

REGULAR COUNCIL AGENDA

C-04/2021

Monday, March 1, 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. **COVID-19 Pandemic Update - CEMC**

B. Lymburner, Community Emergency Management Co-Ordinator
 - 4.1.2. **COVID-19 Pandemic Update - CAO**

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November 25, 2020

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October 28, 2020

December 3, 2020

January 26, 2021

8.7.3. Cannabis Control Committee Minutes 121 - 128

November 25, 2020

December 16, 2020

8.7.4. Pelham Seniors Advisory Committee Minutes 129 - 138

November 12, 2020

December 10, 2020

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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

13. Presentation and Consideration of By-Laws 139 - 143

1. 4320(2021) - Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located at 3 Hurricane Road (north side of Hurricane Road opposite Chestnut Street), legally described as Part of Lot 163, formerly Township of Thorold, now in the Town of Pelham. The Zoning By-law Amendment rezones the lands from the Residential 1 (R1) zone to the following site-specific zones:

- Residential 1 – 302 (R1-302)
- Residential 1 – 303 (R1-303)

AJDS Properties Ltd. File No. AM-09-2020

2. 4326(2021) - Being a by-law to appoint David Christensen as a Building Inspector for the Corporation of the Town of Pelham.

14. Motions and Notices of Motion

14.1. Motion re Toronto Dominion Bank Pelham Branch Closure

Moved by Councillor Stewart

Seconded by Councillor Haun

WHEREAS the Toronto Dominion Bank has notified its customers that they are closing the Fonthill Branch July 16, 2021;

AND WHEREAS Council believes the Toronto Dominion Bank has not taken into full consideration the fact that Pelham is a fast growing municipality with many current and future residents depending on their in-person financial services;

AND WHEREAS the Town of Pelham has a large and growing senior population who will be seriously impacted by this closure;

AND WHEREAS a trip to a neighbouring city to a bank that is already overly busy is unacceptable;

AND WHEREAS many residents of the Town of Pelham are not tech savvy enough or do not have suitable access for internet banking;

NOW THEREFORE Council for the Town of Pelham asks that the Toronto Dominion Bank seriously take into account these concerns and reconsider the closure of the Fonthill Branch.

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

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

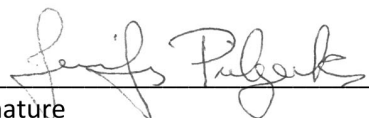
17. Resolution to Move in Camera

18. Rise From In Camera

19. Confirming By-Law

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20. Adjournment

Name: Jennifer Pilzecker on behalf of the Community Beautification Committee	
Address: 11 Willowdale Court	
Postal Code: L0S 1E2	Telephone #: 289-271-8145
Email Address: jpilzecker@outlook.com	
The Council Chambers Is equipped with a laptop and projector. Please Check your audio/visual needs: <div style="text-align: center;"> <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Speaker <input checked="" type="checkbox"/> Internet Connection </div>	
<p>PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION: Regular Council: 1st and 3rd Monday of the month; 5:30 p.m. (except summer schedule)</p> <p>DATE: <u>3rd Monday</u></p> <p>Please identify the desired action of Council that you are seeking on this issue: To accept and receive the Community Beautification Committee's report as presented</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I have never spoken on this issue before. Key points of my deputation are as follows: (Presentation must accompany the request) Review of goals and accomplishments during 2020 - Request for Budget - Presentation of Goals and Priorities for 2021</p> <p>PLEASE SEE ACCOMPANYING POWERPOINT PRESENTATION</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In accordance with the Procedure By-law, Requests to Appear before Council with respect to a matter already on Council's Agenda shall submit a written request to the Clerk no later than 12:00 noon, eight business days prior to the meeting of Council. Delegation requests to address Council on matters not already on the Agenda of Council must be submitted at least fourteen (14) days before the date and time of the Meeting of Council. Delegations shall only be heard at regular Meetings of Council, unless specifically invited by Council to a Meeting of a Committee of Council.</p> <p>All requests must include a copy of the presentation materials as detailed in the deputation protocol. Failure to provide the required information on time will result in a deferral or denial. Delegations are limited to ten (10) minutes.</p> <p>I have read and understand the deputation protocol included with this form; and, that the information contained on this form, including any attachments, will become public documents and listed on Town Meeting Agendas and on the Town's website.</p> <p>I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to NJBozzato@pelham.ca in accordance with the deadlines outlined above.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;">  <p>Signature</p> </div> <div style="width: 40%; text-align: right;"> <p><u>December 28, 2020</u></p> <p>Date</p> </div> </div>	



Community Beautification Committee

January 2021 Report to Council



What is the Community Beautification Committee?

- A group of volunteer residents approved by Council to advise the Town on community beautification as defined in our Terms of Reference.
 - The Committee was formed to inspire the residents and property owners of the Town of Pelham community to enhance the visual appeal of their neighbourhoods and public spaces, through the creative use of plants and landscaping with an overall respect to environmental stewardship.



TERMS OF REFERENCE INCLUDE HOW WE MIGHT:

- Foster civic pride, environmental responsibility and beautification through community involvement, with a focus on enhancing green spaces in our community
- Initiate tidiness efforts which may include reduction programs for litter, weeds, maintenance and graffiti in green spaces, on streets and medians, sidewalks, ditches, road shoulders, vacant lots, etc.
- Enhance environmental stewardship through enhancement of green spaces
- Encourage community involvement initiatives such as clean-up days, Trillium awards, garden tours, projects for the common good, etc.
- Assist the Public Works Department with development of community landscaping
- Promote the benefits of environmental stewardship through educational initiatives and opportunities



Goals and Priorities 2019-2022

- Inspire the community to enhance the beauty and visual appeal of neighbourhoods and public spaces.

Engagement and Research

- Consult with the community to develop beautification priorities
- Examine best practices
- Develop beautification priorities based on community input and examination of best practices

Plan and Advise Council

- Present Beautification plan and priorities and annual budget request

Assess the effectiveness of implemented recommendations

- Determine what is to be assessed and how it will be assessed
- Report back to Council and the community on concluded initiatives



2020 in Review

Goals and priorities were accomplished through:

- Thank you card initiative and related news releases
- Community engagement through the community garden bed competition
- Discussion and endorsement of a collaborative Fontheil gateway feature
- Community engagement through the holiday greenery initiative





Previously Identified Committee Goals: *Engagement & Research*

- Community Consultation
- Examine Best Practices
- Develop Beautification Priorities Based on Community Input



Additional Committee Goals:

- Plan & Advise Council
- Assess the Effectiveness of what has been Implemented

Opportunities in 2020-2021

Opportunity	Available Funds	Requested Funds
PRIP Grant	Funds matched – funding delayed by Region	TBA
Community Garden Bed Competition	0	0
Community Beautification “Thank You” Initiative	0	~ \$250



PRIP (Public Realm Investment Program) Grant through Niagara Region

The community beautification committee has endorsed a plan for a community gateway feature located at Rice Road and Hwy 20.

This feature is currently in the planning stages with the Region. The Committee looks forward to further involvement in the design plans.

A decorative image on the left side of the slide showing a thin, dark brown branch with several leaves. The leaves are elongated and have a mix of green and reddish-brown colors, suggesting autumn. The background of the slide is a light beige color.

Request for annual Committee Budget

- The Beautification Committee formally requests annual budget of \$250 for the printing of cards for the Committee's "Thank You for Beautifying Pelham" Initiative

Upon annual review of this initiative, the Committee discussed and concluded this initiative fits well within our Terms of Reference. The majority of emails received at Beautification@Pelham.ca are to nominate properties and businesses for recognition leading to community engagement and efforts to beautify.



Thank you to the Pelham Garden Club
for your many community contributions
including the Fonthill Library gardens



July 2020 Thank You Card Recipient

Thank you to The Fonthill Inn for
contributions to beautify downtown Fonthill



January 2020 Thank You Card Recipient

Thank you to Fire Station no. 3 for
your contributions to North Pelham
and the community



February 2020 Thank You Card Recipient



Opportunities identified by Council for 2021-2022

- ◆ Motion passed by Council December 7, 2020 requests the Beautification Committee engage with the public to advise on legacy projects for funding within the Town.

Opportunities identified by the Beautification Committee for 2021-2022

- ◆ Working with the Region to Beautify Hwy. 20 and Pelham Street
- ◆ Examination of Beautification best practices in other Ontario communities to better advise council



THANK YOU

REGULAR COUNCIL MINUTES

Meeting #: C-03/2021
Date: Tuesday, February 16, 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
Ryan Cook
Bob Lymburner
Jason Marr
Teresa Quinlin
Barbara Wiens
Sarah Leach
Jennifer Stirton

Other: Matt Robinson, Scott Fraser, Heather Talbot,
Brendan McIlhone and Eric Gillespie, Agenda Item
4.1.1

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:32 p.m.

2. Approval of Agenda

The Mayor noted that beginning March 1, 2021 he will more strictly enforce the 10-minute delegation time limit for delegations and presentations to Council, in an effort toward improving meeting efficiencies.

Moved By Wayne Olson

Seconded By Ron Kore

BE IT RESOLVED THAT the agenda for the February 16th, 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.

4. Hearing of Presentation, Delegations, Regional Report

4.1 Presentations

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

Representatives from the project team or the Niagara Region Transit Governance Study presented information relating to the initial study findings and were available to answer questions by Council.

Moved By Bob Hildebrandt

Seconded By Lisa Haun

BE IT RESOLVED THAT Council receive the presentation from Matt Robinson from the Region of Niagara Transit Project Team, regarding the Niagara Region Transit Governance Study, 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 Pandemic Update Report

The Chief Emergency Management Co-Ordinator, Fire Chief Lymburner provided a COVID-19 pandemic update relating to statistical information, hospital admissions and the recent changes in lockdown status as well as vaccination statistics across Ontario.

Moved By John Wink
Seconded By Marianne Stewart

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)

4.1.3 COVID-19 Pandemic Update Report - Administration

The Chief Administrative Officer provided an update on the Town's continued administration during the ongoing pandemic.

Moved By Marianne Stewart
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: None

4.3 Report of Regional Councillor: No Report

5. Adoption of Minutes

Moved By Ron Kore

Seconded By John Wink

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

1. SC-01/2021 Special Council Minutes - January 25, 2021

2. C-02/2021 Regular Council Minutes - February 1, 2021

3. SC-02/2021 Special Council Minutes - February 1, 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. **Business Arising from Council Minutes:** None
7. **Request(s) to Lift Consent Agenda Item(s) for Separate Consideration**

The following items were lifted for separate consideration:

Item 8.3.1 - 2020 Pelham Distribution System Summary Report

Item 8.5.2 - Niagara Chapter Trout Unlimited Canada Correspondence

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

Moved By Wayne Olson

Seconded By Bob Hildebrandt

BE IT RESOLVED THAT the Consent Agenda items as listed on the February 16, 2021 Council Agenda be received and the recommendations contained therein be approved, as applicable.

8.3 Staff Reports of a Routine Nature for Information of Action

~~8.3.1 2020 Pelham Distribution System Summary Report, 2021-0013-Public Works~~

~~BE IT RESOLVED THAT Council receive Report # 2021-0013 Pelham Water Distribution System Summary Report for information (lifted)~~

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

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

8.5 Information Correspondence Items

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

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

~~8.5.2 Letter from Niagara Chapter Trout Unlimited Canada re: Rice Road Stormwater Pond Erosion~~

~~BE IT RESOLVED THAT Council receive correspondence from Niagara Chapter Trout Unlimited Canada dated January 30, 2021, regarding Rice Road Stormwater Pond Erosion, for information;~~

~~AND THAT the correspondence be referred to staff for consideration in preparation of the staff report on this matter. (lifted)~~

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

BE IT RESOLVED THAT Council receive correspondence from the Fonthill Lions Club dated February 2, 2021, regarding Rice Road

Stormwater Pond Erosion, for information;

AND THAT the correspondence be referred to staff for consideration in preparation of the staff report on this matter.

8.5.4 Mike Jones, Pelham Tree Conservation Society re Steve Bauer Trail

BE IT RESOLVED THAT Council receive the correspondence, video and petition submitted by Mike Jones, Pelham Tree Conservation Society, regarding the Steve Bauer Trail, for information.

8.6 Regional Municipality of Niagara - Action Items

8.6.1 Regional Niagara Recommendations for Consideration from Linking Niagara Transit Committee

BE IT RESOLVED THAT the Council receive the correspondence from the Regional Municipality of Niagara dated November 23, 2020 regarding the recommendations for consideration from the Linking Niagara Transit Committee meeting of October 21, 2020;

AND THAT the associated Report LNTC-C-4-2020 be directed to staff for analysis;

AND THAT staff provide a report to Council for the special meeting scheduled February 25, 2021.

8.7 Committee Minutes for Information

8.7.1 Committee of Adjustment Minutes (as amended)

BE IT RESOLVED THAT Council receive the Committee of Adjustment minutes dated December 1, 2020 and January 21, 2021, for information.

8.7.2 Pelham Library Board Minutes

BE IT RESOLVED that Council receive the Pelham Library Board minutes dated December 9, 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)

9. Items for Separate Consideration, if Any

9.1 2020 Pelham Distribution System Summary Report, 2021-0013-Public Works

Moved By Wayne Olson
Seconded By Bob Hildebrandt

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

9.2 Letter from Niagara Chapter Trout Unlimited Canada re: Rice Road Stormwater Pond Erosion

Moved By Wayne Olson
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive correspondence from Niagara Chapter Trout Unlimited Canada dated January 30, 2021, regarding Rice Road Stormwater Pond Erosion, for information;

AND THAT the correspondence be referred to staff for consideration in preparation of the staff report on this matter.

	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 Bob Hildebrandt
Seconded By John Wink

THAT Staff be directed to prepare a report detailing the Town's future approach relating to the fencing of stormwater management ponds, which report shall explore and include a range of options, with the report to be submitted for Council consideration by the Summer of 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)

10. Presentation & Consideration of Reports

10.1 Reports from Members of Council:

No reports.

10.2 Staff Reports Requiring Action

10.2.1 AMPS parking bylaw amendment 2021, 2021-0042-Fire Dept

Moved By John Wink
Seconded By Wayne Olson

**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.**

	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)

**10.2.2 Zoning By-law Amendment (AM-09-2020) 3 Hurricane Rd
- Recommendation Report, 2021-0041-Planning**

Questions regarding fencing, drainage and trees were discussed.

Moved By Marianne Stewart
Seconded By Bob Hildebrandt

**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.**

	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

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

Moved By Lisa Haun
Seconded By Marianne Stewart

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.

	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)

11.2 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 Ron Kore
Seconded By Bob Hildebrandt

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.

	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)

12. New Business

None.

13. Presentation and Consideration of By-Laws

Moved By John Wink
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. 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**
- 2. 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**

3. 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.

4.4321(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)

5. 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.

	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

14.1 Public Consultation Process

Moved By Marianne Stewart
Seconded By Lisa Haun

Moved by Councillor Stewart; Seconded by Councillor Haun

WHEREAS Council for the Town of Pelham requested that Staff undertake a review of the City of Burlington’s public participation process for development applications and report back to Council;

AND WHEREAS Report #2021-0027, Review of the City of Burlington’s Public Participation Process – Development Applications was received for information by Council at their regular meeting of February 1, 2021;

AND WHEREAS said report outlines generally the Pre-Application Community Meeting Protocol used by the City of Burlington;

AND WHEREAS said report identifies that implementation of a similar protocol will require further analysis regarding implementation requirements, staff and meeting room resources, a policy amendment given that the Pre-Application Meeting has no legislative authority, and consultation with the development community, as well as implications on staff work load and resources;

NOW BE IT RESOLVED THAT Council directs staff to continue the analysis as it pertains to implementation requirements for a Pre-Application Community Meeting Protocol and report back to Council by the end of May 2021 with a recommended implementation plan.

	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)		

14.2 Ciolfi Dedication Project

Moved By Lisa Haun
Seconded By Marianne Stewart

WHEREAS on October 19, 2020 a Notice of Motion was presented outlining the notion of the formation of a Working Group to explore options to honor the late Councillor, Mike Ciolfi;

AND WHEREAS at a regular meeting of November 2, 2020, Council endorsed the establishment of a limited duration working group for the Councillor Ciolfi Dedication Project to be located in the serverly / bar area on the second floor of the Meridian Community Centre;

AND WHEREAS the Working Group has had initial meetings and created a concept that they believe to be appropriate in scope, scale and content to honor Councillor Ciolfi by including elements that are representative of activities that were important to him;

NOW THEREFORE BE IT RESOLVED that the Town provide a mixed operating and capital budget of \$5,000 to provide seed money to the Working Group to create the memorial;

AND FURTHER that the memorial be created using local labour, local artistic talent and include images of both accomplished Pelham athletes and way-finding signage/interactive mapping of the Town and its hiking trails, parks and cycling routes;

AND FURTHER that members of the Councillor Ciolfi Dedication Project Working Group be authorized to approach appropriate parties on behalf of the Town to inform them of the specifics of the memorial and explain options for involvement, including donations, for which the Town of Pelham will issue charitable tax receipts for donations exceeding \$20.

	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)		

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

None.

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

None.

17. Resolution to Move in Camera

Moved By John Wink
Seconded By Ron Kore

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

(i) - a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

	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)

18. Rise From In Camera

During the closed session portion, a procedural motion was passed to extend the curfew for the meeting.

Moved By John Wink
Seconded By Marianne Stewart

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

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

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

Moved By Wayne Olson
Seconded By Ron Kore

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

	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 Bob Hildebrandt
Seconded By John Wink

BE IT RESOLVED THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of February 16, 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)		

19. Confirming By-Law

Moved By Marianne Stewart
Seconded By Lisa Haun

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

Being a By-law No. 4323(2021) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 16th 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 Marianne Stewart
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for March 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

Recommendations of the Public Meeting under the Planning Act held January 18, 2021

BE IT RESOLVED THAT COUNCIL HEREBY approves the following
Recommendations Resulting from the Public Meeting under the Planning Act meeting of
January 18, 2021:

1. THAT the agenda for the January 18th, 2021 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulate.

Amendment

THAT the agenda be amended to include the addendum item number(s) 4.3.1, 4.3.1.1, 4.3.2 and 4.3.2.1.

Main Motion as Amended

THAT the agenda for the January 18th, 2021 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as amended.

2. THAT THAT Committee receives Report #2021-17 for information as it pertains to File No. AM-10-20;

AND THAT Committee directs Planning staff to prepare the Recommendation Report on this topic for Council's consideration once all comments have been received.

3. THAT Committee Receive the applicants presentation for information.

4. THAT Committee receive the written correspondence as listed on the agenda;

AND THAT Committee receive the verbal presentations made by the public listed on the Agenda, including verbal presentations made by James Cook, Donna Fuller and Bonnie Jean Cook;

AND THAT Committee receive any e-mail comments received during the public portion of the meeting at the clerks@pelham.ca e-mail address.

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

Committee of the Whole Meeting

Minutes

Meeting #: PCOW-02/2021 - Public Meeting Under Planning Act
Date: Monday, February 8, 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, Holly Willford, Barbara Wiens, Jason Marr
(part-time), Tara O'Toole, Sarah Leach

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:35pm.

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

2. Adoption of Agenda

Moved By Councillor Wayne Olson

THAT the agenda for the February 8th, 2021 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.

Amendment:

Moved By Councillor Wayne Olson

THAT the agenda be amended to include the addendum items, being the addition of:

- **John and Jill Cappa, Patrick Maloney and Stephen Kaiser as pre-registered members of the public; AND**
- **the addition of: Jessica and Evan Leung, Carol Jones, Mike and Mary Hughes, Tim Nohara, Todd Barber and Annette Mastracci written correspondence.**

For (7): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore, Wayne Olson, Marianne Stewart, and John Wink

Carried (7 to 0)

Main Motion as Amended:

Moved By Councillor Wayne Olson

THAT the agenda for the February 8th, 2021 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as amended.

For (7): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore, Wayne Olson, Marianne Stewart, and John Wink

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. Planning Act File Numbers: AM-04-2020 and OP-AM-01-2020 - Second Dwelling Units

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

4.1 Planning Report

Ms. Tara O'Toole, Town Policy Planner provided a presentation of an overview of the official plan and zoning by-law proposed amendments. A copy is available through the Clerk.

4.1.1 Second Dwelling Units - Public Meeting, 2021-0038-Planning

4.2 Public Input

Ms. Sherry Rusin stated she believes the *More Homes, More Choices Act* is helpful and hopes the proposal presented can help her or other families. Ms. Rusin indicated 2020 has changed the outcome of her 5 year plan greatly and stated COVID has resulted in her family losing 90% of their income. She indicated her mother-in-law's mobility has deteriorated therefore her daughter has been coming home to help take care of her. They are looking at options to keep everyone in one household.

Ms. Rusin indicated she would like some clarification on some items and hopes that the current Council understands what fits Fonthill may not fit all of Pelham. Ms. Rusin asked questions regarding the size and location of the second dwelling unit on the property and how services will be affected. Ms. Rusin further asked questions with regards to existing septic systems and how they will function with increased use. She further asked about basements and the requirement of a sump-pump in new buildings under the building code. She further mentioned the location of HVAC and hot water tanks are normally within the basement however does not see this mentioned in the proposals. Ms. Rusin indicated some members of the community have indicated concerns about parking, however indicated the

rural areas do not have this issue, however indicated driveways and turn-about may need to be addressed.

Ms. Rusin asked if a secondary home is built on a property, can the property be sold later with the secondary dwelling being severed off to allow the family to stay in place.

Ms. Anne Marie Matthews indicated she moved to Fenwick almost 2 years ago. She stated her father has been diagnosed with dementia. She indicated her family is in an unsustainable situation where she drives 30 minutes to attend to visit or care for her family while working full time. Ms. Matthews stated the proposal presented gives her tremendous hope to find a solution for her inter-generational family needs.

Ms. Matthews stated she has three considerations she would like to present. She indicated she lives on an agricultural property and requested perhaps the Town could consider allowing the second unit dwelling to be 50% in size of the primary dwelling. Ms. Matthews asked the Town to consider larger distance between the primary dwelling and the secondary dwelling if the property is large. She also asked if the footprint of an existing barn could be used for a second dwelling building. She cited various personal family reasons for the requests, such as safety, dignity of others and privacy.

Mr. Mike Jones requested Council pass a motion of *stay* to allow another public meeting to be held after the pandemic to allow for true democracy. He stated he believes the proposed by-law is a major change and is an important topic as it affects the entire Town. Mr. Jones indicated the *stay* should be until the pandemic is over, therefore all those who wish to be heard can be heard. Mr. Jones indicated he believes a vast majority of the residents are not aware of what was put forward due to a lack of transparency. He further indicated he believes a proposal of this importance warrants a notice to all citizens in the Town. Mr. Jones stated a onetime notice in the paper or on the Town's website is not enough. Mr. Jones indicated many people do not get a hard copy of the newspaper, receive online news, understand how to maneuver the website or have a computer. He stated he believes lack of public notice has been given to the public.

Mr. Jones indicated during the shutdown government needs to be innovative on ways to connect to the constituents and for the Town to listen to the people. He stated the Town must notify the entire population of the proposals being made by finding ways and using tools at their disposal. Mr. Jones suggested a letter be sent to all residents as a tool that should be used for notice when major changes are being sought. He further suggested weekly notification in the local paper or a chat online on the website are additional ways to receive ideas. He also suggested more than one public meeting.

Mr. Jones stated the way the Town has been following does not lead to a clear form of transparency or real democracy. He stated the protocols and procedures put in place during normal times is not enough to inform or allow proper debate during the pandemic. He further emphasized his request for a motion to *stay* to provide true democracy. He stated it is imperative to have a hard copy letter to be sent out to all residents prior to any major changes in by-laws. Mr. Jones further stated this is a major attempt to change the Town's identity and lifestyle. He stated this meeting must be stayed and should be delivered in real time, not zoom time, but rather at the MCC. He stated the amendment must be placed on hold until it is possible to hold such a meeting.

Mr. John Cappa stated the proposal is not something new to municipalities and that this has been going on a long time. He stated this is happening all over the province and that is because it is a mandate of the province. Mr. Cappa stated there is still fear in the community, for items such as parking, however indicated we do not have to reinvent the wheel. He stated we need to get going on this and follow what the rest of the province is doing and therefore will be perceived as a community that is welcoming.

Mr. Cappa indicated we always want more time to make sure we get it right, however stated he is not sure how much more time Anne's parents have to wait. He stated the Town has to act decisively and to ask what is best for the community as a whole. Mr. Cappa provided examples of situations in which this proposal will help those in the community – seniors, those without retirement savings, young people without support from their parents or family or the average middle class family who are looking for a good community with good homes and schools. He stated if affordability is not brought into the Town, the Town will not have those young families.

Mr. Cappa also indicated the proposal will have an economic impact. He stated this will diversify the existing housing and rental stock in the Town. He stated the proposal will lead to better use of infrastructure. Mr. Cappa indicated this could allow a family to rent their basement and afford their mortgage. He stated ¼ of all rental units are secondary dwelling units. He stated many of these are illegal rentals and indicated if there is a legal process for people to follow then they can register. Mr. Cappa indicated for those that continue to operate illegally can be penalized.

Mr. Cappa stated he hopes Council moves forward will the proposal. He stated as a rebuttal, he believes education and communicating what this means to residents is important. He stated these proposals allow compassion to allow people to manage their own family.

Mr. Patrick Maloney from Sullivan Mahoney LLP indicated he was appearing before Council on behalf of two clients. He stated he requests further changes be made to allow second dwelling units to be permitted in semi-detached dwellings and townhouse dwellings and to allow secondary dwellings in the zones in which those types of dwellings are permitted. Mr. Maloney stated he has had productive conversations with town planning staff in this regard already.

He stated the changes are being proposed to address the provincial interest of intensification, the addition of housing types and providing more affordable housing types. He stated the province has made it clear municipalities must have policies within their official plan that authorize secondary dwelling units in single detached dwellings, semi-detached dwellings and townhouses. He stated this is a legislative requirement. He stated the legislation states the municipality must authorize secondary dwelling units in single detached dwellings, which it does, but also in semi-detached dwellings and townhouses. Mr. Maloney stated the Town can regulate the use with certain zoning standards which is what the zoning changes provide for.

Mr. Maloney stated the Town is not immune to these legislative requirements and must authorize these secondary dwellings units within semi-detached dwellings and townhouses. He stated he has expressed his concerns to Town planning staff that the official plan policies must authorize secondary dwellings in semi-detached dwellings and townhouses as the current language of the Town's official plan does not authorize this. He stated a further process of a zoning by-law amendment that has to be approved by council is required before that type of use is authorized; therefore logically speaking the Town could refuse the application. He stated the refusal would mean that it was never authorized therefore any application would have to be approved otherwise the Town would be contrary to the *Planning Act*. Therefore, Mr. Maloney stated he is asking the Town to comply with the legislation and allow for secondary dwelling units in both semi-detached and townhouses, without other *Planning Act* application and to allowing for the zoning to allow those types of uses.

Mr. Stephen Kaiser indicated when he heard the Town was working on this policy he stated he wanted to do whatever he could to support the direction for a host of reasons. Mr. Kaiser briefly reviewed his professional background and indicated he feels he is uniquely qualified to speak on the issue.

Mr. Kaiser stated his first work with the Town was 35 years ago when the last zoning by-law was revised. He indicated the zoning by-law is now out-of-date and lacks vision and growth for redevelopment. Mr. Kaiser indicated the Town's Official Plan was updated in 2014. He applauded Council for committing the resources to up-date this stagnate zoning by-law and stated

tonight's initiative is a positive step. Mr. Kaiser indicated this is important as the Official Plan designated an area in the Town allowing for accessory apartments, however one would have to apply for a site specific re-zoning to achieve this. He stated this is a daunting task and relayed his experience on his past redevelopment projects on Emmet Street.

Mr. Kaiser indicated there must be greater choice for housing and affordability. He reflected on his own immediate families living situation and how it has changed and evolved over the year. He stated when his son was in university his girlfriend lived with them for a year due to a family situation, his sister when she was middle-aged moved back home with their parents while she furthered her education. He indicated as his parents were older they sold their house in Fonthill and lived with his sister for a number of years. He further stated his niece and nephew, at different times have lived with his mother-in-law in Fonthill seeking an affordable place to live. Mr. Kaiser indicated his mother-in-law now lives with him and his wife. He stated he shared these examples to show some unique living experiences that are likely not that uncommon with other families. Mr. Kaiser indicated, although each living arrangement was workable it would have been easier if a secondary dwelling unit was part of the home. He further emphasized the importance of affordable housing.

Mr. Kaiser indicated the provisions for secondary dwellings are not new to the municipal sector and are encouraged by the province. He asked for this type of housing to be allowed across the Town. He applauded Council and staff for the initiative and stated this is not a giant step but a good leap forward in updating the zoning by-law and official plan.

Ms. Willford indicated an email has been received from Jim Addario at 6:24pm. Ms. Willford read the email into the record as follows: Watching the live public meeting, I would like to say that the town is heading in the right direction. One of the presenters, commented on Agricultural property and I have to say she has a point. I'm not convinced that and maximum distance from an existing dwelling is necessary. There are existing building in a site that can be utilized and should not be restricted by a specific distance. It would be best to allow a SDU based on site specific situation providing the setbacks can be meet. Let's not be too restrictive and allow more flexibility...Thanks.

Ms. Willford indicated at 6:40pm there are no other e-mails received at the clerks@pelham.ca email address and Ms. O'Toole may wish to address the comments or concerns raised and then the public portion of the meeting could be closed.

Ms. O'Toole indicated she had been taking notes throughout the meeting and will review them in detail and see how the Town might be able to accommodate the requests. Ms. O'Toole

indicated there had been many comments made with respect to the agricultural area and indicated staff would like to receive direction with regards to potentially increase the maximum size of units in the agricultural zoned areas. She further indicated questions with regards to septic systems and basement units will be guided by the requirements within the Ontario Building Code.

Ms. Barb Wiens, Director of Community Planning and Development indicated a permitted second dwelling home in the agricultural area would not be allowed to be severed in the future. Ms. Wiens indicated there are provincial policies in place to protect agricultural land and therefore, would not be able to be severed.

Ms. Wiens indicated that the Niagara Region handles septic systems, cisterns and their size requirements. She stated the Region would determine if a system needed to be expanded.

Ms. Wiens indicated staff would like direction as to the comments made requesting larger dwelling sizes. She indicated the 700 square foot limitation was chosen as it would allow for a 1 bedroom unit with den, a small 2 bedroom unit, or a larger 1 bedroom unit. Ms. Wiens indicated the intention was to achieve affordable units.

Ms. Wiens indicated the rationale for the 40m separation for a second unit was to have a cluster of buildings in the agricultural area. Ms. Wiens indicated this is to protect the agricultural lands. She indicated an existing building could be used for the second dwelling and stated perhaps some clarity on this is needed.

Ms. Wiens indicated she does not disagree with Mr. Maloney's comments and stated that staff are reviewing and trying to find some balance while complying with the legislation.

Regarding holding off until the Town can have a meeting in person, Ms. Wiens indicated although she can appreciate where the resident is coming from and his comments with respect to democracy and transparency, she stated the Town has been working on second dwelling units for some time. Ms. Wiens indicated the province passed the *More Homes, More Choices Act* in 2019, and stated the *Planning Act* was amended in 2011 and indicated municipalities had to have policies to address second units.

Ms. Wiens indicated these types of units might be happening illegally and that with policies the Town can address these types of units and ensure they are done to meet life safety requirements.

Ms. Willford confirmed no emails had been received at 6:50pm and the public portion of the meeting was officially closed.

4.2.1 Pre-Registered Members of the Public

- 4.2.1.1 Sherry Rusin**
- 4.2.1.2 Anne Marie Matthews**
- 4.2.1.3 Mike Jones**
- 4.2.1.4 John and Jill Cappa**
- 4.2.1.5 Patrick Maloney, Sullivan Mahoney LLP**
- 4.2.1.6 Stephen Kaiser**

4.2.2 Written Public Comments

- 4.2.2.1 Murray and Helen Downie**
- 4.2.2.2 Jessica and Evan Leung**
- 4.2.2.3 Carol Jones**
- 4.2.2.4 Mike and Mary Hughes**
- 4.2.2.5 T. Nohara**
- 4.2.2.6 Todd Barber**
- 4.2.2.7 Annette Mastracci**

4.3 Committee Input

A Member of Council asked if an owner of a secondary unit dwelling can sell the property to a third party. In response, Ms. Wiens indicated if an owner has a secondary dwelling unit within an existing building the only way it could be sold is if it was by condo, and would be unlikely. Ms. Wiens indicated if a separate accessory structure was built, the only way it could be sold is if the owner severed the lands, however, Ms. Wiens stated they would have to meet many required zoning regulations and would be unlikely to happen. She further advised the agricultural area does not allow for new residential lots to be created.

A Member asked if a secondary dwelling unit was vacant could the owner rent the unit as a short term rental. In response, Ms. Wiens indicated the owner would not be able to rent the unit as short-term rentals are not permitted in the Official Plan and Zoning By-Law for apartment units or second dwellings.

A Member asked if residents would be notified if a secondary unit dwelling was approved in their neighbourhood. In response, Ms. Wiens indicated if Council approved the Official Plan and Zoning By-Law as a right then neighbours would not be notified. Ms. Wiens indicated a building permit would be required and that does not require public notification. She indicated the policies presented do not require notification as the policies are intended to make second dwelling units as un-intrusive as possible. Ms. Wiens stated from the street view there is likely to be very little indication there is a secondary dwelling unit and the entrance is

required to be off to the side, there is a requirement for additional parking, however paving of the front yard for more parking will be prohibited. She stated the planning department is trying to develop a way to allow for this use however have low impact on the neighbourhood.

A Member asked how Niagara-on-the-Lake is handling secondary unit dwellings. In response, Ms. O'Toole indicated she had reviewed a few municipalities in her research and would get back to Council.

A Member stated Ms. Wiens had indicated the buildings were to be as un-intrusive as possible with respect to a secondary dwelling. The member asked about height requirement for an accessory building to the primary building stating he believed the accessory building should not be higher than the primary building. In response, Ms. Wiens indicated planning staff will review this. She further indicated the intent of the height restriction was for secondary dwelling units above garages. The Member indicated he questioned the need to look at semis and townhouses differently. He indicated he would be in favor of incorporating semi and townhouses in with single family dwellings.

Ms. O'Toole indicated Niagara-on-the-Lake permits 1 additional accessory dwelling unit within a single detached or semi-detached dwelling.

A Member indicated the presentation identified issues we have in society today and the situations some families are in. He stated he believed the proposals will likely be attractive to some families and aid disabled people as well to live on their own and manage their own lives. The Member asked if a farm building could be converted into a dwelling place. In response, Ms. Wiens indicated certainly that would be allowed. She indicated the issue would be the size of the conversion. She further mentioned, depending on the use of the building a record of site condition might be required. The Member stated he agreed with Mr. Maloney and that semi and townhouses should be included in the policy.

A Member indicated one of the comments made by the public was there was only 1 public notice in the newspaper. The Member asked how many public notices were in the paper. In response, Ms. Wiens indicated she believed two consecutive notices were in the paper.

A Member asked about section (e) on (b) 1.1.4 stating the section indicates second dwelling units will not contribute to density but will be included in the Town's intensification process. The Member asked why it will not be included in both. In response, Ms. Wiens indicated there is flexibility in second dwelling units as you could have one but then it can easily be converted back. She indicated it is common practice

that secondary dwelling units are not be counted towards intensification or towards the intensification targets. Ms. Wiens indicated secondary dwelling units do evolve and they do shift in and out depending on who is living in the home. The Member indicated he would have wanted it included, as he believes it makes a difference.

A Member asked for confirmation that a secondary dwelling unit cannot be used for a short-term vacation rental. Ms. Wiens confirmed that was correct.

A Member asked why the Town is only asking for 1 parking space for a secondary dwelling unit and indicated he did not believe it was enough. In response, Ms. Wiens indicated the standard for a dwelling unit is 1 parking space per unit. She further indicated limiting the size of the secondary dwelling unit also limits the number of people and therefore the parking need.

The Member indicated the parking study commissioned will be important and that perhaps Council needs the parking study before passing the second dwelling unit policy.

A Member indicated he believes the design of the septic system and water supply is critical. He asked how permits are to be addressed. In response, Ms. Wiens indicated part of a building permit in a rural area requires to have your septic permit approval from the Region prior to submitting your building permit application.

The Member asked if a person applies for a secondary dwelling unit, do they have to comply with everything as if they were a new homeowner with an approved design by an engineer or proper licensed individual. In response, Ms. Wiens indicated yes, even if you are renovating an existing home, if on septic the addition of a bedroom or bathroom triggers septic system review. She indicated the Region will conduct a site visit and make a determination if the septic system requires expansion. Ms. Wiens indicated any construction requires all drawings to be submitted to the Town and are required to be prepared by qualified individuals.

A Member indicated a parking study is being completed in April / May and believes we are jumping the gun to assume we only need 1 parking space until the study is completed. The Member stated maximum size allowed for the secondary dwelling unit is small, however can accommodate two people and therefore may not mean just 1 vehicle. She indicated neighbours will not be happy if someone is always parking on the street in front of their home.

A Member indicated she is concerned that units do not need to be owner occupied. The Member indicated if the unit is not owner occupied or to help your family there is nothing to stop the units from being rentals. She also indicated she is

concerned about the parking and believes the Town should not go forwarding without the parking study.

A Councillor asked if the width of the driveway could be adjusted from a single car wide driveway to a 2 car wide driveway. In response, Ms. Wiens indicated yes, if the property had a singlewide driveway, the owner would be allowed to widen the driveway to accommodate the parking for the additional unit. She stated there are restrictions to ensure the front yard is not completely paved for parking.

A Member asked if a second dwelling unit would be allowed in a bed and breakfast. The Member stated under the Niagara Escarpment Plan second dwelling units shall not be permitted in group homes or bed and breakfasts. The Councillor asked if this applies to the whole Town of Pelham. In response, Ms. Wiens indicated this is not something staff is proposing. She stated if the bed and breakfast was on a rural property they would be able to have a secondary dwelling unit. Ms. Wiens stated the policy the Councillor is referring to is the Niagara Escarpment plan and their policy.

The Mayor indicated he believes this policy is long overdue for the Town and for all Towns in Ontario. He stated there is a homelessness issue in this country. He stated this is something with the right controls that would help the situation. The Mayor stated he hopes as a Council they can come to a conclusion. He stated Council has heard so many people here tonight that are waiting for this. He indicated there are so many elderly people out there that do not have enough money to afford to live in a long-term home or seniors building. The Mayor said if elderly can stay with their loved ones, it is compelling to get this done. He stated the Town should get this done as soon as possible and as least disruptive as possible. He stated to deny there is a need for this is not socially responsible.

A Councillor suggested a spreadsheet with comparisons to other municipalities or best practices would be helpful. In response, Ms. O'Toole indicated she has done a lot of research and can put such a chart together.

The Mayor stated there was a complaint logged that there was lack of advertising and that perhaps people do not have computers. He asked what the cost would be to do a complete mailing of all residents. In response, Mr. Cribbs, CAO indicated there are a little over 7,000 residences in the Town. He estimated the cost to do a full mail out would be \$14-\$15,000.00. Mr. Cribbs indicated the Town has been functioning really well during the COVID shutdown for the past 11 months. He stated the Town has fully complied with the law and has done more than the *Planning Act* requires. Mr. Cribbs stated during lockdown the Town has had a far higher rate of citizen engagement because people are reading the newspaper or watch Council on zoom. He further stated there is nothing unique

about what is being proposed. Mr. Cribbs stated the Town has been working on this for close to two years and stated this has been in law for 10 years. He stated this is not a last minute push, rather indicated the law requires we provide a way to do this and not moving forward is not an option. Mr. Cribbs said this does not mean the Town cannot take into consideration the results of a parking study. He stated the Town has been communicating effectively with the community and that there was a good response to this meeting. He further stated that there is nothing unique about this proposal and it is not more critical to the future of the community than short-term rentals, gypsy moths or cannabis, and the Town did not do mailings to everyone on those issues. Mr. Cribbs stated the Town does not adjust standards because some residents are opposed. Furthermore, he stated staff receive 2 or 3 inquiries about this a month, therefore there is real demand for this service. In response, the Mayor thanked Mr. Cribbs for his answer and indicated he agreed with his remarks.

A Member asked for assurance that Council will not receive a staff recommendation report prior to receiving the results of the parking study and more information on what other municipalities are doing. In response, Mr. Cribbs indicated staff are happy to respect that. He further stated the parking study will be useful however does not want to leave the impression it will be so exhaustive and cure all issues within the municipality. In response, the Mayor indicated he can appreciate Mr. Cribbs' response.

4.4 Presentation of Resolutions

Moved By Councillor Marianne Stewart

THAT Council receive Report 2021-0038 as it pertains to Second Dwelling Units Policies and Regulations (OP-AM-01-2020 and AM-04-2020);

AND THAT Committee directs Planning staff to prepare the Recommendation Report on this topic for Council's consideration once all comments have been received.

For (7): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore, Wayne Olson, Marianne Stewart, and John Wink

Carried (7 to 0)

Moved By Councillor Lisa Haun

THAT Committee receive the written correspondence as listed on the agenda;

AND THAT Committee receive the verbal presentations made by the public listed on the Agenda;

AND THAT Committee receive any e-mail comments received during the public portion of the meeting at the clerks@pelham.ca e-mail address.

For (7): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore,
Wayne Olson, Marianne Stewart, and John Wink

Carried (7 to 0)

5. Adjournment

Moved By Councillor Bob Hildebrandt

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

For (7): Marvin Junkin, Lisa Haun, Bob Hildebrandt, Ron Kore, Wayne
Olson, Marianne Stewart, and John Wink

Carried (7 to 0)

Mayor: Marvin Junkin

Deputy Clerk: Holly Willford

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

Roll #	Address	Reason	From	To	# of Days Effective	Property Class	Original Assessment	New Assessment	Increase/ Decrease	Rate	Subtotal	Property Total	Total Adjustment
2732 010 018 06150	874 Foss Rd	Structure demolished	2020-10-08	2020-12-31	85	RT	332,000	308,000	(24,000)	0.01305805	(72.78)	(72.78)	(72.78)
2732 030 019 02300	62 Bacon Lane	Total structure loss due fire	2020-11-28	2020-12-31	34	RT	457,000	120,000	(337,000)	0.01305805	(408.80)	(408.80)	(408.80)
2732 010 008 00302	2738 Moyer St	No longer operating a business	2020-10-01	2020-12-31	92	CT	108,000	-	(108,000)	0.02980001	(809.00)	(809.00)	
2732 010 008 00302	2738 Moyer St	No longer operating a business	2020-10-01	2020-12-31	92	RT	558,000	635,000	77,000	0.01305805	252.74	252.74	
													(556.26)
Total Taxes Written Off Under Section 357/358												(1,037.83)	(1,037.83)

Subject: Outdoor Restaurant Patios**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-046 for information.

Background:

On June 15, 2020 Council approved the temporary waiving of a maximum of 6 parking spaces for restaurants to allow for 'pop-up' parking lot patios to be used in parking areas associated with restaurants during the pandemic to support local restaurant businesses.

Analysis:

The COVID-19 pandemic has resulted in significant economic impact on local businesses. Restaurants have been significantly impacted due to the restrictions on their operations and some have not survived. The permission to allow 'pop-up' patios in the parking lots during the summer and fall months of 2020 was important to many of these businesses and it is anticipated that with the COVID-19 pandemic extending well into 2021 it will continue to have a significant impact on the operations of these businesses. By continuing to temporarily waive the requirement of up to 6 parking spaces for restaurants and allow those spaces to be used as 'pop-up' patios during the pandemic in 2021 will be a support for these businesses and is consistent with the provincial government's directive to provide flexibility to these businesses.

The Town also has a Sidewalk Encroachment Policy that allows for restaurants to apply to the Town for permission to encroach on the municipal right-of-way i.e. the sidewalk, for outdoor sidewalk patio use subject to meeting the policy requirements related to proof of insurance, provincial licensing requirements, pedestrian accessibility requirements and urban design zoning, sign and Building Code requirements. Approval of sidewalk patios under the Sidewalk Encroachment policy is managed through the Clerk's Office and there is no fee associated with this permission. It is recognized that outdoor restaurant patios contribute positively to the vitality of downtowns, main streets and public spaces.

Staff recognize the need to open the economy slowly and safely during the COVID19 pandemic and at the same time want to support local restaurants in their ability to offer a dining and food experience. It is recognized that 'pop-up' parking lot patios are temporary in nature and will only be allowed during the period of pandemic. Also, it is acknowledged that the 'pop-up' parking lot patios provide some opportunity for restaurants to offer hospitality service and the waiving of up to six parking space requirements supports these small businesses during a very difficult economic time.

In 2020 all of the 'pop-up' parking lot patios occurred on private property and were subject to meeting Public Health protocols and Provincial licensing requirements related to food service and serving of alcohol. Should a 'pop-up' parking lot patio be proposed on municipal property, in addition to meeting Public Health, accessibility, and licensing requirements, the proponent would be required to provide evidence of having the liability and property damage insurance in the amount of \$2,000,0000 in place for the patio area and name the Town as an insured entity prior to being allowed to operate the patio on municipal property.

By continuing to allow the temporary 'pop-up' parking lot patios during the pandemic, in addition to the sidewalk patios, Council continues to provide support to these local businesses.

Financial Considerations:

The only cost associated with the extension of the program is the value of staff time. No additional monies are required to deliver the service and permit the existence of temporary 'pop-up' parking lot patios. Continuing to allow the temporary 'pop-up' patios for restaurants supports local businesses during the pandemic and is one measure that the Town can offer to help these businesses survive the pandemic.

Alternatives Reviewed:

No alternatives were reviewed.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

Supporting the local businesses helps to build strong communities and resiliency for these businesses.

Consultation:

The EOC was consulted.

Other Pertinent Reports/Attachments:

Community Planning and Development Report 2020-089.

Prepared and Recommended by:

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

Prepared and Submitted by:

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

Subject: Residential Development Monitoring Report**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-047 for information.

Background:

The Town's Official Plan has policies with respect to monitoring housing development in the urban areas. Monitoring housing development is important in order to be able to evaluate if growth and intensification targets are being met and whether the objectives of providing housing diversity are being met.

Analysis:

The Town's Official Plan divides the urban areas of Fonthill and Fenwick into two classifications, Greenfield Area and Built Boundary Area. These two classifications are consistent with the provincial classifications established in the Growth Plan for the Greater Golden Horseshoe in 2006. The Greenfield Area is where the majority of new development will take place on previously undeveloped lands and are to be developed to achieve the overall density target of 50 persons and jobs/hectare. The Built Boundary area is representative of the existing built area and is the area where infill and intensification is to take place on either vacant or underutilized lands.

The Growth Plan for the Greater Golden Horseshoe 2006 identified a minimum intensification target of 40% in the Built Boundary, meaning 40% of all development is to take place in the Built Boundary over the planning period. The Region of Niagara is responsible for allocating the distribution of the 40% intensification across the Region and accordingly the Regional Official Plan currently has a minimum intensification target of 15% for the Town of Pelham as opposed to 40% for all municipalities. The Town's Official Plan mirrors the Region of Niagara Official Plan and also provides that a minimum intensification target of 15% of all development should be infill or intensification. This represents 300 dwelling units. It is important to note, that this is a minimum target, not a maximum target and the target can be exceeded. The objectives of the intensification target are to minimize

sprawl, support transit supportive development, contribute to housing diversity and choice, use existing urban land and infrastructure efficiently and contribute positively to a thriving and vibrant community.

It is also noted that the Growth Plan for the Greater Golden Horseshoe was updated by the Province in 2017 and it now provides that a minimum of 50% of all residential development that occurs annually in Niagara will be in the built up area. The Region of Niagara is currently updating its Official Plan to bring it in conformity with the Provincial Plan and we anticipate that the infill and intensification targets for Pelham will change with the adoption of a new Niagara Official Plan in 2022. Based on the foregoing, it is likely that Pelham’s minimum intensification target will be increased beyond 15%.

The following tables provide a summary of the residential lots/units and housing type that have been approved since the Town Official Plan was adopted in both the Greenfield and Built Boundary areas.

Table 1– Greenfield Area Subdivision Development Approved

Year	Project Name	Type of Lot/Units		Total Units
June 2013	Weiland Heights	Single Detached	44	87
		Townhouse	43	
July 2013	The Woodlands Phase 1	Single Detached	2	2
Dec. 2013	Residences at Lookout	Single Detached	122	122
Nov. 2014	Rosewood Estates	Single Detached	55	55
Dec. 2016	River Estates Phase 1	Single Detached	124	270
		Townhouse	4	
		Apartment	142	
May 2017	The Woodlands Phase 2	Single Detached	18	18
July 2018	Saffron Meadows Phase 1	Single Detached	44	122
		Townhouse	78	
July 2019	River Estates Phase 2	Single Detached	38	82
		Townhouse	44	
May 2020	Saffron Meadows Phase 2	Single Detached	28	85
		Townhouse	57	

Year	Project Name	Type of Lot/Units	Total Units
Total Units to Date			843

Table 2 – Greenfield Area Site Plans Approved

Year	Project	Type of Unit	Total Units
2018	120 Summersides Blvd. – Mountainview Homes	3 apartment buildings	189 *Note 142 units counted in River Estates Phase 1 Additional 47 units
2018	180 Port Robinson Road – Saffron Common	Townhouse	51 *Note already counted in Saffron Meadows Phase 1 subdivision
2018	80 Meridian Way – Parkhill Properties Inc.	Apartment building	96
2019	100 Welland Road	10 Townhouse and 2 Semi Detached	14
2020	Summersides Blvd – Summersides Mews	36 Townhouse and a 5 unit apartment building	41
Total Units to Date			198

Based on these two tables, the total amount units that have been approved in the Greenfield area is 1041 since the Official Plan was adopted (Table 1+2).

In the Built Boundary, the following developments have been approved for residential use. The Built Boundary Area includes the Downtown, Downtown Transitional Area in addition to the residential area in the Urban Living designation.

Table 3 – Built Boundary Subdivision Development Approved

Year	Project Name	Type of Lot/Units	Total Units
April 2014	Rittenhouse Estates	Single Detached	10
		Townhouse	6
May 2014	Ryan's Grove	Single Detached	11

Year	Project Name	Type of Lot/Units	Total Units
Total Units to Date	27		

Table 4 – Built Boundary Area Lots Created by Consent

Year	Address	Lots
2013	749 Quaker Road	1
	1119 Garner Rod	1
2014	6 Bacon Lane	1
2015	690 Canboro Road	2
2016	55 Bacon Lane	1
	752 Quaker Road	2
	691 Canboro Road	2
	36 Stella Street	1
2017	1153 Maple Street	1
	162 Canboro Road	1
	1011 Clare Avenue	3
	1053 Pelham Street	3
	1613 Lookout Street	3
	1611 Lookout Street	2
	62 Bacon Lane	5
2018	1017 Church Street	1
2019	36 Stella Street	1
2020	690 Quaker Road	1
Total Lots to Date	32	

It is noted that all the lots created by consent were all for single detached residential use.

Table 5 – Built Boundary Site Plans Approved

Year	Project	Type of Unit	Total Units
2014	1518 Pelham Street (Downtown)	Mixed Use Commercial and Apt.	8
2014	15 Hwy 20 E (Downtown)	Mixed Use Commercial and Apt.	14
2016	1135 Haist Street – Davis Heights (Built Boundary)	Townhouse	36
2016	1145 Pelham Street (Built Boundary)	Mixed Use Commercial and Apt.	20

Year	Project	Type of Unit	Total Units
2016	1421 Pelham Street (Downtown)	Mixed Use Commercial and Apt.	4
2016	1423 Pelham Street (Downtown)	Mixed Use Commercial and Apt	5
2018	105 Hwy 20 E – Lumber Yard (Downtown Transitional)	Mixed use Commercial and 82 Apt and 23 Townhouse	105
2018	163 Port Robinson Road (Built Boundary)	Apt	12
2018	105 Baxter Lane (Built Boundary)	76 unit Seniors Residence	76
2019	1 Hwy 20 W (Downtown)	Mixed Use Commercial and Apt	1
2020	190 Canboro Road (Built Boundary)	Townhouse	14
Total Units to Date			295

Within the Built Boundary Area there was a total of 354 units approved. (Tables 3+4+5)

The total Greenfield Area and Built Boundary units that have been approved since the Official Plan was adopted is 1395 units, with the Built Boundary approved units representing infill and intensification at 25.3% of the total units which is above the 15% intensification target. However, if one considers the number of infill and intensification units that have actually been constructed, the number is significantly lower at 119 units, which represents only 8.5% of the total number of approved units, which is below the infill and intensification target.

When considering the various types of residential units that have been approved they consist of the following.

Table 6 – Approved Housing by Unit Type

Unit Type	Greenfield Area	Built Boundary	Total	Percentage
Single Detached	475	53	528	37.8%
Semi Detached	4	-	4	0.3%
Townhouse	272	79	351	25.2%
Apartment	290	146	436	31.3%
Seniors' Residence	-	76	76	5.4%
Total	1041	354	1395	100%

With respect to housing diversity, ground-oriented development consisting of single detached, semi-detached and townhouse dwelling units comprise the majority of housing built form approved representing 63.3% when compared with apartments and seniors' residences which represent 36.7% of all the housing units that been approved.

Financial Considerations:

In-fill development in the build-up areas of Fenwick and Fonthill tends to provide more long-term financial benefits to both residents and the municipality. Typically (although not always) the developments occur on existing municipal roads that are already serviced. This can mean less initial cost, but also results in a greater number of persons utilizing shared infrastructure so that future costs are shared amongst a larger number of people.

Alternatives Reviewed:

No alternatives were reviewed

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

Achieving growth and intensification targets helps to build strong and resilient communities and ensures that urban land is used wisely, minimizes sprawl and minimizes the potential for urban expansions into agricultural areas. Providing housing choice and diversity also contributes to building strong communities for all income levels.

Consultation:

n/a

Other Pertinent Reports/Attachments:

n/a

Prepared and Recommended by:

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

Prepared and Submitted by:

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

Subject: Grants Update: Municipal Modernization, Canada Healthy Community Initiative and 2021 Regional Bikeways Network Facilities on Municipal Roadways.

Recommendation:

BE IT RESOLVED THAT Council receive Report # 2021-0050- Corporate Services for information about the three grants to be submitted: Municipal Modernization, Canada Healthy Community Initiative and 2021 Regional Bikeways Network Facilities on Municipal Roadways.

Background:

There are three grant opportunities for the Town of Pelham. They are as follows:

(1) Municipal Modernization Program highlights:

1. The intent of the grant is to provide support for a small and rural municipal efforts to modernize service delivery and develop new ways to be efficient and effective.

A municipality may apply individually or jointly with other eligible municipalities. To be eligible for funding, the municipality must confirm that it has fully spent or allocated the unconditional modernization funding provided by the province in March 2019. Pelham meets this eligibility.

2. The priority projects under both streams are: a) digital modernization, b) service integration, c) streamlined development approvals and d) shared services/alternative service delivery models.

3. There are two funding streams: **Review** and **Implementation**. Though the priorities are the same, the two streams differ in approach and funding.

4. **Review Stream:** This is essentially full funding (between \$20-\$150K) to hire a third-party consultant to conduct a line-by-line budget review or a review of service delivery and modernization opportunities or a review of administrative processes to reduce costs. This report must be completed by November 20, 2021 and posted on the

Town's website.

5. Implementation Stream: This is shared funding (65% province, 35% Town) with the expectation that most projects will be between \$20k and \$250k. This project proposal must be based on demonstrated evidence of savings the municipality intends to realize through the project, with a completion date of September 30, 2022. A report one-year post project must be submitted with actual savings realized as well as a revised forecast of annual savings for the following two years.

The due date for either stream is March 15, 2021.

Applications for the Town of Pelham will include:

Review Stream:

ITS Review: The Town of Pelham intends to improve web-based services for residents and create efficiencies for internal reporting and tracking capabilities. A third party is required to analyze the current functions and provide recommendations regarding the software and other steps required to integrate the current systems and databases, which includes the request for services generated by the public, the approved By-laws and the cemetery plot locations. Recommendations regarding the management of service requests, automated reporting, digitization of work orders, integration with the Town's Asset Management Plan (AMP) and the functionality of searchable databases for approved By-laws and cemetery plot locations will be expected from the third-party reviewer. Estimated Funding Request: \$50,000

Automation of processes in Corporate Service: Review processes in Corporate Services for automation which includes the following: month-end close process, internal control testing, reconciliations, procure to pay process (Accounts Payable, Purchase Orders, Invoice matching), Automation of Capital Budget Book and Data Mining of procurement cards.

Estimated Funding Request: \$60,000

(2) Canada Healthy Communities Initiative Highlights:

Healthy Communities Initiative projects will fund small, local projects that:

- Respond to identified needs arising from the impacts of COVID-19
- Create and adapt public spaces, and programming and services for public spaces in the public interest
- Demonstrate consideration of and connections with the community Serve the general public or a community disproportionately impacted by COVID-19 and

- Fall within three theme areas of: safe and vibrant public spaces, improved mobility options and digital solutions

Funding available: \$5,000 to \$200,000

Applications due: March 9, 2021

Application for the Town of Pelham:

Peace Park Safety and Accessibility Enhancements

Enhancements will include fencing (with art inserts), accessibility enhancements at entrances to Peace Park and a sidewalk from the Farmer's Market to Peace Park.

Estimated Funding Request: \$50,000

Application submitted by the Rotary Club of Fonthill: Replacement of the Arches:

Seeking remaining funding to complete this project of replacing the four arches and adding WiFi. Estimated Funding Request: \$60,000

(3) 2021 Regional Bikeways Network Facilities on Municipal Roadways

Criteria is a connection to existing active transportation facilities within the Regional Bikeways Network.

Total grant is \$200,000. Application submitted on February 10, 2021.

Application submitted by the Town: bike lanes on Pelham Street Phase 1 to Hwy 20 and Port Robinson Road to Rice Road for \$200,000.

Analysis:

These grants will help to fund projects for which Pelham currently does not have money in the 2021 budgets. If successful, these grants will provide capital dollars for review of improving our processes, dollars for public spaces and offsetting costs for bike lanes that are in our capital project.

Financial Considerations:

The financial considerations is that these grants will provide additional funds to the Town to address capital needs and reviews that we currently do not have in 2021 budgets.

Alternatives Reviewed:

If staff do not apply for these grants, then the projects listed will not be done, so pragmatically there is no alternative but to apply. The Town has been successful in the past receiving 3 Municipal Modernization grants.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

These grants help to build strong communities in addressing the fencing needs in Peace Park for events and also for addressing better customer service in improving the Town's software/electronic presence which the public uses to make service requests. This has been identified as an action item in the Town's Official Plan.

Consultation:

Fonthill Rotary Club

Other Pertinent Reports/Attachments:

None

Prepared and Recommended by:

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

Prepared and Submitted by:

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



PORT COLBORNE

Corporate Services Department
Clerk's Division

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

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E amber.lapointe@portcolborne.ca

January 26, 2021

Honourable Patty Hajdu
Federal Minister of Health
705 Red River Road, Suite 3
Thunder Bay, ON P7B 1J3

Sent via E-mail: Patty.Hajdu@parl.gc.ca

Dear Honourable Minister:

Re: Resolution – Unlicensed and unmonitored cannabis grow operations

Please be advised that, at its meeting of January 11, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

That Council support the correspondence item attached as Appendix B from the Township of Blandford-Blenheim regarding Cannabis Production.

A copy of the above noted correspondence is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe
City Clerk

Encl.

ec: Honourable David Lametti, Minister of Justice and Attorney General of Canada
Honourable Bill Blair, Minister of Public Safety and Emergency Preparedness
Vance Badawey, MP Niagara Centre
Jeff Burch, MPP Niagara Centre
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



Township of Blandford-Blenheim

47 Wilmot Street South
Drumbo, Ontario N0J 1G0

Phone: 519-463-5347
Fax: 519-463-5881
Web: www.blandfordblenheim.ca

October 13, 2020

Emailed to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.

Re: Unlicensed and unmonitored cannabis grow operations

Please be advised that at the Regular Meeting of Council on October 7th, 2020, the Council of the Township of Blandford-Blenheim passed the following resolution:

Resolution Number: 2020-14

Moved by: Councillor Nancy Demarest

Seconded by: Councill Bruce Banbury

“That Whereas unlicensed and unmonitored cannabis grow operations have increasingly become a problem in communities in Ontario as well as across the Country; and,

Whereas these operations are allowed to establish with little or no consultation with the local community and municipalities are often only made aware of their existence after conflicts arise with neighboring land owners; and,

Whereas loopholes in existing Federal legislation allow these large scale grow op’s to establish and operate without any of the regulations or protocols that licensed and monitored operations need to adhere to,

BE IT RESOLVED that the Council of the Township of Blandford-Blenheim urges the Federal Government to amend the legislation under which these facilities operate to ensure the safety and rights of the local communities in which they are situated are respected; and,

That this resolution be forwarded to the Federal Minister of Health, Federal Minister of Justice and Attorney General, Federal Minister of Public Safety and Emergency Preparedness, Oxford MP, Oxford MPP, the Association of Municipalities of Ontario and all municipalities in Ontario.”

Regards,

Sarah Matheson
Deputy Clerk
Township of Blandford-Blenheim



PORT COLBORNE

Corporate Services Department
Clerk's Division

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January 26, 2021

Honourable Patty Hajdu
Federal Minister of Health
705 Red River Road, Suite 3
Thunder Bay, ON P7B 1J3

Sent via E-mail: Patty.Hajdu@parl.gc.ca

Dear Honourable Minister:

Re: Resolution – Medical Cannabis Grow Operations – Public Safety Concerns

Please be advised that, at its meeting of January 11, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

That Council support the correspondence received from the Regional Municipality of Niagara Police Services Board attached as Appendix A.

A copy of the above noted correspondence is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe
City Clerk

Encl.

ec: Honourable David Lametti, Minister of Justice and Attorney General of Canada
Honourable Bill Blair, Minister of Public Safety and Emergency Preparedness
MP Dean Allison, Niagara West
MP Chris Bittle, St. Catharines
MP Tony Baldinelli, Niagara Falls
MP Vance Badawey, Niagara Centre
President Micki Ruth, Canadian Association of Police Governance
Chief of Police Bryan Larkin, President, Canadian Association of Chiefs of Police
The Honourable Christine Elliott, Deputy Premier and Minister of Health
The Honourable Doug Downey, Attorney General
The Honourable Sylvia Jones, Minister of the Solicitor General
MPP Sam Oosterhoff, Niagara West

...2

MPP Jennie Stevens, St. Catharines
MPP Wayne Gates, Niagara Falls
MPP Jeff Burch, Niagara Centre
Chair Patrick Weaver, Ontario Association of Police Services Boards
Chief of Police Paul Pedersen, President, Ontario Association of Chiefs of Police
Regional Chair Jim Bradley and Members of Council, Niagara Region
Mayor Dave Bylsma and Members of Council, Town of West Lincoln
Mayor Frank Campion and Members of Council, City of Welland
Mayor Jim Diodati and Members of Council, City of Niagara Falls
Mayor Betty Disero and Members of Council, Town of Niagara-on-the-Lake
Mayor Sandra Easton and Members of Council, Town of Lincoln
Mayor Kevin Gibson and Members of Council, Township of Wainfleet
Mayor Jeff Jordan and Members of Council, Town of Grimsby
Mayor Marvin Junkin and Members of Council, Town of Pelham
Mayor Wayne Redekop and Members of Council, Town of Fort Erie
Mayor Walter Sendzik and Members of Council, City of St Catharines
Mayor Bill Steele and Members of Council, City of Port Colborne
Mayor Terry Ugulini and Members of Council, City of Thorold
Board Members, Niagara Police Services Board





REGIONAL MUNICIPALITY OF NIAGARA
POLICE SERVICES BOARD

5700 VALLEY WAY, NIAGARA FALLS, ONTARIO L2E 1X8

Tel: (905) 688-4111 Fax: (289) 248-1011
E-mail: psb@niagarapolice.ca
Website: www.niagarapolice.ca

November 4, 2020

DELIVERED BY EMAIL

The Honourable Patty Hajdu
Minister of Health
patty.hajdu@parl.gc.ca

Dear Minister Hajdu:

RE: Medical Cannabis Grow Operations - Public Safety Concerns

We are writing on behalf of the Regional Municipality of Niagara Police Services Board and the Niagara Regional Police Service to request Health Canada address proper regulation of the cannabis industry, specifically with designated medical growers who are operating outside of their medical designations.

The *Federal Cannabis Act* controls the production, distribution, sale and possession of cannabis in Canada, including the application and licensing of personal and commercial medical cannabis production, which should be compliant with local municipal by-laws according to criteria set out for applicants in the process administered by Health Canada as the agency responsible for approval of cannabis production facilities.

Our concerns are for the significant number of operations growing for personal medical use under the certificate/registration system set up by Health Canada. Under the legislation, an adult individual is eligible to produce cannabis for their own medical purposes. The amount permitted to grow for personal use is contingent upon the maximum daily amount prescribed by a medical practitioner and whether or not the plants are going to be grown inside, outside or a combination of both. Health Canada's regulations govern the growing of medical cannabis and allow an individual to designate another individual to grow it on their behalf.

A maximum of four (4) certificates for growing medical cannabis for personal purposes are permitted per property. As a result, a significant amount of medical cannabis may be grown on a property for personal medical use. Designated growers are permitted to grow up to 500 plants per individual license, or potentially 2,000 plants. Further, Health Canada treats the certificates as medical information and as such, operators are not required to provide their certificates to municipalities or police, which prevents municipalities or the police from determining if an operation is legally permitted or not. This is exacerbated by minimal oversight or concern from Health Canada.

Police enforcement efforts across southern Ontario, including Niagara, indicate that many growers are producing well in excess of the maximum licensed number of plants. It has become clear that the excess being produced by designated growers is being funneled to the illicit market which is mostly controlled by organized crime.

This was well documented during a large-scale, multijurisdictional illicit cannabis growing investigation in August of this year, where police seized over an estimated \$42 million in drugs, equipment, weapons and other items. This included 101,049 illegal cannabis plants; 1,921 pounds of illegal cannabis bud; 21 pounds of illegal cannabis shatter and three pounds of illegal cannabis hash.

Unfortunately, this is not an uncommon occurrence. In July 2020, Niagara Regional Police made arrests and seizures at a large illicit cannabis operation in the City of St. Catharines with over 17,000 plants. The investigation resulted in the arrest of eleven people, with an estimated \$34 million in cannabis plants. In 2018, Niagara Regional Police arrested one individual for growing over 1,000 plants at an estimated worth of over \$1 million. In 2017, Niagara Regional Police busted two large medical grow operations that were operating under fraudulent Health Canada medical licenses for personal or designated use. In 2016, an individual was arrested with 500 plants and in 2015 the Niagara Regional Police arrested another person with over 1,000 plants that was also valued at just over one million dollars.

It is apparent that criminal enterprises are abusing the Health Canada registration, using it as a loophole to grow well over the allotted amount. These organized crime groups have been exploiting Health Canada medical, personal and designate cannabis production, instead growing the plants to sell illegally. Health Canada has strict rules governing licensing, odour, security, light pollution, chemical contamination, fire hazards and the like for federally-licensed grow facilities, however; no such oversight applies to personal and designated growers.

We are therefore urging the Federal Government to expand the legislative framework to provide greater oversight to address public safety concerns with the personal and designated medical growers who are operating outside the boundaries of their medical designations.

These unlicensed operations have become a significant concern for residents in the Niagara Region and our local municipalities from both a health and safety lens as well as from a land use and building code situation. Local municipal governments have responsibility for the enforcement of local by-laws and ensuring life-safety compliance with fire and building code regulations, but Health Canada has no process in place to share licensing information with local authorities about the location of medical cannabis production facilities. **By way of copy, we are calling on Niagara's MPs and MPPs for support, and urging the Niagara Region and Councils of its 12 local municipalities to call on the Federal Government to put in place the needed controls and oversight permissions that will provide safety, health and personal comfort to all residents of Niagara.**

Minister, we need your help to get these issues under control. We are asking that Health Canada take action against operations that cross the line into criminality. Police resources are stretched and the need to establish criminality limits police ability to respond to these operations that are causing such concern. Police enforcement is an important tool but we need other ways to manage the growing problems these unlicensed operations are creating. We need Health Canada to implement practices that will improve the sharing of information regarding cannabis certificates with police and municipalities, outline requirements for compliance with municipal zoning by-laws, include appropriate monitoring and inspections, and consider the need to revisit the formula for determining the maximum number of plants permitted under a certificate.

The Board and Police Service would certainly be willing to further engage with Ministry personnel in an effort to share our experiences and work collaboratively to increase the effectiveness of the legislation and enhance public safety.

Your consideration of the concerns raised in this letter would be greatly appreciated and we look forward to your response.

Yours truly,



William C. Steele
Acting Board Chair



Bryan R. MacCulloch, M.O.M.
Chief of Police

Copies to:

The Honourable Bill Blair, Minister of Public Safety and Emergency Preparedness
The Honourable David Lametti, Minister of Justice and Attorney General of Canada
MP Dean Allison, Niagara West
MP Chris Bittle, St. Catharines
MP Tony Baldinelli, Niagara Falls
MP Vance Badawey, Niagara Centre

President Micki Ruth, Canadian Association of Police Governance
Chief of Police Bryan Larkin, President, Canadian Association of Chiefs of Police

The Honourable Christine Elliott, Deputy Premier and Minister of Health
The Honourable Doug Downey, Attorney General
The Honourable Sylvia Jones, Minister of the Solicitor General

MPP Sam Oosterhoff, Niagara West
MPP Jennie Stevens, St. Catharines
MPP Wayne Gates, Niagara Falls
MPP Jeff Burch, Niagara Centre

Chair Patrick Weaver, Ontario Association of Police Services Boards
Chief of Police Paul Pedersen, President, Ontario Association of Chiefs of Police

Regional Chair Jim Bradley and Members of Council, Niagara Region
Mayor Dave Bylsma and Members of Council, Town of West Lincoln
Mayor Frank Campion and Members of Council, City of Welland
Mayor Jim Diodati and Members of Council, City of Niagara Falls
Mayor Betty Disero and Members of Council, Town of Niagara-on-the-Lake
Mayor Sandra Easton and Members of Council, Town of Lincoln
Mayor Kevin Gibson and Members of Council, Township of Wainfleet
Mayor Jeff Jordan and Members of Council, Town of Grimsby
Mayor Marvin Junkin and Members of Council, Town of Pelham
Mayor Wayne Redekop and Members of Council, Town of Fort Erie
Mayor Walter Sendzik and Members of Council, City of St Catharines
Mayor Bill Steele and Members of Council, City of Port Colborne
Mayor Terry Ugulini and Members of Council, City of Thorold

Board Members, Niagara Police Services Board

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000



234-2021-813

February 17, 2021

Dear Head of Council,

RE: Consulting on growing the size of the Greenbelt

I am writing today to announce that my ministry is launching a consultation on **growing the size of the Greenbelt**.

The government has been clear that we are protecting the Greenbelt for future generations. We are committed to growing the Greenbelt and will not consider any proposals to remove any lands or changes to the existing Greenbelt Plan policies.

The Ministry of Municipal Affairs and Housing is seeking feedback on ways to grow the size and further enhance the quality of the Greenbelt, with a priority of:

- i. A study area of lands focused on the Paris Galt Moraine, which is home to critical groundwater resources.
- ii. Ideas for adding, expanding and further protecting Urban River Valleys.

The maps available for this consultation are for discussion purposes only and do not represent a proposed boundary.

For more information on this consultation, please visit <https://ero.ontario.ca/notice/019-3136> where you will find information about growing the Greenbelt:

- Proposed principles for growing the Greenbelt
- Discussion questions for consideration
- Context map of the Paris Galt Moraine area

The consultation is open for 61 days and ends on April 19th, 2021.

I look forward to receiving your input on this proposal. If you have any questions about the consultation, please contact the ministry at greenbeltconsultation@ontario.ca.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

c: Planning Head and/or Clerks

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



February 11, 2020

Nancy Bozzato
Town Clerk
Town of Pelham
njbozzato@pelham.ca

Dear Nancy Bozzato:

The best small businesses are born out of a passion and a dream.

When it comes to many home-based food businesses, they start with a love of food and a cherished family recipe. Whether passionate about making grandma's coveted baked goods or a new take on homegrown pickles, jams and preserves, we are making it easier for Ontarians to share their homemade goods with their communities and turn their passion into a successful business.

As our government recently announced, Ontario has made changes to the Food Premises Regulation under the *Health Protection and Promotion Act* that allow more flexibility for small, independent businesses to sell their low-risk, home-prepared foods from their homes or at special events like farmers' markets, festivals and fairs. While these changes came into effect on January 1, 2020, the desire to start low-risk, home based food businesses has only increased during COVID, which is why we're clarifying the rules now.

Low-risk foods are non-hazardous and do not require refrigeration. They include such items as baked goods, pickles, jams and preserves, chocolates, hard candies and brittles, fudge and toffees, granola, trail mix, nuts and seeds, and coffee beans and tea leaves.

These regulatory changes support Ontario's entrepreneurs in running a home-based food business, without compromising our high standards for food safety. The changes also give Ontarians new opportunities to buy locally produced foods.

.../2

The Ministry of Health has published a guide to help such entrepreneurs take the recommended steps to succeed, in a food-safe way, in their homemade food business efforts:

www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/selling_low_risk_food.pdf I welcome you to use your networks to share this important information with those who may be interested.

Starting a home-based food business is an excellent opportunity for people across Ontario to share their culinary creativity, build a business for themselves and be part of the province's agri-food sector. Our government is committed to encouraging this growing part of the economy and to support all the good things that are grown and produced right here in Ontario.

Thank you for your support of this initiative and for all your efforts to partners with us as we strive to build strong communities and a vibrant economy in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', with a large, stylized initial 'E'.

Ernie Hardeman

Minister of Agriculture, Food and Rural Affairs

COVID-19 Reminders

- Practise physical distancing – stay 2 metres away from others in public
- Wash your hands – with soap and water thoroughly and often
- Get the facts - www.ontario.ca/page/covid-19-stop-spread

From: [AMCTO President](#)
To: [Nancy Bozzato](#)
Subject: An Open Letter to Ontario Municipal Councils
Date: Thursday, February 18, 2021 8:28:34 AM

Dear Nancy Bozzato,

We would appreciate your support in sharing the below open letter and for this letter to be included on your municipal council agenda:

February 18, 2021



AN OPEN LETTER TO ONTARIO MUNICIPAL COUNCILS

Dear Council,

As a vital municipal association with membership roots that reach deep into each and every part of Ontario, we know the challenges you have faced in continuing to provide essential municipal services within your community during the COVID-19 pandemic.

As elected officials, we know that you recognize the contribution made by your municipal staff, many of whom are members of AMCTO. Municipal professionals across this entire province have been at the forefront of service delivery, applying their knowledge and skills to innovate processes and procedures to meet the evolving needs of residents and businesses.

One key point that is often overlooked in this pandemic is that many municipal staff were prepared to act and innovate BECAUSE of the professional municipal training and development they receive from organizations like AMCTO. The leadership skills, education and technical training prepare your staff in getting ahead of immediate community needs, reacting and responding to new challenges brought on by COVID-19. This unique and sought-after skillset has allowed your staff to provide council with options and solutions for keeping your municipality running.

In these challenging financial times, there will be temptation to divert operational funding away from staff training budgets. Now more than ever, it is crucial that municipalities continue to invest in your most valuable resource – your staff.

In addition to increased levels of employee retention, engagement and empowerment,

investments in staff professional development strengthens your council's ability to provide reliable, effective and efficient services to your community, both today and in the future. The question is no longer "if" you innovate but "when". Innovation comes with knowledge, training, and exposing municipal staff to new opportunities to grow and develop professionally.

On behalf of AMCTO and its over 2,200 members, please accept my heartfelt thank you for your service during these difficult times. As "Municipal Experts", AMCTO will continue to be at your service to help you and your staff meet the needs of your community.

Sincerely,



Robert Tremblay, MPA, CMO, AOMC
President
AMCTO

CC: Graydon Smith, President, AMO

###

Robert Tremblay, MPA, CMO, AOMC
President



2680 Skymark Ave. # 610
Mississauga, ON L4W 5L6

president@amcto.com

www.amcto.com



Report To: Board of Directors

Subject: Board of Directors' 2021 Meeting Schedule

Report No: FA-06-21

Date: February 18, 2021

Recommendation:

1. **THAT** Report No. FA-06-21 RE: Board of Directors' 2021 Meeting Schedule **BE RECEIVED**.
2. **THAT** Appendices 1 and 2 to Report No. FA-06-21 RE: Board of Directors' 2021 Meeting Schedule **BE APPROVED**.
3. **THAT** the meeting schedule **BE MADE** available on the NPCA website and **PROVIDED** to the participating and local area municipalities.

Purpose:

The purpose of this report is to establish the NPCA Board of Directors' 2021 meeting schedule for internal business planning purposes and public awareness, accessibility and transparency.

Background:

Although the calendar of regular Board meetings for the year is typically approved at the Annual General Meeting (AGM), postponement of the AGM does not invalidate the need to establish an annual schedule early in the calendar year. The schedule attached as Appendix 1 maintains the practice of convening meetings at 9:30 a.m. but instead moves the meetings to the third Friday of the month. As per past practice, the December timeslot is scheduled tentatively with the option to forego a meeting and an August meeting is not planned. The proposed calendar now before the Board does however schedule a May Board meeting that abuts the Victoria Day long weekend. With the pandemic ongoing, the calendar also provides for a meeting during March Break which allows for adequate spacing around a strategic planning session to be scheduled later in March.

Discussion:

In establishing the calendar, to the extent possible, staff considered the individual calendars of Members, the meeting schedules of the local municipalities and the member municipalities with the intent to minimize any known scheduling conflicts. With twenty Directors and the schedules of municipal councillors evolving during the ongoing pandemic, finding consistent and available meeting dates has proven a challenge. The only known recurring conflict in scheduling occurs with the Niagara Regional

Housing Board of Directors meetings, however there are no NPCA Board Members on their Board. There are also occasional conflicts with individual Members' various other meeting commitments but these are limited overall.

Financial Implications:

There are no new or additional financial implications posed by adoption of the Board of Directors' 2021 Meeting Schedule as presented.

Links to Policy/Strategic Plan:

Approving and publicizing the Board of Directors' 2021 Meeting Schedule promotes the awareness of public meetings and enhances accessibility to the NPCA while aligning with the Strategic Plan Mission Statement to remain a responsive and accountable organization.

Related Reports and Appendices:

Appendix 1: NPCA Board of Directors' 2021 Meeting Schedule

Appendix 2: NPCA Board of Directors' 2021 Meeting Calendar

Authored by:

Original Signed by:

Grant Bivol,
Executive Coordinator to the C.A.O. and Board

Submitted by:

Original Signed by:

Chandra Sharma, MCIP, RPP
Chief Administrative Officer/Secretary-Treasurer

NPCA Board of Directors' 2021 Meeting Schedule

Full Authority Board Meetings (9:30 a.m.): Friday, March 19
Friday, April 16 (includes Source Protection Authority)
Friday, May 21
Friday, June 18
Friday, July 16
Friday, September 17
Friday, October 15
Friday, November 19
Friday, December 17 (optional)

There will be an additional Source Protection Authority Board meeting scheduled for the Fall, 2021 to co-incide with a regular Full Authority Board meeting.

Committee Meetings:



Finance Committee (9:30 a.m.): Wednesday, February 24
Wednesday, April 28
Wednesday, July 28
Wednesday, October 27



Governance Committee (9:30 a.m.): Thursday, March 11
Thursday, June 24
Thursday, September 23
Thursday, December 16

Public Advisory Committee (5:00 p.m.): Thursday, February 25
Thursday, April 29
Thursday, June 17
Thursday, September 30
Thursday, November 25

Strategic Planning Committee: Strategic Planning Committee meetings will be slated to occur immediately after Full Authority Board Meetings as may be required unless otherwise specified.

NPCA BOARD OF DIRECTORS' 2021 MEETING CALENDAR

 Governance Meeting (9:30 a.m.)
 Public Advisory Meeting (5:00 p.m.)

 Board Meeting/Strat Plan (9:30 a.m.)
 Finance Committee Meeting (9:30 a.m.)

	February							March							April						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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To: Town of Pelham, Town Clerk and Council

Subject: Request for No Parking in front of Marlene Stewart Drive Park

I am writing to request that “No Parking” signs be posted around the bend and in front of the Marlene Stewart Drive Park in the Lookout sub-division. I am concerned that parked cars in front of the park and around the bend on Marlene Stewart Drive are creating safety issues.

Vehicles are currently parking around the bend in the road and in front of the park, making it very difficult for neighbourhood traffic to navigate the turn, particularly in the winter, although it is also a problem during other seasons. We have witnessed several near head-on collisions because parked vehicles take up road space, forcing two-way traffic to drive in the middle of the road. Often times, cars are speeding as they round the bend. On one occasion, a pick-up truck driver drove over our corner property when it swerved to avoid a collision with an oncoming vehicle. All it takes is one or two parked vehicles to create safety hazards in front of the park.

This has worsened since one of the papers published the drainage pond in the park as a good place to toboggan. This has drawn more traffic, and more parked cars, from outside the neighbourhood. And the limited passage is getting worse with the narrowing of the road due to recent snow plowing.

In addition, I have observed children running out between the parked cars in front of the park, which is hard for drivers to see coming around the bend.

Trucks and cars also regularly park along Brewerton to access the park, however because this is a straight road, visibility remains clear and passage more accessible for two-way traffic.

What would need to be done for the Town to consider putting up “no parking” signs around the bend and in front of the park on Marlene Stewart Drive before any accidents occur?

Sincerely,

Marylou Hilliard

From: [REDACTED]
To: Sarah Leduc, Nancy Bozzato
Subject: Marlene Stewart Drive - no parking request
Date: Tuesday, February 23, 2021, 8:33:26 AM

Hello Sarah and Nancy another photo reference for Town Council's review of no parking request in front of Marlene Stewart Drive Park and around the bend in the road. Below is a photo of what the road looks like with the drains blocked by snow build up. The road is very narrow and when this freezes there will be a sheet of ice around the corner where all the cars park. Again a safety hazard on its own but worse with cars parking making the road even narrower.

Kindly Marylou





Please excuse any errors this email was sent from a not so Smart Phone



Q4 (October 1 to December 31, 2020) to Board of Directors

Recommendation:

That Niagara Regional Housing Quarterly Report October 1 to December 31, 2020 be APPROVED and FORWARDED to the Public Health and Social Services Committee and subsequently to Regional and Municipal Councils for information.

Submitted by:

A blue ink signature of Donna Woiceshyn, written in a cursive style, positioned above a horizontal line.

Donna Woiceshyn
Chief Executive Officer

Approved by:

A blue ink signature of Walter Sendzik, written in a cursive style, positioned above a horizontal line.

Walter Sendzik
Chair

Directors:

Walter Sendzik, Chair

Regional Councillor
St. Catharines

Gary Zalepa, Treasurer

Regional Councillor
Niagara-on-the-Lake

Tom Insinna

Regional Councillor
Fort Erie

James Hyatt, Vice-Chair

Community Director
St. Catharines

Betty Ann Baker

Community Director
St. Catharines

Betty Lou Souter

Community Director
St. Catharines

Karen Blackley, Secretary

Community Director
Thorold

Barbara Butters

Regional Councillor
Port Colborne

Leanne Villella

Regional Councillor
Welland

Q4 (October 1 to December 31, 2020)

HIGHLIGHTS:



Q4 (October 1 to December 31, 2020)

VISION

That the Niagara community will provide affordable, accessible and quality housing for all residents

MISSION

To expand opportunities that make affordable housing an integral part of building healthy and sustainable communities in Niagara

As the administrator of social housing for Niagara Region, Niagara Regional Housing (NRH) works to fulfill our vision and mission through six main areas of responsibility:

1. [Public Housing \(NRH Owned Units\)](#)
2. [Non-Profit Housing Programs](#)
3. [Rent Supplement Program](#)
4. [Affordable Housing Program](#)
5. [Service Manager Responsibilities](#)
6. [Housing Access Centre and Centralized Waiting List](#)



Definitions can be found in the attached Reference Sheet.

Q4 (October 1 to December 31, 2020)

1. Public Housing (NRH Owned Units)

DAY-TO-DAY MAINTENANCE:

In Q4, **2,500 work orders** were issued, representing \$1,217,889.51. \$25,144.92 of this amount was charged back to tenants who were held responsible for damages.

	2019-Q4	2020-Q1	2020-Q2	2020-Q3	2020-Q4
# of work orders issued	3,675	2,575	2,302	2,656	2,500

During Q4, work orders continued to be lower due to COVID-19; regular maintenance had resumed within COVID guidelines.

CAPITAL PROGRAM:

The Capital Program is responsible for maintaining the Public Housing (NRH Owned Units) asset and planning for future sustainability.

In Q4, 46 purchase orders were issued and 11 public tenders closed.

The Capital Program was responsible for 18 capital projects and 46 purchase orders valued at \$2,851,445:

- 18 projects
 - Carlton Street – replacement of balconies and railings
 - 4900 Buckley Avenue – exterior insulation and finish system – canopies
 - 52 Ormond Street North– building renovations
 - 10 Old Pine Trail – bathroom replacements
 - Powerview Avenue/Galbraith Street/Wallace Street – bathrooms
 - 12 St. David's Road East – building renovations
 - Various locations - upgrading heating systems
 - 300 Davy Street – parking lot replacement
 - 3874 Portage Road – parking lot replacement
 - 124 Elmview Street and 211 King Street – elevator modifications
- 40 RFPs and RFQs – various consulting services, elevator investigations, health and safety repairs, structural repairs (roofing) and pavement retrofits

As of December 31, 2020, \$4,722,189 of the \$8,454,858 budget (excluding emergency) has been committed and or actually spent (56%).

Q4 (October 1 to December 31, 2020)

TENANT MOVE OUTS:

Move Outs By Reason

Health	2
Long Term Care Facility	5
Deceased	23
Private Rental	10
Voluntarily Left Under Notice	1
Eviction – Tribunal	2

NRH Transfer	5
Moved to Coop or Non-Profit	1
Bought a House	0
Left Without Notice	3
Other/None Given	16
Cease to Qualify	0
TOTAL	68

In Q4, there were **68 move outs**. Two involved eviction orders granted under the Ontario Landlord Tenant Board (LTB) for Arrears and were enforced by the Sheriff.

	2019-Q4	2020-Q1	2020-Q2	2020-Q3	2020-Q4
# of move outs	71	62	57	90	68

ARREARS:

NRH Housing Operations actively works to reduce rent arrears but saw a continued increase in 2020-Q4 due to COVID-19 and tenants not paying rent due to the provincial no eviction order.

	Dec 31, 2019	Mar 31, 2020	Jun 30, 2020	Sept 30, 2020	Dec 31, 2020
Rent charges for the month	\$1,286,793.00	\$1,302,721.00	\$1,289,907.00	\$1,295,815.00	\$1,309,353.00
Accumulated rent arrears	\$36,134.21	\$71,135.25	\$110,958.69	\$113,204.57	\$115,555.92
Arrears %	2.81%	5.46%	8.60%	8.74%	8.80%

INSURANCE:

Nothing to report for Q4.

COMMUNITY RESOURCES AND PARTNERSHIPS:

Due to COVID-19, in Q4, we had partnerships with only **10 community agencies** across Niagara. As a result of these partnerships, **194 units¹ of support and enrichment activities** were offered to tenants at NRH sites. Each partnership contributes to tenant lives and, in turn, the success of the Public Housing community as a whole:

- 136 refurbished computers were delivered to tenants along with information about the CyberSeniors partnership that offers workshops and programs on-line

¹ Tracking for support and enrichment activities has changed – we are now tracking it by units. Each time a partner is in a community providing a support and enrichment program or activity, it is counted as one unit.

Q4 (October 1 to December 31, 2020)

- RAFT began to provide “Drive Through After School Programs”, which involved children walking through the Community to chat with RAFT staff while they pick up snack and craft bags
- Instead of the traditional Christmas parties, NRH and partners (RAFT, Faith Welland, Community Support Services Niagara, Niagara College) delivered Christmas bags, gifts and lunches directly to households
- Faith Welland engaged NRH seniors in their “Letters to Santa” project in family communities, with the seniors volunteering to assist with answering the childrens’ letters
- As a result of a considerable mask donation to Niagara Region, NRH began delivering packages of 50 disposable masks to every NRH household. NRH’s Niagara College Security Student has been delivering them while he walks the communities, reminding tenants of the COVID guidelines and answering questions.

Also during Q4, NRH Community Programs Coordinators (CPCs) offered supports to **378 new referrals of tenants in need of assistance**. Of those new referrals, **55% were considered medium-high need**, (e.g. child safety concerns, eviction, social issues, cognitive concerns). In particular, there was an increase in the number of tenants needing help with arrears and a continued increase in the number of tenants needing referrals to other agencies, however most of these agencies were either virtual or unavailable due to COVID-19.

Eviction Prevention and supports have been extended to Housing Providers and the Rent Supplement program on a pilot basis through Ontario Priorities Housing Initiative (OPHI) funding. There is one full-time Community Program Coordinator (CPC) for Non-Profits/Co-operatives and one dedicated half to Rent Supplement and half to assisting with NRH-Owned units.

2. Non-Profit Housing Programs

As administrator of social housing for Niagara Region, NRH provides legislative oversight for **59 Non-Profit Housing Programs (non-profit and co-operative)**. Operational Reviews are conducted to determine the overall health of each.

	2019-Q4	2020-Q1	2020-Q2	2020-Q3	2020-Q4
Healthy	39	37	37	38	36
Routine Monitoring	18	21	21	18	18
Intensive Monitoring	1	0	0	2	3
Pre-PID (Project in Difficulty)	1	1	1	1	1
PID (Project in Difficulty)	1	1	1	1	1
TOTAL	60	60	60	60	59

NRH Housing Programs staff continue to work with Housing Providers as they move toward End of Operating Agreements (EOA) / End of Mortgage (EOM). ON December 31st, 2020 Joi de Vivre reached End of Agreement of their federal subsidy, this provider supplied 40 units of

Q4 (October 1 to December 31, 2020)

affordable housing. By way of a new agreement, NRH will maintain its support for Joi de Vivre by subsidizing 15 Rent Supplement Units in order to help preserve these affordable housing in Niagara.

Q4 (October 1 to December 31, 2020)

3. Rent Supplement Program

Rent Supplement/Housing Allowance

In the Rent Supplement program, tenants pay 30% of their gross monthly income directly to the private landlord and NRH subsidizes the difference up to the market rent for the unit. The Housing Allowance program is a short-term program that provides a set allowance to help applicants on the wait list. In Q4, there were **1,668 Rent Supplement/Housing Allowance units** across Niagara.

Canada-Ontario Housing Benefit (COHB)

The COHB is a portable rent benefit that helps applicants on the Centralized Waiting List pay their rent to their current landlord in the private market. NRH sends applications to the Ministry of Municipal Affairs and Housing on behalf of Niagara residents in need of housing. At the end of 2020, **245 of these applications had been accepted**.

In-Situ Rent Supplement

An In-Situ Rent Supplement program has been developed to engage new landlords and offer applicants on the Centralized Waiting List an opportunity to receive Rent-Geared-to-Income assistance where they currently live. This removes the need for moving related expenses and broadens the network of landlords in business with NRH. In Q4, NRH initiated new agreements with **4 new landlords**.

	2019-Q4	2020-Q1	2020-Q2	2020-Q3	2020-Q4
Fort Erie	30	32	31	31	30
Grimsby	22	18	22	21	21
Lincoln (Beamsville)	13	14	14	12	12
Niagara Falls	239	237	226	220	213
Niagara-on-the-Lake	5	5	4	4	8
Pelham	19	17	17	17	17
Port Colborne	64	67	64	61	60
St. Catharines	778	798	751	712	701
Thorold	57	61	61	61	61
Welland	198	192	259	302	284
West Lincoln	16	16	16	16	16
COHB Region-wide				206	245
TOTAL	1,441	1,457	1,465	1,663	1,668

Variance in the Rent Supplement program are a reflection of fluctuation between agreements ending and new agreements taken up with landlords.

Q4 (October 1 to December 31, 2020)

4. Affordable Housing Program

NIAGARA RENOVATES PROGRAM:

The Niagara Renovates program provides assistance to low-to-moderate income homeowners for home repairs, accessibility modifications and the creation of secondary suites in single family homes.

Niagara Renovates inspections for new applicants for the 2020-2021 funding cycle have commenced. Inspections of completed work are being verified by homeowner photographs and formal inspections will take place as soon as possible and will include all areas inside and outside of the home to ensure compliance with program guidelines. Issues will be identified and a detailed Inspection Report provided to the homeowner.

NRH received \$545,920 through the Ontario Priorities Housing Initiative (OPHI) for all 3 streams of the program.

18 homeowners are currently approved for funding and NRH is working toward streamlining the program as we become more proficient at working under COVID-19 rules.

HOMEOWNERSHIP PROGRAM – “WELCOME HOME NIAGARA”:

The Homeownership program assists low-to-moderate income rental households to purchase their first home by providing a down payment loan.

In April 2020, NRH received \$100,000 through the Ontario Priorities Housing Initiative (OPHI) program.

In Q4, **seven homeowners** received assistance through Welcome Home Niagara.

	2019-Q4	2020-Q1	2020-Q2	2020-Q3	2020-Q4
# of homeowners assisted	7	4	5	7	7

HOUSING FIRST PROGRAM:

The Housing First program helps people move quickly from homelessness to their own home by providing supports to help difficult to house individuals find and keep housing.

In Q4, **13 individuals/families** were housed through the Housing First program. Since 2012, Housing First has helped 480 individuals/families.

	2019-Q4	2020-Q1	2020-Q2	2020-Q3	2020-Q4
# of individuals/families housed	16	13	9	7	13
# of Housing First units (at quarter end)	202	199	201	195	187

Q4 (October 1 to December 31, 2020)

17 of these Housing First units were created with NRH's new development at 527 Carlton Street in St. Catharines.

RENTAL HOUSING (NEW DEVELOPMENT):

NRH New Development

Hawkins Street/Dell Avenue, Niagara Falls		
Ontario Priorities Housing Initiative (OPHI)	\$3,600,000	
NRH Reserves	\$3,061,500	
Regional Development Charges	\$14,132,500	
Canada Mortgage & Housing Corporation Seed Funding	\$106,000	
TOTAL	\$20,900,000	73

Building A – 55 units

- Masonry block completed on 3rd floor – parapets 90% complete
- Roof Corelsab installed
- Electrical in-suite wiring started on 1st floor
- Steel stud framing started on 3rd floor
- Hydro ductbank installed

Building B – 18 units

- Masonry block completed on 3rd floor – parapets 90% complete
- Roof Corelsab installed
- 3rd floor concrete topping installed
- Wall framing completed on 2nd floor
- Hydro ductbank installed

Q4 (October 1 to December 31, 2020)

AFFORDABLE HOUSING UNIT #'S BY MUNICIPALITY:

Fort Erie		Grimsby		Lincoln (Beamsville)		Niagara Falls	
NRH Owned	116	NRH Owned	55	NRH Owned	61	NRH Owned	884
Housing Providers	389	Housing Providers	0	Housing Providers	41	Housing Providers	828
Rent Supplement	31	Rent Supplement	22	Rent Supplement	12	Rent Supplement	239
New Development	0	New Development	0	New Development	0	New Development	140
NOTL		Pelham		Port Colborne		St. Catharines	
NRH Owned	40	NRH Owned	0	NRH Owned	88	NRH Owned	1,017
Housing Providers	0	Housing Providers	0	Housing Providers	139	Housing Providers	1,666
Rent Supplement	5	Rent Supplement	19	Rent Supplement	64	Rent Supplement	775
New Development	0	New Development	0	New Development	35	New Development	346
Thorold		Welland		West Lincoln (Smithville)		Region-wide	
NRH Owned	29	NRH Owned	394	NRH Owned	0	NRH Owned	2,684
Housing Providers	85	Housing Providers	425	Housing Providers	86	Housing Providers	3,659
Rent Supplement	57	Rent Supplement	194	Rent Supplement	15	Rent Supplement	1,433
New Development	46	New Development	167	New Development	0	New Development	734*

Note: there are no affordable housing units in Wainfleet

as at December 31, 2019

*166 New Development units are NRH Owned

Q4 (October 1 to December 31, 2020)

5. Service Manager Responsibilities

APPEALS:

In Q4, NRH continued to hear appeals virtually. This process has been going well and **15 appeals** were heard (10 upheld, 5 overturned).

	2019-Q4	2020-Q1	2020-Q2	2020-Q3	2020-Q4
# of appeals	11	11	0	15	15

INVESTMENTS:

N/A

6. Housing Access Centre & Centralized Waiting List

APPLICATION ACTIVITY:

# of Applications Received & Processed	652	# of Eligible Applications	630
# of Special Provincial Priority Status Applications	66	# of Ineligible Applications	22
# of Urgent Status Applications	94	# of Cancelled Applications	225
# of Homeless Status Applications	98	# of Applicants Housed	111

In Q4, **225 households were removed** from the Centralized Waiting List because they were no longer eligible, they found alternate housing or we were unable to make contact.

Q4 (October 1 to December 31, 2020)

CENTRALIZED WAITING LIST:

		2019- Q4	2020- Q1	2020- Q2	2020- Q3	2020- Q4
		# of households				
A	Rent-Geared-to-Income (RGI) waiting list:					
	Niagara resident RGI waiting list	5,154	5,322	5,264	5,296	5,425
	Applicants from outside of Niagara	977	1,045	1,078	1,129	1,173
	TOTAL RGI waiting list:	6,131	6,367	6,342	6,425	6,598
	Housing Allowance: a set allowance to help applicants on the waiting list with affordability in the private market until housed in an RGI unit	742	739	723	702	669
A1	RGI waiting list demographics:					
	Seniors	2,455	2,514	2,487	2,506	2,557
	Adults no dependents	1,979	2,041	2,026	2,049	2,137
	Adults with dependents	1,697	1,812	1,829	1,870	1,904
A2	RGI list further segmented (#'s included in A & A1):					
	SPP – Special Provincial Priority (Ministry Priority): helps victims of violence separate permanently from their abuser	148	146	142	128	132
	URG – Urgent (Local Priority): for applicants with mobility barriers and/or extreme hardship where their current accommodation puts them at extreme risk and/or causes hardship	142	152	144	135	153
	HML – Homeless (Local Priority): provides increased opportunity for placement to homeless households	1,075	1,145	1,119	1,134	1,146
	SUP – Supportive/Transitional: provides targeted, provisional services to assist individuals to transition beyond basic needs to more permanent housing	16	23	10	11	11
B	In addition, NRH manages:					
	Overhoused: households who are living in subsidized accommodation with more bedrooms than they are eligible for	174	176	173	157	145
	Transfer: households who are currently living in subsidized accommodation and have requested a transfer to another provider	613	635	637	660	656
	TOTAL RGI households on waiting list managed by NRH:	6,918	7,178	7,152	7,242	7,399
C	NRH maintains a waiting list for market rent units (62 Non-Profit Housing Programs):					
	Market: applicants who have applied for a market rent unit in the Non-Profit Housing Programs portfolio	784	810	805	808	829
	TOTAL households on waiting list managed by NRH:	7,702	7,988	7,157	8,050	8,228
	TOTAL individuals on waiting list managed by NRH:	13,587	14,197	14,180	14,429	14,737

Note: the above chart includes only those who apply to the Centralized Waiting List and does not capture the full number of those in need of affordable housing in Niagara.

Q4 (October 1 to December 31, 2020)

ESTIMATED WAIT TIMES:

CITY	SENIORS Age 55 and older		SINGLES Age 16-54		HOUSEHOLDS WITH DEPENDENTS			
	Bachelor	1 Bed	Bachelor	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
	Y E A R S							
Fort Erie	-	11	3	7	2	2	6	-
Grimsby	-	5	-	-	-	-	-	-
Lincoln	-	6	-	10	6	10	-	-
Niagara Falls	5	7	-	18	5	5	12	16
Niagara-on-the-Lake	-	6	-	-	-	-	-	-
Port Colborne	-	8	-	12	5	3	4	-
St. Catharines	-	5	9	16	3	3	3	11
Thorold	-	7	-	13	3	11	-	-
Welland	-	6	7	16	7	3	8	7
West Lincoln	-	5	-	-	10	6	-	-

- no units of this size available in this community

January 2020

Please note:

- wait time information can fluctuate and is an approximation only
- wait times may not reflect the actual time one may wait for affordable housing

A	<p>AFFORDABLE HOUSING RENTS: Rents are established at 80% market of Canada Mortgage and Housing Corporation (CMHC) Average Market Rent, with no ongoing rental subsidy.</p> <p>APPEALS: Social Housing tenants/members can request reviews of decisions related to applicant eligibility, priority status, transfer requests, overhoused status, ongoing Rent-Geared-to-Income (RGI) eligibility and rent calculation issues. The NRH Appeal Committee makes decisions on appeals from applicants and tenants in Public Housing, Social Housing (where they have not established an Appeal Committee) and Rent Supplement units. All appeal decisions are final, per legislation.</p> <p>ARREARS: To assist with arrears collection, tenants/members are provided the option of entering into a repayment agreement but are still expected to pay full rent on time.</p>
B	
C	<p>CANADA-ONTARIO COMMUNITY HOUSING INITIATIVE (COCHI): A program that provides funding to protect affordability for households in social housing, support the repair and renewal of existing social housing supply and expand the supply of community housing over time.</p> <p>CANADA-ONTARIO HOUSING BENEFIT (COHB): A program that provides a monthly benefit payment to households that are on, or are eligible to be on, the Centralized Waiting List (CWL) to help them pay their rent. The COHB payments are portable (i.e. the benefit follows the household if they move to another address) and based on the household income and local market rent. In order to receive the COHB, applicants must agree to have their application removed from the CWL.</p> <p>CAPITAL PROGRAM: Responsible for maintaining the Public Housing (NRH-owned) asset and planning for future sustainability, as well as issuing tenders for service contracts.</p> <p>CENTRALIZED WAITING LIST (CWL): Is comprised of almost 200 subsidiary lists of Public Housing, Social Housing and private units through the Rent Supplement program. It is maintained on a modified chronological basis (i.e. in order to ensure that applicants are treated fairly, units are offered based on the date of application). The needs of particularly at-risk populations are addressed through Priority Status groups that are offered units before other applicants on the Centralized Waiting List:</p> <ul style="list-style-type: none"> • Special Provincial Priority (SPP) Status • Urgent Status • Homeless Status <p>The <i>Housing Services Act, 2011</i> (HSA) requires that the Centralized Waiting List is reviewed on a regular basis. Applicants are asked to confirm their continued interest and to update information annually (# of household members, total household income) so that NRH can verify ongoing eligibility for housing subsidy. If a household is no longer interested or is deemed ineligible the application is cancelled and removed from the list.</p> <p>The Centralized Waiting List includes various types of households (i.e. families, seniors and singles/adults without dependents) from both within and outside Niagara, the</p>

Quarterly Report Reference Sheet

	<p>priority groups mentioned above, RGI and Market applicants and existing tenants who are overhoused (have more bedrooms than they need).</p> <p>COMMUNITY HOUSING: Housing owned and operated by non-profit, co-operatives and municipal governments or district social services administration boards including subsidized or low-end-of market rents.</p> <p>COMMUNITY PROGRAMS: NRH's community partners offer events, presentations, activities and programs to help mitigate the effects of poverty by building community pride, offering life skills training and enhancing the lives of the tenants. While NRH does not deliver these services directly to tenants, NRH's Community Resource Unit facilitates partnerships by identifying evolving community and tenant needs, connecting with appropriate programs and supporting their ongoing success.</p>
D	
E	<p>END OF OPERATING AGREEMENTS (EOA): EOA refers to the expiry of federally signed operating agreements. NRH is working with these providers to find innovative solutions to maintain the existing number of social housing units in Niagara and protect existing tenants/members from losing subsidy.</p> <p>END OF MORTGAGE (EOM): Federal/provincial and provincial housing providers (non-profits and co-ops) legislated under the Housing Services Act (HSA) do not have operating agreements that expire when the mortgage matures. The relationship between service manager and housing provider continues with the housing provider still obliged to follow the HSA. The obligation of service manager to pay a mortgage subsidy ends.</p> <p>EVICTON PREVENTION/SUPPORT: Supports to help NRH tenants stay in their homes through identification of tenant needs and connection with supports and services (e.g. Mental health issues, cognitive decline, addiction, family breakdown etc.)</p>
F	
G	
	<p>HOMEOWNERSHIP PROGRAM – "WELCOME HOME NIAGARA": The Homeownership program assists low-to-moderate income rental households to purchase their first home by providing a down payment loan. The loan is forgivable after 20 years if the household remains in the home.</p> <p>HOUSING AND HOMELESSNESS ACTION PLAN (HHAP): Niagara's 10-year Community Action Plan to help everyone in Niagara have a home.</p> <p>HOUSING ACCESS CENTRE: Housing Access is the gateway to affordable housing in Niagara. All applications for housing are processed through the Housing Access Centre including initial and ongoing eligibility assessment as well as management of the Centralized Waiting List. Options include accommodation with Non-profit and Co-operative housing providers (Social Housing), NRH owned units (Public Housing and two mixed income communities), or for-profit/private landlord owned buildings (Rent Supplement/Housing Allowance).</p> <p>HOUSING ALLOWANCE PROGRAM: A variation of the Rent Supplement program that provides a set allowance of up to \$300 per month to private landlords to assist applicants who are on the Centralized Waiting List.</p>

Quarterly Report Reference Sheet

	HOUSING FIRST: Helps people move quickly from homelessness to their own home by providing supports to help difficult to house individuals find and keep housing. NRH partners with Niagara Region Community Services and community agencies to provide rent supplement to landlords while agency staff provide a range of personalized supports to encourage successful tenancies and, if the tenant chooses, address personal challenges.
I	<p>IN-SITU RENT SUPPLEMENT PROGRAM: A program developed to engage new landlords and offer applicants on the Centralized Waiting List an opportunity to receive Rent-Geared-to-Income assistance where they currently live. This removes the need for moving related expenses and broadens the network of landlords in business with NRH.</p> <p>INVESTMENT IN AFFORDABLE HOUSING PROGRAM – EXTENSION (IAH-E): Provincial and federally funded program designed to improve access to affordable housing that is safe and suitable, while assisting local economies through job creation generated by new development and home repairs/modifications, including:</p> <ul style="list-style-type: none"> • Niagara Renovates • Homeownership (Welcome Home Niagara) • Rent Supplement/Housing Allowance • Rental Housing (New Development)
J	
K	
L	LOCAL HOUSING CORPORATION (LHC): Also called “Public Housing”, LHC refers to the communities that Niagara Regional Housing owns and manages.
M	
N	<p>NIAGARA RENOVATES PROGRAM: Provides assistance to low-to-moderate income homeowners for home repairs, accessibility modifications and the creation of secondary suites in single family homes. Assistance is provided in the form of a forgivable loan, written off over a 10-year period, as long as the homeowner continues to live in the home.</p> <p>NON PROFIT HOUSING PROGRAMS (FORMERLY “SOCIAL HOUSING”): Includes Non-Profit and Cooperative Housing Providers, who own and manage their own housing communities and have their own independent Boards. NRH provides legislative oversight to ensure they are in compliance with the <i>Housing Services Act (HSA)</i>. Generally, 25% of these units are designated as market rent units. The remaining 75% of units are offered to households on the Centralized Waiting List that pay RGI.</p>
O	<p>ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI): A program to address local housing priorities, including affordability, repair and new construction.</p> <p>OPERATIONAL REVIEWS: In order to ensure that Non-Profit Housing Programs comply with legislation and local policies, NRH investigates their overall health by analyzing many factors including finances, vacancy losses, governance issues, condition of buildings etc. NRH then works with them to bring them into compliance and provide recommendations on best business practices.</p>
P	PORTABLE HOUSING ALLOWANCE: Direct financial assistance given to the household (tenant) on the Centralized Waiting List; not tied to a housing unit.

Quarterly Report Reference Sheet

	<p>PRIORITY STATUS GROUPS: Priority Status groups are offered units before other applicants on the Centralized Waiting List:</p> <ul style="list-style-type: none"> • Special Provincial Priority (SPP) Status is the only legislated priority and is intended to help victims of violence separate permanently from their abuser • Urgent Status is intended for applicants with (1) Mobility Barriers (i.e. physical limitations that require barrier-free units) and/or (2) Extreme Hardship (i.e. where the applicants' current accommodations puts them at extreme risk and/or causes hardship and relocation would reduce the risks and/or alleviate the hardship) • Homeless Status provides an increased opportunity for placement to households that are homeless (1 in every 10 households offered housing)
	<p>PUBLIC HOUSING (ALSO CALLED "LOCAL HOUSING CORPORATION"): NRH owns and manages 2,660 units of Public Housing stock in 9 of the 12 Niagara municipalities. Tenants pay 30% of their income for rent. <i>*Note: NRH owns and manages an additional 91 units that have affordable (80% market) and market rents.</i></p>
Q	
R	<p>RENT SUPPLEMENT PROGRAM: Tenants pay 30% of their gross monthly income directly to the private landlord and NRH subsidizes the difference up to the agreed market rent for the unit. <i>*See also Housing Allowance Program and Housing First Project.</i></p>
S	<p>SERVICE LEVEL STANDARDS (SLS): Establishes minimum number of RGI and special needs units to be maintained by each service manager</p> <p>SERVICE MANAGER: As administrator for affordable housing on behalf of Niagara Region, NRH's main responsibilities include: administering Rent Supplement Programs, oversight of Non-Profit and Cooperative Housing Providers, determining RGI eligibility, maintaining Centralized Waiting List, establishing Local Policies etc.</p> <p>SOCIAL HOUSING (FORMERLY "AFFORDABLE HOUSING"): All NRH programs and services, including Public Housing (NRH-owned), Non-Profit Housing Programs, the Rent Supplement Program and the Affordable Housing Program</p>
T	
U	
V	
W	<p>WELCOME HOME NIAGARA: Assists low-to-moderate income rental households to purchase their first home by providing a down payment loan. The loan is forgivable after 20 years if the household remains in the home.</p>
X	
Y	
Z	

PELHAM FINANCE AND AUDIT COMMITTEE MINUTES

Meeting #: PFAC-06/2020
Date: Wednesday, November 25, 2020
Location: Zoom Meeting

Members Present: John Wink, Chair
Wayne Olson
Bill Crumm
Michael Cottenden

Members Regrets: Ron Kore

Staff Present: Teresa Quinlin
Charlotte Tunikaitis
David Cribbs (4:03pm)
Belinda Ravazzolo
Mayor Marvin Junkin

Other: Trevor Ferguson, Deloitte

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Chair Wink called the meeting to order at approximately 4:00p.m. He noted that Councillor Stewart has stepped down from the Committee and Councillor Olson has agreed to fill that position.

2. Approval of Agenda

The Chair requested that item 7.1 Deloitte Audit Plan Presentation be moved up on the agenda to be discussed after item 4.0.

Moved By Michael Cottenden
Seconded By Councillor Olson

THAT the agenda for the November 25, 2020 regular meeting of the Pelham Finance and Audit Committee be adopted, as amended.

Carried

3. Declaration of Pecuniary Interest and General Nature

None.

4. Approval of Minutes

October 28, 2020

A member of the committee requested that some comments he stated through email prior to the meeting be added to the minutes of the October 28, 2020 meeting.

Moved By Councillor Olson

Seconded By Michael Cottenden

THAT the minutes of the October 28th, 2020 Pelham Finance and Audit Committee be approved with amendments.

Carried

5. Business Arising from Minutes

5.1. Roundabout Question at Station Street and Port Robinson Road for extension to Kunda Park and Forest Park

Teresa Quinlin informed the Committee that there is not an approved roundabout plan for Station Street and Port Robinson Road. Any plan for a roundabout would be required to go to Council for approval and none has been approved at this time.

Moved By Michael Cottenden

Seconded By Councillor Wayne Olson

THAT the Committee receive Teresa Quinlin's verbal presentation for information.

Carried

6. New Business

None.

7. Audit

7.1. Deloitte Audit Plan Presentation, Trevor Ferguson, Partner

Trevor Ferguson presented the Committee with the Audit Plan for the 2020 Year End stating that although the document looks different from in the past, the content is very similar due to there being no substantive changes in audit standards and no changes in the accounting standards that are affecting the audit in the 2020 Year End. Given that the document was sent out in advance, Mr. Ferguson welcomed any questions and just gave a brief overview of the document.

Mr. Ferguson noted one small change to the engagement letter with a small clause entirely related to COVID-19.

Mr. Ferguson pointed out that the reporting threshold is \$36,000, therefore if Deloitte identifies any misstatements greater than \$36,000; they will be bringing it to the Committee as part of their year-end audit. He went over the audit strategy to address the assessed risks of material misstatement due to fraud. Mr. Ferguson asked the Chair to ask the Committee if they have any concerns concerning a sense of risk of fraud or questioning the handling of the finances of the Town. The Committee had none.

One of the biggest things affecting the audit this year is COVID-19. Auditing in a remote environment presents significant challenges however, they don't expect any this coming year as last year's audit was completed remotely as well and considered it one of their smoothest as the Town's responses were done in a timely manner.

Mr. Ferguson briefly went over some areas of audit risks that will require special audit consideration. He stated that there is a new audit standard this year around audit accounting estimates but noted that it will not have any impact on the audit this year as Deloitte was already in compliance with the revised CAS 540 standard.

Councillor Olson asked if a management letter would come to the Committee. Trevor stated that if one was presented, it would go to management first. If they had any comments they would talk to management about them first for verification and response and that would be included as part of their year-end results reporting to the Committee. Most concerns were IT related and very insignificant; not enough to require a management letter.

A member had a question about the COVID impact section wondering how does using Spotlight to overlap with some standard testing make the audit more wholesome and complete. Mr. Ferguson stated that Spotlight is used for analytics mainly for journal entry

testing, mostly ensuring that they have a complete set of journal entries. They have not used it on the Town's audit yet.

Moved By Bill Crumm

Seconded By Michael Cottenden

THAT the Pelham Finance and Audit Committee hereby direct the Chair to provide a letter to Council forthwith, indicating:

WHEREAS the Pelham Finance and Audit Committee received the presentation by Trevor Ferguson, Partner from Deloitte regarding the 2020 Year End Audit Service Plan, for information;

NOW THEREFORE, THAT the Committee hereby recommends that Council receive the 2020 Year End Audit Service Plan, for information.

Carried

7.2. Review Goals and Priorities for 2021 and Set Meeting Dates

Teresa Quinlin reviewed the Goals and Priorities that were determined by the Committee at the beginning of the year and wanted to the Committee to look to see if everyone was still in agreement with the timeline.

One member stated that he was interested in simplifying financial information from the MCC for the public and removing "Fall 2020" in the Goal #2 section as he felt it was ongoing.

The CAO stated that the analysis of the financial risk Council was hopeful the Committee would examine, however, the Risk Management Framework piece could be taken on by the new Town Solicitor who is starting in January. The CAO suggested removing it from the task list and then it would be taken care of in-house. It could then come back to the Committee for consultation by the Town Solicitor through presentation. The responsibility for this committee is to review the financial risk.

A committee member agreed that it should be a staff-led initiative and will eventually need to go to Council; whether it needs to come back to this Committee is up to Council.

Ms. Quinlin questioned whether anything about the budget needs to be added. Agreed by the committee to not have a separate bullet for the budget as it is part of reporting.

Moved By Councillor Wayne Olson

Seconded By Bill Crumm

**THAT the Committee receive and approve the proposed 2021 Goals and Priorities
AND approve the following dates for future 2021 meetings:**

- February 10, 2021
- May 5, 2021
- June 9, 2021
- October 27, 2021
- November 24, 2021

Carried

7.3. 2021 Annual Report

Ms. Quinlin has requested feedback from the Committee regarding the 2021 Annual Report as staff prepare for the year-end. She noted that the final version is on the Town's website, which includes recommendations from the Committee. In order to incorporate any further suggestions or comments, please send recommendations to Ms. Quinlin by the early part of January.

8. Operating Financial Report to September 30, 2020

9. MCC Operating Financial Report to September 30, 2020

10. Transit Operating Financial Report to September 30, 2020

11. Capital Report

11.1. 2020 Third Quarter (Jul 1 – Sep 30, 2020)

Ms. Quinlin indicated that the Operating, MCC and Transit Financial reports were emailed to the Committee in advance on November 13th. She asked the Committee if they had any questions about the reports. No questions brought forward for staff regarding the reports.

Moved By Michael Cottenden

Seconded By Bill Crumm

THAT the Committee receive the Operating Financial Report, the MCC Operating Financial Report, the Transit Operating Report and the Capital Report for information.

Carried

12. Reserves

12.1. 2020 Transfers to Reserves

Ms. Quinlin stated a report will be going to Council for the December 7th meeting. She wanted to make sure that the report that went to the ministry to receive extra funding was not netted against any work not COVID related. Through the report, the Treasurer is seeking authority to transfer non-COVID-19 excess of revenues over expenses to reserves as part of the year-end procedures.

Part of the Reserve policy states that the Treasurer should be looking for strategic ways for the adequacy of the reserves and this is a strategic way not to offset COVID-19 expenses against Town's savings or additional revenues.

A Committee member questioned what would happen if the Town does not receive the Safe Restart Phase 2 funding. The Treasurer stated that in the absence of the additional COVID funding, the reserve transfers indicated in the report would have to be reduced to offset the COVID-related operating pressures. If funding does come through, the money will go into the reserves.

A Committee member questioned the whereabouts of the three items that were approved outside of the budget but not funded. The Deputy Treasurer indicated that those unbudgeted items were included in the year-end forecast. The Treasurer added that not all those items would be materialized this year.

The Deputy Treasurer indicated that the Town needs the extra revenues to offset the future expenses that they relate to and is hoping to receive the Safe Restart return funding to offset the COVID expenditures.

Moved By Bill Crumm
Seconded By Wayne Olson

THAT the Committee receive the 2020 Transfers to Reserves for information.

Carried

13. Financial Risks

13.1. COVID-19 Update – December 31, 2020 Projection

The Committee reviewed the December 31, 2020 projection along with the Reserve Transfer report under agenda item 12.1.

Moved By Michael Cottenden

Seconded By Councillor Wayne Olson

THAT the Committee receive the COVID-19 Update Report for information.

Carried

14. Unfinished Business

Councillor Olson questioned why there is only \$175,000 for supplemental taxation revenues in the budget this year, when in the past there has been \$350,000. The Treasurer stated that in years past, the amount was actually lower than \$175,000. They are being conservative with the amount due to the unpredictability and would rather come in over than short. The Deputy Treasurer shared the Calculated and Actual Assessment Growth chart and explained that another factor considered in preparing the budget is the total value of building permits issued in recent years, because assessment growth tends to follow a similar pattern with a 1-2 year lag.

Councillor Olson wanted to confirm the amount for the total gross tax levy, which the Treasurer confirmed.

Councillor Olson stated that he was impressed with Finance department and their work of the financial reporting, annual report and timing of it all. He suggested the Town enter into an avenue to be recognized for their efforts. The Treasurer stated they have submitted their Annual Report to the Government Financial Officers' Association for review and are waiting to hear back.

15. Next Meeting – February 10, 2021**16. Adjournment**

Moved By Bill Crumm

Seconded By Councillor Wayne Olson

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

Carried



The meeting was adjourned at approximately 5:10pm.

A handwritten signature in black ink, appearing to read "John Wink", is written over a horizontal line.

Chair, John Wink

A handwritten signature in blue ink, appearing to read "Belinda Ravazzolo", is written over a horizontal line.

Executive Assistant to the CAO and Mayor, Belinda Ravazzolo

**MAYOR'S YOUTH ADVISORY COUNCIL
MINUTES****MEETING DATE: Wednesday October 28th, 2020
4:00 p.m.
Zoom**

Attendance: Ava Colangelo (Prime Minister),
Parker Triano (Deputy Prime Minister)
Mia Colangelo (Secretary),
Jenna Diab (Promotions Minister),
Natalie Anderson (Communications Officer),
Ben Bonisteel,
Emma Worall

Absent: Jessica Sung, Aalijah Khan, Jenna Diab

1. Declaration of Quorum and Call to Order

The Prime Minister, Ava Colangelo, declared a quorum and welcomed everyone to the meeting.

2. Adoption of the Agenda

THAT the Agenda for the October 28th, 2020 Pelham Mayor's Youth Advisory Council meeting be approved.

Moved by: Ben Bonisteel
Seconded by: Natalie Anderson

CARRIED

3. Approval of Minutes

THAT the Minutes for August 27th, 2020 Pelham Mayor's Youth Advisory Council meeting be approved.

Moved by: Ben Bonisteel
Seconded By: Natalie Anderson

CARRIED

4. Update from all subcommittees (Virtual, Events, Mental Health & Active Transportation)

Mental Health Subcommittee

Short Term Goals

- weekly social media events
- educational posts for mental health awareness
- mental health day

Long Term Goals

- bi annual puppy room for exams
- group activities
- trivia night

Events Subcommittee

- Halloween skate
- Frisbee golf
 - use garbage bins
 - time slots, go in groups
 - spring
 - Easter egg hunt

Virtual Subcommittee

representatives were absent from the meeting

5. Halloween Skate/ Costume Contest
 - preassembled goodie bags to be provided at the end of the skate, to reduce taking off masks
 - volunteers needed @ 6:30pm, the night of the skate
 - promoting the costume contest through social media, designated members to take pictures
 - 3 costume contest categories
6. MERCH updates
 - sweaters order placed
 - executive members have names on the back of the sweaters
 - white MYAC shirts ordered for new members
7. Virtual Youth Forum
 - possibility of coming together with the Welland MYAC for virtual youth forum

- goal for date of youth forum is at least 4 months in the future
- possible surveys to find interests in youth, and what our goal to focus on will be at the forum
- hoping to get different speakers at the youth form
- surveying to get feedback on the town and what they would like to see in the future
- going for the route that the Niagara Falls MYAC used
- goal month is march to hold the event

8. Giveaway

possible giveaway items

- apple watch
- gaming console (possibly new Xbox, around \$375)
- AirPods
- Fitbit

hold a poll on Instagram to see what followers would want

10. Adjournment

THAT the meeting of the Pelham Mayor's Youth Advisory Council for August 27th, 2020 is now adjourned.

Moved by: Benjamin Bonisteel

Seconded by: Natalie Anderson

CARRIED

Other Information

Upcoming Meeting Dates & Events:

- Executive Meeting: November 17th, 2020 @ 4:00pm
- Next MYAC meeting: November 24th, 2020 @ 4:00pm

**MAYOR'S YOUTH ADVISORY COUNCIL
MINUTES****MEETING DATE: Thursday December 3rd, 2020**

Attendance: Ava Colangelo (Prime Minister),
Parker Triano (Deputy Prime Minister)
Mia Colangelo (Secretary),
Jenna Diab (Promotions Minister)
Natalie Anderson (Communications Officer),
Jessica Sung

Absent: Ben Bonisteel, Emma Worrall, Aalijah Khan

1. Declaration of Quorum and Call to Order

The Prime Minister, Ava Colangelo, declared a quorum and welcomed everyone to the meeting.

2. Adoption of the Agenda

Moved by: Natalie Anderson

Seconded by: Jenna Diab

THAT the Agenda for the December 3rd, 2020 Pelham Mayor's Youth Advisory Council meeting be approved.

CARRIED

3. Approval of Minutes

THAT the Minutes for October 28th, 2020 Pelham Mayor's Youth Advisory Council meeting be approved.

Moved by: Jessica Sung

Seconded by: Natalie Anderson

CARRIED

4. Youth Forum Subcommittee

- Meeting next Wednesday, December 9th, 2020
- Teaming up with Welland MYAC to run youth forum

5. Youth Concert

- Not until May, no group needed at the moment
- Teaming up with Welland MYAC to run event

6. Budget/Donation?

- Using left over money in budget to donate
- Total Spent \$1800 of our budget + money spent on family day
- Just under \$2500 left in budget
- Possibly purchasing new costumes for the Santa Claus Parade
- New MYAC merchandise (water bottles)
- Survey on google classroom on what colour to make water bottles

Adopt a Family

- Gift card donations for Adopt a Family
- Helping out multiple families
- Also toy donation options
- 3-5 person family
- Approximately \$150 per member

THAT we spend the MYAC budget on Adopt a Family, water bottles and candy cane packages.

Moved by: Jenna Diab

Seconded by: Jessica Sung

CARRIED

7. Update from all subcommittees (Virtual, Events, Mental Health & Active Transportation)

Virtual subcommittee

- AirPods giveaway (released December 2nd- December 16th)

Mental Health Subcommittee

- N/A

Active Transportation Subcommittee

- N/A

Events Subcommittee

- N/A

8. Reverse Parade/Bag Organizing

- MYAC pins
- Candy Canes
- Cookie recipe
- bag organizing December 9th

8. Other Business

- **Instagram:** Pelham_MYAC
- **Facebook:** PMYAC

9. Adjournment

Moved by: Jessica Sung
Seconded by: Natalie Anderson

THAT the meeting of the Pelham Mayor's Youth Advisory Council for December 3rd, 2020 is now adjourned.

CARRIED

Other InformationUpcoming Meeting Dates & Events:

All MYAC zoom meeting - TBD

Reverse Parade bag organizing - December 9th

Reverse Parade - December 12th

**MAYOR'S YOUTH ADVISORY COUNCIL
MINUTES**

MEETING DATE: Tuesday, January 26th, 2021
5:30 p.m.
Zoom

Attendance: Ava Colangelo (Prime Minister),
Parker Triano (Deputy Prime Minister)
Mia Colangelo (Secretary),
Jenna Diab (Promotions Minister),
Natalie Anderson (Communications Officer),
Tyler Anderson,
Laura Tremeer,
Ben Bonisteel,
Jessica Sung,
Megan Metler,
Emma Worrall,
Merek Triano,
Julia Tremeer,
Maya Worrall,
Emma Lee,
Aalijah Khan,
Ayden Mooney,
Matthew Iannizzi

Absent: Miria Diab, Olivia Warankie

1. Declaration of Quorum and Call to Order

The Prime Minister, Ava Colangelo, declared a quorum and welcomed everyone to the meeting.

2. Adoption of the Agenda

THAT the Agenda for the January 26th, 2021 Pelham Mayor's Youth Advisory Council meeting be approved.

Moved by: Ben Bonisteel

Seconded by: Jessica Sung

3. Approval of Minutes

THAT the Minutes for January 26th, 2021 Pelham Mayor's Youth Advisory Council meeting be approved.

Moved by: Jenna Diab

Seconded by: Ben Bonisteel

4. Subcommittee Plan Overview

a) Pros and cons

- possibility of being able to meet in smaller groups
- not being able to meet all together as MYAC

b) Remember to attend meetings!

- crucial to attend subcommittee meetings

5. Subcommittee Updates!

a) Virtual

- Used Instagram to reach out to youth
- Seasonal crafts/recipes
- giveaway to get more followers

b) Events

- Halloween skate (costume contest)
- Frisbee golf being planned
- Art show planning
- Christmas Parade
- Drive in movie night planned

c) Mental Health

- Used social media to reach out to youth
- Instagram takeovers
- Recipe discovery days
- MYAC member interviews
- Advertising kids help phone/kids helplines

d) Youth Forum- chairs and plan for new year

Ava Colangelo and Matthew Iannizzi have been elected chairs of the youth forum subcommittee, meeting dates/updates are TBD

6. Family Day!

Family Day on February 15, contest starts February 12

- Using "goose chase" app (gives challenges which leads to points)
- MYAC themed challenges (try to get MYAC members involved)
- Create post to promote challenges for family day

Volunteers:

Ben Bonisteel
Mia Colangelo
Ava Colangelo

7. End of the year Budget

- a) Sponsored a family
 - sponsored family of 5 (gifts, groceries)
 - Advertise that we sponsored a family on our Instagram
- b) Water Bottles in progress
 - in the process of ordering water bottles to give out for prizes at events
- c) Budget reset
 - If any subcommittees have ideas that need to use the budget, let Ava or Brittany know

8. Other Business

- Mental Health Subcommittee possibly using the Town of Pelham zoom account for yoga
- Welland MYAC holding a youth forum on February 13th
- Movie ideas needed for Family day, movie day Instagram post
- **Instagram:** Pelham_MYAC
- **Facebook:** PMYAC

9. Adjournment

Moved by: Ben Bonisteel
Seconded by: Jessica Sung

THAT the meeting of the Pelham Mayor's Youth Advisory Council for January 26th, 2021 is now adjourned.

CARRIED

Other InformationUpcoming Meeting Dates & Events:

- Family Day: February 15th

**Cannabis Control Committee
Town of Pelham**

**Minutes of Meeting
Wednesday, November 25, 2020 – 6:00 p.m.
Zoom video conference**

- PRESENT:** Bob Hildebrandt, Councillor - Town of Pelham
Tim Nohara (Chair)
Bill Heska
Louis Damm
Jim Jeffs
Jim Steele
Carla Baxter
David Cribbs, CAO - Town of Pelham
Barbara Wiens, Director, Community Planning & Development - Town of Pelham
Shannon Larocque, Senior Planner, Community Planning & Development - Town of Pelham
Jodi Legros, Administrative Assistant, Community Planning & Development - Town of Pelham
(Secretary)
- OTHER:** Phil Girard, P.Eng, PG Compliance Management Inc. – the Town's retained Odour Expert
Bob Lymburner, Fire Chief - Town of Pelham
- REGRETS:** John Langendoen
-

1. Declaration of Quorum

Chair declared quorum at 6:00 p.m.

2. Approve Agenda

Committee agreed to reverse items 3 and 4, and items 8 and 9. An additional item was included as #10 for committee updates on legal actions.

Moved by C. Baxter, seconded by B. Heska that the revised Agenda of November 25, 2020 be approved.

CARRIED

3. Presentation from Phil Girard and Bob Lymburner on the design of the Ambient Odour Monitoring Program (AOMP)

P. Girard presented a draft overview of the Ambient Odour Monitoring Program that is being designed to be conducted by a third-party environmental contractor. He presented a receptor grid and measurement protocol with respect to Redecan, and discussed revisions with the group. He will also generate one for CannTrust after obtaining feedback.

There was plenty of discussion and questions from Committee members (including B. Heska, L. Damm, C. Baxter and T. Nohara) and P. Girard on appropriate odour unit thresholds, measuring of masking agents, the need to measure upwind and downwind, the receptor locations where readings are to be taken, the frequency of readings, the need to conduct odour readings at a

location for longer periods, and the potential costs to implement the program. P. Girard noted his own concerns with the present draft protocol on slides 5 and 11 of his presentation, including his concern that the four (4) and six (6) odour unit limits are too high to be protective and need to be lowered.

The Committee noted the excellent cooperation it had received from neighbours surrounding both major facilities in the Town. The neighbours are more than willing to allow their properties to be used for taking odour measurements.

D. Cribbs noted having the 3 cannabis producers bear the costs through licencing is theoretically open to challenge.

B. Lymburner confirmed By-law Staff are now taking random odour readings at night and during the day and record odour units and weather conditions. To date, measuring has not exceeded level 4. On request from T. Nohara, B. Lymburner agreed to report back to the Committee with a presentation of their measurement data to help inform review.

P. Girard noted that if we are able to get cooperation from Redecan and CannTrust allowing him to take on-site odour measurements which could be used to model the community odour impact, and then work cooperatively to identify more effective odour controls, the costs of the AOMP could be diminished or potentially eliminated.

B. Lymburner advised the facilities are very cooperative and he will contact them to make arrangements for some members to attend at the facilities.

4. Approval of Minutes of October 28, 2020

Moved by J. Steele, seconded by B. Heska that the Minutes of October 28, 2020 be approved, as amended.

CARRIED

5. Staff schedule for completing implementation of Odorous Industries Nuisance Bylaw (OINBL)

Discussion of next steps towards completion of OINBL Implementation was discussed. Mr. Girard's AOMP design work needs to be completed first. An RFP needs to be prepared and competed to hire an environmental contractor to implement the AOMP. A 4 to 5 week response time is likely. A cannabis licence bylaw is needed to charge the cannabis producers the annual cost of the AOMP as required by the OINBL.

D. Cribbs noted a workable draft of a cannabis licence bylaw can be ready around the beginning of March and perhaps provided to Council by April 2021.

6. Cannabis Control Committee interim recommendations to staff to improve cannabis odour complaint process

The Committee circulated a written document with the Agenda package which presented three suggestions that the Committee believes are straight forward to implement to improve the PSR system that residents are struggling with. T. Nohara reviewed these three suggestions. Town staff indicated they will review these three primary suggestions presented by the Committee.

7. Light By-law discussion of two approaches

The Committee circulated with the Agenda package two written approaches to drafting a bylaw which addresses cannabis skyglow. The first approach uses a bylaw reviewed/drafted by Aird & Berlis which originally included both odour and skyglow nuisances. T. Nohara provided a draft where the odour portions were removed, leaving only skyglow. This draft was presented and the Committee indicated its preference for this approach because it is virtually ready to go and it won't have any unintended consequences as it is focused specially on the cannabis skyglow which is causing the adverse affects.

B. Wiens indicated that Council requested a Dark Sky By-Law which is not specific to the cannabis industry.

Town staff recommend that cannabis skyglow be incorporated into the Dark Sky By-Law rather than having two separate by-laws. The Committee agreed with this approach. The Committee had reviewed the draft Dark Sky By-Law originally provided by staff and included comments on areas which required further Committee attention. The Committee had begun research and would continue in the coming weeks.

Town Staff indicated they would review the comments made in the draft By-law by the Committee. The Committee indicated as noted in the comments of the circulated draft By-law that Aird & Berlis would need to review the final Dark Sky By-law draft.

8. Designated Growers in Pelham discussion

The Committee noted the concern of residents with respect to designated growers, including a new one near Metler and Balfour (Old Miners Brothers) which is not under NEC control, and which the Committee believes should be caught by the Interim Control Bylaw.

The Town indicated it is not aware how many designated growers are in Pelham. B. Wiens confirmed the Town is not informed of same by Health Canada. T. Nohara indicated he would reach out to Aird & Berlis to discuss whether our Interim Control By-law applies to designated growers. T. Nohara noted he would also reach out to our MP to request from Health Canada the number and ideally addresses of designated growers in Pelham.

9. Residents Guide

T. Nohara reviewed the Table of Contents. The Committee will continue to work on the guide. They are determining the nature of the guide and have created a table of contents.

10. Legal action updates

LPAT acknowledged receipt of the appeals of the Official Plan/Zoning By-Law Amendments and there is now a file number.

Town has not received the issues list relating to the Redecan Interim Control By-Law case; the deadline is November 30, 2020.

11. Next Meeting: December 16, 2020 at 5pm

12. Adjournment

Moved by B. Heska, seconded by C. Baxter that the meeting be adjourned.
The meeting adjourned at approximately 8:27 p.m.

CARRIED

Signed by:

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

J. Legros
Jodi Legros, Administrative Assistant
Community Planning & Development-Town of Pelham (Secretary)

**Cannabis Control Committee
Town of Pelham**

**Minutes of Meeting
Wednesday, December 16, 2020 – 5:00 p.m.
Zoom video conference**

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

OTHER: Bob Lymburner, Fire Chief - Town of Pelham

1. Declaration of Quorum

Chair declared quorum at 5:03 p.m.

2. Approve Agenda

B. Heska added Item 8 to the Agenda.

Moved by B. Heska, seconded by J. Steele that the Agenda of December 16, 2020 be approved.

CARRIED

3. Minutes

Moved by B. Heska, seconded by J. Steele that the Minutes of November 25, 2020 be deferred to the next meeting date.

4. Legal action updates

Town staff have not been informed of any movement on the appeal of the Official Plan/Zoning By-Law Amendments or the court application relating to the Interim Control By-Law.

The Town had a prehearing on December 7, 2020 relating to the appeal of the development charges by-law.

The Town solicitor will take carriage of the Interim Control By-law violation by Woodstock Biomed and the November 30, 2020 Court date was put over to February 3, 2021. A potential court date for trial is anticipated.

5. Implementation of Odorous Industries Nuisance Bylaw

a. Report of visit to CannTrust

L. Damm attended the CannTrust facility with P. Girard and Town Sr. By-Law Officer, C. Genesse. The facility was very accommodating and the tour included two of eight grow zones, mechanical room, harvesting, process tables and product storage with participation from the CEO, VP and two growers. The facility is operating at less than 50% capacity and indicated it is working hard to get back to 100%. L.Damm discussed their challenges with odour control with the committee and noted P.Girard has worked with the facility in the past. L.Damm advised the tone of the tour was to resolve the issue together. No odour measurements were taken during the visit.

The committee is interested to review the Material Safety Data Sheets (MSDS) associated with their odour neutralizer which the facility advised they were willing to share. B. Lymburner noted the odour neutralizer is not flammable and therefore MSDS is not a requirement of the Fire Dept., but he would ask CannTrust for them since they offered and they are of interest to the committee.

b. Report on Enforcement's Odour Measurements; and

c. Report on Number of PSR Odour Complaints in November

B. Lymburner advised By-Law has obtained 45 days' worth of odour sampling information and completed over 30 random samples with the nasal ranger. In addition, they received 5 complaints from residents who have not previously filed a complaint and 11 complaints from residents who have filed previous complaints.

By-law Staff are undertaking random odour sampling with the majority taken during the morning and night. The By-law Officer records if they can detect odour themselves prior to testing with the nasal ranger. On one occasion, the nasal ranger reading reached a level of 3. By-law Officers do not take odour sampling outside the municipality.

B. Lymburner confirmed he will be meeting with P. Girard to discuss the ambient odour monitoring program and the terms of reference for the odour monitoring program will be issued once the budget is approved in early January.

6. Review of Draft Light Bylaw with provisions to include Skyglow

a. Staff comments on draft circulated last month; and

b. Committee discussion to identify elements needed to complete the draft

Two draft by-law documents with comments/notes were circulated at the November meeting, one based on a staff-generated dark sky by-law and the other which the CCC generated that addresses cannabis skyglow alone. Staff preferred the former. It was agreed to include skyglow in the dark sky by-law as opposed to having a separate skyglow by-law. Town staff indicated it was ready to bring the dark sky by-law to Council however the Committee noted that it would like more time to review and propose changes. Town staff noted they had reviewed the comments and edits circulated by the committee and were fine to move forward with them.

T. Nohara noted the CCC had more work to do to complete its proposed amendments to the dark sky by-law as reflected in the circulated document. Since dark sky bylaw will affect all greenhouses, not just cannabis greenhouses which have been the source of skyglow complaints, we have to take our time and get this right to avoid unintended consequences.

Comments were provided by J. Jeffs and B. Heska.

J. Langendoen noted that the Pelham Greenhouse Growers are concerned over the impact that a by-law restricting skyglow will have on Pelham greenhouse operations if not drafted properly to reflect the significant differences in light between them and cannabis growers. He also indicated that Flowers Canada is concerned. Pelham Greenhouse Growers association wants to be consulted on proposed by-law regarding skyglow.

L. Damm noted that Flowers Canada has sent a letter earlier this same day and wanted to help. He indicated that Flowers Canada believes the flower industry has been caught in the wind of cannabis.

B. Heska shared research noting the usage of light differences associated with cannabis greenhouse operations.

D. Cribbs noted skyglow cannot solely focus on the cannabis industry but acknowledged that care must be taken.

The Committee will discuss to identify elements needed to complete the draft. T. Nohara noted this will take time to get it right.

7. Designated Growers

- a. Update on Norfolk LPAT Settlement – J. Jeffs provided an update on Norfolk LPAT settlement hearing that he and B. Heska attended.
- b. Questions to Aird & Berlis – T. Nohara provided overview of response by Aird & Berlis regarding designated growers.
- c. Correspondence to Dean Allison, MP – T. Nohara informed the Committee that he corresponded with D. Allison, MP requesting information on the number of designated growers and their addresses in the Town.
- d. Correspondence with residents – T. Nohara informed the Committee regarding correspondence received from residents regarding designated growers, which included residents who reached out to L. Damm with their concerns

8. Letters from Municipalities relating to cannabis

B. Heska inquired what Council actions were with regards to the 8 motions from other municipalities relating to cannabis matters that were included on the December 14th Council agenda. Councillor Hildebrandt indicated he requested these motions be included on the Council agenda for information. B. Wiens indicated that Council received the motions for information.

9. Next Meeting: January 20, 2021 at 5:00 pm.

10. Adjournment

Moved by L. Damm, seconded by J. Langendoen that the meeting be adjourned.
The meeting adjourned at approximately 7:26 p.m.

CARRIED

Signed by:

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

J. Legros
Jodi Legros, Administrative Assistant
Community Planning & Development-Town of Pelham (Secretary)

Pelham Senior's Advisory Committee Minutes
Thursday, November 12th, 2020 @ 1:00 p.m. by Zoom conference.

Present: Sharon Cook (President)
Councillor Marianne Stewart
Susan Buckingham
Elena Simone-Simonetti
Dave Nicholson
Anne Villalta
Gwen MacDougall (Library)
Erin Stitt (Lookout Ridge)
Julie Cook (Senior Programmer)
Brittany MacLean (Active Living Programmer)

Absent with Regrets: Anna Oakes (Lookout Ridge)

1. **Declaration of Quorum and call to Order-** 1:06pm by Sharon Cook
2. **Additions to Agenda**
 - a) Budget for 2021
 - b) Age Friendly Inclusive Community Grant Program
3. **Adoption of Agenda**

Moved by: Anne Villalta
Seconded by: Susan Buckingham
4. **Disclosure of Pecuniary Interest and General Nature thereof**

None.
5. **Approval of Minutes of Previous Meeting**

Moved by: Elena Simone-Simonetti
Seconded by: Anne Villalta

THAT the minutes for the March 12, 2020 Pelham Seniors Advisory Committee meeting be approved.

CARRIED

6. **Correspondence**
 - Letter of Resignation- Del Leney
7. **Business Arising from Minutes:**

- Niagara Age Friendly Network- Are we (the Town of Pelham) doing enough for seniors in response to COVID-19?
 - a. Main areas of focus to help support Seniors during COVID-19: Loneliness, food insecurity, isolation, transportation, providing contacts and resources to seniors within the community.
 - b. Initiatives the Town of Pelham is taking to support Seniors: Virtual Visits- FaceTime and Zoom calls, Art Your Service social and active virtual programming.
 - c. Sharon attended the Niagara Age Friendly meeting, and reports that almost all other municipalities are having regular meetings with their advisory committees. PSAC would like to continue these meetings to brainstorm ideas on how to connect with Seniors in Pelham.
- 2020 PSAC Initiatives: Postponed due to COVID-19

8. **New Business:**

- Seniors Centre Without Walls
 - a. The Town of Pelham, along with PSAC members, put great effort into the Senior Centre Without Walls program, but it didn't see the participation that was needed to continue. The topics were engaging and shared great materials, while providing social opportunities, but lacked the participation that was needed to be successful.
 - b. Other municipalities who had great success with this program had pre-existing Senior's clubs and groups before COVID-19, making it easier to reach the Seniors within their community and have greater participation.
 - c. Art Your Service programming has since replaced the Senior Centre Without Walls program, providing experiences and opportunities for Seniors to make personal connections and engage socially, helping to offer feelings of connectedness while at home to combat social isolation. Art Your Service provides 2 programs, 1 social and 1 active, per day, 5 days a week, as well sends program recordings after the program times for members to participate on their own time.
- Seniors Lounge Re-location
 - a. Due to the distancing regulations and the size of the Active Living Lounge space that currently exists, the Lounge will be moved to the main floor of the Meridian Community Centre, accommodating up to 15 people. Funding from the SALC grant, in the amount of \$10,000.00, has been used to purchase furniture including 10 chairs and artificial plant material

to create a gradient barrier to separate the space from the main atrium. Funding from Enbridge in the amount of \$3,000.00 has been spent to purchase a large TV for the lounge, with Wi-Fi and surround sound capabilities.

- b. The committee understands that in person interactions are what people are seeking, and are interested in offering some face-to-face, distant programs. This space will provide the opportunity to resume the Men's Breakfast and Women's Social that took place before COVID-19. These programs create a great social opportunity that have the potential to be physically distanced in this new space. Face to Face interactions are important for mental and physical health, as well as helping to combat social isolation and loneliness. This space also has the potential to host virtual experiences, such as presentations from the Botanical Gardens.
- c. Town of Pelham staff have applied for the 2021/2022 SALC grant, seeking funding to create an outdoor programming space with shade structures and comfortable and accessible outdoor furniture.
- Where do we go from here?
 - a. Committee Members are interested in having a presentation regarding Women's safety from attacks. Depending on restrictions, the presenter could Zoom in, or attend in person, and guests could attend virtually or in person.
 - b. As the Town of Pelham has now changed transit providers, transportation to and from programs is no longer free for Seniors. PSAC is willing to fund transportation tickets for those who attend programs frequently, as they agree this would encourage more participation from Seniors.
 - c. Continue to send frequent and consistent check-in emails to our Seniors data base, providing information on services within the community, upcoming webinars, or programs being offered.
 - d. Offer a workshop style program to help combat the unmet need to get Seniors online. This would involve workshops on how to use iPads, cellphones, Zoom, and other technological topics. Brittany will follow up with her contact on leading these sessions, and report back at the next meeting.
 - e. Active Transportation Report- The Steve Bauer Trail has been resurfaced, making the trail more accessible. PATC is increasing the awareness on trails within the Town, as some of the Town maps don't indicate some existing trails.

- f. PSAC is striving to find a way to alleviate stress and anxiety during December and create meaningful connections, as it is a difficult month for many.

Motion: To put a large, ½ page Christmas wish in the Voice of Pelham from PSAC, offering assistance and reaching out to Seniors within the community who may be seeking social connections or resources within the community. This would provide a contact to help find resources or suggest ways to stay connected with others within the community.

Moved by: Anne Villalta
Seconded by: Gwen MacDougall
CARRIED.

- Replacement of Resigned Committee Members
 - a. Nancy Bozzato is aware of Del's Leney's resignation, as well as Councilor Olson's new obligations, and will search for new PSAC members.
- Budget for 2021
 - a. The 2021 budget will go to Council asking for \$5,000.00, as in years past. Although the full amount was not spent by PSAC this year due to COVID-19, this will not affect the chances of receiving this amount in 2021.
- Age Friendly Inclusive Community Grant Program
 - a. A grant has been made available through the Ministry for Seniors and Accessibility, with a maximum amount of \$60,000 per successful applicant. Town Staff will be looking into the information provided to see if we are eligible for funding.

9. **Next Meeting:** Thursday December 10, 2020 at 1:00pm by Zoom.

10. **Adjournment**

Moved by: Sharon Cook

THAT the meeting of the Pelham Seniors Advisory Committee meeting, November 12, 2020 adjourned at 2:11pm.
CARRIED.



Sharon Cook, Chair

Pelham Senior's Advisory Committee Minutes
Thursday, December 10, 2020 @ 1:30 p.m. by Zoom conference.

Present: Sharon Cook (President)
Councillor Marianne Stewart
Susan Buckingham
Elena Simone-Simonetti
Dave Nicholson
Gwen MacDougall (Library)
Julie Cook (Senior Programmer)

Absent with Regrets: Anna Oakes (Lookout Ridge)
Ann Villalta
Erin Stitt (Lookout Ridge)
Brittany MacLean (Active Living Programmer)

1. **Declaration of Quorum and call to Order-** 1:06pm by Sharon Cook

2. **Adoption of Agenda**

Moved by: Susan Buckingham

Seconded by: Elena Simone-Simonetti

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

None.

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

Moved by: Elena Simone-Simonetti

Seconded by: Susan Buckingham

THAT the minutes for the November 12, 2020 Pelham Seniors Advisory Committee meeting be approved.

CARRIED

5. **Correspondence**

- None

6. **Business Arising from Minutes:**

- Relocation of Senior's Lounge – it was noted that the lounge area has been relocated to the lower level to help meet needs of our seniors going forward.

Most PSAC members have not had an opportunity to yet see it. The new large screen TV has now been installed.

- SALC Grant – Confirmation of funding has not yet been received. Jen Hay has advised that we should be hearing soon for both the regular grant and the special grant which if received, will go towards shade structures, tables and chairs for the outside area on the north side of the MCC where the new fencing has been installed.
- PSAC Christmas Ad Approval – the Ad put together by Marc for insertion in the Voice of Pelham was circulated to members. It was moved by Gwen MacDougall and seconded by Elena Simone-Simonetti that the ad be approved for insertion – Carried.
- Ministry of Seniors and Accessibility Grant – the grant for the purchase and installation of audio/video equipment in the Accursi room at the MCC is being supported by PSAC and will be submitted shortly.
- Replacement of Committee Members – there was no update on the progress.

7. New Business:

- Where do we go from here? – discussions pertained to the advancement of scams and how to arm our seniors. To be discussed in the New Year. Further discussions involved communication, future ads in the Voice and the re-evaluation of PSAC Priorities.
- Year in Review – as a new member to PSAC this term, Elena suggested that she would have benefitted from a year in review document that outlined objectives and accomplishments. Discussion pursued and it was motioned by Susan Buckingham and seconded by Dave Nicholson that a year in review document be prepared and circulated – Carried.
- New transit – Gwen initiated conversation regarding the new On Demand transit and the fact that there were feelings of it being less safe. In addition, seniors have difficulty with the technological side (app).

8. Next Meeting: Thursday, January 21st, 2021 at 1:30pm by Zoom.

9. Adjournment

Moved by: Sharon Cook

THAT the meeting of the Pelham Seniors Advisory Committee meeting,
December 10, 2020 adjourned at 2:15pm.
CARRIED.



Sharon Cook, Chair

Pelham Senior's Advisory Committee Minutes
Thursday, January 21, 2021 @ 1:30 p.m. by Zoom conference.

Present: Sharon Cook (President)
Councillor Marianne Stewart
Susan Buckingham
Elena Simone-Simonetti
Dave Nicholson
Gwen MacDougall (Library)
Erin Stitt (Lookout Ridge)
Julie Cook (Senior Programmer)
Brittany MacLean (Active Living Programmer)

Absent with Regrets: Anna Oakes (Lookout Ridge)
Ann Villalta

1. Declaration of Quorum and call to Order- 1:32pm by Sharon Cook

2. Adoption of Agenda

Moved by: Elena Simone-Simonetti
Seconded by: Gwen MacDougall

3. Disclosure of Pecuniary Interest and General Nature thereof

None.

4. Approval of Minutes of Previous Meeting

Moved by: Gwen MacDougall
Seconded by: Elena Simone-Simonetti

THAT the minutes for the December 10, 2021 Pelham Seniors Advisory Committee meeting be approved.
CARRIED

5. Correspondence

- None

6. Business Arising from Minutes:

- Year in Review- Elena reviewed PSAC minutes from 2014-2020, looking at past projects and goals. She found that many of the goals and the way they were achieved in the past are similar to what The Committee is currently striving to

achieve.

- SALC Grant Request Update – The Committee is still waiting to hear an update regarding the SALC Grant funding.
- Workshop Development: Dealing with Communication Technologies Update – This initiative will be looked at again in the future once in person workshops are able to resume.
- Ministry of Seniors and Accessibility Grant Request Update- The Committee is still waiting to hear an update regarding the Ministry of Seniors and Accessibility Grant funding.
- Replacement of Committee Members Update – The replacement of Committee members is currently on hold at this time.
- Re-evaluation of PSAC Priorities- After reviewing their goals and priorities, The Committee feels they are on track to achieving the goals in place, but have faced some challenges with limited contact with the community due to COVID-19. PSAC has been working towards meeting their goals through their seminars, forums and other forms of information sharing. Getting the word out about activities or programs taking place is a struggle that PSAC has faced since the beginning. Once able to organize in person activities again, the Committee would be interested in having Marc MacDonald attend a meeting, to provide more information on print advertising and other avenues that could be explored. This would assist with enhancing advertising, which is a PSAC priority. The Committee feels as though the priorities and goals are still valid, and should remain unchanged.
- Where Do We Go from Here? – The committee has come to the conclusion that their success comes from in person interactions and engagements. During the pandemic, various attempts have been made to connect with Senior's within the community to share information, as well as to help them stay active and connected, yet the participation for these programs has been discouraging. PSAC has made the decision not to introduce any new activities or make further attempts at this time, but will still plan for when in person activities are able to resume. The Committee brainstormed ideas to use in the future including: 1)

Women's Safety Presentation, 2) A walk with a buddy program- a potential partnership with the Active Transportation Committee, 3) Providing additional information on the new Pelham Transit system, 4) The promotion of SAY IT!, 5) A scavenger hunt to encourage walking and getting outdoors, 6) A Celebration for once residents are vaccinated and able to get out in the community, 7) New ways of promotion such as sending information out with water bills, posting monthly calendars at the grocery stores within the community, provide handouts to the Legion, Lions, Meals on Wheels, etc.

- Response to PSAC Christmas Ad- Brittany received one phone call from a Senior resident looking to get involved in active programs in the New Year, but unfortunately due to lockdown, suggestions were limited. However, PSAC did hear feedback that the add was seen and residents thought it was a great way to reach seniors within the community who may need assistance.

7. New Business:

- OSC Fraud Presentation January 12, 2021- The information shared at this presentation was very helpful and valuable, yet it did not reach many residents due to low participation rates. This event was shared on social media, by email with the Senior Data Base contacts, as well as with those who had registered for and attended the previous fraud event at the MCC.

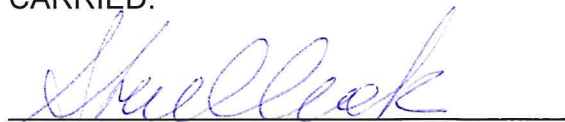
8. Next Meeting: Thursday, February 18th, 2021 at 1:30pm by Zoom.

9. Adjournment

Moved by: Sharon Cook

THAT the meeting of the Pelham Seniors Advisory Committee meeting, January 21, 2021 adjourned at 2:26pm.

CARRIED.



Sharon Cook, Chair

The Corporation of the Town of Pelham

BY-LAW NO. 4320(2021)

Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located at 3 Hurricane Road (north side of Hurricane Road opposite Chestnut Street), legally described as Part of Lot 163, formerly Township of Thorold, now in the Town of Pelham. The Zoning By-law Amendment rezones the lands from the Residential 1 (R1) zone to the following site-specific zones:

- Residential 1 – 302 (R1-302)
- Residential 1 – 303 (R1-303)

AJDS Properties Ltd.

File No. AM-09-2020

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 amended by rezoning the lands identified on Schedule 'A', attached hereto and forming part of this By-law from:
Residential 1 (R1) to Residential 1 – 302 (R1-302)
Residential 1 (R1) to Residential 1 – 303 (R1-303)
2. **THAT** Section 30 – Exceptions of By-law No. 1136 (1987), as amended, be modified by adding the following:

Definitions Section 5 of the Definitions is amended for the subject lands by adding to, or replacing the corresponding sections as follows:

Section 5.55
d) Second Dwelling Unit
Means a second dwelling unit on a lot with a principle dwelling that is created through converting part of, or adding on to the existing dwelling that maintains an independent entrance, or within a detached accessory building (e.g. in-law suite, basement suite, coach house).

Section 5.153
i. Where a setback is measured from the 'dwelling front face', this shall include any portion of a building face exposed to the street line including the front door, but does not include a covered porch.

General Provisions Section 6 of the General Provisions is amended by deleting and replacing the following subsections as follows for the lands identified as R1-302 and R1-303:

Section 6.1 – Accessory Uses
a) General

Where this By-law provides that a lot, building or structure may be erected or used for a purpose, that purpose shall include any accessory building, structure or accessory use, but shall not include any occupation for gain or profit conducted within or accessory to a dwelling unit except as in this By-law is specifically permitted.

In the R1-302 zone, only one second dwelling unit is permitted per lot in a single detached or their accessory building provided:

- i) The maximum floor area does not exceed 65 m².
- ii) A maximum of one entrance is permitted to face a street, inclusive of the principle dwelling.
- iii) A minimum of one parking stall is required.

c) Maximum Height

Except as otherwise provided herein, no accessory building shall exceed 6 m in height.

Section 6.2 – Dwelling Units Below Grade
Deleted.

Section 6.16 – Parking Area Regulations
d) Ingress and Egress

ii) The maximum width of any joint ingress and egress driveway ramp measured along the street line shall be 7.3 m.

R1-302 In addition to the provisions of Section 13.2 of the Residential 1 (R1) zone, the following site-specific regulations shall apply:

Section 13.2 – Regulations		
a) Minimum Lot Area		620 m²
b) Minimum Lot Frontage		17 m
c) Maximum Lot Coverage		35 %
d) Minimum Front Yard		6 m to dwelling front face 7.7 m to garage
	Maximum Front Yard	7.7 m to dwelling front face
e) Minimum Interior Side Yard		1.8 m or 3 m to a laneway
i) Minimum Ground Floor Area		Delete

R1-303 In addition to the provisions of Section 13 of the Residential 1 (R1) zone, the following site-specific regulations shall apply:

Section 13.1 – Permitted Uses
d) Existing accessory buildings

Section 13.2 – Regulations

- b) Minimum Lot Frontage

4.7 m
- i) Minimum Ground Floor Area

Delete
- .

a) **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
1st day of March, 2021.

MAYOR: MARVIN JUNKIN

CLERK: NANCY J. BOZZATO

Schedule 'A'



This is Schedule 'A' to By-law No. 4320 (2021) passed the 1 day of March, 2021.

Mayor: Marvin Junkin

Clerk: Nancy J. Bozzato

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

BY-LAW NO. 4326(2021)

**Being a by-law to appoint David Christensen as a Building Inspector
for the Corporation of the Town of Pelham.**

WHEREAS, authority is granted pursuant to Section 3(2) of the Building Code Act, S.O. 1992, c.23, as amended, to municipal councils to appoint such inspectors as are necessary for the enforcement of the Building Code Act in the areas in which the municipality has jurisdictions;

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

- (1) That David Christensen is hereby appointed as a Building Inspector for the Corporation of the Town of Pelham;
- (2) That the Building Inspector shall be responsible for the enforcement of the Building Code Act. S.O. 1992, c.23 as amended, and the regulations thereunder;
- (3) That this by-law shall come into force and take effect on March 2, 2021.

ENACTED, SIGNED AND SEALED THIS

1st DAY OF MARCH, 2021 A.D.

MAYOR MARVIN JUNKIN

CLERK NANCY J. BOZZATO

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4329(2021)

**Being a by-law to adopt, ratify and confirm the actions of
the Council at its regular meeting held on the 01st day of
March 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 01st day of March, 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 01st DAY OF MARCH 2021 A.D.

MAYOR MARVIN JUNKIN

TOWN CLERK, NANCY J. BOZZATO