items to be tracked via QMS LIST 006)				
Input	Details / Discussion Points / Issues Identified / Decisions Made	Action Item(s)	Responsibility	Proposed Due Date
	<p>conducted offsite by a different TGC auditor to maintain independence with follow-up online interviews during the onsite portion. 5 OFIs were identified and added to added to <u>QMS LIST 006</u> (2019 led to 1 NonConformity + 4 OFIs) with elements 5 and 13 resurfacing in addition to elements 7, 15 and 21.</p> <ul style="list-style-type: none"> - 2019-OFI-05 (2019-IA-02) and 2019-OFI-07 (2019-IA-04) pertaining to correctly characterizing frozen [home] services within 'Current Combined Water Ops 2015 onward spreadsheet', currently identified as "scheduled" and confirmation of colorimeters remain open, the latter pending verification (<i>refer right for Action Item</i>). - The NSF external DWQMS audit took place 16-Apr-2020 by NSF with 2 OFIs, 2020-OFI-08 which remains open pending QMS PROC 021 supplier 12-hour response requirement update to ensure no reoccurrence as part of the 5-Nov-2020 Internal Audit verification and -09 pertaining to reliance on external resources which was closed during this meeting. 	<p>be provided for verification of 2019-OFI-07 (2019-IA-04).</p>		
6)	<p>Results of emergency response testing:</p> <p>Conducted 14-Jul-2020 (previously 17-Nov-2017 relating to watermain break) closing 2018-OFI-10 from the external audit (weather-related relating to QMS SOP 020 Frozen Service) with 2020-OFI-10 IN PROGRESS to review the use of a Drinking Water Advisory Form / Checklist as per QMS SOP 026 and changes made to a number of procedures noted in revision histories.</p> <p>Operational Performance:</p> <p>As per SWW:</p> <ul style="list-style-type: none"> • Sampling results is still being inputted within an excel spreadsheet, <u>Chlorine Residual Sampling Summary</u> by year (reviewed by MPW and lead / THMs / HAAs) to enable easier annual reporting; no trends / incidents were identified. • Maintenance as per 'Current Combined Water Ops 2015 	<p>Next proposed for 2023 as per 'DWQMS Timeline' tab of <u>QMS LIST 006</u></p>	TGC	5-Mar-2020 COMPLETED 14-Jul-2020 due to COVID
7)				

Management Review Meeting Record

Document #QMS FORM 027

Revision #01

Management Review Meeting Minutes (completion of Action Items to be tracked via QMS LIST 006)				
Input	Details / Discussion Points / Issues Identified / Decisions Made	Action Item(s)	Responsibility	Proposed Due Date
	<p>onward spreadsheet" was reviewed:</p> <ul style="list-style-type: none"> - PRVs (completed 5-Sep-2019 for the Region with pressure zone readings still done monthly as per 'Pressure Test' tab; 'Scheduled' 28-Oct- and 2-Nov-2020 PRV Maintenance was discussed - 2018/2019 annual valve maintenance (Q1 started in 2018 and finished Jun-2019 utilizing QMS FORM 14; Q2 was done in 2019 as well, Q3 scheduled for Fall 2020 and Q4 (large section) in 2021) - 2020 annual hydrant maintenance (including flushing, greasing, repair if needed) is also completed in 4 quadrants in one year (Spring to Fall); completion of individual hydrants are tracked using QMS FORM 002 and in logbook - 2020 dead end blow off flushing was completed in the Spring (23-Mar to 20-Apr) and Fall (Oct 5-22) and is documented on QMS FORM 001. • Discussion ensued re: Operational Performance criteria with no additional inputs identified but actions listed right generated 	Create a procedure for PRV maintenance.	MPW / SWW	April 2021
		Redefine valves / hydrants quadrants map.	MPW / SWW	1-Sep-2021
		Review procedure(s) for frequency.	TGC / MPW	1-Sep-2021
8)	<p>Raw water supply <u>reports</u> & drinking water trends:</p> <p>Region of Niagara reports reviewed annually by MPW identified no issues</p>	N/A	N/A	N/A
9)	<p>Follow-up on actions from <u>previous Management Reviews</u>:</p> <p>2019-OFI-08 to obtain a copy of the draft Ontario Watermain Disinfection Procedure sparked discussion on requirements and changes (e.g., Operator approval and onsite from start to finish for disinfection and change to watermain break and categories).</p> <p>Status of management actions items identified between reviews:</p>	Procedure to be reviewed by time license renewals.	SWW	1-Feb-2021
10)				

Management Review Meeting Record

Revision #01

Document #QMS FORM 027

Management Review Meeting Minutes (completion of Action Items to be tracked via QMS LIST 006)					
Input	Details / Discussion Points / Issues Identified / Decisions Made	Action Item(s)	Responsibility	Proposed Due Date	
	Refer to Item 10 directly above and closed 2020-OFI-09 in Item 5 above.	2020-OFI-12 ii) Consider making the OP in its entirety available electronically, considering Town Hall is closed due to COVID to be reviewed during Management Review	Admin-Assistant	1-Mar-2021 (following Annual Summary Report presentation to Council)	
11)	Changes that could affect the Quality Management System: <ul style="list-style-type: none"> - Refer to Item 9 above. - DPW had no follow up re: status of requirements under O.Reg. 588/17 Asset Management Planning for Municipal Infrastructure which is currently determined as not having an impact on the DWQMS - 2021 Annual Calibration proposed for Mar-21 prior to NSF on-site Re-Accreditation as per DWQMS Timeline 	i) Obtain a copy of the draft Ontario Watermain Disinfection Procedure. ii) Confirm dates of training for admin staff and annual calibration in 2020 as per meeting notice sent 27-Dec-2019 and DWQMS timeline.	MPW	i) 15-Jan-2020 - RESCHEDULED to 1-FEB-2021 ii) 5-Mar-2020 COMPLETED 14-Jul-2020 and included Operators + Engineering Technician	
12)	Consumer feedback (incl. complaints): Annual summary in 'Complaint Summary' tab of 'Current Combined Water Ops 2015 onward spreadsheet' was reviewed:	N/A	N/A	N/A	

COMPLAINT TYPE	2016	2017	2018	2019	2020 YTD
Air	3	1	1	2	0
Colour Complaints	4	7	3	12	3
Leaky Service Complaints	5	22	3	2	0
Low Pressure Complaints	9	13	5	8	4
Odour Complaints	1	2	1	2	1
TOTAL	22	45	13	26	8

Management Review Meeting Record

Revision #01

Document #QMS FORM 027

Management Review Meeting Minutes (completion of Action Items to be tracked via QMS LIST 006)				
Input	Details / Discussion Points / Issues Identified / Decisions Made	Action Item(s)	Responsibility	Proposed Due Date
13)	<p>Construction work on Station St. and associated connections needed and cast iron may have contributed to the increase of colour complaints in 2012. No other trends observed.</p> <p>The resources needed to maintain the QMS:</p> <p>MPW and DPW identified assistance services an asset and to continue into 2021, in response to 2020-OFI-08. Number of Operators OK until 2025 when work is required on the system. DWQMS Timeline tracks significant annual activities.</p>	N/A	N/A	N/A
14)	<p>The result of the <u>infrastructure review</u>:</p> <p>Status of 20-Year Projected Capital Budget was communicated to the Senior Leadership Team. Projects were documented within the updated Infrastructure Review Meeting Minutes (QMS FORM 026) conducted 14-Jul-2020 which also included the Risk Outcomes Re-Assessment. Operating budget presented 30-Nov to Council and recommended for approval with Capital budget scheduled for 7-Dec with both to be approved Jan-2021.</p>	More detailed review of 20-year projects (e.g., cast iron, from developers) prior to review of infrastructure	DPW	1-Apr-2021
15)	<p>Operational plan currency, content and updates (incl. need for re-endorsement):</p> <p>Some Operational Plan updates have been identified as a result of audit findings, etc. (e.g., 2020-OFI-12 [2020-IA-011]) with no need for re-endorsement in early 2021 as per MPW at time Annual Summary Report goes to Council as these are not major revisions and do not involve a new Council.</p>	N/A	N/A	N/A
16)	<p>Personnel suggestions:</p> <p>No additional details reviewed; actions have been given consideration and are being effectively tracked via QMS LIST 006 - 2018-OFI-13, 2019-OFI-01 (discussed above) and 2020-OFI-06 remain open related to backflow, calibration and Final Guideline for Canadian Drinking Water Quality for Chloramines, respectively.</p>	N/A	N/A	N/A
17)	General assessment of suitability, adequacy, and effectiveness	Spoke about continual	N/A	N/A

Management Review Meeting Record

Revision #01

Document #QMS FORM 027

Management Review Meeting Minutes (completion of Action Items to be tracked via QMS LIST 006)																																																
Input	Details / Discussion Points / Issues Identified / Decisions Made							Action Item(s)	Responsibility	Proposed Due Date																																						
	Audits identified the following positive trend: <table border="1"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> <th>2017</th> <th>2018</th> <th>2019</th> <th>2020</th> </tr> </thead> <tbody> <tr> <td>Internal Audit</td> <td>3 NCs, 5 OFIs</td> <td>5 NCs, 13 OFIs</td> <td>8 OFIs</td> <td>6 OFIs</td> <td>1 NC, 4 OFIs</td> <td>5 OFIs</td> </tr> <tr> <td>MECP Inspection</td> <td>2 NCs</td> <td>3 Recs</td> <td>4 Recs</td> <td>3 NCs, 5 Rec</td> <td>2</td> <td>TBD</td> </tr> <tr> <td>External audit (OFIs)</td> <td>4</td> <td>2</td> <td>2</td> <td>3</td> <td>2</td> <td>2</td> </tr> <tr> <td>TOTAL</td> <td>3 NCs, 9 OFIs</td> <td>5 NCs, 18 OFIs</td> <td>16 OFIs</td> <td>9 OFIs</td> <td>1 NC, 6 OFIs</td> <td>7 OFIs</td> </tr> </tbody> </table> Most findings are generated from internal audits and mostly OFIs. Corrective and preventive actions are being managed effectively. The QMS is deemed to be suitable, adequate, and effective.											2015	2016	2017	2018	2019	2020	Internal Audit	3 NCs, 5 OFIs	5 NCs, 13 OFIs	8 OFIs	6 OFIs	1 NC, 4 OFIs	5 OFIs	MECP Inspection	2 NCs	3 Recs	4 Recs	3 NCs, 5 Rec	2	TBD	External audit (OFIs)	4	2	2	3	2	2	TOTAL	3 NCs, 9 OFIs	5 NCs, 18 OFIs	16 OFIs	9 OFIs	1 NC, 6 OFIs	7 OFIs	improvement and through corrective action log. Less findings and associated risk. SWW / MPW / DPW actively involved and engaged in process.		
	2015	2016	2017	2018	2019	2020																																										
Internal Audit	3 NCs, 5 OFIs	5 NCs, 13 OFIs	8 OFIs	6 OFIs	1 NC, 4 OFIs	5 OFIs																																										
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TOTAL	3 NCs, 9 OFIs	5 NCs, 18 OFIs	16 OFIs	9 OFIs	1 NC, 6 OFIs	7 OFIs																																										
18)	Review and consideration of applicable Best Management Practices (BMPs) MECP website identified no BMPs. MECP recommendations (see input 1) are included within QMS LIST 006 (i.e., 208-OFI-13 and 2019-OFI-01 discussed above and generated from Staff Observations) as well as BMPs / Preventive Actions (latter classification as a result of DWQMS v2).							N/A	N/A	N/A																																						

Appendix C – Internal Audit



The Corporation of the Town of Pelham

Drinking Water Quality Management System (v2)
Internal Audit Report

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

Internal Audit Date: 5 November 2020

Report Distribution: Ryan Cook, *Manager of Public Works (MPW)*
Jason Marr, *Director of Public Works (DPW)*

A handwritten signature in black ink, appearing to read "S. Tavares", with a long horizontal stroke extending to the right.

Sandra Tavares, B.Sc., M.Sc., EP(EMSLA), EP-Sustainability

Report Issued: 25 November 2020

Project Objectives

Tavares Group Consulting Inc. was engaged by The Town of Pelham to conduct an Internal Audit of the Town's Drinking Water Quality Management System (QMS) against the Drinking Water Quality Management Standard (DWQMS V2). This audit was conducted to satisfy the requirements of the DWQMS Element 19 requirement to complete a QMS internal audit at least once every calendar year. Please see [Annex A](#) for auditor qualifications.

Project Scope

An on-site audit was performed 5-Nov-2020 at the Tice Road Operations Centre following an off-site documentation review, according to ISO 19011:2018 Guidelines for auditing management systems, including the Internal Audit Plan issued 7-Oct-2020 to confirm:

- the management system conforms with the applicable elements of the Standard; and
- the organization conforms with its own policies and procedures.

Results of prior internal and external audits were also considered and reviewed through the course of the audit.

An Opening and Closing Meeting was held. Attendees included:

- *Manager of Public Works*, and
- *Director of Public Works*

with the Water / Wastewater Supervisor as an audit participant.

Conclusions

The Town of Pelham's QMS conforms with:

- the applicable elements of the DWQMS, and
- its own policies and procedures.

The Operating Authority's (OA) commitment to the improvement of its QMS is evident and has the appropriate elements in place for further improvement.

In total, there were five [5] Opportunities for Improvement (OFIs) identified. Refer throughout the audit report for 2019 audit finding follow-up (*details regarding closure and verification can be found in QMS LIST 006*). A [Summary of Findings](#) has been provided below

with details in the [Comments](#) portion of the report; identification numbers (e.g., 2020-IA-XX) have been assigned for new findings.

2015 – 3 NCs, 5 OFIs
 2016 – 5 NCs, 13 OFIs
 2017 – 8 OFIs
 2018 – 6 OFIs
 2019 – 1 NC, 4 OFIs
 2020 – 5 OFIs

Confidentiality

This report was prepared exclusively for The Corporation of the Town of Pelham and is based on information collected during off- and on-site reviews. The scope of the project is described in this report and is subject to restrictions, assumptions, and limitations. As noted herein, the work was conducted in accordance with the scope of Tavares Group Consulting's proposal and Terms and Conditions.

Summary of Findings

Owner & Operating Authority: The Corporation of the Town of Pelham (Public Works)	
Auditors: Sandra Tavares (<i>Lead</i>) and Francis Chua (<i>Team Member</i>)	
Systems Reviewed: The Pelham Distribution System	
REQUIREMENT ↓	FINDING(S) ↓
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Records Control	OFI 2020-IA-01
6. Drinking Water System	C
7. Risk Assessment	OFI 2020-IA-02
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities and Authorities	C
10. Competencies	C
11. Personnel Coverage	C
12. Communication	C
13. Essential Supplies and Services	OFI 2020-IA-03
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	OFI 2020-IA-04
16. Sampling, Testing and Monitoring	C
17. Measurement & Recording Equipment Calibration and Maintenance	C
18. Emergency Management	C
19. Internal Audits	C
20. Management Review	C
21. Continual Improvement	OFI 2020-IA-05
C	Conforms to the requirement – See comments in body of report
Mj	Major Non-conformity
Mn	Minor Non-conformity
OFI	Opportunity for improvement – See Annex A
OFI *	Opportunity for improvement which may become a nonconformity if not addressed– See Annex A

Appendix D – External Audit



NSF International Strategic Registrations Audit Report

The Corporation of the Town of Pelham
20 Pelham Town Square Box 400
Fonthill, Ontario L0S 1E0 CAN

C0122277

Audit Type

Surveillance Audit

Auditor

James Pang

Standard

Ontario's Drinking Water Quality Management Standard Version 2
(Exp Date: 06-SEP-2021)

Audit Date(s):

04/16/2020 - 04/16/2020

Recommendation

Ontario's Drinking Water Quality Management Standard Version 2 :



Executive Summary

Ontario's Drinking Water Quality Management Standard Version 2	The DWQMS appears to be very customised and right to the point, which should make it easy to implement.
----------------------------------------------------------------	---------------------------------------------------------------------------------------------------------

Opportunities

Ontario's Drinking Water Quality Management Standard Version 2	See the three OFI
----------------------------------------------------------------	-------------------

Corrective Action Requests

There is NO Corrective Action Request in this audit.

Site Information

The audit was based on a sampling of the company's management system.

Industry Codes

NACE:E 41

Scope of Registration

Ontario's Drinking Water Quality Management Standard Version 2 : Pelham Distribution System, 072-OA1, Entire Full Scope Accreditation



Opportunities for Improvements

Ontario's Drinking Water Quality Management Standard Version 2

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p>Location of OFI Quality Management System;</p> <p>Discussed With Ryan Cook;</p> <p>Description Although the 21 elements were incorporated in the Operational Plan, some of the documentation reference are still pointing to the previous version of the DWQMS Standard, eg. QMS PROC 021. Therefore, the management is to consider to review the a;l documents making up the DWQMS to be consistency referring to the correct version of the DWQMS. ;</p>
Opportunities for Improvements (DWQMS)-02	<p>Location of OFI Communications;</p> <p>Discussed With Ryan Cook;</p> <p>Description Although QMS PROC 021 described communication between the top management and the four different parties required by the Standard adequately, may I suggest to elaborate within QMS PROC 021 on the subject of communication with supplies of essential services and supplies. For example, elaborate on the need for their commitment to be available to render help within 12 hours or to supply certain products such as pipe repair fittings in conformance with AWWA and other acceptable and reputable Standards. ;</p>
Opportunities for Improvements (DWQMS)-03	<p>Location of OFI Management Review;</p> <p>Discussed With Ryan Cook;</p> <p>Description Reviewed records of management reviews held in December 2018 and December 2019, and found to be acceptable. It was noted that on both occasions, the meetings were facilitated and recorded by the consultant who also conducted their internal audit in both years. Although these were not non-conformances, the management should develop staff to conduct audits and process functions internally. ;</p>

Processes

Audit Summary Matrix



Verification of CARs For Ontario's Drinking Water Quality Management Standard Version 2
Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR) N/A.
Discuss your evaluation in detail. No CAR from previous audit.

**Ministry of the Environment,
Conservation and Parks**

Drinking Water and Environmental
Compliance Division, West Central Region
Niagara District Office
9th Floor, Suite 15
301 St. Paul Street
St. Catharines, ON L2R 7R4
Tel.: 905-704-3900
1-800-263-1035
Fax.: 905-704-4015

**Ministère de l'Environnement de la Protection de
la nature et des Parcs**

Division de la conformité en matière d'eau potable
et d'environnement
Direction régionale du Centre-Ouest
Bureau du district de Niagara
9^e étage, bureau 15
301, rue St. Paul
St. Catharines, ON L2R 7R4
Tél.: 905-704-3900
1-800-263-1035
Télééc.: 905-704-4015

Wednesday, January 13, 2021

File: SI NI PE A540 – 2020-21
DWS# 260001604

Mr. Jason Marr
Director of Public Works and Utilities
20 Pelham Town Square
Fonthill, Ontario
L0S 1E0

Re: Pelham Distribution System Inspection Report

Dear Mr. Marr,

Please find the enclosed copy of the inspection report for the Pelham Distribution System initiated on December 14, 2020.

The items found within the section entitled “Non-compliance with Regulatory Requirements and Actions Required” outline non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or guidelines. Please ensure that the required actions are completed within the prescribed timeframe.

The items found within the section entitled “Summary of Best Practice Issues and Recommendations” provide information to the owner or operating authority outlining practices or standards established through existing and emerging industry standards that should be considered in order to advance current efforts. These items do not, in themselves, constitute violations. More recommendations are also provided within the body of the report.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as an Appendix of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system’s annual inspection and regulated water quality testing performance. Please note the attached IRR methodology memo describing how the risk rating

model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report. If you have any questions or concerns regarding the rating, please contact Zafar Bhatti, Water Compliance Supervisor, at (519) 400-6731.

Thank you for the assistance during the inspection. Please do not hesitate to contact me if you have any questions or concerns about the attached report.

Sincerely,



Sylvain Campbell, P. Eng.
Provincial Officer #1278, Water Inspector
Niagara District Office - West Central Region
Phone: (905) 321-9169
E-mail: sylvain.campbell@ontario.ca

Cc: Ryan Cook – Town of Pelham
Dave Vaccaro – Town of Pelham
Glen Hudgin - Niagara Public Health Department
Darrin MacKenzie - Niagara Peninsula Conservation Authority
Zafar Bhatti – Ministry of the Environment, Conservation and Parks
MECP Niagara District File



Ministry of the Environment, Conservation and Parks

PELHAM DISTRIBUTION SYSTEM

Inspection Report

Site Number:	260001604
Inspection Number:	1-NS384
Date of Inspection:	Dec 14, 2020
Inspected By:	Sylvain Campbell

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- Treatment Processes
- Treatment Process Monitoring
- Distribution System
- Operations Manuals
- Logbooks
- Contingency/Emergency Planning
- Security
- Consumer Relations
- Certification and Training
- Water Quality Monitoring
- Water Quality Assessment
- Reporting & Corrective Actions
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APPENDIX A: Stakeholder Appendix

APPENDIX B: MOE Audit Sample Results (if applicable)

APPENDIX C: Inspection Rating Report

OWNER INFORMATION:

Company Name:	PELHAM, THE CORPORATION OF THE TOWN OF	Unit Identifier:	
Street Number:	20		
Street Name:	PELHAM TOWN Sq		
City:	FONTHILL		
Province:	ON	Postal Code:	L0S 1E0

CONTACT INFORMATION

Type:	Director	Name:	Jason Marr
Phone:	(905) 892-2607 x313	Fax:	(905) 892-5055
Email:	jmarr@pelham.ca		
Title:	Director of Public Works and Utilities		
Type:	ORO	Name:	Ryan Cook
Phone:	(905) 892-2607	Fax:	
Email:	rcook@pelham.ca		
Title:	Manager of Public Works		
Type:	ORO	Name:	Dave Vaccaro
Phone:	(905) 892-2607	Fax:	
Email:	dvaccaro@pelham.ca		
Title:	Supervisor, Water/Wastewater		
Type:	Niagara Health Unit	Name:	Glen Hudgin
Phone:	(905) 688-3762	Fax:	(905) 641-4994
Email:	glen.hudgin@niagararegion.ca		
Title:	Manager, Environmental Health - Niagara Region Public Health Unit		
Type:	Niagara Conservation Authority	Name:	Darren MacKenzie
Phone:	(905) 788-3135	Fax:	
Email:	dmackenzie@npca.ca		
Title:	Director of Planning and Regulations		

INSPECTION DETAILS:

Site Name:	PELHAM DISTRIBUTION SYSTEM
Site Address:	20 PELHAM TOWN Square FONTHILL ON L0S 1E0
County/District:	PELHAM
MECP District/Area Office:	Niagara District
Health Unit:	REGIONAL NIAGARA PUBLIC HEALTH DEPARTMENT
Conservation Authority:	Niagara Peninsula Conservation Authority
MNR Office:	Guelph Regional Office
Category:	Large Municipal Residential
Site Number:	260001604
Inspection Type:	Unannounced
Inspection Number:	1-NS384

Date of Inspection: Dec 14, 2020
Date of Previous Inspection: Dec 17, 2019

COMPONENTS DESCRIPTION

Site (Name): Distribution (Water Inspection)
Type: Other **Sub Type:** Other
Comments:

The Town of Pelham Water Distribution System receives its supply of treated water from the Regional Municipality of Niagara's Welland Drinking Water System via a 750 mm diameter watermain. Raw water for the Welland Water Treatment Plant is taken from Lake Erie via the Welland Recreational Waterway. Two drinking water storage facilities are located within the Town of Pelham: the Shoalts Drive Reservoir/Rechlorination Station and the Pelham Elevated Tank. The Welland Water Treatment Plant and the two storage facilities are subject to a separate inspection as they are owned and operated by the Regional Municipality of Niagara.

The Town of Pelham owns and operates the water distribution system, which supplies drinking water to Fonthill and Fenwick urban areas in Pelham. The Pelham Water Distribution System supplies drinking water to approximately 12,546 people through approximately 84 kilometres of Town watermain ranging from 50 mm to 400 mm. The watermain are primarily cast iron, asbestos concrete, high pressure concrete piping, copper and PVC piping. There are approximately 569 hydrants and 683 valves located throughout the system. The Town owns a fill station with side-fill and a backflow prevention device as well as a residential pressure boosting station. The Town of Pelham does not provide any additional treatment or rechlorination.

Site (Name): Chestnut Ridge Pumping Station
Type: Other **Sub Type:** Pumphouse
Comments:

The Town owns the Chestnut Ridge booster pump station which is located on the Pelham's Elevated Tank property. There is one fire pump on site which supplies a small part of the Town when needed.

Site (Name): MOE DWS Mapping
Type: DWS Mapping Point **Sub Type:**

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg.170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on an inspection of a "stand alone connected distribution system". This type of system receives treated water from a separately owned "donor" system. This report contains the elements required to assess key compliance and conformance issues associated with a "receiver" system. This report does not contain items associated with the inspection of the donor system, such as source waters, intakes/wells and treatment facilities.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

This focused inspection included a review of operational records for the Pelham Distribution System (DS) from December 16, 2019 to December 15, 2020. Drinking Water Works Permit (DWWP) 072-201 and Municipal Drinking Water Licence (MDWL) 072-101, Issues 4, were approved on July 23, 2019. During the site visit, the inspector met with the Supervisor of Water/Wastewater.

Treatment Processes

- The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.

The only equipment required by the DWWP is the Chestnut Ridge Pumping Station. Due to the pandemic, the station was not visited however, the Supervisor of Water/Wastewater mentioned that the equipment was as per the DWWP. The station is inspected every 2 weeks.

- The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.

The status of the other Form 1 projects mentioned in the previous inspection report was:

Project Description	Approval Date	Date Commissioned	In DS Drawing?
1 - Station Street from Port Robinson Rd. to Regional Road 20	August 16, 2016	October 17, 2020	Yes
2 - Saffron Estates Phase 2	June 7, 2019	June 4, 2020	Yes

Treatment Processes

One Form 1 project was approved during the inspection period. The form appeared to meet the requirements of Condition 3 of Schedule B of the DWWP.

Project Description	Approval Date	Date Commissioned	In DS Drawing?
1 – Pelham St. North from Broad St to Shorthill Place	Feb. 3, 2020	April 6, 2020	Yes

- **Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.**

The Town's watermain commissioning and watermain repairs documentation met the requirements of the current Ontario Watermain Disinfection Procedure. The Town's Supervisor of Water/Wastewater was aware that an updated version of the Watermain Disinfection Procedure was released on August 1, 2020. Condition 2.3.2 of Schedule B of the plant's DWWP states the following:

2.3.2 Updated requirements described in condition 2.3 b) are effective six months from the date of publication of the updated Watermain Disinfection Procedure.

The Supervisor mentioned that he has reviewed the updated Ontario Watermain Disinfection Procedure and has been working to modify the Town's watermain repair/commissioning procedures and forms to meet the updated procedure's requirements. The Town is encouraged to finalize these updates by February 1, 2021.

During the log review, records of new live taps included a statement that an operator was present on site. The new procedure will require the records to include the names of the operators present on site during live tapping events.

Treatment Process Monitoring

- **The secondary disinfectant residual was measured as required for the distribution system.**

The Town took four chlorine samples during one day of the week and three samples on another day of the week at least 48 hours apart from the previous samples. The minimum free chlorine residual (FCR) concentration during the inspection period was 0.19 mg/L on June 11, 2020.

Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

The manuals included a distribution map which showed the sampling locations, main sizes, and hydrants. They also contained a drawing showing the location of the Town's Pressure Reducing Valves (PRVs) and a drawing indicating the flushing locations.

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Logbooks

- **Logbooks were properly maintained and contained the required information.**
- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Logbooks

Security

- **The owner had provided security measures to protect components of the drinking water system.**

The Chestnut Ridge pump station is located on the Pelham Tank's property, which is owned by the Region of Niagara. The Supervisor confirmed that the station was locked with an alarm within a fenced area. The Town's filling station had a keypad access system and a backflow preventor. Its internal parts were in a locked compartment.

Certification and Training

- **The overall responsible operator had been designated for each subsystem.**

Both the overall responsible operator (ORO) and his back-up have the appropriate certification for this Class 2 distribution system. The Pelham DS received a Class 2 DS Licence #1733 on November 9, 2005.

- **Operators-in-charge had been designated for all subsystems which comprised the drinking water system.**
- **All operators possessed the required certification.**

Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

The Town is required to take 20 microbiological samples per month including at least one per week. The samples are to be tested for Escherichia coli, total coliforms. In addition, at least 25% of these samples must also be tested for Heterotrophic Plate Count (HPC). The Town complied with the requirements during the inspection period as 6 to 12 samples were taken per week using 4 different sampling routes. All bacteriological samples reviewed were tested for HPC.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

The running annual average for haloacetic acid (HAA) for 2020 was 10.1 µg/L. The limit for this parameter is 80 µg/L. The Town took samples at three different locations per calendar quarter during the inspection period.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

The running annual average for trihalomethane (THM) for 2020 was 31.6 µg/L. The limit for this parameter is 100 µg/L. The Town took samples at three different locations per calendar quarter during the inspection period.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Water Quality Assessment

- **Records did not show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

During the inspection period, there were two adverse water quality incidents (AWQIs) reported to the Ministry for total coliform results of 1 CFU/100 mL. Flushing and resampling resolved the issues.

Reporting & Corrective Actions

Reporting & Corrective Actions

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**
- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**

Other Inspection Findings

- **The following issues were also noted during the inspection:**

The Town's Supervisor of Water/Wastewater mentioned that the Town has initiated its backflow prevention program but had to delay it because of the pandemic. He has the list of clients who will be contacted to obtain backflow prevention device installation status and require annual testing for the devices. The Town is encouraged to continue the implementation of its backflow prevention program as its topography makes it more prone to backflow.

- **The following items are noted as being relevant to the Drinking Water System:**

The Niagara Region is planning, within the next 5 years, to replace the Pelham Elevated Tank with a new 6 ML elevated tank in the vicinity of the existing tank. The Region is in the middle of the Environmental Assessment process and is expected to complete the assessment in the second quarter of 2021. As the new tank will have a higher elevation, the Region is planning to re-evaluate the pumping strategies at the Shoalts Reservoir and the location of its PRV's within the Town of Pelham to minimize the impact of the higher pressure in the Pelham's DS watermains. The Town has been involved in the Environmental Assessment process. The Town is encouraged to continue getting involved with the project.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The following issues were also noted during the inspection:

- 1 - The Town's Supervisor of Water/Wastewater was aware that an updated version of the Watermain Disinfection Procedure was released on August 1, 2020 and that Condition 2.3.2 of Schedule B of the plant's DWWP requires to meet the requirements of the updated procedure within six months its date of publication - February 1, 2021.
- 2 - The Town has initiated its backflow prevention program but had to delay it because of the pandemic. The Town prepared a list of clients to be contacted to obtain backflow prevention device installation status and require annual testing for the devices.
- 3 - The Niagara Region is planning, within the next 5 years, to replace the Pelham Elevated Tank with a new 6 ML elevated tank in the vicinity of the existing tank. The Region is in the middle of the Environmental Assessment process and is expected to complete the assessment in the second quarter of 2021.

Recommendation:

- 1 - The Town's Supervisor of Water/Wastewater mentioned that he has reviewed the updated Ontario Watermain Disinfection Procedure and has been working to modify the Town's watermain repair/commissioning procedures and forms to meet the updated procedure's requirements. The Town is encouraged to finalize these updates by February 1, 2021. The Town is also reminded that the new procedure will require the records to include the names of the operators present on site during live tapping events.
- 2 - The Town is encouraged to continue the implementation of its backflow prevention program as its topography makes it more prone to backflow.
- 3 - The Town is encouraged to continue getting involved with the Pelham Elevated Tank replacement project.

SIGNATURES

Inspected By:

Sylvain Campbell

Signature: (Provincial Officer)



Reviewed & Approved By:

Zafar Bhatti

Signature: (Supervisor)



Review & Approval Date:

January 12, 2021

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

Appendix A:

Stakeholder Appendix

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

Appendix B:

Ministry Audit Sample Results (If Applicable)

Appendix C:

Inspection Rating Report

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2020-2021)

DWS Name: PELHAM DISTRIBUTION SYSTEM
DWS Number: 260001604
DWS Owner: Pelham, The Corporation Of The Town Of
Municipal Location: Pelham

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Adhoc
Inspection Date: December 14, 2020
Ministry Office: Niagara District

Maximum Question Rating: 230

Inspection Module	Non-Compliance Rating
Treatment Processes	0 / 39
Operations Manuals	0 / 28
Logbooks	0 / 18
Certification and Training	0 / 28
Water Quality Monitoring	0 / 51
Reporting & Corrective Actions	0 / 45
Treatment Process Monitoring	0 / 21
TOTAL	0 / 230

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2020-2021)

DWS Name: PELHAM DISTRIBUTION SYSTEM
DWS Number: 260001604
DWS Owner: Pelham, The Corporation Of The Town Of
Municipal Location: Pelham

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Adhoc
Inspection Date: December 14, 2020
Ministry Office: Niagara District

Maximum Question Rating: 230

Inspection Risk Rating	0.00%
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FINAL INSPECTION RATING:	100.00%
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APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

RISK = LIKELIHOOD × CONSEQUENCE
(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

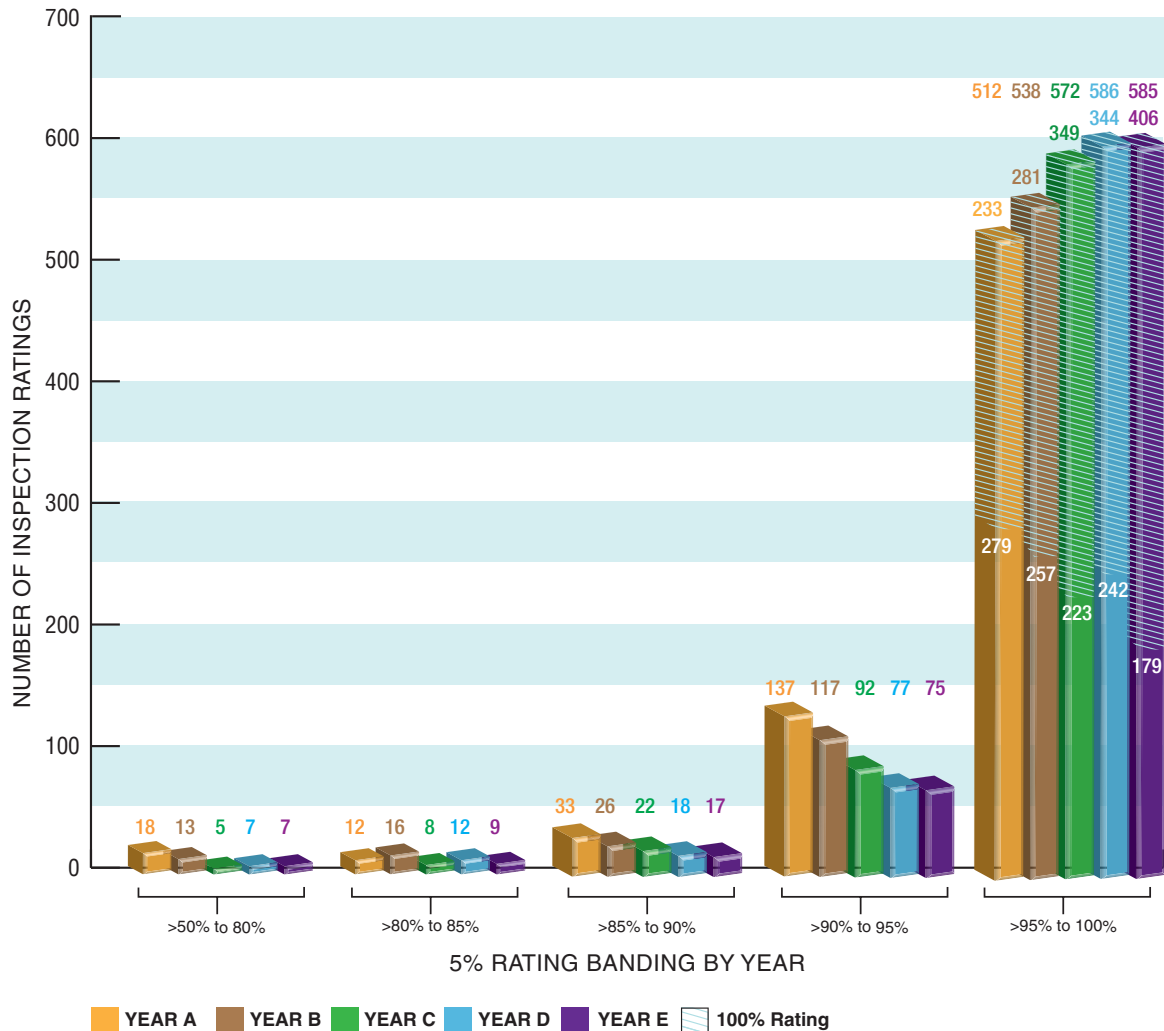
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry’s Chief Drinking Water Inspector’s Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

1. Source

2. Permit to Take Water

3. Capacity Assessment

4. Treatment Processes
5. Treatment Process Monitoring

6. Process Wastewater

7. Distribution System

8. Operations Manuals
9. Logbooks

10. Contingency and Emergency Planning

11. Consumer Relations

12. Certification and Training
13. Water Quality Monitoring

14. Reporting, Notification and Corrective Actions

15. Other Inspection Findings

For further information, please visit www.ontario.ca/drinkingwater

Subject: Operational Challenges Resulting From Critical Fleet Breakdown

Recommendation:

BE IT RESOLVED THAT Council receive Report #2021-0045, Operational Challenges Resulting from Critical Fleet Breakdown, for information.

Background:

On February 5th, 2021 while responding to winter weather, unit 324, being a 2003 Ford F-350 experienced a catastrophic transmission failure which has resulted in its removal from service.

Unit 324 is the oldest 1-ton dump truck in the fleet and is fully utilized throughout the year. During the winter season, unit 324 is outfitted with a multi-position snow plow blade and a salter unit. This piece of equipment is required to clear snow and treat roads not suitable for the larger snow plow units and tractors. During the remainder of the year it is utilized primarily for road patching and repair activities in accordance to O.Reg 239/02 Minimum Maintenance Standards under the *Municipal Act, 2001*.

Due to a history of expensive repairs, frequent breakdowns, and its critical operational status, Unit 324 has been proposed for replacement annually beginning in 2017.

Unit 324 was planned to be replaced with a vehicle designed for light forestry operations while the existing 2011, 1-ton currently used for forestry, but not suited specifically for that task, was to be reassigned to roads maintenance operations.

Unit 324 was approved for replacement in 2021 as a standard 1-ton dump truck.

Analysis:

After a service life of sixteen years, unit 324 required approximately \$9000 in repairs to remain in operation through 2019 and 2020.

Staff have received quotes of \$6800 to complete repairs to the transmission and transfer case, contingent on the availability of parts for the now eighteen year old vehicle. It is expected that further repairs are required to replace the fuel injector pump, front locking hubs, oil pan, and transmission linkage totaling and additional \$6700.

Due to the cost of repairs and the unknown availability of parts, staff are not pursuing repair of the eighteen year old vehicle that is scheduled for replacement in the current budget year.

The fleet does not have the capacity to absorb the loss of this vehicle for either winter or regular operations and it does not have a backup unit. Staff are investigating the possibility of a short term rental truck for road maintenance operations and have assigned its winter route to the winter maintenance contracted service provider at a cost of \$960 per operation for the remainder of the season.

Financial Considerations:

It is anticipated that the cost of contracting out the route assigned to unit 324 for the remainder of the 2020-2021 season will be an additional \$9600. With a generally mild winter to date there should be capacity in the existing Winter Operations Budget to cover the extra costs.

Staff have not received information on whether a 1-ton truck is available for rent or is associated costs at the time of authoring this report. The additional cost of a monthly rental will have a negative impact on the Fleet Maintenance budget.

Alternatives Reviewed:

The reassignment of vehicles within the Public Works Operations Department was reviewed however the fleet does not have the capacity to do so without a major loss in operational efficiency. Because the minimum maintenance standards are time based (essentially providing a litigation shield if winter maintenance is commenced and/or completed within a certain amount of time), the Town and its insurance cannot tolerate the decline in service that would necessarily result from the reduced operational efficiency associated with non-replacement.

Strategic Plan Relationship: Risk Management

Unit 324 is heavily used in both the repair and winter maintenance of the Town of Pelham's transportation system. The loss of this vehicle will have an impact on the department's ability to meet the requirements under the Minimum Maintenance Standards without the use of contract services and short term vehicle rental.

Consultation:

The Town of Pelham Fleet Maintenance Technician was consulted in the preparation of this report.

Other Pertinent Reports/Attachments:

There are no pertinent reports or attachments.

Prepared and Recommended by:

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

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

January 27, 2021

Nancy J. Bozzato
Town Clerk
Town of Pelham
20 Pelham Town Square
Fonthill, ON L0S 1E0

Sent via email: njbozzato@pelham.ca

**Re: Support for 988 Crisis Line
Our File 35.11.2**

Dear Ms. Bozzato,

Please be advised that the Council of the City of St. Catharines, at its meeting held on January 18, 2021, gave consideration to your Council's resolution respecting the above-noted matter.

The Mayor and Members of Council received and filed the resolution, directing no further action.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:em



January 30, 2021

To Pelham Council
From: Niagara Chapter Trout Unlimited Canada
Re: Rice Road Stormwater Pond erosion

The upcoming staff report on outflow from the Stormwater Management Pond at Highway 20 and Rice Rd. is an opportunity to correct a longstanding problem that has caused major damage to the fragile headwaters of Twelve Mile Creek, not to mention the adjacent properties owned by Pelham Cares and the Fonthill Lion's Club. As we have noted in previous correspondence and as reported in the local media, erosion from the outflow culvert under Highway 20 has been measured at 70 centimeters during a single storm event.

The sediment being swept downstream into this the last remaining coldwater watershed in Niagara is resulting in damage to property and degradation of threatened Brook Trout habitat. With the ever-increasing density of development in East Fonthill, this situation will only get worse unless action is taken.

We strongly encourage Council to take appropriate and immediate action to counter the damaging effects of the inadequately designed outflow from this stormwater pond.

In the past, we have proposed several solutions to staff, as designed by Fluvial Geomorphologist, Prof. Ian Smith, the Chair of the Niagara Chapter's Project Committee.

We continue to stand ready to assist with remedies in any way we can. For example, should it be determined that tree planting to stabilize and shade the pond is a desired solution, our Chapter may be able to provide some resources and volunteer labour for planting.

We look forward to continuing our working relationship with Pelham Council and staff for the betterment of Pelham's natural heritage.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dennis Edell".

Dennis Edell,
President,
Niagara Chapter, Trout Unlimited Canada



**MOTTO MAKERS
Fonthill Lions Club Inc.
103 Hurricane Road
Fonthill Ontario L0S 1E0**

Feb.2,2021

To Pelham Council

c/o Town Clerk Nancy Bozzato

njbozzato@pelham.ca

In consideration of the upcoming staff report on the outflow from the Rice Road stormwater management pond, The Fonthill Lion's Club would like to encourage the Town to take appropriate action to counter the effects of the excessive outflow through the culvert on Highway 20. During storms, the outflow through that culvert is both dangerous and damaging and the evidence of the dramatic erosion is very clear to see. The Niagara Chapter of TUC has measured the erosion during one storm at 70 centimeters of soil swept away from the streambed. We encourage Council to take whatever steps may be necessary to stop the erosion of Lion's Club property and the potential for further damage.

Sincerely

A handwritten signature in blue ink, appearing to read 'Ernest J. DeL...'.

Fonthill Lions Club Inc.

Treasurer

Recipient: Town of Pelham Council

Letter: Greetings,

This Petition is to raise awareness of proposed development that would impact the undivided section of the Steve Bauer Trail between Port Robinson Road and Merrit Road in Fonthill.

The trail will soon have new developments on both sides, with an extension of Station Street on on the east. Developments will be on the east & west side of this section of the Steve Bauer Trail, and two roadways are planned to go through the trail to join the developments. If we don't fight to preserve we will lose the the last undivided path. Imagine the traffic destroying our last undisturbed natural walkway in old Fonthill.

Please sign and share this Petition to help preserve this beautiful section of the Steve Bauer Trail.

Petition:

WHEREAS; The Town of Pelham East Fonthill Draft Urban Design Guidelines (2014) state; The Steve Bauer Trail is to be PRESERVED. The Government of Ontario, Niagara Region and Town of Pelham Planning-Development Policies convey tenets such as; Protection of ecological systems including natural areas, features and functions; promotes development and land use that conserves biodiversity; fosters development that conserves natural resources and maintains or enhances natural systems; promotes green spaces; considers the health and integrity of the broader landscape. The Steve Bauer Trail (SBT) is a 28 metre wide allowance- Town of Pelham nature trail.

I/We, the undersigned, petition the Council of the Town of Pelham as follows:

1. To permanently protect for the trees, shrubs and vegetation of the SBT between Port Robinson Rd. and Merritt Rd.
2. To work with the Kunda Park/Forest Park developer to preserve the SBT in its present form so as to minimally disturb the natural setting.

3. To remove the planned roadways crossing the SBT and replace them with entrance access (non-motorized) for pedestrian users and new residents of the development.
4. To move the proposed storm water management drainage ditch running alongside the SBT off Town of Pelham land and locate it on the developer's property.
5. To further preserve the Town of Pelham's trees and natural landscape and the addition of a natural buffer zone between the SBT and the road, by the re-location of the planned Station Street extension by off-setting this new road by an additional 10 metres to the East.
6. To ensure that any SBT closure necessitated due to construction be kept to an absolute minimum.

Comments

Name	Location	Date	Comment
Margaret Reid	Stoney Creek, Canada	2020-12-13	"Green spaces need to be saved, not artificially moved or replanted which take years to grow"
Victoria Royer	Toronto, Ontario, Canada	2020-12-13	"It's the absolute right thing to do."
ANNMARIE BESTWARD	Welland, Canada	2020-12-13	"Our wild life are essential. I am speaking for those that cannot"
Joann Prior	Fonthill, Canada	2020-12-13	"We now live in fonthill and love the Steve Bauer Trail system"
Kerry Black	Etobicoke, Canada	2020-12-13	"I grew up in Fonthill. I grew up with Steve Bauer. We all need nature trails."
Lourine Hollingshead	Fonthill, Canada	2020-12-13	"Keep the beauty of the Bauer Trail,a great place to walk or bike."
Nancy Kittle	Brockville, Canada	2020-12-13	"It is time for our planet, all of nature, all its people and all animals to be safe, loved and cared for. It is time for every government to be loving, honest, honourable and truly working for the betterment of all. It is time for positive change now! No more destruction of nature. We do not own the animals, or water or the view, but are a part of it and it is our duty to look after the earth and all living things here. All people deserve a world that values cooperation and caring, and a government that embeds these values in their public policies. That respects nature and lives within its limits and where the rights of all are adhered to and protected by law."
Guido Mueller	Welland, Canada	2020-12-13	"Because too much of nature has already been flattened by men with dozers. We need to preserve the few natural areas we have left."
Alicia Lukacs Hall	Welland, Canada	2020-12-13	"I honour Mother Gaia and all that she offers to us-her magical forests, trees, plants, animals, water and more! She gives us so much for our mind body and soul!"
Jenny Gregory	Niagara Falls, Canada	2020-12-13	"Jenny Gregory"
KayKay Amigo	Canada	2020-12-14	"I am opposed to the cutting down of any trees along the SBT, or of any damage to the vegetation or the watershed."
Devin November	Canada	2020-12-14	"I don't want further development in my town to also encroach on green space. Let local politicians know we are watching."
David Reid	Fonthill, Canada	2020-12-14	"This beautiful trail needs to be preserved as closely as possible to how it is now. Many people use it, and it gives a feeling of how Fonthill used to be."
Jean Haapamaki	Fonthill, Canada	2020-12-14	"Jeani Haapamaki"

Name	Location	Date	Comment
Aleks Synos	Saint Catharines, Canada	2020-12-14	"Trails need to be preserved"
Allison Fox	Welland, Canada	2020-12-14	"We love on this beautiful path and have the pleasure of walking it daily, and seeing others do the same. Don't divide it!!"
Heather Armstrong	Welland, Canada	2020-12-14	"To protect the Steve Bauer trail from being interrupted by roadways linking new home developments. We must protect the trees, wildlife and habitant from destruction. Now is the time to protect the only untouched portion of the SBT. Especially during these Covid 19 times, the residents of Fonthill need the peace of mind this piece of the Steve Bauer Trail provides. The Town of Pelham needs to Take a stand now! To say no to the developers and yes to the people to protect this trail!"
Benjamin Fox	Welland, Canada	2020-12-14	"Remember the song they paved paradise put a subdivision I don't want that I like birds and all of nature once it's gone it's gone"
Angela hemming	Saint Catharines, Canada	2020-12-14	"We need to be saving mother Earth to protect the trees and the plants that we need to survive and she also needs to survive"
Dorothy Prickett	St. Catharines Ontario, Canada	2020-12-14	"I used to live in Fonthill and loved walking on the Bauer Trail. It is such a lovely area and deserves to be preserved."
Lois LaCroix	Welland, ON, Canada	2020-12-14	"Lois LaCroix - Despite my address, I do live in Fonthill and use the trail frequently, along with a number of residents, including school aged children who use the trail as a safe way to get to school. Less traffic means less hazard!"
Lynn Tremblay	Welland, Canada	2020-12-14	"Sick and tired of our green spaces being destroyed by greedy developers who don't care but for the money that can be made and the city hall that only sees the tax dollars."
Judy Feeley	Welland, Canada	2020-12-14	"My family and I use the trail, and want it preserved for generations to come."
Lisa North	Toronto, Canada	2020-12-14	"We need to keep the green spaces we have."
Marcia Malloy	Fonthill, Canada	2020-12-15	"I have used the Steve Bauer trail for over 17 years and it has provided a crucial nature refuge from the busyness of life. I have slowly seen the loss of animal habitat and wildlife as the trail has become wider and now paved. At a time when we need access to natural places for our mental and physical health more than ever, we cannot afford to lose this last wild space to further destructive developments and cookie cutter homes. Please preserve this precious space for the health of our town's citizens and future generations to enjoy."
Tanya Renee Whitford	Ottawa, Canada	2020-12-15	"If Marci says it's important, it's IMPORTANT."
Janet Henderson	Port Colborne, Canada	2020-12-15	"Fonthill is overdeveloped now! Government has enabled paving over some the the richest soils in the country. Further development speaks to greed and wilful ignorance."

Name	Location	Date	Comment
Karen McMurray	Saint Catharines, Canada	2020-12-15	"Enough is enough. Leave our precious greenspace alone."
Chris Georgiev	Saint Catharines, Canada	2020-12-15	"I grew up playing on this trail. Also buying a home here would love to have the trail for the kids"
Debbie Burden	Port Colborne, Canada	2020-12-15	"I'm signing because nature NEEDS TO BE PRESERVED!! This is a beautiful trail and it needs to stay that way"
Keith Moore	Pelham, Canada	2020-12-15	"I'm signing because I feel it is a travesty that the Town of Pelham has reached a crossroad having sold their sole in exchange for development fees and future property taxes over preserving trails & woodlands. I was shocked that Pelham chose to asphalt the trail rather than seek other options to preserve the upper tier funding that was at risk. The Town of Pelham needs to substantially raise the bar with developers and businesses seeking to establish in this community. They need to create development integration standards, stronger park policies & a publicly crafted and viewable 25-50 year plan for preservation."
Deb Young	Niagara, Canada	2020-12-15	"ENOUGH WITH FREAKIN DEVELOPERS TAKING EVERY LAST FREAKIN TREE IN THE NIAGARA REGION!!!! GO SOMEWHERE ELSE!"
Melissa Devitt	Fonthill, Canada	2020-12-15	"I live in Fonthill and use this trail daily. I want to continue to use it and to escape from the development the town has experienced."
Maria Aquino-Liszt	Welland, Canada	2020-12-15	"Natural habitats have to be protected from human interference."
Joanne Jones	Toronto, Canada	2020-12-15	"One of the prettiest trail around,love walking it."
Sauli Lianga	Fonthill, Canada	2020-12-15	"It is the best hiking spot behind my house"
Amy Bordynuik	Niagara, Canada	2020-12-15	"Too much destruction of the greenspace in our little Niagara. There is no other Niagara and all the unique natural wonders that come with it in the world. Our ecosystems are becoming so out of balance for greed, money and development. Its truly heartbreaking.💎"
Megan Good	Saint Catharines, Canada	2020-12-15	"I love nature"
Brenda Burger	Fonthill, Canada	2020-12-15	"I am signing because I have loved this nature trail for years! It is a place to hide from all the construction and peacefully take a walk. I am not against a paved trail as some are. I think it makes it more accessible to people of all abilities. People with canes and walkers, mothers with baby strollers can enjoy it too. Before paving only the physically fit could maneuver the pot holes and mud. I think it was a trade off. I don't even want to see walking trails from subdivisions cut through the trail. We all join the trail from Merritt Rd. or Port Robinson and I think those in new subdivisions should too young keep the integrity of the trail."
(Sarah) Michelle Johnson	Duncan, BC, Canada	2020-12-15	"I grew up here- this trail is important for both humans, farms and wildlife."
William Murphy	Welland, Canada	2020-12-15	"This is in my neighbourhood"

Name	Location	Date	Comment
Eric Roberts	Oakville, Canada	2020-12-15	"Important issue!"
Sara Murray	Fonthill, Canada	2020-12-15	"So much development so quickly in Fonthill has led to the destruction of nearly all the old trees and natural habitats surrounding the town. The Steve Bauer trail should be preserved!"
Lyne Dodgson	Grimsby, Canada	2020-12-16	"...because trees are life!"
Rebecca Spry	Fonthill, Canada	2020-12-16	"We use this almost daily."
Andrea Wilson	Welland, Canada	2020-12-16	"We walk and in the summer, bike down it, several times per week. It is relaxing and makes you feel like you are out in nature, not a subdivision. Please do not put roads through it."
Joanne Charbonneau	Grimsby, Canada	2020-12-16	"Preserving nature is very important. People need to be in nature to be healthy"
Danielle Giles	Welland, Canada	2020-12-16	"There are no trails left to use in fonthill. We are sick of the development."
Marika Reed	High Wycombe, England, UK	2020-12-16	"Mental health and environmental health is vital."
lance wiebe	Pelham, Canada	2020-12-16	"I want to preserve our natural beauty and not become another barren suburbia like we see happening all around us."
Brian Baty	Fenwick, Canada	2020-12-16	"Need to explore all options including detailed research of areas with potential artifacts."
Lukas McKee	Orillia, Canada	2020-12-16	"Pelham needs to keep what forest they have left, I grew up there and since the 1980's so much of the bush has been mowed down to put up more houses its barely recognizable anymore, what a shame!"
Natalia Shields	Fonthill, Ontario, Canada	2020-12-16	"The Steve Bauer Trail is a valuable asset to Fonthill and its citizens. It provides an attractive venue for residents to walk, run or cycle for exercise, pleasure and mental well being. What makes the trail special is that it is bordered by diverse woodland on both sides and is uninterrupted by public roadways between Port Robinson Rd and Merritt Rd., making it a very safe and nature-immersive experience for users, young and old. And now that the trail is paved, mothers with baby carriages and folks using a wheel chair can make use of it too. Cutting trees down along the trail would diminish the trail's beauty and send the wrong message to the community...one that says we have no respect for the environment and are ignoring the call to do whatever we can to mitigate climate change in our neighbourhoods. Trees are carbon absorbers and oxygen producers! We should protect and venerate our tree friends at all cost! Fonthill needs to develop strong rules about tree conservation and must not cave to developers' pr"
Nancy Elkin	Saint Catharines, Canada	2020-12-16	"We need more greenspaces for both human and insect, bird etc activity. We cannot keep paving over and developing every bit of land."

Name	Location	Date	Comment
Sandra Caggiano	Welland ontario, Canada	2020-12-16	"Save it. Please."
Michelle landry michelle1001001@hotmail.ca	st.catharines, Canada	2020-12-16	"My parents have lived in Fonthill since 1967.We have seen it as a rail line, and then turned into a greenspace for all, to hike with family and pets.Please, leave it be. Please!"
Rachelle Dekoe	Welland, Canada	2020-12-16	"Leave the little bit of green space we have!!"
Jos Nolle	Fonthill, Canada	2020-12-16	"It is such a beautiful trail, please leave it exactly the way it is. So many people use it, walkers, bird watchers, cyclists. This trail is key to so many peoples quiet enjoyment!"
Jason O'Marra	Hamilton, Canada	2020-12-16	"It's a beautiful place to be."
Melissa Morgan	Toronto, Canada	2020-12-16	"I grew up in this area and love this trail"
jennifer derocco	st catharines, Canada	2020-12-16	"Of a friend"
Wendy McKee	Edmonton, Canada	2020-12-17	"I grew up in Fonthill and so much of the surrounding natural forest is gone. It was where we hung out, where we had fun, where we connected with nature. It's important!"
Pauline hayden	Fonthill, Canada	2020-12-17	"I want to preserve our trails"
Terry Purser	Thorold, Canada	2020-12-17	"There is no way this development should happen"
Mackenna Belding	Fonthill, Canada	2020-12-17	"There is too much development we need to keep nature"
Steve Kelley	Niagara Falls, Canada	2020-12-17	"This is occurring more and more often, and we do need to take a stand. About time."
Frances Lawson	Thorold, Canada	2020-12-17	"We must preserve nature. We have enough houses! Remove \$ signs from our eyes before it is too late & we don't have any undeveloped areas to enjoy!!"
Daniella Stukel	Pelham, Canada	2020-12-18	"Protect out town of Fonthill"
Sherry MacPherson	Thorold, Canada	2020-12-18	"Must conserve for community enjoyment!"
Jane Barnet	Canada	2020-12-18	"Jane Barnet"
Ken Venhuizen	Fonthill, Canada	2020-12-18	"Nature is important. This trial is a peace of nature in a urban setting"
john leggett	London, Canada	2020-12-18	"Build up not out. We are losing too many green treasures like this one."
Rod Burns	Heriot Bay, Canada	2020-12-18	"Humans have enough travel corridors! They don't more, cutting through a park!"
Catherine Schau	Milton, Canada	2020-12-19	"Preserving natural areas is vital to our well-being and survival."

Name	Location	Date	Comment
Cath Thompson	Etobicoke, Ontario, Canada	2020-12-19	"This is a real gem and needs to be reserved."
Linda Smith	Fonthill, Canada	2020-12-19	"It's time to get rid of town council.....NOT THE STEVE BAUER TRAIL."
Gaye Impey	Niagara-on-the-Lake, Canada	2020-12-21	"I have friends who use this walkway...we need more green space not less."
Jeanie Maennling	Lanark, Ontario, Canada	2020-12-22	"We all need trees and walkways to get back to nature and stop thinking of Covid and all the other crazy things that are happening in this world. Save the trail!"
James Smith	Dunnville, Canada	2020-12-24	"We need as many trails as we can get."
Gerda Smith	Dunnville, Ontario, Ontario, Canada	2020-12-25	"It is important to the community and for the love of being outside on a natural trail."
Emma Kate Jeffery	Fonthill, Canada	2020-12-26	"This is my hometown and I want to preserve the nature that we have and ensure it is maintained."
Manpreet Singh	Surrey, Canada	2020-12-26	"We dont have right to harm our environment and our beautiful nature."
Emmery Neuperger	St. Catharines, Ohio, US	2020-12-28	"Keep the trail and surroundong area, as is."
Sue Jackson	St Ann's Ont, Canada	2020-12-28	"Sue Jackson to preserve our natural trails"
Karyn Wismer	Thorold, Canada	2020-12-28	"This is a beautiful piece of nature that many of us residents enjoy."
Scott Strike	Fonthill, Canada	2020-12-28	"Developers should not be cutting through the trail. There is so much land in Pelham and this is not the right way to develop."
Megan Lynn	Saint Catharines, Canada	2020-12-28	"This is a beautiful trail with so many little baby roads and fireflies in the summer. It would be awful to have that taken away from the public. I hope the developers reconsider."
Rosemary Chupik	Welland, Canada	2020-12-28	"Michael Chupik"
Mark Setterberg	Houston, Texas, US	2020-12-29	"It's the right thing to do."
Jay Hill	Brampton, Canada	2020-12-29	"We must protect nature at all costs"
Jenny W	Welland, Canada	2020-12-30	"WE need to preserve what green spaces we have left"
Tracy mile	Ridgeville, Canada	2020-12-30	"Walking Trails are needed in communities, hope racing and training cyclists aren't allowed though."
Samantha Culliford	Burlington, Canada	2020-12-31	"Natural spaces must be preserved"
Jennifer Alexander	Fonthill, Canada	2021-01-01	"I"

Name	Location	Date	Comment
Sarah Mccann	Saint Catharines, Canada	2021-01-03	"There's simply no reason to take it away, leave our beautiful natural fonthill these trails and small town feel is why we live here."
sigrid christianson	Pelham, Canada	2021-01-05	"There is enough development in the area! We need and cherish our green spaces."
sandra gibson	Fonthill, Canada	2021-01-05	"We need to preserve nature corridors. Once developed we will never get them back!!"
Roger Wyatt	Canada	2021-01-06	"If we don't fight to preserve we will lose the the last undivided path. Imagine the traffic destroying our last undisturbed natural walkway in old Fonthill."
Janet damude	Kitchener, Canada	2021-01-06	"Janet DamudePelham needs peaceful places to walk"
jackie proulx	Welland, Canada	2021-01-07	"i'm tired of this concert jungle. leave the nature and trails and such in tact for people who enjoy them."
Sheila Ross	Thorold, Canada	2021-01-07	"People need nature."
Suzanne LaRose	Welland, Canada	2021-01-12	"I am a regular user of the Steve Bauer trail since 2008 when we moved here. We walk and bike the trail, the Fonthill section being the most beautiful part. Please do not remove the trees or add cross-streets. The trail is a valuable part of the quality of life here and will only increase in value as development continues. It is an asset to be protected."
N. Stephanie Poitras	Fonthill, Canada	2021-01-16	"N. Stephanie Poitras"
Cathy Presse	Port Colborne, Canada	2021-01-16	"Too beautiful to develop. Leave it as is. Nature is so important."
Stacy Otting	Welland, Canada	2021-01-17	"I am signing because there's no reason to destroy this beautiful trail that is a perfect and safe way to get exercise and travel by bike or walking between Welland and Fonthill."
Manon Bilodeau	Welland, Canada	2021-01-17	"I love this trail!"
Robin Hall	Atenas, Costa Rica	2021-01-17	"Stop destroying the last of our natural surroundings in Ontario cities. It's getting ridiculous."
Lauren Cunningham	Welland, Canada	2021-01-17	"I run this trail and we need to preserve our natural trails to run and walk."
Krystal Masson	Beamsville, Canada	2021-01-18	"My family and I use this trail"
Shirley and Gordon Welstead	Welland, Canada	2021-01-20	"I have had a relationship with Pelham/Fonthill since 1957 and remember clearly all the beautiful greenspace that used to exist. Overdevelopment has caused undue stress to multiple people and wildlife all for the love of money and thoughtless greed both by developers and the Town of Pelham."
Kathryn Brock	Ontario, Canada	2021-01-25	"The Steve Bauer trail and the natural environment around it is an irreplaceable jewel which should be preserved for the wellbeing of all of us, not subdivided and despoiled. Our natural environment

Name	Location	Date	Comment
			supports the health of our community in innumerable ways as well as that of the other living beings we're increasingly displacing. It is crucial to protect and maintain local access to the natural environment - as an invaluable respite from our confined, manmade and built up living spaces. The importance of this trail and other natural areas has been amply demonstrated by the increased use of this and other outdoor spaces during this pandemic. We need more access and preservation of places like this in Pelham and Niagara, not less. This should be looked on as an asset to our town whose value cannot be overstated - and which far exceeds other considerations such as construction and traffic access."
Kathryn Brock	Ontario, Canada	2021-01-25	"The medical, social, and environmental benefits of access to and preservation of natural spaces is well documented in scientific literature: access to nature is very important for human health and wellbeing (ex. https://www.mdpi.com/1660-4601/14/8/851/htm) and healthy child development (ex. https://pubmed.ncbi.nlm.nih.gov/28882650/).The protection of the environment is crucial to human health and wellbeing (ex. https://pubmed.ncbi.nlm.nih.gov/33375481/) and provides significant psychological (ex. stress reduction, relieves depression and anxiety) and numerous physiological benefits (ex. heart health, fitness levels, https://greatergood.berkeley.edu/article/item/why_trees_can_make_you_happier), and improves air quality (https://www.researchgate.net/publication/234697703_The_Relationship_Between_Green_Space_and_Health) - thus reducing healthcare costs.For those concerned purely with economic aspects such as taxation, see for ex. evidence that; trees and adjacent green natural environments such as trail"
The Esquire	Saint Catharines, Canada	2021-01-28	"Forested and wetland areas have already been devastated in the Niagara Region. Enough is enough."

Preserve The Steve Bauer Trail



This Petition is to raise awareness of proposed development that would impact the undivided section of the Steve Bauer Trail between Port Robinson Road and Merrit Road in Fonthill.

The trail will soon have new developments on both sides, with an extension of Station Street on on the east. **Developments will be on the east & west side of this section of the Steve Bauer Trail, and two roadways are planned to go through the trail to join the developments.** If we don't fight to preserve we will lose the the last undivided path. Imagine the traffic destroying our last undisturbed natural walkway in old Fonthill.

Please sign and share this Petition to help preserve this beautiful section of the Steve Bauer Trail.

Petition:

WHEREAS; The Town of Pelham East Fonthill Draft Urban Design Guidelines (2014) state; The Steve Bauer Trail is to be PRESERVED. The Government of Ontario, Niagara Region and Town of Pelham Planning-Development Polices convey tenets such as; Protection of ecological systems including natural areas, features and functions; promotes development and land use that conserves biodiversity; fosters development that conserves natural resources and maintains or enhances natural systems; promotes green spaces; considers the health and integrity of the broader landscape. The Steve Bauer Trail (SBT) is a 28 metre wide allowance- Town of Pelham nature trail.

I/We, the undersigned, petition the Council of the Town of Pelham as follows:

1. To permanently protect for the trees, shrubs and vegetation of the SBT between Port Robinson Rd. and Merritt Rd.
2. To work with the Kunda Park/Forest Park developer to preserve the SBT in its present form so as to minimally disturb the natural setting.
3. To remove the planned roadways crossing the SBT and replace them with entrance access (non-motorized) for pedestrian users and new residents of the development.
4. To move the proposed storm water management drainage ditch running alongside the SBT off Town of Pelham land and locate it on the developer's property.
5. To further preserve the Town of Pelham's trees and natural landscape and the addition of a natural buffer zone between the SBT and the road, by the re-location of the planned Station Street extension by off-setting this new road by an additional 10 metres to the East.
6. To ensure that any SBT closure necessitated due to construction be kept to an absolute minimum.

Preserve The Steve Bauer Trail Petition - Signatures

Name	City	Signed On
Kelley Snopek	Fonthill	2020-12-13
Helena Oud	Fonthill	2020-12-13
Brenda Burger	Fonthill	2020-12-13
Edie Pett	Fonthill	2020-12-13
Cheryl MacDavid	Fonthill, Ontario	2020-12-13
Judith Drosky	Fonthill,ont	2020-12-13
Susie Bradshaw	Fonthill	2020-12-13
Andria Bowman	Fonthill	2020-12-13
Neal getz	Fonthill	2020-12-13
Candace Pennacchietti	Fonthill	2020-12-13
Tonia Cole	Fonthill	2020-12-13
Burton Wilson	Pelham	2020-12-13
Melissa Nichol	Fonthill	2020-12-13
Lourine Hollingshead	Fonthill	2020-12-13
Cliff Moisan	Fonthill	2020-12-13
Diane Mosley	Fonthill	2020-12-13
Margie Hadley	Fonthill	2020-12-13
Susan Bryan	Fonthill	2020-12-13
Andre Bryan	Fonthill	2020-12-13
Beckham Rouge	Fonthill	2020-12-13
greg skov	fonthill	2020-12-13
Nick Wurfel	Pelham	2020-12-13
Kristina Budai	Fonthill	2020-12-13
Leila Murray	Fonthill	2020-12-13
Jane Moon	Fonthill	2020-12-14
Darla Williams	Fonthill	2020-12-14
Troy Campbell	FONTHILL	2020-12-14
Trish Rybski	Fonthill	2020-12-14
Courage B	Fonthill	2020-12-14
Cindy Pitt	Fonthill	2020-12-14
Natalie Seniuk	Pelham	2020-12-14
Lisa Ireland	Pelham	2020-12-14
Jenn Stassen	Fenwick	2020-12-14
Dianne Griffin	Fonthill	2020-12-14
Adam Kern	Fonthill, ON	2020-12-14
Syrena Jones	Fonthill	2020-12-14
Valerie Coffey	Fonthill	2020-12-14
David Reid	Fonthill	2020-12-14
Jean Haapamaki	Fonthill	2020-12-14
Grant Lauzon	Fonthill	2020-12-14

Name	City	Signed On
jessica srivastava	Fonthill	2020-12-14
Jim Vanderhoek	Pelham	2020-12-14
Louise Butko	Fonthill	2020-12-14
Sara Wilcox	Pelham	2020-12-14
Melissa Harker	Fonthill	2020-12-14
Barbara Arndt	Fonthill	2020-12-14
Karen Kemp	Fonthill	2020-12-14
Melissa Montovani	Pelham	2020-12-14
Violet Steingart	Fonthill	2020-12-14
Yongqin Wu	Pelham	2020-12-14
Dayna Stanley	Fonthill	2020-12-14
Raisa Culliford	Fonthill	2020-12-14
Marilyn Ebert	Fonthill	2020-12-14
Lana Pesant	Fonthill	2020-12-14
Sharon Pesant	Fonthill	2020-12-14
Yongqiang Wu	Pelham	2020-12-14
Sharon Cook	Fonthill	2020-12-14
Aleksandra Merk	Fonthill	2020-12-14
Haydon Kennedy	Ridgeville	2020-12-14
TARA Olah	Fonthill	2020-12-14
Cheryl Barbour	Pelham	2020-12-14
Christine Graves	Fonthill	2020-12-14
Tom Froese	fonthill	2020-12-15
Vanessa Atkinson	Fonthill	2020-12-15
Marcia Malloy	Fonthill	2020-12-15
Curtis Cheel	Fonthill	2020-12-15
Kelsey Dick	Fonthill	2020-12-15
Jennifer Rice	Pelham	2020-12-15
Jenn Roach	Fonthill	2020-12-15
Joe Roach	Fonthill	2020-12-15
Kathy Siamro	Pelham	2020-12-15
Susan McGlynn	Fonthill	2020-12-15
Janette Holtzman	Fonthill	2020-12-15
Diane Kelley	Fonthill	2020-12-15
Heather Stortz	Fonthill	2020-12-15
Janet Bryson	Fenwick	2020-12-15
Keith Moore	Pelham	2020-12-15
Nicole Bechkos	Fonthill	2020-12-15
Jon Atkinson	Fonthill	2020-12-15
Ronda Wood	Fonthill	2020-12-15
ANNA TUTTOLOMONDO	Fonthill	2020-12-15
Heather Autkar	Fenwick	2020-12-15

Name	City	Signed On
Elinor Stefaniuk	Fonthill Ontario	2020-12-15
Heather Jones	Fonthill	2020-12-15
Melissa Devitt	Fonthill	2020-12-15
Maureen Montovani	Pelham	2020-12-15
David Nolan	Fonthill	2020-12-15
Debbie Knight	Fonthill	2020-12-15
Diego Lopez	Fonthill	2020-12-15
Lina Lianga	Fonthill	2020-12-15
Patricia Frank	Fonthill	2020-12-15
Dale Burn	Fonthill	2020-12-15
Tamara O'Shaughnessy	Fenwick	2020-12-15
Brent Alexander	Fenwick	2020-12-15
Aileen Lampman	Fonthill	2020-12-15
Trudy Lockyer	Fonthill	2020-12-15
Not a fake Name	Fonthill	2020-12-15
Jeff Read	Fonthill	2020-12-15
Betty van Zeyl	Fonthill	2020-12-15
Jackson Kalybaba	Pelham	2020-12-15
Andrea Easton	Fonthill, ON	2020-12-15
lisa smith	Fonthill	2020-12-15
Maureen Keogh	Fonthill	2020-12-15
David Sherlock	Fonthill, ON	2020-12-15
Magdalena W.	Fonthill	2020-12-15
John Harding	Ridgeville	2020-12-15
Kelly McNaughton	Fonthill	2020-12-15
Monique Mulder-Wallace	Fonthill	2020-12-15
Andrea Soltes	Fonthill	2020-12-15
Agata M	Fonthill	2020-12-15
Cynthia Nauta	Fonthill	2020-12-15
Gary Sticks	Fonthill	2020-12-15
Susan Vandenboom	Fonthill	2020-12-15
Melanie Seguin	Fonthill	2020-12-15
Andrea Johnson	Fonthill	2020-12-15
Jenny Howlett	Fonthill	2020-12-15
Lindsay Getz	Fonthill	2020-12-15
Wayne Spiegelberg	Ridgeville	2020-12-15
Bonny Morrison	Fonthill	2020-12-15
David Hay	Fonthill	2020-12-15
Donna Hutchings	Fonthill	2020-12-15
Rich Lianga	Fonthill	2020-12-15
Emily Unruh	Fonthill	2020-12-15
Edna O'Rourke	Fonthill	2020-12-15

Name	City	Signed On
Bojana Reid	Fonthill	2020-12-15
Michael Athay	Pelham	2020-12-15
Peter Moore	Fonthill	2020-12-15
Adrienne Markarian	Fonthill	2020-12-15
Samuel Fairbairn	Fonthill	2020-12-15
Sonja Zanuttini	Fonthill	2020-12-15
Mark Smith	Fonthill	2020-12-15
Stefanie Bonomi	Fonthill	2020-12-15
Jerry LaPine	Fonthill	2020-12-15
Doug Howell	Fonthill	2020-12-15
Gayla Kingston	Fonthill Ontario	2020-12-15
Sara Murray	Fonthill	2020-12-15
Maria Metler	Fonthill	2020-12-15
jessica zanuttini	fonthill	2020-12-15
Beth Wurfel	Fonthill	2020-12-16
Lora ONeill	Fonthill	2020-12-16
Lauren Bartfai	Fonthill	2020-12-16
Karen Douglas	Fonthill	2020-12-16
Michaela Halsted	Fonthill	2020-12-16
J K	Pelham	2020-12-16
Rebecca Spry	Fonthill	2020-12-16
Barbara Robinson	Fonthill	2020-12-16
Helga Juhlke	Fonthill	2020-12-16
Ann Van Lochem	Fenwick	2020-12-16
Diane Hennessy	Fonthill	2020-12-16
Stacey Hall	Fonthill	2020-12-16
Paxton Allewell	Fonthill	2020-12-16
Randy Hayes	Fonthill	2020-12-16
Brenda Boese	Fonthill	2020-12-16
Ann Harrison	Fonthill	2020-12-16
Ken Snider	Fonthill	2020-12-16
Tice Lorne Tice Joyce	Fonthill	2020-12-16
Darren Wierenga	Pelham	2020-12-16
Alix Morgan	Fonthill	2020-12-16
Stuart Macpherson	Pelham	2020-12-16
Kerr Helena	Fonthill	2020-12-16
Samantha Ward	Fonthill	2020-12-16
Brends Zantingh	Fenwick	2020-12-16
Cathy McPherson	Ridgeville	2020-12-16
Connie Miller	Fonthill	2020-12-16
Juanita Ashmore	Fonthill	2020-12-16
Ivan Carruthers	Fonthill	2020-12-16

Name	City	Signed On
Brian Baty	Fenwick	2020-12-16
Stephanie Jarrett	Fenwick	2020-12-16
Natalia Shields	Fonthill, Ontario	2020-12-16
Richard Gilbert	Fonthill	2020-12-16
Natalie Pullar	Fonthill	2020-12-16
Gary Murphy	Fonthill	2020-12-16
Ella Dixon	Pelham	2020-12-16
Michelle Landry	Fonthill	2020-12-16
Leslie Brophy	Fenwick	2020-12-16
Emma Kenney	Pelham	2020-12-16
Doug MacFarlane	Fonthill	2020-12-16
Katie Sherwood	Fonthill	2020-12-16
Jos Nolle	Fonthill	2020-12-16
Jan Chamberlain	Fonthill	2020-12-16
Jim Garner	Fonthill	2020-12-16
Hilary Nolle	Fonthill	2020-12-16
Tammy Willard	Fonthill	2020-12-16
Nancy Pye	Fonthill	2020-12-16
Susan Kalchman	Fonthill	2020-12-16
Bill Kislasko	Fonthill	2020-12-16
kelly Nicholson	Fonthill	2020-12-16
Cody McGeorge	FONTHILL	2020-12-16
Mica Raymundo	Fonthill	2020-12-16
Anna Kenney	Fonthill	2020-12-17
Matt Cavasin	Fonthill	2020-12-17
Laura Wolek	Fonthill	2020-12-17
Alan McGeorge	Fonthill	2020-12-17
Leah Domenegato	Fonthill	2020-12-17
Tina Poitras	Fonthill	2020-12-17
Caitlin Kern	Fonthill	2020-12-17
Terri Jovanovic	Fenwick	2020-12-17
Shellee Niznik	Fonthill	2020-12-17
Pauline hayden	Fonthill	2020-12-17
Kim Nickel	Fonthill	2020-12-17
Craig Edwards	Pelham	2020-12-17
Dylan Wurfel	Fonthill	2020-12-17
Chuck Spry	Fonthill	2020-12-17
Phyllis Armstrong	Fonthill	2020-12-17
Patricia Forte	Pelham	2020-12-17
Erin Lemoine	Fonthill	2020-12-17
Jeannette Kulik	Fonthill	2020-12-17
Stephanie McWilliams	Ridgeville	2020-12-17

Name	City	Signed On
Dan Raby	Fonthill	2020-12-17
Diane Adamo	Fonthill	2020-12-17
Trisha Litalien	Fonthill	2020-12-17
Mackenna Belding	Fonthill	2020-12-17
Lori Paraskevopoulos	Fonthill	2020-12-17
Joe Van Bolderen	Fonthill	2020-12-17
Deborah Richards	Pelham	2020-12-17
Madison Gill	Fonthill	2020-12-17
John Howard	Fonthill	2020-12-17
Holly Wilkes Lee	Fonthill	2020-12-17
jason Lavery	Fonthill	2020-12-17
Justin Parro	Pelham	2020-12-17
Louise LAVERY	Fonthill	2020-12-17
Brian Miltenburg	Fonthill	2020-12-17
Sheridan Houghten	Fonthill	2020-12-17
Erin Pasma	Fenwick	2020-12-17
Tess Puchalski	Pelham	2020-12-17
Katie Guzowski	Fonthill	2020-12-17
Kira Tarasuk	Fonthill	2020-12-17
Wally Braun	Fonthill	2020-12-17
Joanne Macpherson	Fonthill	2020-12-18
Rosemary Culos	Pelham	2020-12-18
Katherine Ciarrocca	Fonthill	2020-12-18
Denise Maracle	Fonthill	2020-12-18
Daniella Stukel	Pelham	2020-12-18
Donna Cooper Tredway	Fonthill	2020-12-18
Sue Easton	Fonthill	2020-12-18
Joanne Germano	Pelham	2020-12-18
Beth Ellis	Pelham	2020-12-18
Cindy Christian	Fonthill	2020-12-18
Candy Brown	Fonthill	2020-12-18
Jaclyn DeMars	Fonthill	2020-12-18
Diane Cooper	Fonthill	2020-12-18
Rebecca Hicks	Fonthill	2020-12-18
Bill Huisman	Fonthill	2020-12-18
Derek Cole	Fonthill	2020-12-18
Dana Brown	Pelham	2020-12-18
Chris Aqui	Fonthill	2020-12-18
Pamela Miltenburg	Fonthill	2020-12-18
Ken Venhuizen	Fonthill	2020-12-18
Theresa Olender	Fonthill	2020-12-18
Dawne LeVasseur	Fonthill	2020-12-18

Name	City	Signed On
Marg Richardson	Fonthill	2020-12-18
Don Rickers	Fonthill	2020-12-18
Bryn Crandles	Fonthill	2020-12-19
Sue Kicul	Fenwick	2020-12-19
Jay Kalryzian	Fonthill	2020-12-19
Teresa&Colin Walters	Fonthill	2020-12-19
Paige Keus	Pelham	2020-12-19
Jeannot Lavigne	Pelham	2020-12-19
Robert Johnson	Fonthill	2020-12-19
Annie Hinan	Fonthill	2020-12-19
Kiera Newman	Fonthill	2020-12-19
Jane Grewal	Pelham	2020-12-19
Susan Zavitz	Fonthill	2020-12-19
Tiffany April	Fonthill	2020-12-19
Warren Tarasuk	Fonthill	2020-12-19
Vanessa Dorant	Fonthill	2020-12-19
Yann Marais	Fenwick	2020-12-19
Linda Smith	Fonthill	2020-12-19
Cari-Ann Rimar	Fenwick	2020-12-19
John Saltarelli	Fenwick	2020-12-19
Will Vandenhaak	Ridgeville	2020-12-20
Janice Durand	Fonthill	2020-12-20
Arden McArthur	Fonthill	2020-12-20
Debbie & Terry Mikolasek	Fonthill	2020-12-20
Nancie Taylor	Fonthill	2020-12-20
L Cunningham	Fonthill	2020-12-20
Catherine Esposito	Fonthill	2020-12-20
Cathy Foreman	Fonthill	2020-12-20
Kateri Foreman	Fonthill	2020-12-20
Carla Baxter	fonthill	2020-12-20
Carly Rupcic	Fonthill	2020-12-21
Andrea McNamara	Fonthill	2020-12-21
Neshanthi Sloan	Fonthill	2020-12-21
Barbara Arndt	Fonthill	2020-12-21
Tarzan Kalryzian	Fonthill	2020-12-21
Katrina Foster	Fonthill	2020-12-22
Bronwyn Lane	Fonthill	2020-12-22
Brian Bates	Fonthill	2020-12-22
Michael Kicul	Fonthill	2020-12-22
David Jack	Fonthill	2020-12-23
Heather Rohrer	Fonthill	2020-12-23
Shaney Carpenter	Fonthill	2020-12-23

Name	City	Signed On
Rebecca Hyatt	Fonthill	2020-12-24
Sabrina Morgenstern	Fonthill	2020-12-24
Kevin Konkle	Fonthill	2020-12-25
Fiona Lalonde	Fenwick	2020-12-25
LAURA Morrison	Fonthill	2020-12-25
Kathie LeBlanc	Ridgeville	2020-12-25
Jessica Konkle	Fonthill	2020-12-26
Nick Grant	Fonthill	2020-12-26
Emma Kate Jeffery	Fonthill	2020-12-26
Tessa Jeffery	Fonthill	2020-12-26
Todd Jeffery	Fonthill	2020-12-26
Jeff Farrow	Fonthill	2020-12-26
Tammy Martin	Ridgeville	2020-12-26
Jason Vis	Fonthill	2020-12-27
Mike Piggins	Pelham ON	2020-12-27
Sam Marchio	Fonthill	2020-12-27
Edward Steers	Fonthill	2020-12-27
Grace Clairmont	Pelham	2020-12-27
Colleen Kenyon	Fonthill	2020-12-27
Lynn Larson	Fonthill	2020-12-27
Sean Maloney	Fonthill	2020-12-28
Emily Elliott	Fonthill	2020-12-28
Paul Robinson	Fonthill	2020-12-28
Cathy Berkhout-Bosse	Fenwick	2020-12-28
Frank Pieterse	Fonthill	2020-12-28
Dan Klim	Fonthill	2020-12-28
Nicola McVeigh	Fonthill	2020-12-28
Larry Colangelo	Fonthill	2020-12-28
Scott Strike	Fonthill	2020-12-28
Rosemary Dougan	Fonthill	2020-12-28
Dorie Thomas	Fonthill	2020-12-28
Frank Adamson	Fonthill	2020-12-28
Brian Lavell	Fonthill	2020-12-28
Peter Maciag	Fonthill	2020-12-28
Frances Rigg	Fonthill	2020-12-28
Jaimee Regier	Fonthill	2020-12-28
Lyle Walker	Fonthill	2020-12-28
Diane Rawsthorn	Fonthill	2020-12-28
Kristin De Divitiis	Fonthill	2020-12-28
Michael Flynn	Fonthill	2020-12-28
Judy Reid	Ridgeville ON	2020-12-28
Joanne Capretta	Fonthill	2020-12-28

Name	City	Signed On
Susan Turner	Fonthill	2020-12-28
Don Hilton	Fonthill	2020-12-28
Patrick O'Hara	Fonthill	2020-12-28
Lori Hotson	Fonthill	2020-12-28
Wendy Thomas	Fonthill	2020-12-28
Lee Salter	Fonthill	2020-12-28
Christopher Rosser	Fonthill	2020-12-28
Pauline Carter	Fonthill	2020-12-28
Fiona Chase	Fonthill	2020-12-28
Ammar Khambiye	Fonthill	2020-12-29
Jeanne Pender	Fonthill	2020-12-29
ROBERT LAING	Fonthill	2020-12-29
Annie Holtby	Fonthill	2020-12-29
Joan Shickluna	Fonthill	2020-12-29
christina. (Tina) Drummond	Fonthill	2020-12-29
Allison Shillington	Fonthill	2020-12-29
Jonas Regier	Fonthill	2020-12-29
Emily Harrison	Fonthill	2020-12-29
Terry Lynn Adamson	Fonthill	2020-12-29
Kelsey Lachnit	Fonthill	2020-12-29
Debbie Heelis	Fonthill, Ontario	2020-12-29
Dianne Gibson	Fonthill	2020-12-29
Mary Gilmore	Pelham	2020-12-29
Stacey Snyder	Fonthill	2020-12-29
Kayleigh Snyder	Pelham	2020-12-29
Roman Shapoval	Fonthill	2020-12-29
Bohdanna Diduch	Pelham	2020-12-29
Judy/Norris SCOTT	Fonthill	2020-12-29
Rachel Scott	Fonthill	2020-12-29
Cathy Shillington	Fonthill	2020-12-30
Trudy Smith	Fonthill	2020-12-30
Gerald Allen	Fenwick	2020-12-30
Laurie Dart	Fonthill	2020-12-30
Tracy mile	Ridgeville	2020-12-30
Margaret Pick	Fonthill	2020-12-30
Jason Giallonardo	Fonthill	2020-12-31
Richard Houghton	Fonthill	2020-12-31
Jessica DeMars	Pelham	2020-12-31
Judy Robins	Pelham	2020-12-31
Jere Brown Brown	Fonthill	2020-12-31
Nadine Riddle	Fonthill	2020-12-31
Jordan DeMars	Fonthill	2020-12-31

Name	City	Signed On
Laurie Kukulewich	Fonthill	2020-12-31
Melissa Forbes	Fonthill	2021-01-01
Jane Bedard	Fonthill	2021-01-01
Jennifer Alexander	Fonthill	2021-01-01
Chris Pattison	Fenwick	2021-01-01
Jen Juhlke	Fonthill	2021-01-01
Rose Pieterse	Fonthill	2021-01-01
Frank Pieterse	Fonthill	2021-01-01
Joseph Marchant	Fonthill	2021-01-01
Lisa Schaefer	Fonthill	2021-01-01
Lisa Winn	Fenwick	2021-01-02
Sandra van den Bogerd	Fenwick	2021-01-02
Yvon Caron	Fonthill	2021-01-02
Alex Kuczera	Pelham	2021-01-02
Michael Braico	Fonthill	2021-01-02
Emma Lynch	Pelham	2021-01-03
Michael Hrycusko	Fonthill	2021-01-03
Asia Garrard	Fonthill	2021-01-03
Jesse Juhlke	Fonthill	2021-01-03
Rick Tarajos	Fonthill	2021-01-03
Kathleen Alexander	Fonthill	2021-01-03
Janet CM	Pelham	2021-01-04
Esther DeVries	Fonthill	2021-01-04
Carol Sleight	Fenwick	2021-01-04
Steven Pellerin	Fonthill	2021-01-04
Whitney Sobiski	Fonthill	2021-01-04
Pat Williams	Fonthill	2021-01-04
Susan Buckingham	Fonthill	2021-01-04
Donna Dyell	Fenwick	2021-01-04
Jennifer Bernard	Fonthill	2021-01-04
Emily Dumont	Fonthill	2021-01-04
Sue Pellerin	Fonthill	2021-01-04
Tracy Strycker	Fonthill	2021-01-04
Warren Fine	Fonthill	2021-01-04
Joan Costigan	Fonthill	2021-01-04
Judy Riva	Fonthill,Ont	2021-01-04
Jody Orr	Fonthill	2021-01-04
Deborah Howey	Fonthill	2021-01-04
Melissa Harker	Fonthill	2021-01-04
Chris Fidler	Fonthill	2021-01-05
Maria Ferrara	Fonthill	2021-01-05
Jeff Fidler	Fonthill	2021-01-05

Name	City	Signed On
Michelle Butler	Fonthill	2021-01-05
Nancy Arbour	Fonthill	2021-01-05
sigrid christianson	Pelham	2021-01-05
Linda Kemp	Fonthill	2021-01-05
Marci Richards	Fonthill	2021-01-05
Marlene Sanders	Fenwick	2021-01-05
Robin Johnson	Fonthill	2021-01-05
Susan McLaughlin	Pelham	2021-01-05
Catherine Learn	Fonthill	2021-01-05
Alicia Marshall	Fonthill	2021-01-05
Andrew Marshall	Fonthill	2021-01-05
brian gula	Fonthill	2021-01-05
Keara McDermott	pelham	2021-01-05
Maureen Kisel	Fonthill	2021-01-05
sandra gibson	Fonthill	2021-01-05
Stephanie Stokes	Fonthill	2021-01-05
Mike Fishleigh	Fonthill	2021-01-06
Katie Horst	Fonthill	2021-01-06
Peter Robertson	Fonthill	2021-01-06
elise nanini	Fonthill	2021-01-06
Dave Barnes	Fonthill	2021-01-06
Yvon Bolduc	Fonthill	2021-01-06
Charles Arkinson	Fonthill	2021-01-06
Suzette Taylor	Fonthill	2021-01-07
Kim Duggan	Fonthill	2021-01-07
Roberto Henriquez	Fonthill	2021-01-07
Rick Fast	Fonthill	2021-01-07
Cassandra Scapillati	Fonthill	2021-01-10
Rene Morin	Fonthill	2021-01-10
Sheri Morin	Fonthill	2021-01-10
Chrissy Andrew	Fonthill	2021-01-10
Martha Branch	Fonthill	2021-01-10
Nicola Oelofse	Fonthill	2021-01-11
Christine Manuel	Fonthill	2021-01-11
Teresa Tulumello	Fonthill	2021-01-11
Scott Leduc	Fonthill	2021-01-12
Bart Roland	fonthill	2021-01-12
Gloria Furtney	Fonthill	2021-01-12
Graham Ashdown	Fonthill	2021-01-12
Lynne Pay	Fonthill	2021-01-13
Dana Pay	Fonthill	2021-01-13
Isabel Omara	Fonthill	2021-01-13

Name

Christine Wren

Gloria Dupuis

City

Fonthill

Fenwick

Signed On

2021-01-13

2021-01-14

Preserve The Steve Bauer Trail Petition - Signatures

Name	City	Signed On
Jason Lovejoy	Welland	2020-12-13
brad gautreau	Welland	2020-12-13
Derek Toth	Welland	2020-12-13
ANNMARIE BESTWARD	Welland	2020-12-13
Larry Roepke	Welland	2020-12-13
Mary K Remigio	Welland	2020-12-13
Pamela Lyons	Welland	2020-12-13
Claire Kurek	Welland	2020-12-13
Stephanie Szabo	Welland	2020-12-13
Pauine Lattanzio	Welland	2020-12-13
Guido Mueller	Welland	2020-12-13
Stephanie Martins	Welland	2020-12-13
Kathleen Alexander	Welland	2020-12-13
Greg Erion	Welland	2020-12-13
Emily Alexander	Welland	2020-12-13
Carolyn Alexander	Welland, Ontario	2020-12-13
Stacey Wilson	Welland	2020-12-13
aaron mccoll	Welland	2020-12-13
Alicia Lukacs Hall	Welland	2020-12-13
Liliane Lukacs	Welland	2020-12-13
Joe McDonald	Welland	2020-12-14
Candy Ashbee	Welland	2020-12-14
denise Bradden	Welland	2020-12-14
Jane Scott	Welland	2020-12-14
Kim Christoff	Welland	2020-12-14
Julie Wiltshire	Welland	2020-12-14
Melissa Jones	Welland	2020-12-14
Allison Woods	Welland	2020-12-14
William King	Welland	2020-12-14
Lisa Chouinard	Welland	2020-12-14
Allison Fox	Welland	2020-12-14
Joseph Joestar	Welland	2020-12-14
Heather Armstrong	Welland	2020-12-14
Benjamin Fox	Welland	2020-12-14
Laura Torch	Welland	2020-12-14
Carolyn Fast	Welland	2020-12-14
Rita Nichol	Welland	2020-12-14
Tom Liszt	Welland	2020-12-14
Theresa & Jerry Yeager	Welland. Ont.	2020-12-14
Lois LaCroix	Welland, ON	2020-12-14

Name	City	Signed On
Joe Barkovich	Welland	2020-12-14
Lynn Tremblay	Welland	2020-12-14
Gail Christoff	Welland	2020-12-14
Catherine Wake	Welland	2020-12-14
Judy Feeley	Welland	2020-12-14
Emily Grant	Welland	2020-12-14
Rebecca Pesant	Welland	2020-12-14
Justin Marr	Welland	2020-12-14
Tara Frank	Welland	2020-12-14
Kathryn Stevens	Welland	2020-12-14
Jillian Blaney	Welland	2020-12-14
Julie Edwards	Welland	2020-12-14
Michelle Read	Welland	2020-12-15
Brenda Neilson	Welland	2020-12-15
Krysta Gorman	Welland	2020-12-15
Tina Goupil	Welland	2020-12-15
Jayne Shellhorne	Welland	2020-12-15
Anne Treschak	Welland	2020-12-15
Ashley Soper	Welland	2020-12-15
Brennan Mackay	Welland	2020-12-15
Sylvie McAvoy	Welland	2020-12-15
Bob blatz	welland	2020-12-15
Debbie Reid	Welland	2020-12-15
Pat Stirling	Welland	2020-12-15
Justin Deschamps	Welland	2020-12-15
Russell Jenne	Welland	2020-12-15
Ghislaine vandenbosch	Welland Ontario	2020-12-15
Rhonda Kicul	Welland	2020-12-15
lorenzo marchionda	Welland	2020-12-15
Rosemary Petrachenko	Welland	2020-12-15
Anthony Gatti	Welland	2020-12-15
Steve Mullin	Welland	2020-12-15
Maria Aquino-Liszt	Welland	2020-12-15
Chris Smith	Welland	2020-12-15
Irene Olah	Welland	2020-12-15
Maria Wimbush	Welland	2020-12-15
Ryn McQuiggin	Welland	2020-12-15
Kat Davies	Welland	2020-12-15
Celia Ravenda	Welland	2020-12-15
Ertan Eruysal	Welland	2020-12-15
Jessica Beader	Welland	2020-12-15
Carmela Bourdages	Welland ON	2020-12-15

Name	City	Signed On
Keira Martinson	Welland	2020-12-15
Linda Bell	Welland	2020-12-15
Greg Teszner	Welland	2020-12-15
Rob Stolk	Welland	2020-12-15
David Hutchison	Welland	2020-12-15
Don Booker	Welland	2020-12-15
Joanne Breau	Welland	2020-12-15
Suze Bielecky	Welland	2020-12-15
James Maur	Welland	2020-12-15
colette Lee	Welland	2020-12-15
Elaine Snell	welland	2020-12-15
Sylvie Gregoire	Welland	2020-12-15
bart klimowicz	welland	2020-12-15
Denise Smith	Welland	2020-12-15
Lynn Catenazzi	Welland	2020-12-15
Gabriella Lanzillotta	Welland	2020-12-15
Kevin Bigwood	Welland	2020-12-15
Mary-Anne Ratte	Welland	2020-12-15
Jeff Stanley	Welland	2020-12-15
Shannon Chernish	Welland	2020-12-15
Tracy Pilcher	Welland	2020-12-15
Tina Bolgar	Welland	2020-12-16
Tavis O'Neill	Welland	2020-12-16
Pam DeFazio	Welland	2020-12-16
Erika Christian	Welland	2020-12-16
Cat Mewett	Welland	2020-12-16
Janet Cripps	Welland	2020-12-16
Gray McCoy	Welland	2020-12-16
Anna Giantsopoulos	Welland	2020-12-16
S Coolidge	Welland	2020-12-16
Amber Estabrooks	Welland	2020-12-16
Andrea Wilson	Welland	2020-12-16
Tracey Moore	Welland	2020-12-16
Teena Lafleur	Welland	2020-12-16
Roger Lacourse	Welland	2020-12-16
Doris Maxwell	Welland	2020-12-16
Zack Colangelo	Welland	2020-12-16
Amie Praskey	Welland	2020-12-16
Jason Hollingworth	Welland	2020-12-16
Carolyn Alakas	Welland	2020-12-16
Patti Brown	Welland	2020-12-16
Karl Eliason	Welland	2020-12-16

Name	City	Signed On
Adrian Robins	Welland	2020-12-16
David Brown	Welland	2020-12-16
Julie Hughes	Welland	2020-12-16
Danielle Giles	Welland	2020-12-16
Kiara Kalenuik	Welland	2020-12-16
Barb Hall	Welland	2020-12-16
Jill Furtney	Welland	2020-12-16
Jade Anema	Welland	2020-12-16
Serena Ivanovskis	Welland	2020-12-16
Norm Tisi	Welland	2020-12-16
Susan sykes	Welland	2020-12-16
Sandra Caggiano	Welland ontario	2020-12-16
Chiara Cuff	welland	2020-12-16
Margaret Benko	Welland	2020-12-16
Christine Pierce	Welland	2020-12-16
cole rieseboc	Welland	2020-12-16
Mckenna Lieder	Welland	2020-12-16
Nicole Nicholson	Welland	2020-12-16
Avalon Peddle	Welland	2020-12-16
Gina Martin	Welland	2020-12-16
Rachelle Dekoe	Welland	2020-12-16
Brice Maidens	Welland	2020-12-16
Lynn Hadley	Welland	2020-12-16
Mary Nolle	Welland	2020-12-16
Zoey Robins	Welland	2020-12-16
Adam Jones	Welland	2020-12-16
Debby Mancuso	Welland	2020-12-16
Antonio Mancuso	Welland	2020-12-16
James Soon	Welland	2020-12-16
Tom Jones	Welland	2020-12-16
Irene Bisson	Welland	2020-12-16
Sarah Green	Welland	2020-12-16
Richard Brady	Welland	2020-12-17
Nico San Pedro	Welland	2020-12-17
Eskeila Guerra	Welland	2020-12-17
Hope Foulser	Welland	2020-12-17
Tammy Main	Welland	2020-12-17
Mike Morabito	Welland	2020-12-17
Caitlin Garner	Welland	2020-12-17
Patti Mastroianni	Welland	2020-12-17
Melyssa Heaton	Welland	2020-12-17
Jeff Morabito	Welland	2020-12-17

Name	City	Signed On
Stephanie Turton	Welland	2020-12-17
Peggy Allewell	Welland	2020-12-17
Ashley Santi	Welland	2020-12-17
Bryan L'Ecuyer	Welland	2020-12-17
Julia Dejonge	Welland	2020-12-17
David Stevens	Welland	2020-12-17
Hugh Graham	Welland	2020-12-17
Christopher Sowton	Welland	2020-12-17
David Boyd	Welland	2020-12-17
Melanie Morrison	Welland	2020-12-17
Denise Regimbal	Welland	2020-12-17
Ian Domenegato	Welland	2020-12-17
Helen Oliver	Welland	2020-12-17
Gabriele Di Teodoro	Welland	2020-12-17
Kerri-Ann Geremia	Welland	2020-12-18
Natasha Durdan	Welland	2020-12-18
Stephanie Infusini	Welland	2020-12-18
Avi Sider	Welland	2020-12-18
Nellie Bowman	Welland	2020-12-18
Tove Bowman	Welland	2020-12-18
Sarah Breadner	Welland	2020-12-18
Lola Timms	Welland	2020-12-18
Deedee Alexandre	Welland	2020-12-19
Jennafer Harbridge	Welland	2020-12-19
Owen Cole	Welland	2020-12-19
Carolyn Mullin	Welland	2020-12-19
Emily Schild	Welland	2020-12-19
Hayley Crowther	Welland	2020-12-20
ENA Boersema	Welland	2020-12-20
Anna Macpherson	Welland	2020-12-20
Cathy Comar	Welland	2020-12-20
Susan Houghten	Welland	2020-12-21
Deborah Mailhot	Welland	2020-12-21
Brent Roszell	Welland	2020-12-21
Kathy Garland	Welland	2020-12-21
Donna Lanteigne	Welland	2020-12-22
Eve Green	Welland	2020-12-23
Kelly Sherwin	Welland	2020-12-24
Carolyn Kreamer	Welland	2020-12-24
Lisa Teal	Welland	2020-12-24
kelsey marquis	welland	2020-12-24
Katy Smart	Welland	2020-12-25

Name	City	Signed On
Lisa Bielecky	Welland	2020-12-26
Dwayne White	Welland	2020-12-26
Mike Bielecky	Welland	2020-12-26
Glenda Morabito	Welland	2020-12-26
Lesley Bosetti	Welland	2020-12-27
Brenda Jones	Welland	2020-12-28
Nadine Horton	Welland	2020-12-28
Maria Dziarkach	Welland	2020-12-28
Suzanne Rosser	Welland	2020-12-28
Maurice Ottaviano	Welland	2020-12-28
Alana Heywood	Welland	2020-12-28
gino villella	Welland	2020-12-28
Anne-Marie Valerio	Welland	2020-12-28
Noreen Citrigno	Welland	2020-12-28
Jodi Dennis	Welland	2020-12-28
Rosemary Chupik	Welland	2020-12-28
K Bell	Welland	2020-12-28
Shirley Skvorc	Welland	2020-12-29
Eric Augustino	Welland	2020-12-29
Maxine Charzewski	Welland	2020-12-29
Erin Greenizan	Welland	2020-12-29
Helen Laflamme	Welland	2020-12-29
Devon Gracey	Welland	2020-12-29
Betty Patrick	Welland	2020-12-29
Skye Newman	Welland	2020-12-29
Karen Anderson	Welland	2020-12-29
Amy Knox	Welland	2020-12-29
Roland Laflamme	Welland	2020-12-29
Louise Morgan	Welland	2020-12-30
Cortney Snider	Welland	2020-12-30
Jenny W	Welland	2020-12-30
Kirstie Calnan	Welland	2020-12-30
Lowell Tweidt	Welland	2020-12-30
Dee Svob	Welland	2020-12-30
Cindy Foster	Welland	2020-12-30
Robert Foster	Welland	2020-12-30
Stella Schafrick	Welland	2020-12-30
Lauryn Kyle	Welland	2020-12-30
Mike Kyle	Welland	2020-12-30
Joanne Lysiak	Welland	2020-12-31
Martha Healy	Welland	2020-12-31
Cathy Book	Welland	2020-12-31

Name	City	Signed On
Noreen Saltarelli	Welland	2020-12-31
Jason McCarthy	Welland	2020-12-31
Lou Gaspare	Welland	2020-12-31
Dave Harrison	Welland	2020-12-31
Howard Morton	Welland	2020-12-31
Lorraine Klein	Welland	2021-01-01
Van Mun	Welland	2021-01-01
Allen Bunyan	Welland	2021-01-01
Angelena Tackaberry	Welland	2021-01-01
Marcia Bradley	Welland	2021-01-02
Beverly Robinson	Welland	2021-01-02
Susan Hamp	Welland	2021-01-02
Vanessa Pottinger	Welland	2021-01-02
Ron Romkes	Welland	2021-01-02
Jennifer Sayles	Welland	2021-01-03
Myriam Quattrini	Welland	2021-01-04
Sue Learn	Welland	2021-01-04
Nora Hilton	Welland	2021-01-04
Karen Gemmel	Welland	2021-01-04
Nancy Wellington Wellington	Welland	2021-01-04
R Curry	Welland	2021-01-04
Saskia Delano	Welland	2021-01-04
Heather Bowman	Welland	2021-01-05
Marion Fleming	Welland	2021-01-05
Andrea Keus	Welland	2021-01-05
greg culp	Welland	2021-01-05
Holden Swartz	Welland	2021-01-05
Marianne Southall	Welland	2021-01-05
Monica Nemes	Welland	2021-01-05
Krystin Lrssard	Welland	2021-01-05
Colette Pellerin	Welland	2021-01-05
Cheryl Reid	Welland	2021-01-06
Kathleen Annable	Welland	2021-01-06
Tammy Beveridge	Welland	2021-01-06
Gail Camilleri	Welland	2021-01-06
Desirlee Mencfeld-Logan	Welland	2021-01-06
Don Romano	Welland	2021-01-06
Britney Kiss	Welland	2021-01-06
Rhonda Healey	Welland	2021-01-06
James Repovs	Welland	2021-01-06
Bev Gieseler	Welland	2021-01-06
Cheryl Urquhart	Welland	2021-01-06

Name	City	Signed On
sonia azeem	Welland	2021-01-06
jasson proctor	Welland	2021-01-06
Tammy McDowell	Welland	2021-01-06
Cindy Zagaritis	Welland	2021-01-06
Kaleigh Wafer	Welland	2021-01-06
Shelly Damude	Welland	2021-01-06
Lynn Johnston	Welland	2021-01-06
Andrew Potter	Welland	2021-01-07
jackie proulx	Welland	2021-01-07
Alicia Walma	Welland	2021-01-07
Cyril Warren	Welland	2021-01-07
BILL Nitransky	Welland	2021-01-07
Mollie Stovell	Welland	2021-01-07
Lori Healey	Welland	2021-01-08
Emily Swartz	Welland	2021-01-08
Ella Kitchen	Welland	2021-01-08
Katie Mazurkiewicz	Welland	2021-01-08
Meagan Patterson	Welland	2021-01-08
Brenda Chisholm	Welland	2021-01-08
Tee Cee	Welland	2021-01-08
Jim Cheshire	Welland	2021-01-08
Darlene Romano	Welland	2021-01-08
Diane Bolduc	Welland	2021-01-08
Nick Emma	Welland	2021-01-09
Kathy Sotirakos	Welland	2021-01-09
Tricia Vanderkooy	Welland	2021-01-09
Brittany Amadio	Welland	2021-01-10
Kristen Martin	Welland	2021-01-10
Trevor Yungblut	Welland	2021-01-10
Suzanne LaRose	Welland	2021-01-12
Debra Harrison	Welland	2021-01-14

Committee of Adjustment**Minutes**

Meeting #: CofA 12/2020
Date: Tuesday, December 1, 2020
Time: 4:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Donald Cook
John Klassen
Sandra Marsh

Staff Present Nancy Bozzato
Holly Willford
Sarah Leach
Curtis Thompson

1. Attendance

Applicant, Agents and viewing members of the public via Town of Pelham YouTube Channel by Live-streaming.

2. Call to Order, Declaration of Quorum and Introduction of Committee and Staff

Noting that a quorum was present, Chair Cook called the meeting to order at approximately 4:00 pm. The Chair read the opening remarks to inform those virtually present on the meeting protocols and he introduced the hearing panel and members of staff present.

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. Requests for Withdrawal or Adjournment

None.

5. Applications for Minor Variance

5.1 A28/2020P - 1 Highway 20 West

Purpose of Application

Application for relief of Section 6.16 (d) (i) “Ingress and Egress – Minimum 2-way Drive Aisle Width” – to permit a drive aisle of 6.25m for two-way traffic whereas the by-law requires 7.5m drive aisle for two-way traffic, Section 19.3 (a) “Maximum (Residential) Gross Floor Area” – to permit not more than 80% of the gross floor area whereas the by-law allows for not more than 50% gross floor area and whereas the property received a minor variance approval to allow not more than 75%, Section 19.3 (b) and 20.1 (c) “Dwelling Unit to the Rear of Ground Floor Behind Commercial” – to permit a dwelling unit behind a commercial use whereas the by-law requires a dwelling unit shall only be permitted above the ground floor of any commercial use and Section 20.2 (c) “Maximum Lot Coverage” – to permit a maximum Lot Coverage of 48% whereas the by-law allows 40% and whereas the property received a minor variance approval to allow 42%, to construct a residential apartment on the ground floor of the proposed 3-storey, mixed-use building

Representation

The Agents, Craig Rohe from Upper Canada Consultants and Todd Barber from Forest Green Creations were electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department
4. Niagara Region Planning and Development Services

Applicant's Comments

Mr. Craig Rohe indicated he supports the staff recommendation report. He stated the applicant is ready to execute the site plan agreement; however the developer was able to find ways to enhance the project which is why the minor variances are being sought. Mr. Barber stated his organization was invited to tweak the design and look for opportunities to enhance. He stated there is an additional residential unit at grade and more green space.

Public Comments

Ms. Holly Willford, Assistant Secretary Treasurer indicated there were no pre-registered members of the public and checked the clerks@pelham.ca email address at 4:16 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Members Comments

A Member asked if the old Keith's restaurant would be torn down. In response, Mr. Rohe indicated he understands the building will remain. The Member asked if the parking lot would be demolished. In response, Mr. Barber indicated there will be no revisions to the 'Keith's' building, rather he indicated the proposal is celebrating the building by incorporating the original brick into the courtyard. He further advised the build is under different ownership.

A Member indicated some of the parking is owned by the applicant and some is owned by the Town of Pelham. Another Member indicated he agreed and that this was seen by the Committee earlier.

A Member indicated the additional residential unit is an asset to this development.

A Member indicated he does not like to see driveways decreased and indicated that someone with a large vehicle may have difficulty, however stated he believes he can live with the requested decrease.

Moved By Sandra Marsh

Seconded By John Klassen

Application for relief, of Section 6.16 (d) (i) "Ingress and Egress – Minimum 2-way Drive Aisle Width" – to permit a drive aisle of 6.25m for two-way traffic whereas the by-law requires 7.5m drive aisle for two-way traffic, Section 19.3 (a) " Maximum (Residential) Gross Floor Area" – to permit not more than 80% of the gross floor area whereas the by-law allows for not more than 50% gross floor area and whereas the property received a minor variance approval to allow not more than 75%, Section 19.3 (b) and 20.1 (c) "Dwelling Unit to the Rear of Ground Floor Behind Commercial" – to permit a dwelling unit behind a commercial use whereas the by-law requires a dwelling unit shall only be permitted above the ground floor of any commercial

use and Section 20.2 (c) “Maximum Lot Coverage” – to permit a maximum Lot Coverage of 48% whereas the by-law allows 40% and whereas the property received a minor variance approval to allow 42%, is hereby: GRANTED.

The above decision is based on the following reasons:

- 1. The variance is minor in nature as the parking area will still function well and allow for safe and practical movement of vehicles, as it will not affect the appearance of the building as commercial along the frontage and commercial uses are still being provided at grade and as it will not negatively affect the function of the site adequate space for appropriate parking, pedestrian connections and amenity space for the new residential dwelling unit and storm water can be appropriately managed**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land as will allow for a more efficient use of the parking area while facilitating some outdoor amenity space for the ground floor residential unit, as it support existing and future commercial uses and it will allow for an improved building design and site function in a key location in Downtown Fonthill.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. No objections were received from commenting agencies or abutting property owners.**
- 7. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decision is subject to the following conditions:

- 1. That all necessary building permits are required prior to construction commencing to the satisfaction of the Chief Building Official.**

Prior to the issuance of the Building Permit:

- 2. To the satisfaction of the Chief Building Official that:**
 - 1. A filing of a Record of Site Condition be submitted.**
- 3. To the satisfaction of the Director of Community Development and Planning that:**
 - 1. Provide revised drawings for the Site Plan Agreement.**

Carried

6. Applications for Consent

6.1 B11/2020P - 282 Canboro Road

Purpose of Application

Application for consent to convey 1,034 square metres of land (Part 3), to be added to the abutting property to the west, for continued residential use. Part 1 is to be retained for continued residential use of the dwelling known municipally as 282 Canboro Road.

Representation

The Agent, Ethan Laman from Upper Canada Consultants was electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department
4. Niagara Region Planning and Development Services
5. NPCA
6. Hydro One
7. Bell
8. Beverly Sneath
9. Shawn Reeves

Pre-Registered Members of the Public

1. Shawn Reeves

Applicant's Comments

Mr. Laman indicated he agreed with the recommendation report and suggested conditions. He stated the application is for a minor boundary adjustment.

Public Comments

Mr. Shawn Reeves indicated he owns property that abuts the application. He stated the property zoning is currently CR and stated he understands commercial property needs 90m of frontage to have a commercial use on the lands. He stated this application, if approved, provides the property the required frontage to be used as commercial. He indicated he is concerned the lands will not be used for residential property in the future. He stated he is concerned he will have a commercial property beside his residential home and indicated this would devalue his property. He stated he is not opposed to the use being residential but is opposed to it being commercial.

A Member indicated the Committee could only consider the application before them, being a boundary adjustment. He stated the Committee cannot consider what may happen in the future. The Member advised any redevelopment would require a rezoning and that there would be another public meeting.

Ms. Holly Willford, Assistant Secretary Treasurer indicated she checked the clerks@pelham.ca email address at 4:34 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Members Comments

A Member asked why the southerly boundary of the sketch did not extend. In response, Mr. Laman indicated the boundary was chosen to ensure both parcels are 1 acre in size for septic requirements.

A Member asked if the 286 is zoned commercial rural and is legal non-conforming residential, does that prohibit the owner to build a commercial venue right now. In response, Mr. Curtis Thompson, Town Planner,

indicated the house would likely have to come down, as there are requirements for private sewage systems. He stated it would be difficult to support with another building on the property. The Member indicated, with the addition of these lands he will have over an acre (1.2) of lands and stated the owner would only need a minor variance to allow for a residential and commercial venture on the property, as there is a requirement of 1.9 acres. The Member asked Curtis to confirm the owner would require another minor variance in the future for a commercial use. In response, Mr. Thompson indicated the 1.9-acre requirement is a subsection in the commercial rural zone that relates to the permission of accessory rights for residential uses and stated this requirement would come into play if they were proposing a commercial with a residential above, etc. He stated if it is only a standalone commercial building, the requirement is 1 acre and 30m of frontage. Mr. Thompson said hypothetically this could happen, subject to site plan approval. He stated if it was for a mixed-use building they would need some type of zoning relief.

A Member asked Mr. Thompson if it is important for the consent to have 1 acre of lands. In response, Mr. Thompson stated this satisfies the requirement of the Region for sewage system.

Moved By John Klassen

Seconded By Sandra Marsh

Application is made for consent to convey 1,034 square metres of land (Part 3), to be added to the abutting property to the west, for continued residential use. Part 1 is to be retained for continued residential use of the dwelling known municipally as 282 Canboro Road, is hereby: GRANTED

The above decision is based on the following reasons:

- 1. The applicant is aware that additional zoning applications may be required for accessory building uses and / or that demolition permits may be required if zoning compliance cannot be achieved.**
- 2. application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.**

3. **This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.**
4. **The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, this application meets Planning Act criteria, is consistent with the Provincial Policy Statement and complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.**

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

1. **Submit a comprehensive overall Lot Grading & Drainage Plan for all Parts demonstrating that drainage neither relies upon, nor negatively impacts adjacent properties, and that all drainage will be contained within their respective lots.**
2. **Confirm that no existing utilities cross the proposed lot line. In the event that services do cross, the applicant shall be responsible for the costs and responsibility of their relocation and/or removal.**

To the Satisfaction of the Director of Community Planning and Development

1. **Provide a revised Consent Sketch illustrating all existing accessory structures, regardless of whether they are proposed to remain or be removed. If zoning compliance cannot be demonstrated, the Applicant shall either obtain and close Demolition Permit(s), as applicable for their removal, or obtain subsequent zoning approval for their continued existence**

To the Satisfaction of the Secretary-Treasurer

1. **Pursuant to Section 50(12) of the Planning Act, R.S.O. 1990, as amended, it is hereby stipulated that Section 50(3) or 50(5) shall apply to any subsequent conveyance of, or other transaction involving, the identical subject parcel of land. Therefore, once the subject parcel of land has been conveyed to the owner of the parcel abutting to the west (Part 3 to merge with Part 2 of the**

sketch), the subject parcel and the said abutting parcel shall merge in title and become one contiguous parcel of land. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken, together with the registrable legal descriptions of the subject parcel and the consolidated parcel.

2. That the final certification fee of \$395, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.

Carried

7. Minutes for Approval

Moved By Sandra Marsh

Seconded By John Klassen

That the minutes of the September 1, 2020 Committee of Adjustment hearing be approved.

Carried

Moved By John Klassen

Seconded By Sandra Marsh

That the minutes of the November 3, 2020 Committee of Adjustment hearing be approved.

Carried

8. Adjournment

Moved By John Klassen

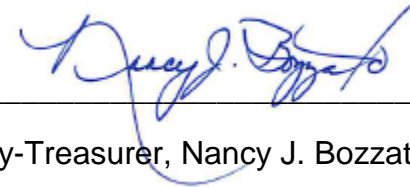
Seconded By Sandra Marsh

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment Hearing be adjourned until the next regular meeting scheduled for January 12, 2021 at 4:00 pm.

Carried

A handwritten signature in black ink, reading "Donald Cook", written over a horizontal line.

Don Cook, Chair

A handwritten signature in blue ink, reading "Nancy J. Bozzato", written over a horizontal line.

Secretary-Treasurer, Nancy J. Bozzato

Committee of Adjustment**Minutes**

Meeting #: CofA 01/2021
Date: Tuesday, January 12, 2021
Time: 4:00 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present Donald Cook
John Klassen
Bernie Law

Members Absent Sandra Marsh
Brenda Stan

Staff Present Nancy Bozzato
Holly Willford
Sarah Leach
Curtis Thompson
Derek Young

1. Attendance

Applicant, Agents, pre-registered members of the public and viewing members of the public via Town of Pelham YouTube Channel by Live-streaming.

2. Call to Order, Declaration of Quorum and Introduction of Committee and Staff

Noting that a quorum was present, Chair Cook called the meeting to order at approximately 4:00 pm. The Chair read the opening remarks to inform those present on the meeting protocols and he introduced the hearing panel and members of staff present.

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. Requests for Withdrawal or Adjournment

Ms. Holly Willford, Assistant Secretary-Treasurer stated no requests for withdrawal or adjournment have been made. Ms. Willford suggested the Committee may wish to hear application A2/2021P after application B1/2021P as both applications relate to the same property and as the consent procedurally should be heard first. The Committee agreed.

5. Applications for Minor Variance

5.1 A1/2021P - 1150 Live Avenue (Part 3)

Purpose of Application

Application for relief of Section 13.2 (b) "Minimum Lot Frontage" – to permit a minimum lot frontage of 9.75 meters whereas the by-law requires 19 meters to allow for future development.

Representation

The Agents Matt Kernahan from Upper Canada Consultants and Patrick Maloney from Sullivan Mahoney LLP were electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department

Public Comments

1. Shellee and Harry Niznik
2. Steve Talosi Jr.

Applicant's Comments

Mr. Maloney stated the application being heard relates to an approved severance heard at the October 6, 2020 Committee of Adjustment hearing. Mr. Maloney advised no appeals were filed, therefore the decisions are binding, subject to meeting conditions. Mr. Maloney indicated one of the conditions for creating Part 2 on the sketch was that the zoning compliance issue be addressed. Mr. Maloney advised the original plan was to correct the zoning issues as part of a re-zoning application for the whole property; however, he stated his client heard the concerns of the residents with regards to what Part 3 will look like in the

future. Mr. Maloney advised this application does not relate to the development of the lands but more with respect to the creation of Part 2. He stated they heard from the residents and did not want to rush a re-zoning application and therefore brought forth a minor variance application. He stated he agrees with the opinion from the Town Planning staff and stated the request meets the tests in the Planning Act and the Official Plan of the Town. In addition, Mr. Kernahan indicated the minor variance meets the four tests in the Planning Act and briefly reviewed each test.

Public Comments

Mr. Kevin Hooiveld indicated he is a new resident to Timbercreek Crescent and wanted to join the meeting to get more context on what was being planned. He indicated he did not have comments for objection or support at this time. Mr. Hooiveld indicated he simply wanted to know what is happening in that space as the new driveway will back into his backyard. In response, Chair Cook advised the application strictly deals with a request to reduced lot frontage. The Chair indicated if the owner wants to redevelop the property to a higher density than what is allowed in the R1 zoning, he would need to apply for a re-zoning amendment, which would be heard in front of Council, being a different public process. Mr. Hooiveld indicated he was satisfied with the response.

Mr. Steve Talosi Jr. indicated he would like to ask a question with regard to Mr. Maloney's statement that this application relates to Part 2, yet the application he received references Part 3 and therefore is confused. In response, Chair Cook indicated previously on these lands there were two conveyances Part 1 and Part 2, and what is required as a condition for the consent of Part 2 would be to bring the frontage of the remnant parcel, Part 3, into zoning compliance. Mr. Talosi then asked if this means the lot frontage of all of Part 3 could be reduced to 9.75m. In response, Chair Cook indicated the reason the Committee is hearing the application is because of the consent granted for Part 2. In further response, Mr. Maloney, Agent for the applicant indicated the Chair is correct and that the Part 2 severance has a condition that requires this zoning deficiency to be corrected. Mr. Maloney stated this does not mean all of the lots to be developed in Part 3 will have a minimum lot frontage of 9.75m. Mr. Talosi indicated he may have misinterpreted the application as he thought it would be for any lot put into Part 3, however the application is just to allow the frontage of the laneway to remain 9.75m. Mr. Maloney indicated that was correct any consideration for lot frontage on lots created within Part 3

would be addressed at a re-zoning amendment and a different public meeting process. Furthermore, the Chair advised under the current zoning only 1 house can exist in Part 3 and that particular house will have a frontage of 9.75m, being the frontage of Lot 3. Mr. Talosi thanked the Chair for further clarification.

Mr. Peter Scott stated the Chair indicated the notice was sent to owners within 60m, however he stated his understanding was the last notice was sent to owners within 100m of the property and asked for comment. In response, the Chair indicated the Planning Act specifies the circulation distance. In Further response, Ms. Willford indicated the Chair is correct that notices of hearing are circulated as stipulated in the Planning Act and that this notice of hearing and the last notice of hearing was circulated 60m or 200ft. She stated circulation is based on a radius of the property boundary of the subject property, being Part 3. Ms. Willford stated the subject boundary in this application would have only been for Part 3 and not have included Parts 1 and 2 and that could be the difference. Ms. Nancy Bozzato, Secretary– Treasurer concurred with Ms. Willford’s explanation and stated the Planning Act regulates how we send notices and she indicated a consent and minor variance application are both circulated at 60m or 200ft and that a zoning amendment application would be circulated double.

Mr. Scott asked how many lots within a 100m of this property zoned as R1 have a 9.75m lot frontage. He stated to his knowledge there are none and indicated he believes the request is not minor in nature and would not fit in with the current character of the neighbourhood. In response, The Chair asked Mr. Curtis Thompson, Town Planner, to respond. Mr. Thompson indicated he did not know of any off the top of his head however, knows of some lots with very narrow frontages but may not have the exact same zoning. Mr. Scott stated there is none.

Mr. Scott stated at the last meeting he and the residents were strongly opposed to this development application for the deviation from the Town approved by-laws. He stated he and other residents stated there would be restricted access at Part 3 however was told by the Committee it would not be discussed. Mr. Scott stated the applicant’s lawyer, Mr. Patrick Maloney indicated at the last meeting it would be disingenuous to provide that information, however Mr. Scott stated he believes it is disingenuous by the developer by not providing a detailed plan that addresses the residents’ concerns. Chair Cook advised Mr. Scott that the Committee has no authority over what may or may not happen with development on this

property and the Committee can only discuss the ramifications related to the existing zoning by-law relief.

Mr. Scott stated about a month ago on Bacon Lane a fire broke-out and burned a brand new home to the ground and indicated he is concerned about the small lot frontage and restricting emergencies services being able to access the lands. In response, the Chair indicated the proposal is for a driveway for one house. Furthermore, Ms. Bozzato stated the fire and emergency services were circulated on the application and did not provide any comment. In addition, Mr. Maloney stated the Building Code has a requirement as it relates to fire lanes and 9.75m exceeds that requirement. He stated the requirement is 6m.

Mr. Scott asked the Chair if the Chair can refer the application back to Town Council or the developer for more information or must you make a decision. In response, the Chair advised the Committee is a Committee of Town Council and stated the members have been appointed by Council to review requests for variances and consents. The Chair indicated the Committee will be rendering a decision. The Chair stated the minutes of the meetings are circulated to Council for information. Ms. Bozzato indicated the only way the Committee would defer the decision is if they did not have enough information to render a decision. Ms. Bozzato stated the Town of Pelham Council does not have jurisdiction over minor variances or consent because that authority has been delegated to the Committee of Adjustment. Mr. Maloney indicated both the Chair and Ms. Bozzato are correct.

Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 5:04 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Members Comments

A Member asked Mr. Thompson if the application is granted, can the applicant build a house with a long driveway and then come back to the Committee of Adjustment for a consent to create two more lots without going through re-zoning? In response, Mr. Thompson indicated the Town cannot prevent an applicant from making an application, he stated they could make an application however does not know what Town staff's position on the application would be. He stated it would likely have zoning

issues that could be rectified through minor variance or a zoning by-law amendment. Mr. Thompson stated that to change the use of the land, from single detached house to something other, semi or townhouse, would require a re-zoning application.

A Member indicated the application is truly a driveway so that the developer in the future can go into the back of the property.

A Member indicated he agrees with the Chair and that the decision is based on only what the applicant has asked for being a minor variance and what will happen on Part 3 is not relevant to this application.

Moved By John Klassen

Seconded By Bernie Law

Application for relief, of Section 13.2 (b) “Minimum Lot Frontage” – to permit a minimum lot frontage of 9.75 meters whereas the by-law requires 19 meters is hereby: GRANTED.

The above decision is based on the following reasons:

- 1. The variance is minor in nature given the surrounding area and as the lands are wide enough to accommodate either, a single detached dwelling positioned near Line Avenue or a private laneway that could serve future internal development opportunities.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land as it will allow for the creation of an (adjacent) additional residential building lot.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decision is subject to the following conditions:

1. **That the approval of the minor variance is subject to Consent File B8/2020P obtaining final approval.**

Carried

5.2 A3/2021P - 1012 Cream Street (Part 1)

Purpose of Application

Application for relief of Section 7.2 (a) “Minimum Lot Frontage” – to permit a minimum lot frontage of 125.8m whereas the by-law requires 180m, Section 7.2 (b) “Minimum Lot Area” – to permit a minimum lot area of 3.5 hectares whereas the by-law requires 10 hectares and of Section 7.2 (e) “Minimum Side Yard” – to permit a minimum side yard of 18m whereas the by-law requires 46m to rectify zoning deficiencies as a result of a consent application (B10/2020P).

Representation

The Applicant’s Agent, Mr. William Heikoop, from Upper Canada Consultants was electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department

Applicant's Comments

Mr. Heikoop, Agent, indicated he had no further comments and stated the staff report was very comprehensive.

Public Comments

There were no pre-registered members of the public to speak concerning this application. Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 5:17 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberated.

Members Comments

The Members made no comments.

Moved By Bernie Law

Seconded By John Klassen

Application for relief, of Section 7.2 (a) “Minimum Lot Frontage” – to permit a minimum lot frontage of 125.8m whereas the by-law requires 180m, Section 7.2 (b) “Minimum Lot Area” – to permit a minimum lot area of 3.5 hectares whereas the by-law requires 10 hectares and of Section 7.2 (e) “Minimum Side Yard” – to permit a minimum side yard of 18m whereas the by-law requires 46mis hereby: GRANTED.

The above decision is based on the following reasons:

- 1. The variance is minor in nature overall because there are no negatively induced impacts to the subject lands or its surroundings.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land recognize an existing undersized (agriculturally designated & zoned) parcel of land which is understandably being severed from its urban half as this is clearly desirable from a land holdings perspective.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. No objections were received from commenting agencies or abutting property owners.**

The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

- 1. That the approval of the minor variance is subject to Consent File B10/2020P obtaining final approval.**

5.3 A4/2021P - 1120 Haist Street (Part 1)

Purpose of Application

Applications A4/2021P and A5/2021P were heard concurrently.

Application A4/2021P and A5/2021P request relief of Section 13.2 (a) “Minimum Lot Area” – to permit a minimum lot area of 685m² whereas the by-law requires 700 m², Section 13.2 (b) “Minimum Lot Frontage” – to permit a minimum lot frontage of 18m whereas the by-law requires 19m and of Section 13.2 (c) “Maximum Lot Coverage” – to permit a maximum lot coverage of 45% whereas the by-law allows 30% construct a single detached dwelling.

Representation

The Applicant and his Agent, Mr. Greg Taras, from Urban & Environmental Management Inc. was electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department
4. Rosemary Dougan

Applicant's Comments

Mr. Taras, Agent indicated he and the applicant are in support of all recommendations except for the point on the archeological condition. He stated at pre-consultation the applicant was told no archeological assessment would not be required for Parts 1, 2 and 3, but would be required for Part 4. Mr. Taras stated the applicant has conducted a Stage 1-2 Archeological Assessment and indicated nothing was found. Mr. Taras stated the draft report has been submitted to the Town and the report will be submitted to the Ministry to receive a clearance letter. Mr. Taras requested, if a clearance letter from the ministry is provided, than the applicant not require a licensed archeologist during excavation.

In response, the Chair requested Mr. Thompson to speak to the request. Mr. Thompson confirmed the Town has received the Stage 1-2 Archeological Assessment which is about to be submitted to the Ministry. He indicated at the time of writing the report the Town did not have this information. Mr. Thompson indicated he has spoken to the Director of Development and Community Plan and she indicated that condition could be amended as Mr. Taras has identified or could be waived based on the results of the archeological assessment.

Through discussion, the Committee determined the requested condition regarding the requirement of a licensed archeologist during excavation be amended to requiring a clearance letter from the ministry with regards to the already completed Stage 1-2 Archeological Assessment.

Public Comments

There were no pre-registered members of the public to speak concerning this application. Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 5:39 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberated.

Members Comments

The Members made no further comments.

Moved By John Klassen

Seconded By Bernie Law

Application A4/2021P for relief, of Section 13.2 (a) “Minimum Lot Area” – to permit a minimum lot area of 685m² whereas the by-law requires 700 m², Section 13.2 (b) “Minimum Lot Frontage” – to permit a minimum lot frontage of 18m whereas the by-law requires 19m and of Section 13.2 (c) “Maximum Lot Coverage” – to permit a maximum lot coverage of 45% whereas the by-law allows 30% construct a single detached dwelling, is hereby: GRANTED.

The above decision is based on the following reasons:

- 1. The variance is minor in nature given the surrounding area and as smaller lot sizes are increasingly becoming common and the reduced lot area can still comfortably accommodate the proposed dwelling, landscaped amenity area, parking and drainage, given**

modern civil design, house design and infrastructure standards and as no adverse impacts are anticipated.

- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land as it will legally recognize the recently created residential building lot, will help facilitate a larger building footprint / gross floor area for the new dwelling and offer more design flexibility.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

- 1. That all necessary building permits are required prior to construction commencing to the satisfaction of the Chief Building Official.**

Prior to the issuance of the Building Permit:

- 2. To the satisfaction of the Director of Community Development and Planning that:**
 - 1. Provide front dwelling Elevation Plans that positively contribute to the public street through the use of a covered front porch, windows symmetrically proportionate to the building's mass, and a congruent use of exterior cladding etc.**

2. **Provide written confirmation to the Director of Community Planning and Development certifying that the Ministry of Heritage, Sport, Tourism and Culture is satisfied pertaining to requirements for an archaeological assessment for the property.**

Carried

Moved By John Klassen

Seconded By Bernie Law

Application A5/2021P for relief, of Section 13.2 (a) “Minimum Lot Area” – to permit a minimum lot area of 685m² whereas the by-law requires 700 m², Section 13.2 (b) “Minimum Lot Frontage” – to permit a minimum lot frontage of 18m whereas the by-law requires 19m and of Section 13.2 (c) “Maximum Lot Coverage” – to permit a maximum lot coverage of 45% whereas the by-law allows 30% construct a single detached dwelling, is hereby: GRANTED.

The above decision is based on the following reasons:

1. **The variance is minor in nature given the surrounding area and as smaller lot sizes are increasingly becoming common and the reduced lot area can still comfortably accommodate the proposed dwelling, landscaped amenity area, parking and drainage, given modern civil design, house design and infrastructure standards and as no adverse impacts are anticipated.**
2. **The general purpose and intent of the Zoning By-Law is maintained.**
3. **The intent of the Official Plan is maintained.**
4. **The proposal is desirable for the appropriate development and/or use of the land as it will legally recognize the recently created residential building lot, will help facilitate a larger building footprint / gross floor area for the new dwelling and offer more design flexibility.**
5. **This application is granted without prejudice to any other application in the Town of Pelham.**

6. **The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

1. **That all necessary building permits are required prior to construction commencing to the satisfaction of the Chief Building Official.**

Prior to the issuance of the Building Permit:

2. **To the satisfaction of the Director of Community Development and Planning that:**
 1. **Provide front dwelling Elevation Plans that positively contribute to the public street through the use of a covered front porch, windows symmetrically proportionate to the building's mass, and a congruent use of exterior cladding etc.**
 2. **Provide written confirmation to the Director of Community Planning and Development certifying that the Ministry of Heritage, Sport, Tourism and Culture is satisfied pertaining to requirements for an archaeological assessment for the property.**

Carried

5.4 A5/2021P - 1120 Haist Street (Part 2)

Application A5/2021P was heard concurrently with Application A4/2021P. See application A4/2021P for minutes and decision.

5.5 A6/2021P - 1120 Haist Street (Part 3)

Purpose of Application

Application request relief of Section 13.2 (b) “Minimum Corner Lot Frontage” to permit a corner lot frontage of 19.5 m, whereas 20 m is required, Section 13.2 (c) “Maximum Lot Coverage” – to permit a maximum lot coverage of 45% whereas the by-law allows 30%, Section 13.2 (e) “Minimum Interior Yard Setback” – to permit a minimum interior yard setback of 1.2m whereas the by-law requires 1.8m, Section 13.2 (e) “Minimum Exterior Side Yard Setback” – to permit a minimum exterior side yard setback of 3m whereas the by-law requires 5m and, Section 6.35 (c) “Yard Encroachments – Unenclosed Porches” – to permit an unenclosed porch and steps to project into a required front yard to a maximum distance of 2.2m whereas the by-law allows a maximum distance of 1.5m to construct a single detached dwelling.

Representation

The Applicant and his Agent, Mr. Greg Taras, from Urban & Environmental Management Inc. were electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department
4. Rosemary Dougan

Applicant's Comments

Mr. Taras, Agent indicated similarly to applications A4 and A5/2021P he agreed with everything except and the point on the archeological condition.

The Committee determined, similarly to applications A4 and A5/2021P the requested condition regarding the requirement of a licensed archeologist during excavation be amended to requiring a clearance letter from the ministry with regards to the already completed Stage 1-2 Archeological Assessment.

Public Comments

There were no pre-registered members of the public to speak concerning this application. Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 5:54 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberated.

Members Comments

The Chair stated the applicants original request for Section 13 (c) was for a reduction from 5m to 1.2m, however Planning staff recommend approval of 3m and asked the Agent if he is okay with this. In response, Mr. Taras indicated he and the applicant are okay with this.

Moved By John Klassen

Seconded By Donald Cook

Application for relief, of Section 13.2 (b) “Minimum Corner Lot Frontage” to permit a corner lot frontage of 19.5 m, whereas 20 m is required, Section 13.2 (c) “Maximum Lot Coverage” – to permit a maximum lot coverage of 45% whereas the by-law allows 30%, Section 13.2 (e) “Minimum Interior Yard Setback” – to permit a minimum interior yard setback of 1.2m whereas the by-law requires 1.8m, Section 13.2 (e) “Minimum Exterior Side Yard Setback” – to permit a minimum exterior side yard setback of 3m whereas the by-law requires 5m and, Section 6.35 (c) “Yard Encroachments – Unenclosed Porches” – to permit an unenclosed porch and steps to project into a required front yard to a maximum distance of 2.2m whereas the by-law allows a maximum distance of 1.5m, is hereby: GRANTED.

The above decision is based on the following reasons:

- 1. The variance is minor in nature given the surrounding area and as smaller lot sizes are increasingly becoming common and the reduced lot area can still comfortably accommodate the proposed dwelling, landscaped amenity area, parking and drainage, given modern civil design, house design and infrastructure standards, as it will offer more design flexibility and no adverse impacts are anticipated.**

2. **The general purpose and intent of the Zoning By-Law is maintained.**
3. **The intent of the Official Plan is maintained.**
4. **The proposal is desirable for the appropriate development and/or use of the land as it will legally recognize the recently created residential building lot, as will help facilitate a larger building footprint / gross floor area for the new dwelling, and it will offer more design flexibility.**
5. **This application is granted without prejudice to any other application in the Town of Pelham.**
6. **The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

1. **That all necessary building permits are required prior to construction commencing to the satisfaction of the Chief Building Official.**

Prior to the issuance of the Building Permit:

2. **To the satisfaction of the Director of Community Development and Planning that:**
 1. **Provide front dwelling Elevation Plans that positively contribute to the public street through the use of a covered front porch, windows symmetrically proportionate to the building's mass, and a congruent use of exterior cladding etc.**
 2. **Provide written confirmation to the Director of Community Planning and Development certifying that the Ministry of Heritage, Sport, Tourism and Culture is satisfied pertaining to requirements for an archaeological assessment for the property.**

6. Applications for Consent

6.1 B1/2021P - 695 Quaker Road

Purpose of Application

Application for consent to partial discharge of mortgage and consent to convey 540.4 square metres of land (Part 2) for residential use. Part 1 is to be retained for continued residential use of the dwelling known municipally as 695 Quaker Road

Representation

The Agents Matt Kernahan from Upper Canada Consultants and Patrick Maloney from Sullivan Mahoney LLP were electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department
4. Niagara Region
5. NPCA
6. Bell Canada

Applicant's Comments

The Agents made no further comments.

Public Comments

There were no pre-registered members of the public to speak concerning this application. Ms. Holly Willford, Assistant Secretary Treasurer checked the clerks@pelham.ca email address at 6:12 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford closed the public comment portion of the application.

Members Comments

A Member indicated he was happy to see the subject land reach this point as the lands in question are becoming an appropriate parcel of land for development.

A Member indicated he has a problem with the condition of the Stage 1 – 2 Archeological Assessment and that no demolition or change of grading shall happen prior to the clearance letter as he drove past the property and stated Part 2 has been totally regraded. He stated he does not like this and asked why is the Committee imposing the condition now when the land has been distributed, including the removal of the carport. The member asked Mr. Thompson if a demolition permit has been taken out. In response, Mr. Thompson indicated he is not aware if a demolition permit has been taken out. The Agent, Mr. Kernahan stated he can confirm the applicant has made an application for a demolition permit and has also applied and received the entrance permit.

The Member indicated he is concerned the grading has changed prior to the issuance of the release letter from the Ministry. In response, Mr. Kernahan stated in the absence of a Planning Act application, there is no requirement for an archeological assessment. He further stated his client was not aware of the conditions of the Committee prior to applying and receiving the demolition permit.

A Member asked if the Building Department has any parameters or obligations when issuing demolition permits. In response, Mr. Kernahan indicated he was not personally involved in that process and he cannot speak on behalf of the Building Department, however stated the requirement of an archeological assessment is not triggered by a building permit but it is triggered by a development application. He stated he would be surprised if the Building Department required an archeological assessment. In further response, Mr. Maloney indicated the Chief Building Official will issue a permit after checking all applicable law and if the property was within a heritage district, and no requirements were imposed on the site, the Chief Building Official would have to issue the permit.

A Member stated he was not sure why the condition is being suggested, as the lands are not 'virgin'. Through further discussion it was determined by the Committee, as the condition is not being questioned by the applicant or agents, the condition would remain as suggested.

Moved By Bernie Law
Seconded By John Klassen

**Application is made for consent to partial discharge of mortgage and consent to convey 540.4 square metres of land (Part 2) for residential use. Part 1 is to be retained for continued residential use of the dwelling known municipally as 695 Quaker Road, is hereby:
GRANTED**

The above decision is based on the following reasons:

- 1. The application conforms to the policies of the Town of Pelham Official Plan, Regional Policy Plan and Provincial Policy Statement, and complies with the Town's Zoning By-law.**
- 2. This Decision is rendered having regard to the provisions of Sections 51(24) and 51(25) of the Planning Act, R.S.O., as amended.**
- 3. No objections to this proposal were received from commenting agencies or neighbouring property owners.**
- 4. The Committee of Adjustment considered all written and oral submissions and finds that, subject to the conditions of provisional consent, this application meets Planning Act criteria, is consistent with the Provincial Policy Statement and complies with the Growth Plan, the Niagara Region Official Plan and the Town Official Plan.**

The above decision is subject to the following conditions:

To the Satisfaction of the Director of Public Works

- 1. Ensure Part 2 is serviced with, at a minimum, an individual 20 mm Ø water service and 125 mm Ø sanitary sewer lateral in accordance with Town standards. Installation of any service will require a Temporary Works Permit(s) to be obtained and approved by the Public Works Department. The applicant shall bear all costs associated with these works.**
- 2. Submit a drawing indicating the location of the individual water services and sanitary laterals for all lots confirming no existing or proposed service branches from, or through any proposed lot lines to other lands, and from or through the remnant parcel to**

other lands. Locate cards are required after the installation of new services.

3. Obtain approval for a Driveway Entrance & Culvert Permit, as applicable, issued through the Public Works department, to Town standards. The driveway entrance shall be located on the east side of Part 2. The applicant shall bear all costs associated with these works.
4. Submit a comprehensive Lot Grading & Drainage Plan for all parcels demonstrating that the drainage neither relies, nor negatively impacts neighbouring properties, and that all drainage will be contained within the respective lots, to the satisfaction of the Director of Public Works, or designate.

To the Satisfaction of the Director of Community Planning and Development

1. Provide one (1) required parking stall in accordance with Section 6.16 (a) of the Zoning By-law by obtaining and completing a building permit for the construction of a carport or garage on Part 1. Alternatively, the applicant shall obtain zoning relief to amend this parking provision.
2. Conduct a Stage 1-2 Archaeological Assessment prepared by a licensed archaeologist and receive clearance from the Ministry of Heritage, Sport, Tourism & Culture. At a minimum, the Assessment must cover the building envelope of the proposed lot eligible for disturbance, and be accepted by the Ministry prior to clearance of this condition. The licensed archaeologist may recommend further archaeological analysis or preservation steps be taken. No demolition, grading or other soil disturbances shall take place on the subject land prior to the issuance of a Ministry letter confirming that all archaeological resource concerns have been mitigated and meet licensing and resource conservation requirements.
3. Provide north & west dwelling *Elevation Plan(s)* that positively contribute to the public street through the use of a front porch, windows symmetrically proportionate to the building's mass, and a congruent use of exterior cladding etc., to the satisfaction of the Director of Community Planning & Development. Said *Elevation*

***Plans* shall be substantially unaltered from those at the time of building permit.**

4. **Sign the Town of Pelham's standard "Memorandum of Understanding" explaining that development charges and cash-in-lieu of the dedication of land for park purposes are required prior to the issuance of a Building Permit.**

To the Satisfaction of the Secretary-Treasurer

1. **That the Secretary-Treasurer be provided with a registrable legal description of the subject parcel, together with a copy of the deposited reference plan, if applicable, for use in the issuance of the Certificate of Consent.**
2. **That the final certification fee of \$399, payable to the Treasurer, Town of Pelham, be submitted to the Secretary-Treasurer. All costs associated with fulfilling conditions of consent shall be borne by the applicant.**

Carried

6.2 A2/2021P - 695 Quaker Road

Purpose of Application

Application for relief of Section 6.16 (a) "Parking Requirements" – to permit 1 required parking stall outdoors whereas the by-law requires 1 parking stall in a private garage or carport.

Representation

The Agents Matt Kernahan from Upper Canada Consultants and Patrick Maloney from Sullivan Mahoney LLP were electronically present.

Correspondence Received

1. Town of Pelham Planning Department
2. Town of Pelham Public Works
3. Town of Pelham Building Department.

Applicant's Comments

Mr. Kernahan indicated the application is for relief for building a garage or carport. Mr. Mahoney indicated he drove the area and many houses do have garages but no one seems to use the garage, therefore outdoor parking would be consistent.

Public Comments

Ms. Holly Willford, Assistant Secretary Treasurer indicated there were no pre-registered members of the public and checked the clerks@pelham.ca email address at 6:35 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Willford indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Members Comments

The Members made no comments.

Moved By John Klassen

Seconded By Bernie Law

Application for relief, of Section 6.16 (a) “Parking Requirements” – to permit 1 required parking stall outdoors whereas the by-law requires 1 parking stall in a private garage or carport is hereby: GRANTED.

The above decision is based on the following reasons:

- 1. The variance is minor in nature as there is no substantiated negative impact that would result to either the homeowner, or neighbourhood, from not having a parking structure and parking will be available in the new driveway(s).**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land as it offers the homeowner flexibility to decide if they wish to construct such a structure.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**

6. **No objections were received from commenting agencies or abutting property owners.**
7. **The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decision is subject to the following conditions:

1. **That the approval of the minor variance is subject to Consent File B1/2021P obtaining final approval.**

Carried

7. Minutes for Approval

None.

8. Adjournment

Moved By Bernie Law

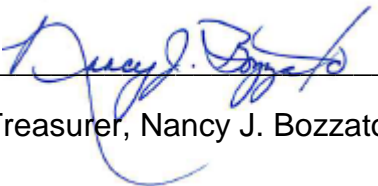
Seconded By John Klassen

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment Hearing be adjourned until the next regular meeting scheduled for February 1, 2021 at 4:00 pm.

Carried



Don Cook, Chair



Secretary-Treasurer, Nancy J. Bozzato

OUR MISSION: The mission of the Pelham Public Library is to engage, encourage and enrich our community.

**Minutes of Wednesday, December 9, 2020
Meeting of the Pelham Public Library Board**

Time: 6:00 p.m.

Location: via Zoom

Present: Nicole Nolan (Chair), Councillor Marianne Stewart, Greg Lewis, Tim Wright, Donald Brown, Madison Smith, Catherine McPherson, Gwendoline MacDougall

Staff: Amy Guilmette (Acting CEO), Jo-Anne Teeuwsen (Acting Deputy CEO), Brynley Eckhart (minutes)

Regrets: Gail Pepper

We begin this gathering by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabeg peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

1. Call to order/Regrets
 - The meeting was called to order at 6:01 p.m. by N. Nolan
2. Approval of the Agenda for the Library Board Meeting of December 9, 2020 and receipt of reports and correspondence (This is the opportunity to have additional items added to the agenda)

Moved by G. Lewis, seconded by T. Wright

That the agenda for the meeting of December 9, 2020 be approved and the reports and correspondence listed on the agenda be received for discussion/action.

CARRIED

3. Request to Lift Consent Agenda Item(s) for Separate Consideration
 - None.
4. Consent Agenda Items to be Considered in Block
 - 4.1 2020 Board Attendance List (Attached)
 - 4.2 Minutes of the Library Board Meeting of October 28, 2020 (Attached)
 - 4.3 Minutes of the Special Library Board Meeting of November 13, 2020 (Attached)

Library Board Meeting Minutes for December 9, 2021

- 4.4 October 2020 Charitable Account Summary (Attached)
- 4.5 December 2020 Just Browsing Newsletter (Attached)
- 4.6 Library COVID-19 Safety Plan Snapshot (Attached)
- 4.7 Briefing Materials Isolation Report – November 27, 2020 Distributed by FOPL (Attached)

Moved by G. MacDougall, seconded by G. Lewis

That the Consent Agenda items as listed on the December 9, 2020 Library Board Agenda be received. CARRIED.

- 5. Items for Separate Consideration, If Any
 - None.
- 6. Conflict of Interest Declarations
 - None.
- 7. Library Reports
 - 7.1 Manager's Report for December 2020 (Attached)
 - A. Guilmette reported that SOLS and OLS North are amalgamating into one organization in April 2021. Representatives to serve on the Ontario Library Service Board will be elected from their corresponding Board Assemblies. There will be nine (9) Board Assemblies, based on population served, representing Ontario public libraries. All Ontario public libraries will be invited to appoint an official board representative to their respective Board Assembly. G. Lewis, who has been attending the SOLS trustee meeting, has volunteered to be the Board Assembly representative for Pelham.
 - G. Lewis recently attended a trustee meeting in November, discussing updating Strategic Plans in light of COVID's impact. A. Guilmette asked G. Lewis to present learning from the trustee meeting at the January Board meeting. G. Lewis accepted. A. Guilmette plans to work on the Library's current strategic plan and completed actions in the New Year and will combine this with the information G. Lewis will present.
 - A. Guilmette suggested the Board start thinking about the possibility of suspending fines on all late materials in 2022. PPL removed fines on children's materials in early 2020, but evidence shows charging fines for **any** materials can create a barrier to using library services from our most vulnerable population.



Library Board Meeting Minutes for December 9, 2021

- The Library plans to alter operating hours in the New Year, starting on January 2. The Fonthill branch will open an hour earlier Monday, Tuesday, Thursday, Friday and Saturday and close an hour earlier on Tuesday and Thursday. Staff are finding that no one has been using the library from 7 – 8 p.m. during COVID. Traditionally it was used by those using the Internet for extended periods of time in the evening and by those studying, neither of which can happen right now, so it seems more useful to open earlier. This change means that the library will be adding in an additional 3 hours for browsing. The Maple Acre branch will be opening Tuesdays, but the hours of this are being considered.
- G. Lewis inquired if the 2021 increase in hours would impact the budget. A. Guilmette advised that it would not. These extra hours are fitting into our usual pre-COVID hours, while taking safety protocols into consideration.
- The Library is not planning any in person programming for January, as it is anticipated that COVID rates will go up after the holidays.
- Jen Fulop gave her notice in October and her last day was November 11. Jen accepted a position at a library near where her sister and parents now reside. We will miss her.
- Brynley Eckhart and Mikayla Gora, both working as part-time contract librarians, have both completed their masters in library science this month. A. Guilmette believes that for the first time in the history of Pelham Public Library there are three professional librarians working at our library.
- The ICIP COVID grant the Library was going to apply to for, for the Fonthill branch renovation, did not become available. Instead, the province decided to distribute the funds evenly by population size. A. Guilmette worked with Teresa from the Town, along with the Town's grant writer, to submit an application for a Trillium grant. The Trillium grant maxes out at \$150,000 and required evidence to show that the funds would help increase access during COVID. Our request was to implement RFID technology and purchase hold lockers for outside the library, along with new self-checkouts. This grant has a lot of competition but we remain hopeful that it will be successful.
- Our first annual Giving Tuesday campaign was a success. A. Guilmette gave special thanks to the Friends of Maple Acre for advertising Giving Tuesday on Facebook through a paid ad, paid for by their own members, and thanked those Board members who donated. Donations ranged from \$6 to \$500 and were made online and in person. Overall, Giving Tuesday raised over \$3000 with just under 30 individual donations.
- G. Lewis suggested putting a "Thank You" in The Voice for Giving Tuesday donations, suggesting there is still time to give and support the library. A. Guilmette advised she would do this as soon as possible.

Library Board Meeting Minutes for December 9, 2021

- The number of borrows and visitors fell in November compared to October, which is a typical trend year to year. A. Guilmette reported that the Library tends to have quieter Novembers and Decembers and then the numbers pick up again in the New Year.
- A. Guilmette gave an update on the LiNC expansion and reported that West Lincoln Public Library had joined LiNC in March of this year, but due to COVID had waited to be included in resource sharing and deliveries. In November, West Lincoln went ahead and opened up resource sharing and now Pelham cardholders can request West Lincoln items to be delivered to Pelham branches. On January 4, 2021 Grimsby Public Library, Port Colborne Public Library and Welland Public Library will begin sharing, and Wainfleet will join in March.

Moved by M. Smith, seconded by D. Brown

That the Manager's Report for December 2020 be received. CARRIED.

8. Finances

8.1 November 30, 2020 Consolidated Financial Report (Attached)

- A. Guilmette continued to report a surplus based on staff lay-offs but is unsure of exactly how much. At present, the Library is in good standing and any surplus will be used for future renovations of the Fonthill branch.

8.2 COVID Related Expenses – March – November 2020 (Attached)

Moved by T. Wright, seconded by G. Lewis

That the November 30, 2020 Consolidated Report and the COVID Related Expenses from March to November 2020 be received. CARRIED.

9. Library Board Reports

9.1 Councillor's Report (Marianne Stewart)

- M. Stewart reports Council will continue budget discussions in January until the budget is passed.
- Development in Pelham continues to rise, including the expansion of the strip mall on Hwy 20 and a number of residential homes.

9.2 Maple Acre Friends' Report (Madison Smith)

- The Maple Acre friends decorated the outside of the branch. Donations were made from some local residents of bows and a wreath. M. Smith advised they will be honoring Craig Stertzinger and Colleen McCarthy by adding their names to the plaque in the reading room at the Maple Branch. The Friends helped to promote

Library Board Meeting Minutes for December 9, 2021

Giving Tuesday through an ad on Facebook and want to wish the Board Happy Holidays.

- N. Nolan wished them Happy Holidays in return and enjoyed the gesture.
- T. Wright asked if the Friends were hoping to reinstate the Craft sale next year. M. Smith advised as long as COVID allows they hope to.

9.3 Town of Pelham Seniors Advisory Committee Report (Gwen MacDougall)

- G. MacDougall advised they are relocating the designated seniors' room to the concourse in the MCC. The committee has a Zoom meeting tomorrow to look at plans for next year. The seniors are having concerns with the new transportation system (not comfortable with system) and are hoping there will be more information given and more publicity. The seniors need reassurance the new system will work. M. Stewart stated the main issue is that seniors had free fare to MCC on previous transportation system, and the Town is looking to see if and how this can become available with the new system.

9.4 Pelham Art Festival Report (Donald Brown)

- D. Brown reported that the May 2021 art show would be virtual. Surveys have been done showing people are more comfortable with a virtual art show, rather than a live show. The committee is tracking virtual shows to see different models and ideas of how to run it and the final call will be made in January.

Moved by M. Smith, seconded by G. MacDougall

**That the Councillor's report, the Maple Acre Friends' report, the Town of Pelham Seniors Advisory Committee report and the Pelham Art Festival report be received.
CARRIED.**

10. New and Other Business

10.1 Proposed 2021 Library Board Meeting Schedule (Attached)

- A. Guilmette advised the meeting schedule has not changed much with ten meetings throughout 2021. Seven meetings are mandatory via the Public Library Act, so aiming for 10 will allow cancellations for weather etc.

Library Board Meeting Minutes for December 9, 2021

Moved by G. Lewis, seconded by M. Smith

That the Library Board approve the 2021 Library Board Meeting Schedule as listed.

- T. Wright would like a thank you letter composed to the Vaughn Public Library for their comprehensive Library Materials Isolation Report.

Moved by G. MacDougall, seconded by G. Lewis

That the Board action the Acting CEO to send a letter of thanks to the Vaughn Public Library for the Library Materials Isolation Report dated November 27, 2020. CARRIED.

11. Resolution to Move to Closed Session (1 item)

Moved by M. Smith, seconded by G. Lewis

That the Board at 6:37 p.m. move into closed session for reasons permitted under the Public Libraries Act RE: discussion of matters about an identifiable individual. CARRIED.

Moved by G. Lewis, seconded by M. Smith

That the Board rises at 6:55 p.m. from closed session with report. CARRIED.

Moved by G. Lewis, seconded by M. Smith

That the Library Board directs the Acting CEO to complete the actions discussed in camera. CARRIED.

- T. Wright congratulated N. Nolan on her first year as the Library Board Chair and commended her on her performance.

12. Next Library Board meeting date. **January 27, 2020 at 6 p.m.**

13. Adjournment

Moved by G. MacDougall

That the Library Board meeting of December 9, 2020 be adjourned at 7:00 p.m. CARRIED.



Pelham
Public
Library

Library Board Meeting Minutes for December 9, 2021

The foregoing minutes were approved by the Pelham Public Library Board on

Jan 27, 2021
(date)

Amy Gullmette
Amy Gullmette, Secretary

Nicole Nolan
Nicole Nolan, Chair

Subject: AMPS parking bylaw amendment 2021**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0042;

AND THAT Council approve the partial repeal and replacement of AMPS bylaw 3505(2014), as amended, as included on the February 16, 2021 Council agenda.

Background:

The Town of Pelham adopted bylaw 3505(2014) AMPS (administrative municipal penalty system) in 2014 following the advice of the province to develop and implement a parking penalty system within the municipality to reduce work load on the Provincial Offences Courts. With this repeal and replacement of the current by-law, two new changes and the consolidation of amendments that were made after its inception are included.

Analysis:

Through daily administration of the AMPS system, staff have identified two areas of weakness where change would benefit operations. These changes address payments not received after the decision of a screening or hearing officer has been rendered. The changes can be summarized as follows:

- 1) Section 18.1 addresses the collection procedure and the allocation of fees by the Town if a violation is not paid within 15 days of a Screening Officer's decision. This was not included in the original by-law.
- 2) Section 34.1 also deals with the collection procedure and the allocation of fees by the Town if a violation is not paid within the allotted time of a Hearing Officer's Decision. This was also not included in the original By-law.

Financial Considerations:

The Town is foregoing late fees in the current system.

Alternatives Reviewed:

None

Strategic Plan Relationship: Strong Organization

These revisions will align the by-law with current practice to ensure fees are paid on the most relevant penalty amount, which may have been reduced by the Screening or Hearing Officer.

Consultation:

Director and staff of by-law

Other Pertinent Reports/Attachments:

None

Prepared and Recommended by:

Bob Lymburner, Fire Chief
Director of Fire and By-law Services

Prepared and Submitted by:

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

Subject: Recommendation Report – Zoning By-law Amendment
Application (AM-09-2020)

Recommendation:

BE IT RESOLVED THAT Council receive Report #2021-0041 as it pertains to 3 Hurricane Road (file no. AM-09-2020); and

AND THAT Council adopt the site specific Zoning By-law amendment, attached hereto as Appendix C, amending the zoning for 3 Hurricane Road at its next regular meeting.

Background:

The purpose of this report is to provide Council and with a recommendation regarding an application for a Zoning By-law Amendment under section 34 of the *Planning Act* to amend Zoning By-law No. 1136 (1987) for the property at 3 Hurricane Road. The proposed zoning would rezone:

- Parts 1 – 3
 - From *R1 (Residential 1)* to a site-specific *R1 (Residential 1)* to amend *minimum lot frontage and minimum lot area*; and
- Parts 4 – 5
 - From *R1 (Residential 1)* to a site-specific *R1 (Residential 1)* to amend *minimum lot frontage* and include permissions for one second dwelling unit.

Location

The subject lands are located on the north side of Hurricane Road, opposite Chestnut Street (Figure 1). Locally known as 3 Hurricane Road, in the Town of Pelham. The lands currently support one single detached dwelling and are 6,054 m² (1.5 acres) in area.

The property is surrounded by:

- North – Single detached residential
- East – Single detached residential
- South – Single detached residential

- West – Block townhouse residential

Figure 1: Subject Lands (3 Hurricane Road)

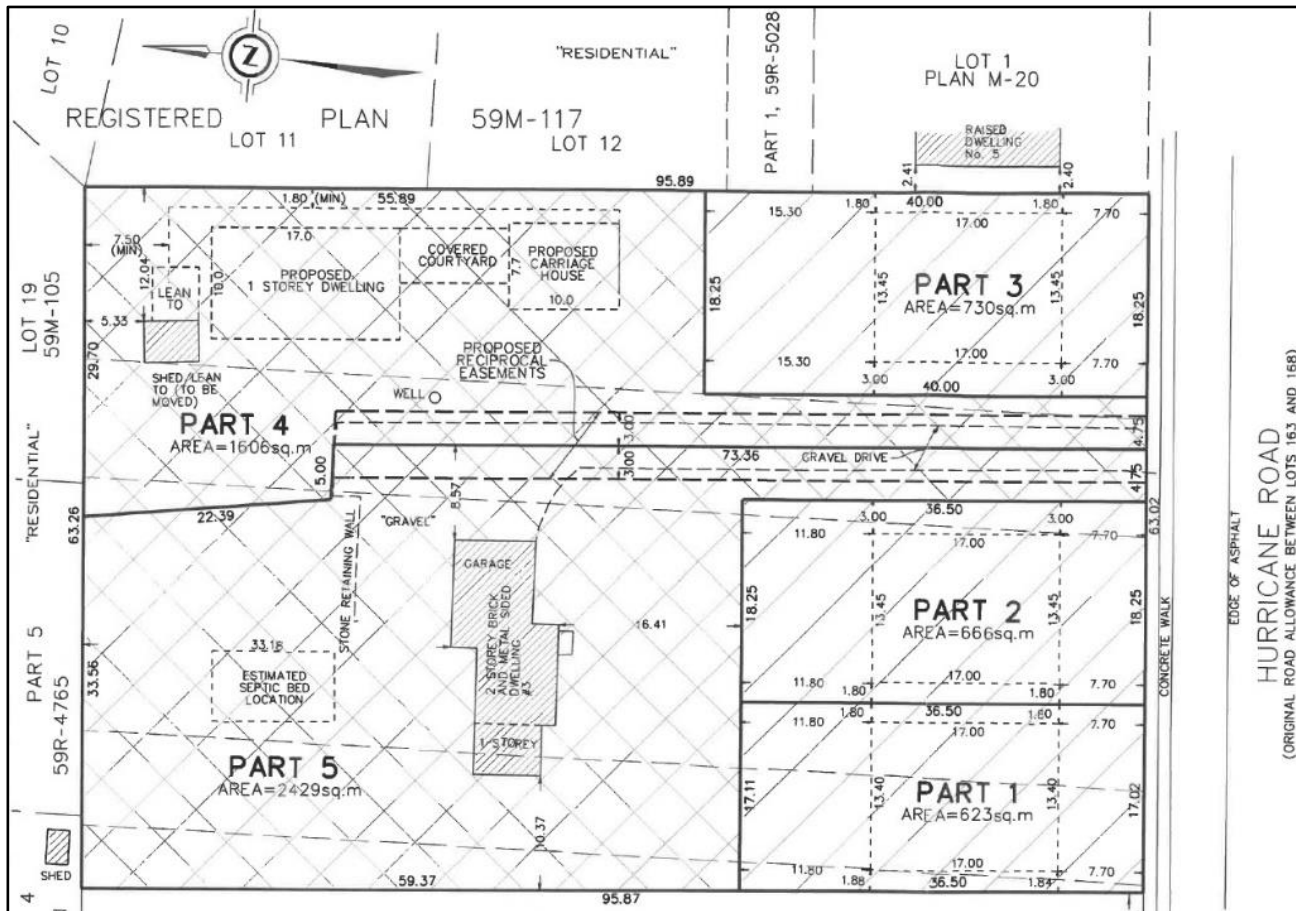


Project Description and Purpose

On September 3, 2020 an application for Zoning By-law Amendment was received by the Town for 3 Hurricane Road to facilitate the future development shown in Figure 2. The rezoning application would amend the existing R1 zone to a site-specific R1 with unique provisions depending on the part illustrated on the proposed Consent Sketch. The specific provisions are described in further detail in this Report and are sought to help facilitate the forthcoming creation of 4 single detached residential lots. The existing dwelling is proposed to be retained and 4 new dwellings would be constructed on the land in the future with 3 fronting on Hurricane Road and the existing dwelling and one new dwelling being located to the rear of the 3 new dwellings.

No consent to sever applications have been received to date, as the applicant has opted to apply for zoning relief proactively before proceeding to the Committee of Adjustment for consideration of the consent applications.

Figure 2: Proposed Consent Sketch (Note: No applications to sever received to date)



Analysis:

Planning Act

Section 2 of the Act addresses matters of Provincial interest and requires municipal Councils to have regard to, among other matters:

- The protection of ecological systems, including natural areas, features and functions;
- The protection of the agricultural resources of the Province;
- The conservation of significant cultural, archaeological or scientific interest;
- The efficient use and conservation of energy and water;
- The adequate provision and efficient use of transportation, sewage & water services and waste management systems;
- The minimization of waste;
- The orderly development of safe and healthy communities;
- The adequate provision of a full range of housing, including affordable housing;
- The protection of the financial and economic well-being of the Province and its municipalities;

- o) The protection of public health and safety;
- p) The appropriate location of growth and development;
- q) The promotion of development that is designed to be sustainable, support public transit and to be oriented to pedestrians;
- r) The promotion of built form that is well designed, encourages a sense of place, and provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;
- s) The mitigation of greenhouse gas emissions and adaption to a changing climate.

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

Section 34 of the Act allows for consideration of amendments to the zoning by-law.

The proposed rezoning would allow for additional residential housing units, continue to accommodate the existing single detached residence on Part 5, and promote more rental housing opportunities by allowing permissions for one second dwelling unit. The proposed site-specific zoning would also regulate built form through performance standards such as front yard setbacks, lot frontages and lot sizes etc. These standards influence urban design, streetscaping, servicing and land use compatibility which have direct impacts on the quality of space in the public realm, land use efficiency and safety among other things.

Although the subject lands are quite large and could have otherwise achieved a far more efficient, dense and compact form of residential intensification, there are stormwater management constraints that limit on the ability to provide a denser form of development. The proposed addition of 4 new lots however can be satisfactorily accommodated within the existing infrastructure systems.

Considering the requested zoning provisions, land uses, the neighbourhood context and geography, Planning staff are of the opinion the proposed rezoning maintains the Provincial interest described under Section 2 of the *Planning Act*.

Provincial Policy Statement (2020)

The 2020 Provincial Policy Statement (PPS) applies to all decisions rendered after May 1, 2020 (subs. 4(1)), and these policies represent minimum standards which shall be implemented in a consistent manner with the *Ontario Human Rights Code* (subs. 4(4.4)).

The subject lands are located in a 'Settlement Area' according to the PPS. The PPS provides policy direction on matters of provincial interest related to land use planning and development, and sets the policy foundation for regulating the development and use of land. The PPS provides for appropriate development while

protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

Policy 1.1.1 states healthy, liveable and safe communities are sustained by:

- a) Promoting efficient development and land use patterns which sustain the financial well-being of the Province and Town over the long term;
- b) Accommodating an appropriate affordable and market-based range and mix of residential types (including second units, multi-unit housing, affordable housing and housing for older persons), and other uses to meet long-term needs;
- c) Avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- d) Avoiding development and land use patterns that would prevent the efficient expansion of *settlement areas*;
- e) Promoting cost-effective development patterns and standards to minimize land consumption and servicing costs;
- f) Improving accessibility for persons with disabilities and older persons by identifying, preventing and removing land use barriers which restrict their full participation in society;
- g) Ensuring that necessary *infrastructure* and *public service facilities* are or will be available to meet current and projected needs; and
- h) Promoting development and land use patterns that conserve biodiversity; and
- i) Preparing for the regional and local impacts of a changing climate.

Policy 1.1.3 states that it is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimum unnecessary public expenditures.

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

Policy 1.1.3.2 states land use patterns within *settlement areas* shall be based on densities and a mix of land uses which (among others):

- a) Efficiently use land and resources;
- b) Are appropriate for, and efficiently use, the *infrastructure* and *public service facilities* which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
- c) Minimize negative impacts to air quality and climate change, and promote energy efficiency;
- d) Prepare for the *impacts of a changing climate*;
- e) Support *active transportation*

Policy 1.1.3.4 states appropriate development standards should be promoted which facilitate compact form, while avoiding or mitigating risks to public health and safety.

Development should provide for an appropriate range and mix of housing types and densities to minimize the cost of housing, and facilitate compact form, while maintaining appropriate levels of public health and safety (Policy 1.4.3). Healthy, active communities meet the needs of pedestrians by fostering and facilitating active transportation, social interaction and ensuring community connectivity (Policy 1.5.1). In addition, development shall efficiently use and optimize existing municipal sewage and water services; and, stormwater management shall promote best practices and low impact development (Policies 1.6.6.1 and 1.6.6.7).

The proposed rezoning seeks adjustments to some existing R1 zone provisions to facilitate the future creation of four (4) single detached residential lots while also including permissions for one second dwelling unit, in accordance with Provincial policy.

The proposed rezoning will help facilitate a more compact built form with additional single detached residential dwellings that better utilize existing municipal infrastructure. Population growth resulting from new housing can be served by existing schools and *public service facilities*. Although the applicant has only requested permission for one second dwelling unit exclusively on Part 4, Town Planning staff would prefer, and recommend this zoning permission extend to all of the subject lands. Whether or not more second units end up getting built on the balance of the lands by the subsequent builder(s), the decision for further (legal) interior alterations should also rest with subsequent homeowners. Providing for more affordable and flexible housing arrangements should be encouraged and is widely endorsed by Provincial planning policy. Without zoning permissions for second dwelling units, homeowners tend to bypass making them legally (i.e. basement suites) with a building permit. This unfortunately poses risk to public safety and potential private liability.

Town Planning staff are of the opinion that the proposed rezoning is generally consistent with the PPS.

Greenbelt Plan (2017)

The subject land is located outside of the Greenbelt Plan Area; and therefore, not bound by policies of this Plan.

Growth Plan for the Greater Golden Horseshoe (2019)

The updated Growth Plan took effect on May 16th 2019 and requires that all planning decisions made on or after May 16th 2019 shall conform to policies of this plan. The document informs decision-making regarding growth management and environmental protection in the GGH. The subject parcel is located within a 'Settlement Area' according to the Growth Plan. Guiding principles regarding how land is developed:

- Support the achievement of *complete communities* to meet people's needs through an entire lifetime.
- Prioritize *intensification* and higher densities to make efficient use of land and *infrastructure*.

- Support a range and mix of housing options, including second units and *affordable* housing, to serve all sizes, incomes, and ages of households.
- Provide for different approaches to manage growth that recognize the diversity of communities in the GGH.
- Integrate climate change considerations into planning and managing growth.

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

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

Policy 2.2.1.4 supports the achievement of complete communities that feature a diverse mix of land uses, including residential and employment uses and convenient access to local stores, services and public service facilities; improve social equity and overall quality of life for people of all ages, abilities and incomes; provide a diverse range and mix of housing options, including second units and affordable housing. Including expanding convenient access to a range of transportation options including active transportation, public service facilities, co-located and integrated in community hubs, an appropriate supply of safe, publicly accessible open spaces, parks, trails and other recreational facilities and healthy, local and affordable food options including urban agriculture; ensure the development of high quality compact built form, an attractive and vibrant public realm through site design and urban design standards; mitigate and adapt to climate change impacts, build resilience, reduce greenhouse gas emissions and contribute toward the achievement of low carbon communities and integrate green infrastructure and low impact development.

Policy 2.2.6.2 Housing – states that notwithstanding policy 1.4.1 of the PPS (2014), in implementing policy 2.2.6.1, municipalities will support the achievement of *complete communities* by:

- a) planning to accommodate forecasted growth to this Plan's horizon;
- b) planning to achieve the minimum intensification and density targets in this Plan;
- c) considering the range and mix of housing options and densities of the existing housing stock; and
- d) planning to diversify their overall housing stock across the municipality.

The proposed rezoning seeks adjustments to some existing R1 zone provisions to facilitate the future creation of four (4) single detached residential lots while also including permissions for one optional second dwelling unit on Part 4, in accordance with Provincial policy.

The amended zoning provisions will facilitate the creation of four (4) additional single detached residential lots under forthcoming severance applications to the Committee of Adjustment. The additional residential dwellings will help reduce the amount of under-utilized urban land within the Fonthill Village. It will also help the Town to meet or exceed its *delineated built boundary* intensification targets. The

new dwellings will also help contribute towards the municipal property tax base which helps financially support the maintenance of linear infrastructure and *public service facilities*, among other things. Existing municipal infrastructure supports the subject lands' frontage along Hurricane Road.

The application also seeks to allow permissions for an optional second dwelling unit on Part 4 (one future lot). Permitting second dwelling units on the same lot with ground-oriented principle residential dwellings conforms to, and is encouraged by Provincial policy. These types of units are subordinate to the principle house, are intended to be smaller in scale, more affordable in nature, and allow for flexible housing arrangements such as the ability for residents to 'age in place'. Town Planning staff support the permission for allowing an optional second dwelling unit on Part 4 but would prefer the zoning permission extend across all of the subject lands (Parts 1 – 5), in accordance with good planning practice. This does not guarantee or result in five (5) extra units. On the contrary, empirically speaking, most homeowners will opt not to provide the second dwelling unit, but the Town should not interfere in this housing choice unless there are significant, principled planning grounds not to.

Town Planning staff are of the opinion the requested Zoning By-law Amendment widely conforms to the current Growth Plan in effect. The approval will help achieve a balance between compact built form and enhancing neighbourhood character. The zoning regulations will ensure ample open space remains for drainage purposes and amenity areas, the reduced lot frontages will also allow for a shared driveway access that further reduces the amount of land dedicated to vehicles and impervious surface, minimizing stormwater runoff.

Niagara Region Official Plan (Consolidated, August 2014)

The Regional Official Plan designates the subject land as a 'Built-up Area' within the Urban Area Boundary.

Policy 4.G Urban Growth – states Niagara will build more sustainable, complete communities by:

- Encouraging mixed and integrated land uses;
- Making efficient use of land, resources and infrastructure;
- Promoting compact, transit support development friendly to active transportation;
- Fostering *development* that conserves natural resources and maintains or enhances natural systems.

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

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

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

- a) Provides for *active transportation* within neighbourhoods with connections to adjacent residential and commercial areas, parks and schools.
- b) De-emphasizes garages, especially in the front yard.
- d) Is accessible to all persons.
- g) Provides an attractive, interconnected and *active transportation* friendly streetscape.
- h) Contributes to a sense of safety within the public realm.
- i) Balances the needs for private and public space.
- j) Creates or enhances an aesthetically pleasing and functional neighbourhood.

Policy 11.A.3 states the Region will encourage the local municipalities to adopt policies and zoning by-laws facilitating the creation of secondary suites throughout the urban area.

The proposed rezoning seeks to implement performance standards that will reduce the minimum lot frontage on all Parts and to reduce the minimum lot area on two Parts to allow for three (3) new single detached houses to front Hurricane Road. Town Planning staff are also recommending a slight modification to the front yard setback requirements to ensure the new houses maintain a consistent alignment with neighbouring development and to prevent attached garages from dominating the streetscape.

The proposal also seeks to grant permission for one optional second dwelling unit on Part 4, consistent with Regional policy 11.A.3. Overall, the rezoning does not compromise any sensitive natural heritage features and will provide additional housing within the *delineated built boundary*. Some existing trees would need to be removed to accommodate construction, but the applicant was intentional in proposing lot geometry that would preserve a greater number of trees by accommodating them within a prescribed minimum rear yard, zoning setback and outside of any future building envelopes.

Pelham Official Plan (2014)

The Town of Pelham Official Plan is the primary planning document that will direct the actions of the Town and shape growth that will support and emphasize Pelham's unique character, diversity, cultural heritage and protect our natural heritage features.

The local Official Plan designates the subject land as 'Urban Living Area / Built Boundary'. The permitted uses in this designation include single detached dwellings and accessory apartments (second dwelling units) among many other residential, convenience commercial and institutional uses.

Schedule 'B1' identifies a *Highly Vulnerable Aquifer* affecting the subject lands. As a result, a variety of uses are prohibited from these lands under Policy C5.3, none of

which are proposed by the applicant.

Policy A2.1.2 Natural Environment – states the natural environment objectives of this Plan are to make planning decisions that consider the health and integrity of the broader landscape as well as the long term and cumulative impacts on the ecosystem.

Policy A2.2.2 Growth & Settlement – states that it is a goal of this Plan to encourage intensification and redevelopment within the *Urban Area* specifically in proximity to the Downtown.

The subject lands are approximately 600 metres from Downtown Fonthill, placing it within the desirable 10-minute walkshed of many neighbourhood & service commercial uses as well as institutional uses. There are no regulated *key natural heritage features* affecting the property.

Policy A2.3.2 Urban Character – stated objectives of this Plan include:

- To respect the character of existing development and ensure that all applications for development are physically compatible with the character of the surrounding neighbourhood.
- To encourage the intensification and use of the lands within the Fonthill Downtown core and to make every effort to improve its economic health by encouraging redevelopment and broadest mix of compatible uses.
- To maintain and enhance the character and stability of existing and well-established residential neighbourhoods by ensuring that redevelopment is compatible with the scale and density of existing development.
- To encourage the development of neighbourhoods which are compact, pedestrian-friendly and provide a mix of housing types.

The proposed draft Zoning By-law is considerate to maintaining the existing character, streetscape and building alignment by implementing minimum and maximum front yard setbacks that will also help reduce the potential negative aesthetics associated with large, dominating attached garages protruding towards the public space. The maximum front yard setback and complementing zoning provisions will help maintain large amenity areas by preventing building encroachment into more desirable rear yards.

Policy A2.5.2 Infrastructure – stated objectives of this Plan include maintaining existing infrastructure in a manner that is cost effective and contributes to the quality of life of citizens.

Policy A2.7.2 Cultural Heritage – states it is the Plan's objective to ensure that the nature and location of cultural heritage and archaeological resources are known and considered before land use decisions are made.

No Part IV designated heritage properties flank the subject lands and the applicant has conducted a stage 1 – 2 Archaeological Assessment and received clearance from the Ministry of Heritage, Sport, Tourism & Culture.

Policy B1.1.1 recognizes the existing urban area of Fonthill and the role the Town will need to accommodate various forms of residential intensifications, where appropriate.

Policy B1.1.3 (Residential Intensification) provides policy guidance and direction with respect to intensification proposals within the *Urban Living Area / Built Boundary*. The Town will assess the density of such proposals relative to the surrounding neighbourhood as well as the site and building design of the proposal. While intensification opportunities are encouraged, proponents will be expected to demonstrate, that such proposals will be respectful of, compatible with, and designed to be integrated with the neighbourhood where they are proposed.

In considering residential intensification proposals, the following criteria are applicable:

- a) Schedules A1 and A2 identify a number of areas that may be good candidates for residential intensification. This does not preclude consideration elsewhere in the *Urban Living Area* provided these sites abut arterial or collector roads or are located on a local road on a site that is no further than 100 metres from an intersection with a collector or arterial road;
 - ✓ The subject lands front Hurricane Road, which is a designated collector road according to Schedule 'C'.
- b) Intensification and redevelopment proposals are encouraged to achieve a unit density and housing type that is in keeping with the character of the neighbourhood density;
 - ✓ The Official Plan does not define how density is to be measured throughout the Town, with the exception of the East Fonthill secondary plan, and that is by measuring gross land area including roads but excluding natural heritage features.
 - ✓ In lieu of a broad policy description applying to this designation, we can defer to the use of a 'gross' measurement referenced in policy B1.7.5.1 versus a 'net' density calculation which would exclude public roads.
 - ✓ However, even with this consistent approach, there still is no clear indication of what part of the neighbourhood should be measured. Utilizing a flat radius catchment area of, for example 300 metres, as cited in subsection c) of this policy (despite not applying to this application), is arbitrary in its concept of a 'neighbourhood'. This type of neighbourhood delineation metric is easily faulted by capturing lands outside of the urban settlement area boundary which can easily skew the results of an otherwise sound calculation, among other challenges.
 - ✓ Failing any other acceptable policy guidance, Town staff have presumptively measured abutting parcels that are both geographically proximate to, and share peripheral streetscape characteristics to the subject lands' frontage. Half of the flanking public road allowances land area was also captured to fairly qualify a proportionate share of private property in a gross density application. Figure 3 depicts a possible relative neighbourhood land area of approximately 2.9 ha yielding an

existing gross density of 11 units per hectare.

Figure 3: Possible geographically relative neighbourhood to 3 Hurricane Road



- ✓ Even by capturing lands north at Shorthill Place or on the west side of Pelham Street, the relative gross neighbourhood density is quantitatively unlikely to vary the neighbourhood density to such a substantial degree that would disqualify the development proposal as a suitable candidate in exercising policy conformity.
- 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;
 - ✓ The Zoning By-law Amendment seeks reductions to the minimum lot area and lot frontage provisions of the default R1 zone. The default R1 zone minimum lot area requirement (700 m²) yields a density of 14 units per hectare. No default minimum or maximum density regulations currently exist within Zoning By-law No. 1136 (1987), or the proposed site-specific amendment. The overall proposed density on the subject lands is eight (8) units per hectare, despite only two lots being slightly deficient of the minimum lot area requirement.
- e) The creation of accessory apartments and in-law suites within residential neighbourhoods is considered to be an appropriate form of residential intensification. The establishment of second dwelling units shall occur pursuant to policy B1.1.4 and Council may reduce the application fees for such amendments.

Policy B1.1.4 (Accessory Apartments) – states that second dwelling units may be permitted provided compliance with the Ontario Building Code and Fire Code,

adequate parking is provided and the units are designed and located in the interest of maintaining the detached dwelling character as viewed from the street.

The proposed rezoning supports the achievement of *complete communities* and accommodates a better residential housing mix because of the second dwelling unit permission(s) and more compact built form. Town staff are of the opinion that the rezoning supports the health, safety, convenience and accessibility of the present and future inhabitants of the Town and conforms to local Official Plan planning policy and does not detract from the character of the area which includes a good mix of housing types such as townhouses and duplexes.

Pelham Zoning By-law No. 1136 (1987)

The subject land is currently zoned 'Residential 1' (R1) according to Schedule 'A5'. The proposed rezoning would help facilitate the forthcoming creation of four (4) single detached residential lots by amending the following zoning provisions:

- Parts 1 – 3
 - From *R1 (Residential 1)* to a site-specific *R1 (Residential 1)* to amend *minimum lot frontage* and *minimum lot area*; and
- Parts 4 – 5
 - From *R1 (Residential 1)* to a site-specific *R1 (Residential 1)* to amend *minimum lot frontage* and include permissions for one second dwelling unit.

Zone Regulation	R1 Default	Proposed
Minimum Lot Area	700 m ²	Parts 1 – 3 → 620 m ²
Minimum Lot Frontage	19 m	Parts 1 – 3 → 17 m Parts 4 – 5 → 4.7 m
Maximum Lot Coverage	30 %	Parts 1 – 3 → 35 %

Financial Considerations:

The applicant is responsible for all costs associated with development, (i.e. servicing, permit fees).

Alternatives Reviewed:

Council may choose to refuse the Zoning By-law Amendment.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

The proposal will help provide new housing stock in Pelham through infill redevelopment that makes better use of existing underutilized urban land fronting existing municipal infrastructure and contributes to building a strong community.

Consultation:

See appendices for comprehensive agency / staff comments. Agency comments received to date are summarized below:

- Public Works (October 5, 2020)
 - No comments.
- Building Department (October 7, 2020)
 - Building permits will be required for any proposed buildings and existing shed alterations.
- Niagara Region Planning & Development Services (March 27, 2020)
 - No objection, subject to Archaeological Assessment being submitted and addressed.
- Niagara Peninsula Conservation Authority (October 8, 2020)
 - No objection.
- Canada Post (September 28, 2020)
 - No comments.
- Enbridge Gas (September 14, 2020)
 - No objections.
- Niagara Peninsula Energy Inc. (September 14, 2020)
 - The property is currently serviced by Hydro One, but with future load transfers will soon be serviced by NPEI.

Public Comments

On Wednesday, the 14th day of October 2020, a Public Meeting Notice was circulated to all property owners within 120 metres of the subject land's boundaries. In addition, a Public Notice sign was posted at the public street frontage on Hurricane Road. The following summarized public comments were presented to Council either at the Public Meeting, or as separate correspondence items at a subsequent Council meeting:

- Supports the proposed rezoning.
- Opposes the proposed rezoning.
- The proposed development only rewards the developer. The financial viability of the developer's project should not be at the expense of the enjoyment, character and safety of neighbouring properties.
 - There are broader public benefits that come with making more efficient use of urban land and infrastructure including minimizing urban sprawl providing housing for the community and helping to sustain the customer base for existing commercial businesses.
- No houses on Shorthill Place, Lorimer Street, or Hurricane Road are situated behind other dwellings as are proposed.
 - There are few examples of houses tucked behind existing homes in the Town, and while it is not common, where these homes are located there is no adverse impact on adjacent properties.

- The Shorthill Place and Lorimer Street developments did not contemplate such density.
 - The proposed rezoning is not on either of these streets, but instead fronts Hurricane Road, which is defined as a 'collector road' in the Official Plan and is supported by policy that encourages residential intensification. Having a variety of housing density is generally desirable and contributes to providing housing choice.
- No houses on Shorthill Place have 7.5 m rear yard setbacks.
 - All of the R1 & R2 zoned houses in the neighbourhood which share the same default zoning provisions currently have the same 7.5 m rear yard setback requirement. Regardless of whether or not the existing houses were built to the minimum.
 - The applicant has not requested any reduction to the rear yard setback provisions.
- Who is responsible to maintain this easement (along Parts 4 – 5) for emergency purposes?
 - The proposed 'reciprocal easements' noted on the Consent Sketch will need future approval by the Town's Committee of Adjustment through two consent applications. These reciprocal rights-of-way would be the responsibility of the individual property owners as they are exclusively on private property and are the beneficiaries of said easement. The Town is not a party to these future easements other than being the consent granting authority which is a requirement in order for private easements to be registered in perpetuity.
 - The proposed 'easements' will simply facilitate a shared driveway between two separate lots. Emergency first responders would be attending to these properties the same way they do every ground-oriented residential property, via the driveway.
- The subject land is not in a designated 'Intensification Area' in the Official Plan.
 - The Official Plan permits infill development on lands that are outside a designated 'intensification area' and does have policies that address intensification throughout the Urban Living/Built Boundary area.
- Flooding is already a major concern along Shorthill Place.
 - Typical conditions of severance approval include engineered overall Lot Grading and Drainage Plans ensuring stormwater runoff is not dependent on neighbouring properties. Furthermore, at building permit stage, a detailed individual Lot Grading Plan is required for review and approval.
- The applicant is attempting to bypass Official Plan policy D5.1 which requires land division by draft plan of subdivision over severance if three or more new lots are being created.

- Policy D5.1 is prefaced with flexible language by use of the words, "shall generally be deemed necessary if", providing inherent flexibility on a case-by-case basis, which is common in Official Plan policies.
- Parts 4 – 5 will not directly front onto a public road.
 - "lot frontage" is a defined term in the Zoning By-law which means the horizontal distance between the side lot lines measured along the front lot line.
 - Both Parts 4 – 5 are proposed to have frontage onto Hurricane Road, albeit a reduced lot frontage. Creating landlocked parcels is illegal under the Pelham Zoning By-law and is not being proposed.
 - Furthermore, no lots are actually being created at this time as this is a rezoning application seeking to amend certain performance standards in anticipation of further development applications.
- The proposed rezoning is high density and will make traffic worse.
 - The proposed rezoning would facilitate 4 new single detached dwellings, and is considered a 'low density' form of residential development.
- Increase of on-street parking will create a safety concern.
 - On-street parking is actually an effective traffic calming measure as driver's peripheral vantage is perceptually narrowed by *edge friction* (parked vehicles), thus causing them to reduce speed out of caution and slowing traffic is a safety benefit.
- Issue with vehicle headlights shining into rear yard / deck. There should be conditions for visual barriers to be installed around the subject lands.
 - This is an existing situation. The tree line at the rear of the property is proposed to be maintained.
 - Unlike a consent to sever, this type of condition is less substantiated for a site-specific rezoning application not seeking any change in dwelling building height or (rear / side) yard setbacks.
- The applicant must provide a Tree Savings Plan as a condition of severance approval.
 - The matter regarding a Tree Savings Plan is better addressed as a condition of severance and will be considered when those application(s) are received. The current application is a Zoning By-law amendment application.
 - It is noted that no trees on the subject lands are designated as *Significant Woodlands*, therefore falling outside of the Region's Tree & Forest Conservation By-law. Furthermore, the Town does not have any private tree cutting by-law approved by Council at this time, which limits municipal jurisdiction.
- Three new driveways and a 9.5 m driveway (4.75 m x 2) for two homes at the rear would result in 44 % of the frontage being driveway, removal of all

trees and an increase in the number of conflict points. All of which could negatively impact the safety and character of the surrounding neighbourhood.

- This is false; the shared driveway proposed would only be 6 m in combined width, with a total overall driveway frontage of approximately 38 %.
- The lot frontages proposed on Parts 4 – 5 are not the pavement width. Any vehicles exiting onto Hurricane Road from the mutual driveway will be forward-facing, improving driver visibility and be safer than reverse egress.
- That being said, the three (3) driveways that would support one house each on Parts 1 – 3 are unlikely to pose any genuine safety concern to users of Hurricane Road given the low number of units being supported per driveway (1), and linear distance of frontage.
- The desire to have a fence installed along the mutual property line with the townhouse condominium development immediately to the west.
 - The installation of fencing would result in the removal of trees along this mutual property line which is not desirable as maintaining the trees is preferable to providing a fence as the trees provide a greater benefit. Further as the applicant indicated during the public meeting, the requirement for the fencing rests with the condominium development that required fencing when it was approved.

Staff Comments

The purpose of this report is to provide Council with a recommendation regarding the proposed rezoning application for 3 Hurricane Road, applicable policies and comments received to date.

A pre-consultation meeting was held with the applicant on Thursday, April 2nd 2020 to identify planning issues associated with the proposal and submission requirements.

At this time, the existing single detached dwelling on Part 5 is proposed to remain. It is anticipated that the applicant will apply to the Committee of Adjustment to create the lot fabric illustrated on Appendix A (proposed Consent Sketch) once the Zoning By-law Amendment has been approved. Another public hearing would be required for the severance application(s) under section 53 of the Planning Act.

An *Archaeological Assessment* (Stages 1-2), prepared by Detritus Consulting Ltd. (dated June 1, 2020) was submitted with the rezoning application. No archaeological resources were identified and the Licensed Archaeologist recommended no additional assessments. A Clearance Letter (dated August 12, 2020) from the Ministry of Heritage, Sport, Tourism & Culture was also received.

A Planning Justification Report, prepared by Professional Planning Services Inc. (dated August 2020) was submitted with the rezoning application and spoke to the merits of the forthcoming consent applications.

The Pelham Official Plan Urban Living Area designation permits a variety of residential uses such as single detached, semi-detached, townhouses, multi-units, and second dwelling units among others.

Although the redevelopment proposal is rather low in density compared to the surrounding neighbourhood context, there are stormwater management outletting constraints that restricts the ability to provide for a more dense development. The applicant has indicated that the rear portion of the subject lands may employ engineered soak-away (drainage) infiltration pits. The design and approval of any Grading & Drainage Plan will be required to facilitate the severance applications. Furthermore, at the time of building permit application, a more detailed Grading Plan will be required for approval prior to the issuance of any permits.

The requested site-specific amendments are minor overall and will not pose any land use incompatibility concerns, maintain rear yard amenity area, and provide adequate land area to design a satisfactory drainage plan capable of conveying stormwater runoff that will not adversely affect neighbouring properties. Planning staff support the inclusion of second dwelling unit permissions as it provides humane, safe, affordable and more flexible housing arrangements since Niagara has a very low rental vacancy rate and the Town of Pelham has one of the most expensive housing markets in the Region.

It is noted that a number of nearby residents expressed written support for the proposed zoning by-law amendment application and there were a number that did not support the proposal, however on balance, the proposal does provide a compatible form of development within an existing residential neighbourhood that contains a mix of single detached and townhouse units, is walkable to downtown Fonthill and can be readily serviced without impacting adversely on existing infrastructure. Planning staff are of the opinion the proposed rezoning is consistent with the Provincial Policy Statement, conforms to the Growth Plan, Niagara Region Official Plan and Town of Pelham Official Plan as detailed in this report and represents good land use planning.

Other Pertinent Reports/Attachments:

- Appendix A:
 - Proposed Consent Sketch
- Appendix B:
 - Owner correspondence re: Public Comments
- Appendix C:
 - Draft Zoning By-law Amendment

- Planning Justification Report prepared by Professional Planning Services Inc. (dated August 2020)
- Information Report prepared by Town staff (dated November 9, 2020)

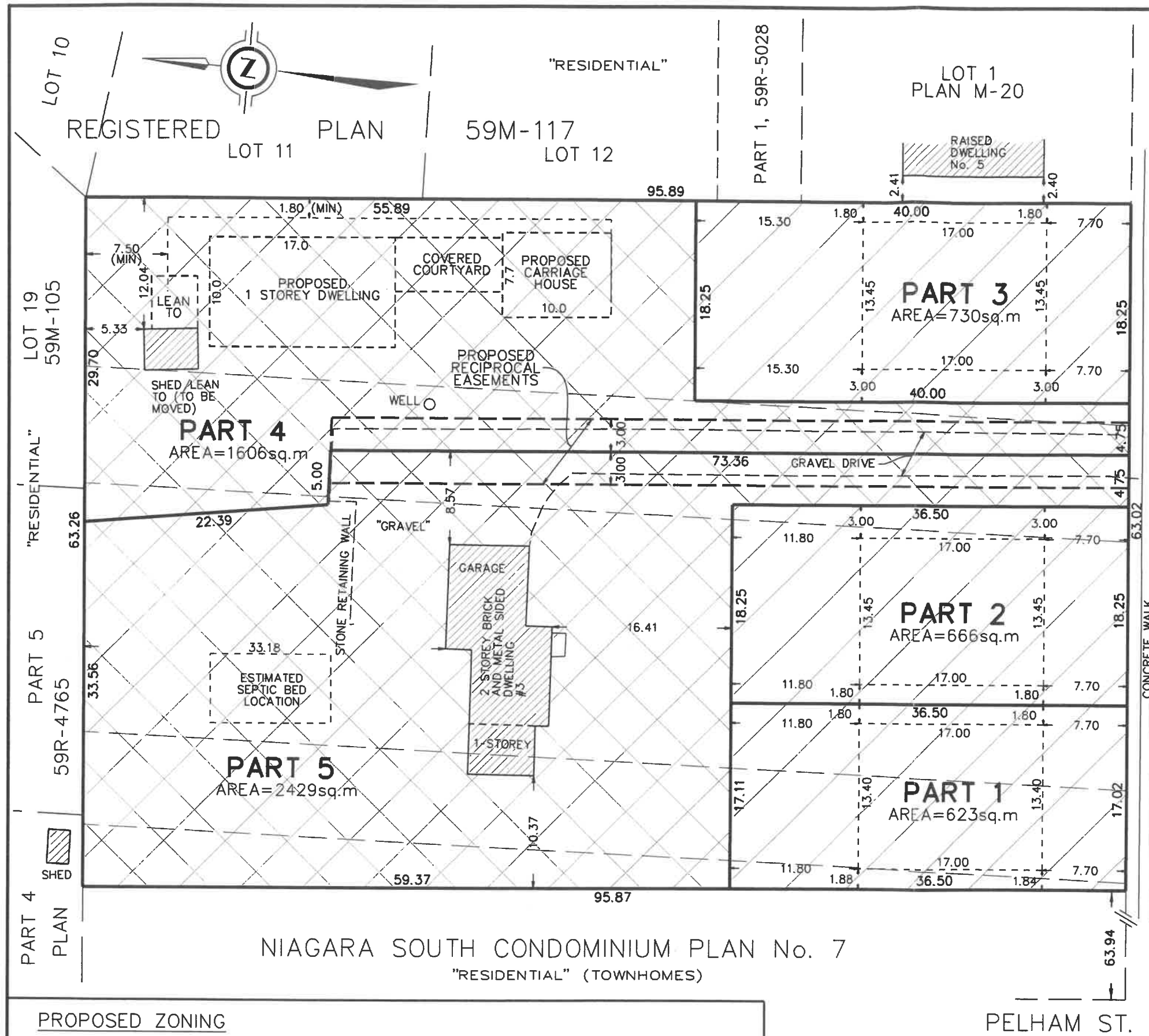
Prepared and Recommended by:

Curtis Thompson,
Planner

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

Prepared and Submitted by:

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



NIAGARA SOUTH CONDOMINIUM PLAN No. 7
"RESIDENTIAL" (TOWNHOMES)

PROPOSED ZONING

PARTS 1, 2, 3 R1- MIN. FRONTAGE 17.0 m, MIN LOT AREA 620 m
MAX LOT COVERAGE 1 STY 35%, 2 STY 30%
MIN SIDEYARD TO A PROPERTY LINE BESIDE A LANE OR
PRIVATE R-O-W 3.0m

PARTS 4, 5 R1- MIN LOT FRONTAGE 4.7m

CAUTION

- (A) THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.
- (B) THIS SKETCH IS PROTECTED BY COPYRIGHT.

NOTE: THIS SKETCH IS NOT A PLAN OF SURVEY

SKETCH FOR PLANNING PURPOSES ONLY

3 HURRICANE ROAD
TOWN OF PELHAM

REGIONAL MUNICIPALITY OF NIAGARA

SCALE 1 : 400



J.D. BARNES LIMITED

© COPYRIGHT 2020

METRIC NOTE

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

KEY PLAN (not to scale)



LEGAL DESCRIPTION

PART OF THOROLD TOWNSHIP LOT No. 163

BOUNDARY INFORMATION HAS BEEN DERIVED FROM A FIELD SURVEY DATED FEB. 20, 2020. THIS IS NOT A PLAN OF SURVEY.

AUGUST 10, 2020
DATE

ANDREW HANDSPIKER
ONTARIO LAND SURVEYOR



J.D. BARNES
LIMITED

LAND INFORMATION SPECIALISTS
4318 PORTAGE ROAD - UNIT 2, NIAGARA FALLS, ON L2E 6A4
T: (905) 358-3693 F: (905) 358-6224 www.jdbarnes.com

SURVEYING
MAPPING
GIS

AT DRAWN

AH CHECKED

DATED:

MAY 14/2020

Page 218 of 260

Curtis Thompson

From: Allan Heywood <aheywood@jdbarnes.com>
Sent: December 21, 2020 2:07 PM
To: Curtis Thompson
Cc: Barbara Wiens; Shannon Larocque
Subject: your file AM-09-2020 #3 Hurricane road

Follow Up Flag: Follow up
Flag Status: Flagged

Good day Curtis

I would like to address some of the written comments that came in after the public meeting on Nov. 9, 2020

In the Town's addendum there is a letter from Mr. Craig Larmour that I would offer the following response.

His referral to OP section B 1.1.3b not being addressed is because the proposal is not an intensification beyond the existing R1 zoning. The existing zoning for this parcel supports over 8 units of land based on the required 700 square meters in the zoning by-law.

Mr. Larmour also refers to OP section B 1.1.3c regarding densities. I have made the following calculations regarding the abutting densities and compared them to the proposed development.

Residential Intensification B 1.1.3

- This proposal fronts on Hurricane Road which has been identified as a collector road and meets the criteria for additional residential development.
- The current density for the site is 1.6 Units / Ha. The addition of 4 Units will increase the density of the site to 8.3 Units / Ha. While slightly below the target minimum density of 10 Units per hectare the following analysis speaks to the compatibility of the proposal with respect to the R1 zoning.
 - The density calculated for the larger lots fronting Lorimer Street, Shorthill Place and Pelham Street N. is 4.65 Units / Ha.
 - The density for Parts 4 & 5 on the proposal is 5 Units / Ha abutting these lots.
 - The density calculated for the 4 Lots fronting the North side of Hurricane Road east to Lorimer Street is 17 Units / Ha. and the density for Units on the South side of Hurricane Road between Pelham Street N. and Lorimer Street is 15 Units / Ha.
 - The proposed 3 lots fronting Hurricane Road will have a density of 14.7 Units / Ha.

The proposal is compatible with the surrounding R1 uses.

Existing and proposed setbacks meet or exceed R1 requirements and no negative impacts are expected

Abutting to the West of the proposal is a Multi-Residential site with a density of 30.4 units per hectare.

Mr. Larmour notes that the frontage of The Hurricane Parcel is 63 meters and states 5 driveways will be required resulting in all the boulevard trees being removed. This is simply incorrect. The proposed driveways result in no boulevard trees being removed and the proposed total driveway widths equal about 21.5 meters or 34% not the 43.6 % he purports. It should also be noted that Part 4 and Part 5 vehicles will exit facing Hurricane Road.

With regard to the Moffatt/ Bellantino letter I can only offer the following:

Regarding privacy – zero trees have been removed that impact their privacy. This is simply a false statement. I am sorry that Mrs. Bell did not drive a car for the 17 years they have lived at ■■■ Shorthill. There is about 58 meters (190') from the rear property line of #3 Hurricane to the rear of the Moffatt/Bellantino house. This should provide ample room for them to make additional plantings if they wish or we certainly we do not object to them putting a solid fence across the rear of their property.

Regarding flooding – Ms. Bellantino complained about flooding in the public meeting which I addressed in the presentation I made to Council. We agree that any development of this land should not add to their existing drainage problems. This is referred to as the “post” development flows will not exceed “pre” development flows. I am very surprised that they have neglected this issue for 17 years without doing anything about it, I am sure there are remedies available to them. We are thankful however, that they have documented the flooding issue with the Town prior to any future development.

In summary, I believe this very low density proposal provides the greatest opportunity of any potential site development to save the greatest number of trees on this site. Part 5 remains untouched in this proposal and represents 40% of the total site. The large lots provide the opportunity for many more trees to remain. There have been a total of 4 trees taken down on this site the largest of which was rotting and a safety issue. The pine tree near the front of the property had been severely damaged in last years ice storm and was located in the middle of the proposed building envelope on proposed Part 2. No boulevard trees are required to be removed.

We took it upon ourselves, prior to any development directives from Town Council, to meet with the neighbours and outline our proposal for developing this parcel of land. No threats were ever made regarding the development. We only made factual information available, our preferred development, and possible alternatives. We have the support, in writing , of many of the neighbours and only have one disgruntled abutting neighbour to the north whose house is 190 ' feet away from the most northerly property line and 1/18 th (one owner) in the townhouse development vocally complaining to the Town about privacy issues that were clearly pointed out in the public meeting, that the onus of privacy was upon the townhouses to provide privacy screens around the patio spaces to # 3 Hurricane Road. Perhaps the Townhouses should be required to replace the privacy screens that are missing to bring their site back into site plan compliance?

We look forward to a positive planning report and subsequent approval by Council to the application.

Best regards,

Al Heywood

On behalf of AIDS Properties Ltd.

Subject: The Assumption of Residences at Lookout Subdivision**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2020-0028, Assumption of Residences at Lookout Subdivision;

AND THAT Council assume the municipal services in Residences at Lookout subdivision and open the streets within the subdivision as 'public highways' by by-law in accordance with the Subdivision Agreement.

Background:

The Developer of the subdivision has satisfied its obligations with respect to the conditions specified in the subdivision agreement. The Developer has now requested that the Town assume the subdivision. Drawings of the subdivision are attached. "Residences at Lookout Subdivision" is located on the east side of Lookout Street north of Brewerton Boulevard. By-law 3399(2013) covers this subdivision agreement. The Developer of Residences at Lookout has requested that the Town assume Residences at Lookout, as per the Subdivision Agreement section 17.

Analysis:

Residences at Lookout was constructed by Costiano Developments in 2014 and has completed its maintenance period as of November, 2020. The Developer has recently requested the assumption after receiving confirmation that the maintenance period has concluded and deficiencies were rectified. The residential development is comprised of one hundred and twenty-two (122) lots for single detached dwelling use, one (1) block for parkland, and one (1) block for a stormwater management facility. The primary and secondary services are complete, and the maintenance period has elapsed. As-built drawings for the development have been received. Holdback securities will be released upon assumption. The Developer has completed their 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 Residences at Lookout

Consultation:

Upper Canada Consultants were the engineering consultants for Residences at Lookout. 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:

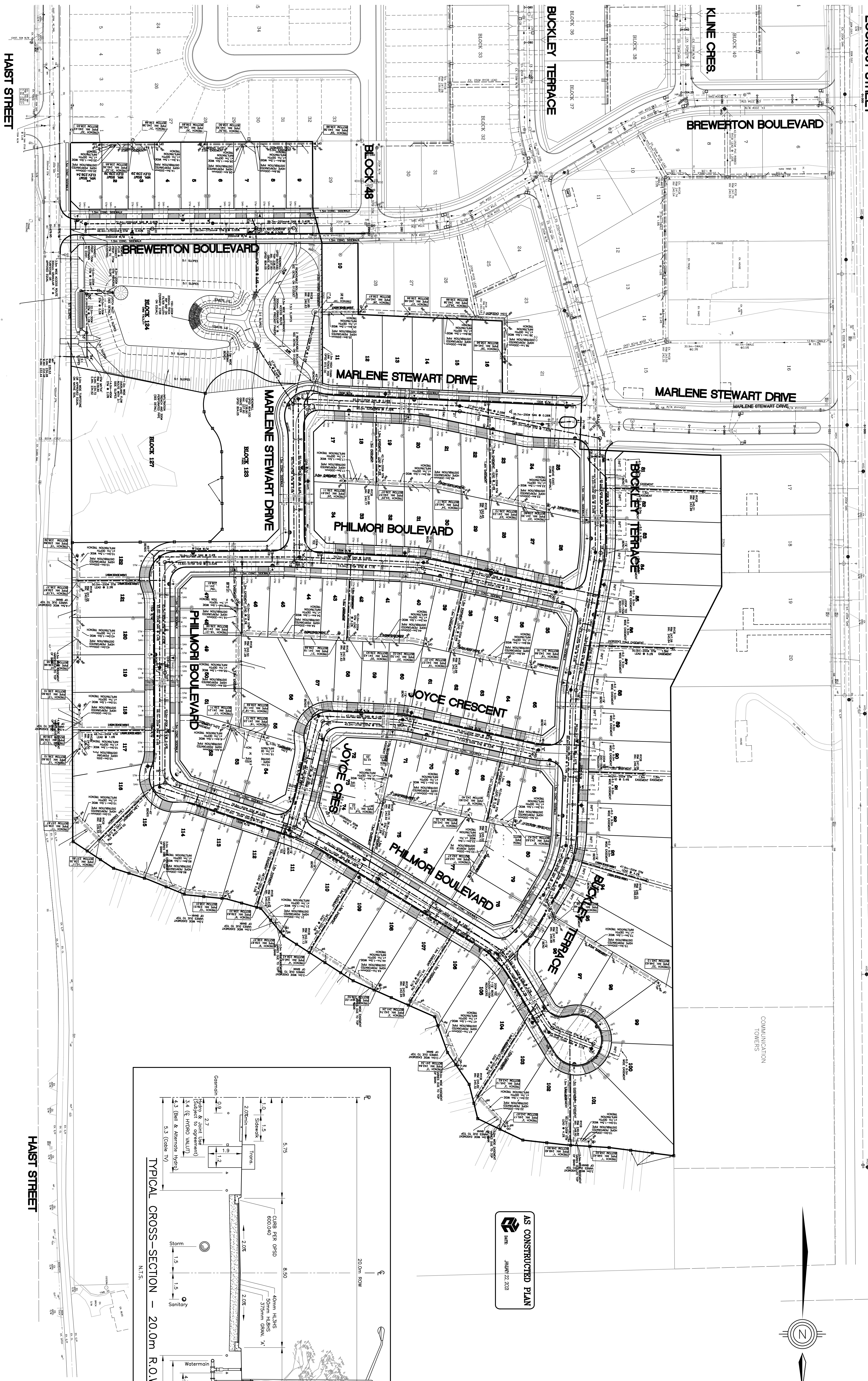
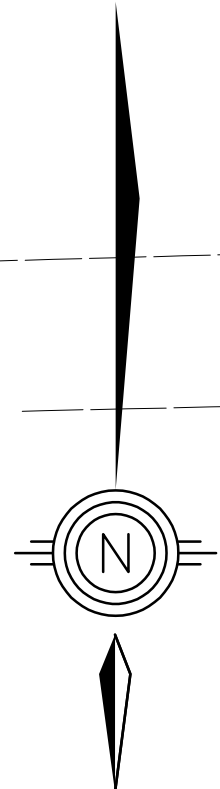
Jason Marr, P. Eng.
Director of Public Works

Approved and Submitted by:

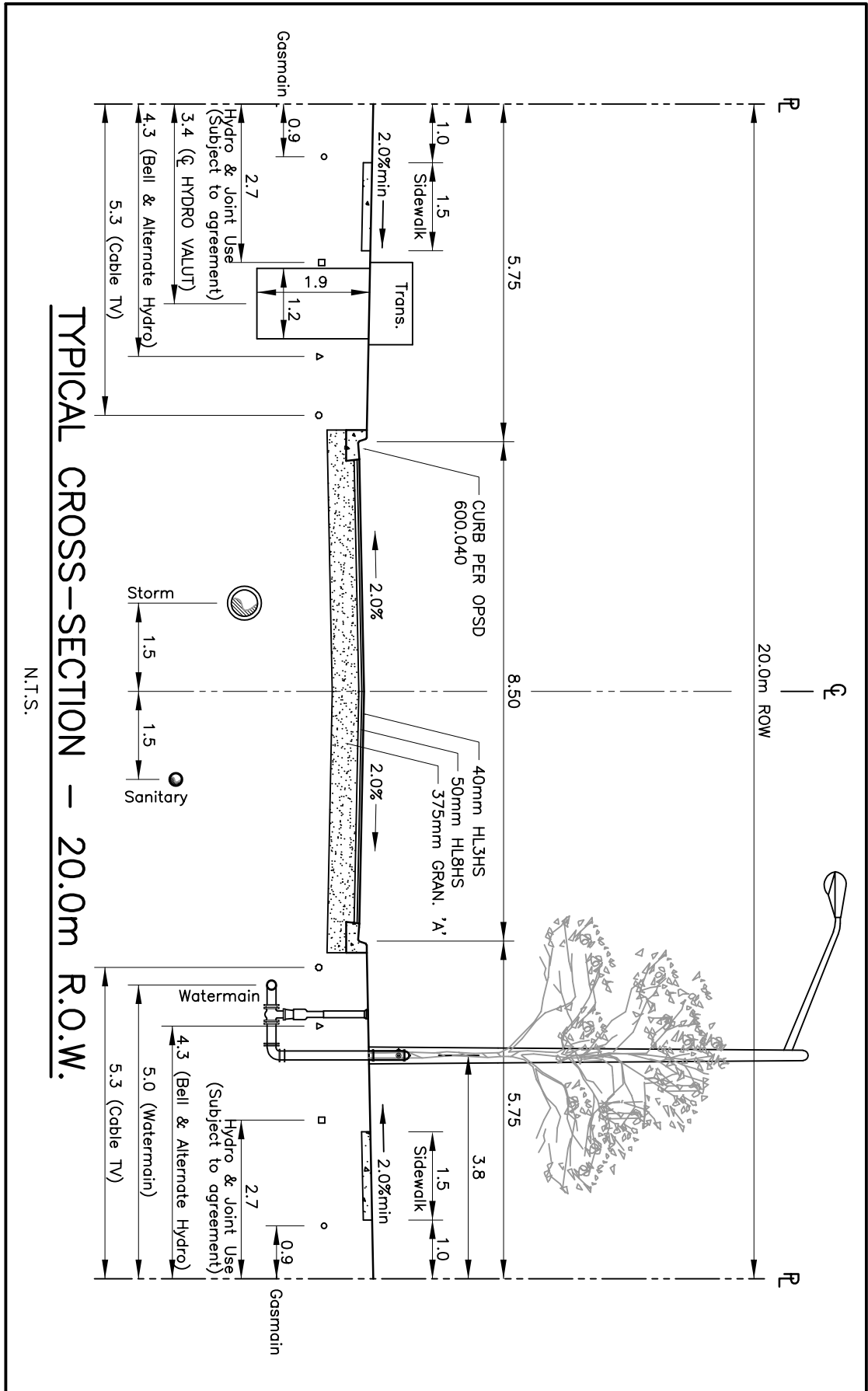
David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer



LOOKOUT STREET

LOOKOUT STREET



AS CONSTRUCTED PLAN
DATE: JANUARY 22, 2021



UPPER CANADA CONSULTANTS ENGINEERS/PLANNERS		TOWN OF PELHAM						STAMP:	
OWNER:		PROJECT NAME:		DRAWING TITLE:		DESIGN:		DRAFTING:	
COSTIANO DEVELOPMENTS INC.		THE RESIDENCES AT LOOKOUT		GENERAL SERVICING		M.H.		B.V.	
3350 MERRITTVILLE HWY., UNIT 9				PLAN 11		DATE:		DATE:	
THOROLD, ONTARIO L2V 4Y6						JANUARY 22, 2021			
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Subject: Pelham Succession Management Policy and Plan**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0025 – Chief Administrative Officer; and THAT Council Receive this Report for Information Purposes;

AND THAT Council approve the attached Succession Management Policy, S600-25;

AND THAT Policy S600-25 approved in 2013 be repealed and replaced.

Background:

The Town of Pelham first initiated a Succession Management Policy in 2013. It is unclear to what degree the policy actually guided previous hiring and promotional practices. In any event, after eight years and with a different administration, it is an appropriate time to review the policy, produce a new plan (to be discussed as a companion closed session item) and implement both in support of the Town's current strategic objectives and staffing needs.

Staff reviewed publicly available reports on succession planning at other municipalities in preparation for this task. From this exercise, a number of conclusions were drawn: that the Town is too small to require or benefit from a highly formalized succession management program, that many succession plans fail for lack of leadership buy-in or lack of funding and that there are specific areas which require focused effort.

As some basic commentary, the purpose of the Succession Management Policy is twofold: firstly, to ensure that Council and Senior Administration turn their minds to how they might maintain the skill set of the civil service and secondly as a key component of the Risk Management Framework which Council has identified as being a core focus of the Strategic Plan.

From a staffing perspective, one of Pelham's greatest challenges is that many important functions are provided by "Departments" of single staff members, including but not limited to purchasing, payroll, human resources, drainage inspection, corporate communications and property tax. While the Town's Senior Leadership Team ("SLT") has been taking steps for more than two years towards developing redundancy by creating some amount of overlap in skill sets amongst staff, there are many tasks which require professional accreditation or specialized knowledge that cannot simply be covered by a staff member who lacks those qualifications. For those tasks and roles where succession is theoretically possible, it is important for members of SLT to identify the skills or knowledge gaps in junior and intermediate level staff, and then provide opportunity, be it through courses/seminars or work assignments, to help those staff be qualified to Pelham job competitions when promotional opportunities come available.

Analysis:

The proposed policy contains a key aspirational target: that something between 33% and 50% of all mid-to-senior level positions in the corporation be filled by internal applicants. This target is meant to recognize the need for internal promotional activities that reward and encourage hard work by staff, while also respecting the benefits of fresh perspectives which external hires provide. As an additional benefit, this target creates an easily understandable metric for future assessment of both the policy and plan's effectiveness.

So as to avoid simply "going through the motions" in succession planning, Town administration wishes to make this a non-labour intensive, ongoing process where the specifics of the plan itself are reviewed every other year, or immediately after significant change in staff complement. In compliance with the principles identified in the attached policy, the CAO will discuss the topic on at least an annual basis (but ideally twice per year) with each member of the SLT. This in turn will require each member of the SLT to consider and review their Departmental needs, and assess those relative to the skill development of the staff who report to them. All of the foregoing will be supported by the Coordinator, Human Resources who will maintain records of training or project/task related work completed by persons who have been identified as succession candidates.

The benefit of the proposed approach is that it is relatively easy to administer, and there is a mechanism for financing staff development activities which need not detract from existing priorities or budgeted activities. It is believed that the above tasks should not require more than about 1.5 days of work per year for each senior leader, making this a sustainable activity that can be accomplished within existing

resources and workload.

Financial Considerations:

While some monies may be spent in future years on training and providing professional opportunities, as they become available and as weaknesses and areas for improvement are identified in potential successors, no monies will need to be specifically dedicated or required from the tax base. Training needs will be addressed through existing training budgets or through the recently approved "Human Resources Capacity Building" Reserve. Mentorship, which has no direct financial cost, will continue to form a major component of preparing junior and intermediate level staff for more senior roles.

Alternatives Reviewed:

There are no practical alternatives to having a Succession Management Policy and Plan. These are necessary items to ensure that the Town maintains the skill sets needed to provide residents with the array of services which they pay and rely upon. Given the size of Pelham's municipal administration, there are many departments or functions that are performed by only a single person. If the person ceases to be an employee, it may not be possible to continue providing the service with existing staff, accordingly a plan that encourages sustainability and identifies strategic threats to service capacity is of significant benefit.

Strategic Plan Relationship: Risk Management

Succession Planning is a key component of the Town's (not yet formally developed) Risk Management Framework. Properly executed, Succession Planning will support continuity of service and institutional capacity. As an added benefit, this can be accomplished without seeking additional taxpayer support.

Consultation:

All member of SLT were interviewed and consulted in the drafting of the Policy and Plan, although those documents were created solely by the CAO and Coordinator, Human Resources.

Other Pertinent Reports/Attachments:

Draft Succession Policy

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA

Chief Administrative Officer



Policy Name:	Policy No: S600-25
Committee approval date:	November 4, 2013
Council approval date:	
Revision date(s):	January 25, 2021
Department/Division:	Human Resources

1. Purpose

The Town of Pelham has adopted this policy to identify and develop employees as potential successors for key mid-level and senior management positions in the organization. The goal is to have between 33% - 50% of all mid-level to senior positions filled by internal candidates by 2023, and every year thereafter.

2. Policy Statement

The CAO shall develop, maintain and implement a Succession Plan for all leadership positions, which shall be reviewed at least annually and confidentially shared with Council upon request. The Senior Leadership Team will identify the key positions requiring succession planning and determine which employees will be suitable to compete for these positions in the future.

The Town of Pelham shall provide educational, skills and leadership development opportunities to suitable employees, as determined by the CAO and SLT. The development progress of the employee will be monitored through the performance management process and appropriate records will be kept within the Human Resources Department.

3. Definition of Succession Planning:

a strategic approach to ensure that necessary talent, skills and core competencies will be available when needed, and that essential knowledge and abilities will be maintained when employees in critical positions leave.

4. General Provisions

The key for successful succession management is to identify those areas where the Town is most susceptible to operational/service disruption as the result of (early) retirement or resignation. The CAO is responsible for this task. The SLT is responsible to advise and assess subordinate staff for their capacity and suitability for promotion.



5. Tracking

The accurate tracking of data associated with succession planning will assist Town staff in maintaining a successful program. Data tracking will be used to identify the following:

- The number of high potential staff
- Employee gap analysis and training plans for potential candidates
- Training or task opportunities designed to enhance capacity
- Number of key positions without an heir apparent
- Number of mid-to-senior level positions filled internally

All data will be tracked in an HR database that will be used to monitor progress in enhancing the capacity and core competencies of high potential staff.

Training and Development

The Town of Pelham will provide education and workplace opportunities for employees that have been identified as being high potential staff members. In order to effectively groom these candidates for any potential upward change in career, they may be provided with any or all of the following opportunities:

Mentoring: Senior employees that have been identified as those that may be leaving their post in the near future will provide mentoring for candidates by sharing their wealth of knowledge and experience pertaining to the roles and duties of the position. This will help the candidates by teaching them the essential skills necessary to perform the required tasks.

Cross-Training: Employees will be trained by other employees on the duties and required skills for other jobs at Town of Pelham. This will help to increase the knowledge base of potential candidates, and allow them to gain a deeper understanding of the overall work done at the Town and help to identify potentially beneficial areas of work that best suit the candidate.

Educational Opportunities: Most professional organizations to which staff belong offer educational courses or seminars. In support of both ongoing education requirements and to prepare staff for more senior roles, the Town will continue to pay for some courses and training provided there is a connection between the education and the employee's current or potential future role. More specifics are provided in the Town's Training and Development Policy [S600-18](#).

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW NO. 4317(2021)

Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located on the west side of Rice Road south of Walker Road, legally described as Part of Lot 171, Geographic Township of Thorold, Town of Pelham, Regional Municipality of Niagara, from the Agricultural (A) zone to a site specific Residential Multiple 1 (RM1-300) zone.

Town of Pelham
File No. AM-06-20

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 Agricultural (A) to the site specific Residential Multiple 1 (RM1-300) zone and the East Fonthill Environmental Protection (EF-EP) zone.
2. **THAT** Section 30 of Zoning By-law 1136 (1987) as amended, is hereby amended by adding the following:

RM1-300

Notwithstanding the requirements of Section 6.16(d)(i) and 6.35(c) of the General Provisions and 16.4 (a), (d), (e), (f), and (i) of the Residential Multiple 1 zone, the following regulations shall apply:

6.16 (d)(i)	Ingress and Egress shall be provided by unobstructed driveways with a maximum width of 7.0 metres for two-way traffic
6.35 (c)	Unenclosed porches, balconies, steps and patios, covered or uncovered may project into any required yard a maximum distance of 3.0 metres (9.84 feet) provided that, in the case of porches, steps or patios, such uses are not more than 1.3 m (4.27 ft) above ground.

Patios may project into any required rear yard provided they are not more than 0.6 metres (1.97 feet) above grade.

16.4 Regulations for Block Townhouse Dwellings

a) Minimum Lot Frontage	7.1 metres
d) Minimum Front Yard	4.5 metres to building face 6.0 metres to a garage on a street or internal roadway
e) Minimum Side Yard	i) Where the rear wall of a building faces an interior side yard, the minimum required yard shall be 6.0 metres ii) 5.3 for Unit 6 iii) 2.1 metres for Unit 13 iv) 3.8 metres for Unit 17 v) 1.5 metres for Units 24 & 35 vi) Units 9, 12, 18, 23, 29 & 30 may be located no closer than 3 metres from the inside radius of an internal street (i.e. intersection or turn) vii) 4.2 metres where abutting an internal roadway
f) Minimum Rear Yard	6.1 metres
i) Distance Between Buildings	Any face of one townhouse shall be no closer to any side of another townhouse than 9 m (29.53 ft). Any face of any townhouse shall be no closer than 15 m (49.21 ft) to any face of another townhouse. Any side of any townhouse shall be no closer than 3 metres to any side of another townhouse.

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
16th DAY OF FEBRUARY, 2021 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

Schedule 'A'



This is Schedule 'A' to By-law No. 4317 (2021) passed the 16 day of February, 2021.

Mayor: Marvin Junkin

Clerk: Nancy J. Bozzato

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

BY-LAW NO. 4318(2021)

**Being a by-law to adopt an Amendment to the Official Plan for the
Town of Pelham Planning Area.**

Amendment No. 11

**1304 Rice Road
Saffron Valley Phase 2**

THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN
OF PELHAM IN ACCORDANCE WITH THE PROVISIONS OF SECTION
17 OF THE PLANNING ACT, R.S.O, 1990, AS AMENDED, HEREBY
ENACTS AS FOLLOWS:

1. **THAT** Amendment No. 11 to the Official Plan of the Town of Pelham
consisting of the attached explanatory text and schedule is adopted.
2. **AND THAT** the Clerk of the Town is authorized to effect any minor
modifications or correction solely of an administrative, numerical,
grammatical, semantical or descriptive nature to this by-law or its
schedules after passage of this by-law

ENACTED, SIGNED AND SEALED THIS

16th DAY OF FEBRUARY, 2021 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

Schedule 'A'



This is Schedule 'A' to By-law No. 4318 (2021) passed the 16 day of February, 2021.

Mayor: Marvin Junkin

Clerk: Nancy J. Bozzato

AMENDMENT NO. 11
TO THE
OFFICIAL PLAN (2014)
FOR THE
CORPORATION OF THE TOWN OF PELHAM

CONTENTS

PART “A” – THE PREAMBLE

- Section 1 Title and Components
- Section 2 Purpose of the Amendment
- Section 3 Location of the Amendment
- Section 4 Basis of the Amendment
- Section 5 Implementation of the Amendment

PART “B” – THE AMENDMENT

- Introductory Statement
- Details of the Amendment
- Appendix A Schedule ‘A’ to the Official Plan Amendment

PART “A” – THE PREAMBLE

SECTION 1

TITLE AND COMPONENTS

This document was approved in accordance with Section 17 and 21 of the Planning Act, R.S.O. 1990, as amended and shall be known as Amendment No. 11 to the Official Plan adopted by By-law No. 3259 (2012) and confirmed by the Ontario Municipal Board decision of July 18, 2014, for the Town of Pelham Planning Area.

Part “A”, the Preamble does not constitute part of this amendment.

Part “B”, the Amendment, consisting of the following text constitutes Amendment No. 11 to the Official Plan adopted by By-law 3259 (2012) and confirmed by the Ontario Municipal Board decision of July 18, 2014 for the Town of Pelham Planning Area.

SECTION 2

PURPOSE OF THIS AMENDMENT

The purpose of this Amendment is to amend Official Plan Schedule A5 – to designate the subject lands from EF Low Density and Environmental Protection One to EF Medium Density and Environmental Protection One.

The effect of the amendment will be to permit the development of the property exclusively with townhomes and recognize the confirmed boundaries of an Environmental Protection Area.

SECTION 3

LOCATION OF THE AMENDMENT

The lands that are subject to this Amendment are municipally known as 1304 Rice Road, located on the west side of Rice Road (Regional Road 54), north of Merritt Road within the Fonthill Settlement Area.

SECTION 4

BASIS OF THE AMENDMENT

The Planning Act, R.S.O. 1990, as amended, provides that amendments may be made to the Official Plan. Policies of the Official Plan have been considered in the preparation of this Amendment and the following factors:

1. The subject lands are located within the East Fonthill Secondary Plan Area and are designated for residential development.
2. The amendment will facilitate development that achieves the cumulative density targets for Neighborhood 3 and the overall Secondary Plan Area.
3. This Amendment is consistent with the Provincial Policy Statement and conforms to the Growth Plan for the Greater Golden Horseshoe and the Region of Niagara Official Plan.

SECTION 5

IMPLEMENTATION AND INTERPRETATION

The relevant policies of the Official Plan adopted by By-law No. 3259 (2012) and confirmed by the Ontario Municipal Board decision of July 18, 2014, of the Town of Pelham Planning Area shall apply to the implementation and interpretation of this Amendment.

PART “B” – THE AMENDMENT

1. Schedule A4 to the Town of Pelham Official Plan “East Fonthill Secondary Plan Area Schedule ‘A5’ Land Use Plan” is hereby revised in accordance with Appendix A.

THE CORPORATION OF THE
TOWN OF PELHAM
BY-LAW #4319(2021)

**Being a By-law to Repeal and Replace By-law #3505(2014)
as amended being a By-law to establish an Administrative
Municipal Penalty System (AMPS) in respect to the
enforcement of traffic, parking, standing or stopping of
vehicles.**

WHEREAS sections 8, 9 and 11 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, ("*Municipal Act*, 2001") authorize The Corporation of the Town of Pelham to pass by-laws necessary or desirable for municipal purposes;

AND WHEREAS subsection 102.1(1) of the *Municipal Act*, 2001 provides that a municipality may require a person to pay an Administrative Penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

AND WHEREAS the Province adopted the "Administrative Penalties" regulation, O.Reg. 333/07 pursuant to the *Municipal Act*, 2001 which applies to administrative penalties in respect of the Parking, Standing or Stopping of vehicles;

AND WHEREAS pursuant to section 391 of the *Municipal Act*, 2001 authorizes a municipality to pass by-laws imposing fees or charges for costs payable by it for services or activities, and services or activities provided or done by or on behalf of the municipality;

AND WHEREAS The Corporation of the Town of Pelham has enacted by-laws regulating the parking, standing or stopping of vehicles, namely By-law No. 89-2000, as amended, being a By-law regulating traffic and parking on Town Roads and By-law No. 97-2030, as amended, being a By-law to establish fire routes on private roadways,

AND WHEREAS the Corporation of the Town of Pelham will designate portions of By-law No. 89-2000, as amended and By-law no. 97-2030, as amended to be applicable to the Administrative Penalty System established through this By-law;

AND WHEREAS the Corporation of the Town of Pelham considers it desirable to have one Administrative Penalty System for all by-laws to which Administrative Penalties may apply and may designate other by-laws to be applicable to the Administrative Penalty System established through this By-law;

AND WHEREAS the Corporation of the Town of Pelham considers it desirable to enforce and seek compliance with the designated by-laws, or portions of those by-laws, through the Administrative Penalty System;

NOW THEREFORE the council of The Corporation of the Town of Pelham enacts as follows:

PART I – SHORT TITLE

1. This By-law may be referred to as the "Parking Administrative Penalty By-law".

PART II - DEFINITIONS

2. For the purposes of this By-law:

'Administrative Fee' means any fee specified in this by-law and listed in Schedule "C"

"Administrative Penalty" means a monetary penalty as set out in Schedules "A" and "B" to this By-law for a contravention of a Designated By-law;

"By-law" means this by-law and any schedule to this by-law as they may from time to time be amended;

"Council" means the Council for the Town of Pelham;

"Designated By-law" means a by-law or provision of a by-law that is designated under this or any other by-law, as a by-law or provision of a by-law to which this By-law applies and is listed in Schedules "A", "B", "C", "D" and "E" attached to this By-law;

"Director" means the person from time to time performing the functions of the Town's Director for Municipal Law Enforcement and By-Law Services;

"Fee Appeal No-Show" means an administrative fee from time to time established by Council in respect of a Person's failure to appear at the time and place scheduled for a hearing before a Hearings Officer and listed in Schedule "C";

"Fee - Late Payment" means an administrative fee from time to time established by Council in respect of a Person's failure to pay an Administrative Penalty within the time prescribed in this By-law and listed in Schedule "C";

"Fee - MTO Plate Denial" means an administrative fee from time to time established by Council for notifying the Registrar of Motor Vehicles for the purpose of plate permit denial and listed in Schedule "C";

"Fee - NSF" means an administrative Fee from time to time established by Council in respect for demand for payment received by the Town from a Person for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account of which the instrument was drawn, and listed in the Town's Consolidated Fee Schedule from time to time;

"Fee - MTO Search" means an administrative fee from time to time established by Council for searching the records of the Ontario Ministry of Transportation and listed in Schedule "C";

"Fee - Review No-Show" means an administrative fee from time to time established by Council in respect of a Person's failure to appear at the time and place scheduled for a review by a Reviewing Officer and listed in Schedule "C";

"Hearing Officer" means each Hearing Officer from time to time appointed by Council pursuant to the Hearings Officer By-law and from time to time amended

"Manager" means the person from time to time performing the functions of the Town's Manager of Municipal Law Enforcement and By-Law Services;

"Officer" means each of

- (a) the Director;
- (b) the Manager
- (c) a Municipal Law Enforcement Officer appointed by or under the authority of a Town by-law to enforce a Designated By-law; and
- (d) a police officer employed by a municipal police force, by the Ontario Provincial Police or by the Royal Canadian Mounted Police.

"Owner" means the registered owner of a motor vehicle as provided by the Ministry of Transportation Ontario (MTO);

"Penalty Notice" means a notice given pursuant to sections 6 and 7;

"Penalty Notice Date" means the date specified on the Penalty Notice pursuant to subsection 7.2;

"Penalty Notice Number" means the number specified on the Penalty notice pursuant to subsection 7.3;

"Person" includes an individual, partnership, association, firm or corporation;

"Request for Parking Penalty Review Form" means the form that must be filed by the Person under subsection 12(a) and (b);

"Request for Parking Hearing Appeal Form" means the form that must be filed by the person under subsection 23(a) and (b);

"Review Decision" means a decision made by a Screening Officer pursuant to section 116;

"Review Decision Date" means the date on which a Review Decision is made by the Screening Officer pursuant to section 16;

"Screening Officer" means a person from time to time appointed by Council, as set out Schedule "D";

"Town" means The Corporation of the Town of Pelham;

"Town Clerk" means the Clerk for the Town of Pelham and includes each person from time to time employed therein;

"Town Deputy Clerk" means the Deputy Clerk for the Town of Pelham and includes each person from time to time employed therein; and

"Traffic By-law" means the Town's Traffic and Parking By-law 89-2000 as from time to time amended.

PART III - DESIGNATED BY-LAWS

3. Town By-laws, or portions of Town By-laws, that are listed in Schedules "A" and "B" to this By-law shall be Designated By-laws and are hereby designated for the purpose of section 3(1)(b) of O.Reg. 333/07 and the provisions of this By-law shall apply to any contravention of a Designated by-law. Schedules "A" and "B", shall set but the short form wording to be used for the contraventions of Designated By-laws and also set out the Administrative Penalties imposed for the contraventions.
4. The Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, does not apply to a contravention of a Designated By-law.

PART IV - PENALTY NOTICE

5. Each Person who contravenes a provision of a Designated By-law shall, when given a Penalty Notice in accordance with section 6, be liable to pay to the town an Administrative Penalty in the amount specified in Schedules "A" and "B" for each day or part of the day on which the contravention continues.
6. An Officer who has reason to believe that a person has contravened any provision of a Designated By-law may issue a Penalty Notice to the Person.

(a) The Director or Manager may, before 4:30 pm of the tenth (10th) day after the Penalty Notice Date, cancel the Administrative Penalty.

7. The Penalty Notice shall be given to the Person as soon as is reasonably practicable and shall include the following information;
 - 7.1 the vehicles licence plate number or vehicle identification number;
 - 7.2 the date of the penalty Notice;
 - 7.3 a reference number that is unique to that penalty Notice;
 - 7.4 particulars of the contravention;
 - 7.5 the amount of the Administrative Penalty;
 - 7.6 such information as the Director determines is appropriate respecting the process by which the person may exercise the Person's right to request a review of the Administrative Penalty; and
 - 7.7 a statement advising that an Administrative Penalty will, unless cancelled or reduced pursuant to the review and appeal processes, constitute a debt of the Person to the Town.

8. A Person who is given a Penalty Notice and who does not pay to the Town the amount of the Administrative Penalty within fifteen (15) days of the penalty Notice Date shall pay to the Town a Fee – MTO Search.
9. A Person who is given a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer pursuant to PART V.

PART V — REVIEW BY SREENING OFFICER

10. A Person's right to request a review expires if it has not been exercised in the manner prescribed in subsection 12(a) and 12(b) before 4:00 p.m. on the fifteenth (15th) day after the Penalty Notice Date.

11. A Person's right to request an extension of the time to request a review expired if it has not been exercised in the manner prescribed in section 12 before 4:00 p.m. on the thirtieth (30th) day after the Penalty Notice Date which time:

- a. The person shall be deemed to have waived the right to request a review;
- b. The Administrative Penalty shall be deemed to be affirmed; and
- c. The Administrative Penalty shall not be subject to review, including review by any Court.

12. A Person's right to review or to request an extension of time to request a review are exercised by giving to the Town written notice of the request to review by:

- a. submitting a Request for Parking Penalty Review Form available at the Town's web page as set out in the Penalty Notice by mail, fax or email and scheduling the time and place for the review; or
- b. attending in person at the location listed in the Penalty Notice to complete a Request for Parking Penalty Form and scheduling the time and place for the review.

13. The Request for Parking Penalty Review Form must include the following information:

- a. the Penalty Notice Number;
- b. the Person's mailing address and, if applicable, facsimile transmission number and e-mail address;
- c. in the case of a request to extend the time to request a review; the reasons, if any, for having failed to exercise the right to request to review within the time limited by section 10;
- d. particulars of all grounds upon which the request to review is based.

14. The Person shall be given notice of the date, time and place of the review by, facsimile, in-person, e-mail or mailing address as provided by the person in the Request for Review Form.

15. Where the Person fails to appear at the time and place scheduled for a review or fails to remain at such place until the Screening Officer has made a Review Decision respecting the Administrative Penalty, the subject of the Person's request for the review,

- a. the person shall be deemed to have abandoned the request for review;
- b. the Administrative Penalty shall be deemed to be affirmed;

- c. the Administrative Penalty shall not be subject to review, including review by any Court, and
 - d. the Person shall pay to the Town a Fee - Review No-Show.
16. Subject to sections 11 and 15 the Screening Officer may;
- a. deny an extension of time for a review in which case the Administrative Penalty is deemed to be affirmed.
 - b. grant an extension of time for a review;
 - i. For the purposes of Section 16(b) the Screening Officer may only extend the time to request a review of an Administrative Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
 - c. cancel, reduce or extend the time for payment of the Administrative Penalty and any administrative fees respecting that Administrative Penalty where the Review Officer is satisfied that doing so would maintain the general intent and purpose for the Designated By-law and that;
 - (i) there is reason to doubt that the Person contravened the Designated By-law;
 - (ii) the Person took all reasonable steps to prevent the contravention; or that
 - (iii) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.
17. After a Review is complete, the Screening Officer shall as soon as practical serve the Person with a Review Decision.
18. The Person may appeal to a Hearings Officer against the Review Decision pursuant to PART VI.
- 18.1 Should the person within 15 days of receiving the Screening Officers Decision:
- a. not request an Appeal to a Hearings Officer and;
 - b. not pay the Penalty Notice amount as decided by the Screening Officer;
 - c. Then the Penalty Notice amount as decided by the Screening Officer will be subject to a *Fee – MTO Search*, and a *Fee – MTO Plate Denial* as described in Schedule “C”, and notification will be immediately sent to the Registrar of Motor Vehicles for collections and plate permit denial.

19. A Screening Officer has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability of operability of any statute, regulation or by-law.

PART VI - APPEAL TO HEARINGS OFFICER

20. The right to appeal is limited to the following:

- a. a Person who has been given a Review Decision pursuant to section 17; and
- b. the Director or Manager

21. A Person's right to appeal expires if it has not been exercised in the manner prescribed in section 23 before 4:00 p.m. on the fifteenth (15th) day after the Review Decision Date.

22. A Person's right to request an extension of the time to appeal expires if it has not been exercised in the manner prescribed in section 23 before 4:00 p.m. on the thirtieth (30th) day after the Review Decision Date at which time:

- a. the person shall be deemed to have waived the right to appeal;
- b. the Review Decision and the Administrative Penalty as it may have been affected by the Review Decision shall be deemed to be affirmed; and
- c. the Review Decision and the Administrative Penalty as it may have been affected by the Review Decision shall be deemed to be final and not subject to any further review, including review by any Court.

23. A Person's rights to request an Appeal of a Screening Officers decision or to request an extension of time to request an Appeal to a Hearings Officer are exercised by giving to the Town written notice by:

- a. Submitting a Request for Appeal Hearing Form available at the Town's webpage as set out in the Penalty Notice by mail, fax or email and scheduling the time and place for the review; or
- b. Attending in person at the location listed in the Penalty Notice to complete a Request for Appeal Hearing Form and scheduling the time and place for the review.

24. The Request for Appeal Hearing Form must include the following Information:

- a. the Penalty Notice Number;
- b. the Person's mailing address and, if applicable, facsimile transmission number and email address;
- c. In the case of a request to extend the time to appeal, the reasons, if any, for having failed to exercise the right to appeal within the time limited by sections;

- d. particulars of all grounds upon which the appeal is made; and
 - e. A copy of the Person's completed Request for Parking Review Form showing the decision of the Screening Officer.
25. The Person shall be given no fewer than seven (7) days' notice of the date, time and place of the Hearing of the appeal.
26. An Appeal request or a request for an extension of time to request an Appeal shall only be scheduled by the Town if the Person has exercised his or her right to request an Appeal or an extension of time to request an Appeal within the time limits set out in sections 21 and 22.
27. Where the Person fails to appear at the time and place scheduled for a Hearing of the Appeal:
- (a) the Person shall be deemed to have abandoned the appeal;
 - b) the Review Decision and the Administrative Penalty as it may have been affected by the Review Decision shall be deemed to be final and are not subject to any further review or appeal, including review or appeal by any Court; and
 - c) the Person shall pay to the Town a Fee -Appeal No-Show.
28. A Hearing Officer shall not make any decision respecting an appeal unless the Hearing Officer has given each of the Person, the Director, the Manager and the Officer who gave the Penalty Notice an opportunity to be heard at the time and place scheduled for the hearing of the appeal.
29. Subject to subsections 22 and 27 the Hearing Officer may;
- a. deny an extension of time for an Appeal in which case the Administrative Penalty including any Administrative Fees are deemed to be affirmed.
 - b. grant an extension of time for an Appeal Hearing;
 - (i) for the purposes of Section 30(b) the Appeal Officer may only extend the time to request a Hearing of an Administrative Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
 - c. cancel, or vary the Screening Officers Review Decision and extend the time for payment of the Administrative Penalty, including any Administrative Fee, on the following grounds;
 - (i) where the Person establishes a balance of probabilities, that he or she did not contravene the Designated By-law as described in the Penalty Notice; or
 - (II) where the person establishes on a balance of probabilities, that the reduction or extension of time for payment of the Administrative Penalty including any Administrative Fee, is necessary to relieve any undue hardship.

30. All Appeal Hearings conducted by the Hearing Officer shall be in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.
31. After an Appeal Hearing is complete, the Hearing Officer shall immediately serve the Person with a Hearing Decision.
32. If a person fails to remain at such place until the Hearing Officer has made a Hearing Appeal Decision respecting the Administrative Penalty, then that Decision and the Administrative Penalty is deemed to be affirmed.
33. The decision of a Hearing Officer is final and not subject to any further review including review by any Court.
- 33.1 After a Person receives the Hearing Officers Decision, they will have the allotted time, as decided by the Hearings Officer, to pay the amount of the Administrative Penalty. Should the Person not pay the Administrative Penalty amount within the allotted time, then the Penalty Notice amount as decided by the Hearings Officer will be subject to a *Fee – MTO Search*, and a *Fee – MTO Plate Denial* as described in Schedule “C”, and notification will be immediately sent to the Registrar of Motor Vehicles for collections and plate permit denial.
34. A Hearing Office has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability of operability of any statute, regulation or by-law.

PART VII – SERVICE OF DOCUMENTS OR NOTICE

35. Service of any document or notice, including a Penalty Notice, respecting this By-law may be given in writing in any of the following ways and is effective;
- d. affixing it to the vehicle in a conspicuous place at the time of the violation;
 - e. when a copy is served on the owner or operator of the vehicle by delivering it personally to the person having care and control of the vehicle at the time of the contravention of the Designated By-law;
 - f. when a copy is delivered to the Person to whom it is addressed;
 - g. on the fifth (5th) day after a copy is sent by registered mail or by regular letter mail to the person's last known address;
 - h. upon the conclusion of the transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number or,
 - i. upon the sending of the notice or document or a copy thereof by e-mail transmission to the Person's last known e-mail address.
36. For the purpose of section 36(d), (e) and (f), a Person's last known address, last known facsimile transmission number and last known e-mail address are deemed to include those provided by the Person pursuant to sections 13 and 24.

37. Any notice or document respecting this by-law to be given to the Town shall be in writing, shall be given in any of the following ways and is effective:

- j. when a copy is delivered to the Public Reception Desk, Town of Pelham Municipal Building, 20 Pelham Town Square, Fonthill ON L0S 1E0 during normal business hours;
- k. on the fifth (5th) day after a copy is sent by registered mail or by regular letter mail to "Parking Administrative Penalties, Attn: Town Clerk, Town of Pelham Municipal Building, 20 Pelham Town Square, Fonthill ON, L0S 1E0
- l. upon conclusion of the transmission of a copy by facsimile transmission to (905) 892-5055; or
- m. upon the sending of the notice or document or a copy thereof by e-mail transmission to AMPappeals@pelham.ca

PART VIII – FINANCIAL ADMINISTRATION

38. No Officer who gives a Penalty Notice may accept payment of the Administrative Penalty respecting the penalty Notice.

39. An Administrative Penalty that is affirmed or reduced or in respect of which the time for payment has been extended pursuant to this By-law is due and payable and constitutes a debt to the Town of each Person to whom or to which the Penalty Notice was given.

40. Where a person has paid an Administrative Penalty or an Administrative Fee that is then cancelled or reduced pursuant to this By-law, the Town shall refund the amount cancelled or reduced.

41. Where an Administrative Penalty or any Administrative Fees respecting that Administrative Penalty are not paid within fifteen (15) days after the date of issue, each Person to whom the Penalty Notice was given shall pay to the Town a Fee – Late Payment.

41.1 Where an Administrative penalty or an Administrative Fee respecting that Administrative Penalty are not paid within fifteen (15) days after the date of issue, each person to whom the Penalty Notice was given shall pay to the Town a Fee – MTO Search.

42. Where an Administrative Penalty or any Administrative Fees respecting that Administrative Penalty are not paid within thirty (30) days after the date of issue, each Person to whom the Penalty Notice was given shall pay to the Town a Fee -MTO Plate Denial.

43. Where a Person provides a demand for payment to the Town for payment of an Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, shall pay to the Town a Fee – NSF.

44. Where a Person fails to appear at the time and place scheduled for a Review by a Screening Officer that person to whom the Penalty Notice was given shall pay to the Town a Fee -Review No-Show.

45. Where a Person fails to appear at the time and place scheduled for an Appeal Hearing that Person to whom the Penalty Notice was given shall pay to the Town a Fee-Appeal No-Show.

PART IX-ADMINISTRATION OF THE BY-LAW

46. The Director shall administer the By-law and establish any practices, policies and procedures necessary to implement the By-law and may amend such practices, policies and procedures from time to time as the Director deems necessary. The Director
47. The Director shall prescribe all forms and notices, including the Penalty Notice, necessary to implement the By-law and may amend such forms and notices from time to time as the Director deems necessary.
48. The Director may designate areas within the Town for conducting Screening Reviews and Appeal Hearings under this By-law.

PART X—GENERAL PROVISIONS

49. Where an Administrative Penalty is not paid within thirty (30) days after it becomes due and payable, the Town shall notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a person named in the default notice nor issue a new permit to that person until the penalty is paid.
50. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Appeal Officer, any Administrative Fee is also cancelled.
51. Any time limit that would otherwise expire on a holiday is extended to the next day that is not a holiday.
52. Any schedule attached to this By-law forms part of this by-law.

PART XI -COMPLAINTS AND COMMENTS

53. Complaints and comments respecting the administration of the Town's system of parking administrative penalties may be given to the Director or Manager of By-law Services. The Director or Manager shall consider each such complaint or comment in relation to the Director's or Manager's consideration of opportunities for improvements to the Town's system of Parking Administrative Penalties.

PART XII - AMENDMENTS TO PARKING AND TRAFFIC BY-LAW 89-2000

54. The Parking and Traffic By-law 89-2000 is amended by adding the following subsections:

"205.01.12 Interference with Traffic: No person shall Stop a Vehicle on a Highway in such a manner as to interfere with the movement of Traffic. For clarity, and without limitation, if an oncoming vehicle must change its course to avoid a stopped Vehicle, that Vehicle is deemed to be interfering with Traffic.

205.01.13 Interference with Snow Clearing: No person shall Stop a Vehicle on a Highway in such a manner as to interfere with the clearing of snow or the application of sand or salt to the Highway. For clarity, and without limitation,

if a Snow Clearing Vehicle must change its course to avoid a Stopped Vehicle, or is prevented from entering an area it would otherwise have entered to clear or plow snow or ice because of a Stopped Vehicle, that Vehicle is deemed to be interfering with the clearing of snow or the application of sand or salt to the Highway.

1001.02.01 Designation re: Administrative Penalties

Subsection 1001.02.02, Schedule "A1" and the parts of this By-law to which that Schedule relates are designated as parts of this By-law to which the Town's parking Administrative Penalty System By-law 3505(2014) applies.

1001.02.02 Penalties Created

Each person who permits a vehicle to be Parked, Stopped or Standing contrary to a part of this By-law that is designated pursuant to subsection 1001.02.01 and each owner of that Vehicle are, when given a Penalty Notice in accordance with the Town's Parking Administrative Penalty System By-law 3505(2014), is liable to pay to the Town an Administrative Penalty in the amount specified in Schedule "A1" to this By-law for each day or part of a day on which the contravention continues.

55. The Parking and Traffic By-law 89-2000 Section 1001.04 as amended is further amended by deleting the first word "Everyone" and by substituting the phrase, "Subject to subsections 1001.02.01 and 1001.02.02 each person"
56. The Parking and Traffic By-law 89-2000 Section 1102.01 is amended by deleting all wording in the section and replacing it with:
- "A Provincial Offences Officer appointed for the carrying out of the provisions of this By-law, upon observing any vehicle Parked, Stopped or Standing in contravention of this By-law, may cause it to be moved or taken away and stored in a suitable place. Towing may occur in addition to any other enforcement mechanism. All costs and charges for removing, taking away and storage, shall be a lien upon the Vehicle, which may be enforce in the manner provided by the Repair and Storage Liens Act R.S.O. 1990, c R.25."

PART XIII -VALIDITY

57. If a Court or Tribunal of competent jurisdiction declares any provision or part of a provision of this By-law to be illegal or unenforceable, then that particular provision or provisions or part of the provision shall be severed and the remainder of this By-law shall continue to remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

PART XIV – REPEAL

58. THAT the following By-laws be and are hereby REPEALED:
- By-law 3644(2015);
 - By-law 3688(2016);
 - By-law 3714(2016);
 - By-law 3715(2016); and
 - By-law 3962(2018)

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED BY COUNCIL THIS
16th day of February, 2021

Mayor

Town Clerk

SCHEDULE “A”

ADMINISTRATIVE PENALTY BY-LAW 4319(2021)

TOWN OF PELHAM ADMINISTRATIVE PENALTY BY-LAW DESIGNATED BY-LAW PROVISIONS – TRAFFIC BY-LAW 89-2000 SCHEDULE “A1”

1. For the purposes of PART III of this By-law, column 1 in the following table lists the provision in the Traffic By-Law No. 89-2000, as amended that are hereby designated for the purposes of 3(1)(b) of O.Reg. 333/07.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

<u>item</u>	<u>Column 1</u> <u>Designated</u> <u>Provisions</u>	<u>Column 2</u> <u>Short Form Wording</u>	<u>Column 3</u> <u>Administrative</u> <u>Penalty</u>
<u>1</u>	201.01	(Stop/Stand/Park) facing the wrong way	\$ 30.00
<u>2</u>	201.02	(Stop/Stand/Park) too far from edge of road	\$ 30.00
<u>3</u>	201.03	(Stop/Stand/Park) too far from edge of shoulder	\$ 30.00
<u>4</u>	201.04	(Stop/Stand/Park) facing wrong way on the left side of a one-way highway	\$ 30.00
<u>5</u>	201.05	(Stop/Stand/Park) too far from the left edge of one-way highway	\$ 30.00
<u>6</u>	201.06	(Stop/Stand/Park) too far from left shoulder of one-way highway	\$ 30.00
<u>7</u>	201.07	(Stop/Stand/Park) contrary to designated angle	\$ 30.00
<u>8</u>	201.08	(Stop/Stand/Park) not within designated space	\$ 30.00
<u>9</u>	201.09	Double (stopping/standing/parking)	\$ 50.00
<u>10</u>	201.10	Stand/Stop/Park on Designated Bicycle Lane	\$ 30.00
<u>11</u>	202.01	Park on (shoulder/boulevard) where prohibited	\$ 30.00
<u>12</u>	202.02	Park repeatedly (at/near) one location	\$ 30.00
<u>13</u>	203.01.01	Stop on sidewalk	\$ 50.00
<u>14</u>	203.01.02	Stop within intersection or crosswalk	\$ 50.00
<u>15</u>	203.01.03	Stop across from any obstruction to impede traffic	\$ 50.00
<u>16</u>	203.01.04	Stop in/near tunnel or bridge	\$ 50.00
<u>17</u>	203.01.05	Stop on/adjacent to median	\$ 50.00
<u>18</u>	203.01.06	Stop on outer boulevard	\$ 50.00
<u>19</u>	203.02.01	Stop near/at school crossing or crosswalk where prohibited by sign	\$ 50.00
<u>20</u>	203.02.02	Stop near/at railway crossing where prohibited by sign	\$ 50.00
<u>21</u>	203.02.03	Stop near school or playground where prohibited by sign	\$ 50.00
<u>22</u>	203.02.04	Stop within 15m of intersection where prohibited by sign	\$ 50.00
<u>23</u>	203.02.05	Stop within 60m of intersection controlled by signal where prohibited by sign	\$ 50.00
<u>24</u>	203.03	Stop where prohibited by sign	\$ 50.00
<u>25</u>	204.01	Stand where prohibited by sign	\$ 50.00
<u>26</u>	204.01.01	Stand near designated bus stop	\$50.00
<u>27</u>	204.02	Stand where prohibited (schedule “B”)	\$ 50.00
<u>28</u>	205.01.01	Park within 10m of intersection	\$ 50.00
<u>29</u>	205.01.02	Park within 3m of fire hydrant	\$ 50.00

<u>30</u>	205.01.03	Park on an inner boulevard	\$ 50.00
<u>31</u>	205.01.04	Park on driveway too close to sidewalk or roadway	\$ 50.00
<u>32</u>	205.01.05	Park within 1.5m of driveway	\$ 50.00
<u>33</u>	205.01.06	Park obstruct driveway	\$ 50.00
<u>34</u>	205.01.07	Park so as to block vehicle	\$ 50.00
<u>35</u>	205.01.08	Park for sale/display	\$ 50.00
<u>36</u>	205.01.09	Park for servicing	\$ 50.00
<u>37</u>	205.01.10	Park for longer than 12 hours	\$ 50.00
<u>38</u>	205.01.11	Park between 2am and 6am	\$ 50.00
<u>39</u>	205.01.12	(Park/Stand/Stop) as to Impede traffic	\$ 75.00
<u>40</u>	205.01.13	(Park/Stand/Stop) as to interfere with snow clearing, sanding or salting	\$ 50.00
<u>41</u>	205.01.14	Failure to display valid license plate sticker	\$ 85.00
<u>42</u>	205.02.01	Park near fire hall where prohibited by sign	\$ 50.00
<u>43</u>	205.02.02	Park near intersection where prohibited by sign	\$ 50.00
<u>44</u>	205.02.03	Park near signaled intersection where prohibited by sign	\$ 50.00
<u>45</u>	205.02.04	Park near entrance of public building where prohibited by sign	\$ 50.00
<u>46</u>	205.02.05	Park near driveway where prohibited by sign	\$ 50.00
<u>47</u>	205.02.06	Park on narrow roadway where prohibited by sign	\$ 50.00
<u>48</u>	205.02.07	Park near cross-walk where prohibited by sign	\$ 50.00
<u>49</u>	205.02.08	Park so as to interfere with funeral procession where prohibited by sign	\$ 50.00
<u>50</u>	205.02.09	Park within turning circle or basin of cul-de-sac where prohibited by sign	\$ 50.00
<u>51</u>	205.02.10	Park within 15m of a dead end where prohibited by sign	\$ 50.00
<u>52</u>	205.02.11	Park where parking temporarily prohibited	\$ 50.00
<u>53</u>	205.03	Park where prohibited by sign	\$ 30.00
<u>54</u>	205.04	Park (trailer/commercial) vehicle where prohibited	\$ 75.00
<u>55</u>	207.01	Park over time limit where prohibited by sign	\$ 50.00
<u>56</u>	209.01.01	Park not adjacent to meter	\$ 20.00
<u>57</u>	209.01.02	Park not adjacent to meter where two meters are on same mounting	\$ 20.00
<u>58</u>	209.01.03	Angle park at meter – wrong direction	\$ 20.00
<u>59</u>	209.02	Park outside metered space	\$ 20.00
<u>60</u>	209.03.01	Park at covered meter	\$ 20.00
<u>61</u>	209.03.02	Parked in metered space already occupied by another vehicle	\$ 20.00
<u>62</u>	209.06.01	Park over time limit – metered zone	\$ 10.00
<u>63</u>	209.06.02	Park at expired meter	\$ 10.00
<u>64</u>	209.10	Park at meter – Tax-cabs	\$ 20.00
<u>65</u>	301.02	Park where prohibited – public vehicle parking zone	\$ 20.00
<u>66</u>	301.03	Stand where prohibited – public vehicle bus stop	\$ 30.00
<u>67</u>	303.01	Stop vending vehicle – obstructing traffic	\$ 40.00
<u>68</u>	303.03	Stop a mobile canteen where prohibited	\$ 40.00
<u>69</u>	304.01	Stand at taxi stand	\$ 30.00
<u>70</u>	305.01	Stop to (load/unload) where prohibited	\$ 50.00
<u>71</u>	305.02	Stop in loading zone	\$ 50.00

SCHEDULE “B”

PARKING ADMINISTRATIVE PENALTY BY-LAW 4319(2021)

TOWN OF PELHAM ADMINISTRATIVE PENALTY BY-LAW DESIGNATED BY-LAW

PROVISIONS – FIRE ROUTE BY-LAW 97 – 2030 SCHEDULE “C”

1. For the purposes of PART III of this By-law, column 1 in the following table lists the provision in the Fire Route By-law No. 97-2030, as amended that are hereby designated for the purposes of 3(1)(b) of O.Reg. 333/07.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

<u>item</u>	<u>Column 1</u> <u>Designated</u> <u>Provisions</u>	<u>Column 2</u> <u>Short Form Wording</u>	<u>Column 3</u> <u>Administrative</u> <u>Penalty</u>
<u>1</u>	5	Park, Stand or Stop in designated fire route	\$ 100.00

Schedule “C”
to By-law 4319(2021)

PARKING ADMINISTRATIVE FEES

Fee – MTO Search : Each search of the records of the Ministry of Transportation	\$ 10.00
Fee – Review No-Show Each failure to attend review for an Administrative Penalty by a Screening Officer	\$ 50.00
Fee – Hearing No-Show Each failure to attend a Hearing before a Hearing Officer	\$100.00
Fee – Late Payment Each late payment of a parking Administrative Penalty	\$ 15.00
Fee – MTO Plate Denial Each notification to Registrar of Motor Vehicles for plate permit denial	\$ 22.00

Schedule "D"

to By-law 4319(2021)

Appointment of Screening Officer(s)

This is Schedule D to By-law 4319(2021), pursuant to Part II of said By-law,

Now Therefore the Council for the Town of Pelham hereby appoints the **Town Clerk** as the Screening Officer to conduct the Review Process as more particularly outlined in Part V of the By-law, and further, to appoint the **Town Deputy Clerk** to act in the same capacity as the Town Clerk in his/her absence.

SCHEDULE “E”
ADMINISTRATIVE PENALTY BY-LAW 4319(2021)

**TOWN OF PELHAM ADMINISTRATIVE PENALTY BY-LAW DESIGNATED BY-LAW
PROVISIONS – HANDICAP PARKING BY-LAW 97-2020**

1. For the purposes of PART III of this By-law, column 1 in the following table lists the provision in the Handicap Parking By-law 97-2020, as amended that are hereby designated for the purposes of 3(1)(b) of O.Reg. 333/07.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

<u>item</u>	<u>Column 1</u> <u>Designated Provisions</u>	<u>Column 2</u> <u>Short Form Wording</u>	<u>Column 3</u> <u>Administrative Penalty</u>
<u>1</u>	13	Park, Stand or Stop in Designated Parking Space	\$ 300.00

THE CORPORATION OF THE
TOWN OF PELHAM

BY-LAW NO. 4321 (2021)

Being a by-law to accept one foot reserves being Parts 1 and 2, Plan 59R-16879, Part of Block 2 on Plan 59M-481 pursuant to the subdivision agreement for Phase 1 of Saffron Meadows Phase 3.

File No. 26T19-02-2018

WHEREAS the Corporation of the Town of Pelham deems it expedient to acquire the lands hereinafter described pursuant to the provisions of the Municipal Act, 2001, such lands being required for the purposes of the Corporation of the Town of Pelham;

AND WHEREAS, the developer of Phase 1 of Saffron Meadows Phase 3 has met the obligations of the subdivision agreement;

AND WHEREAS, the Saffron Meadows Phase 3 (Phase 1) subdivision has been registered and a Site Plan Agreement has been entered into for development of the lands;

NOW THEREFORE the Municipal Council of the Town of Pelham hereby enacts as follows:

1. The lands described as Parts 1 and 2, Plan 59R-16879, Part of Block 2 on Plan 59M-481 are hereby accepted as a public highway known as Port Robinson Road.
2. All By-laws presently in force with respect to highways and streets shall apply to the said highway created under this By-law.

ENACTED, SIGNED AND SEALED THIS
16th DAY OF FEBRUARY, 2021 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

INTEGRATION DATA		
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (ORIGINAL).		
COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.		
POINT ID	EASTING	NORTHING
ORP (A)	640 504.16	4 766 791.16
ORP (B)	640 702.55	4 766 789.78
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (ORIGINAL).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999820

ALL SET SSIB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O.REG. 525/91.

SCHEDULE			
PART	BLOCK	PLAN	PIN
1	PART OF 2	59M-481	PART OF 64067-0378 (LT)
2			

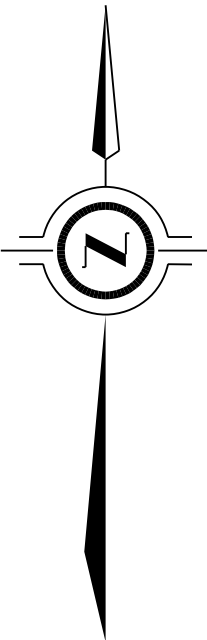
PLAN 59R-16879

Received and deposited

January 30th, 2021

Joanne Mason

Representative for the
Land Registrar for the
Land Titles Division of
Niagara South (No.59)

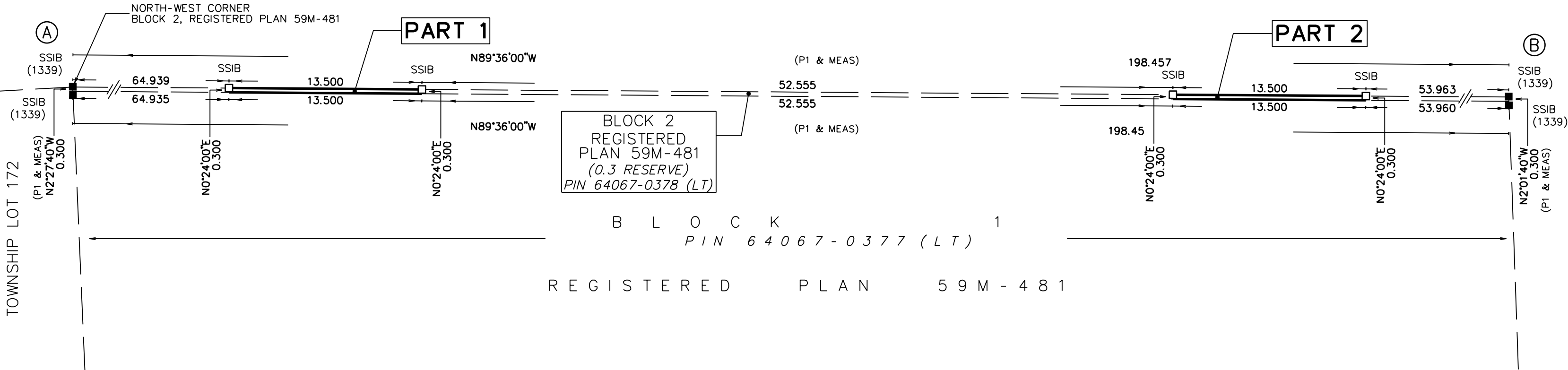


PORT ROBINSON ROAD (AS COMMONLY KNOWN)

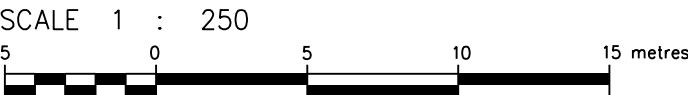
(FORMERLY REGIONAL ROAD No. 63, TRANSFERRED TO THE TOWN OF PELHAM BY BY-LAW 46-2000, INSTR. No. R0769795)

(ROAD ALLOWANCE BETWEEN TOWNSHIP LOTS 166 AND 171, THOROLD)

PIN 64063-0120 (LT)



PLAN OF SURVEY OF
PART OF BLOCK 2
REGISTERED PLAN 59M-481
TOWN OF PELHAM
REGIONAL MUNICIPALITY OF NIAGARA



THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 356mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:250

J. D. BARNES LIMITED

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

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 - THE SURVEY WAS COMPLETED ON JANUARY 28, 2021

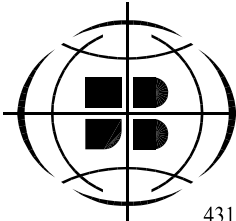
JANUARY 29, 2021
DATE

ALLAN J. HEYWOOD
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO A.O.L.S. PLAN SUBMISSION FORM #2142840

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- SSIB DENOTES SHORT STANDARD IRON BAR
- WIT DENOTES WITNESS
- MEAS DENOTES MEASURED
- 1339 DENOTES W.A. MASCOE, O.L.S.
- P1 DENOTES REGISTERED PLAN 59M-481



J.D. BARNES
LIMITED

LAND INFORMATION SPECIALISTS

4318 PORTAGE ROAD - UNIT 2, NIAGARA FALLS, ON L2E 6A4

T: (905) 358-3693 F: (905) 358-6224 www.jdbarnes.com

SURVEYING
MAPPING
GIS

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
TW	AJCH	20-16-256-00

FILE: G:\2020\20-16-256\00\Drawing\20-16-256-REF.dgn

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4322(2021)

Being a by-law to assume the subdivision known as Residences at Lookout Subdivision and to designate the streets as shown on Registered Plan 59M-403 as public highways and to name the streets accordingly.

WHEREAS by By-law #3399(2013) the Council of the Corporation of the Town of Pelham entered into a Subdivision Agreement with Costiano Developments Inc with respect to the lands and development known as “Residences at Lookout”;

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-403 known as Residences at Lookout;

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 Residences at Lookout 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-403 known as Residences at Lookout be dedicated for the use of the public as a public highway and that the public highway be named “Buckley Terrace, Brewerton Boulevard, Marlene Stewart Drive, Joyce Crescent, and Philmori Boulevard”.
- (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
16th DAY OF FEBRUARY, 2021 A.D.

MAYOR M. JUNKIN

NANCY J. BOZZATO, TOWN CLERK

SCHEDULE “A”
TO
BY-LAW #4322(2021)

In the Town of Pelham, in the Regional Municipality of Niagara and being composed of Lots 1-122 inclusive, and Block 123, Block 124, and Block 127, and Buckley Terrace, Breweton Boulevard, Marlene Steward Drive, Joyce Crescent, and Philmori Boulevard, Plan 59M-403, Pelham and bring all of PIN 64035-0770 (LT).

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4323(2021)

**Being a by-law to adopt, ratify and confirm the actions of
the Council at its regular meeting held on the 16th day of
February 2021.**

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 16th day of February, 2021, 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 16TH DAY OF FEBRUARY 2021 A.D.

MAYOR MARVIN JUNKIN

TOWN CLERK, NANCY J. BOZZATO