

REGULAR COUNCIL AGENDA

C-09/2021 Regular Council

Monday, May 17, 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**

4.2. Delegations

- 4.2.1. Steven Soos - Petition to the House of Commons re Declaration of National Emergency on Mental Health** 7 - 7

<https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-3351>

4.3. Report of Regional Councillor

5. Adoption of Minutes

- 5.1. C-08-2021 - Regular Council Minutes - May 3, 2021** 8 - 21

6. Business Arising from Council Minutes

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

8. Consent Agenda Items to be Considered in Block

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

- 8.2. Minutes Approval - Committee**

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

- 8.4. Action Correspondence of a Routine Nature**

- 8.4.1. Niagara Health System - World Hepatitis Day** 22 - 23

- 8.4.2. Pelham Audit and Finance Committee - Recommendation Letter** 24 - 60

8.5. Information Correspondence Items

- 8.5.1. Niagara Region Report CSD 23-2021 - 2021 Property Tax Policy, Ratios and Rates**

<https://pub-niagararegion.escribemeetings.com/filestream.ashx?Do>

8.5.2.	City of Welland Resolution - Rescind Approval of the Uptake of Governance for the Transfer of the NCDRA and NDA to the Niagara Region	61 - 62
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9. Items for Separate Consideration, if Any

10. Presentation & Consideration of Reports

10.1. Reports from Members of Council:

10.1.1. Councillor Olson

Climate Change and Asset Management

https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/canmetenergy/files/pubs/SolarReadyGuidelines_en.pdf

[https://amontario.ca/files/Hussain%20Feb 22 2021.pdf](https://amontario.ca/files/Hussain%20Feb%2022%202021.pdf)

10.1.2. Councillor Haun

Council Appointment - Niagara Region Transportation Steering Committee

10.2. Staff Reports Requiring Action

10.2.1.	2020 Year-end Building Department Report, 2021-0084-Corporate Services	99 - 101
10.2.2.	2020 Reserve and Reserve Fund Report, 2021-0087-Corporate Services	102 - 120
10.2.3.	December 2020 Financial Report, 2021-0080-Corporate Services	121 - 143
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10.2.5.	Meridian Community Centre Spectator Video Streaming, Gymnasiums and Rinks, 2021-0091-Recreation	165 - 166
10.2.6.	Traffic Signal Maintenance Agreement with Niagara Region, 2021-0056-Public Works	167 - 178
10.2.7.	St. Catharines Fish Habitat Compensation Project, 2021-0099-Town Solicitor	179 - 222

10.2.8.	Information Report - Second Dwelling Units - What We Heard, 2021-0096-Planning	223 - 249
10.2.9.	Park Place South Draft Plan of Subdivision and Zoning By-law Amendment May 17 2021, 2021-0098-Planning	250 - 300

11. Unfinished Business

12. New Business

13. Presentation and Consideration of By-Laws 301 - 302

1. By-law 4348(2021) - Being a by-law to appoint a Town Clerk for the Corporation of the Town of Pelham.

2. By-law 4349(2021) - Being a by-law to appoint Sarah Leach as Deputy Clerk for the Corporation of the Town of Pelham.

14. Motions and Notices of Motion

Moved: Councillor Stewart

Seconded: Councillor Hildebrandt

WHEREAS the Town of Pelham's Senior Advisory Committee regularly meets to discuss ongoing issues affecting seniors;

AND WHEREAS the Senior Advisory Committee has identified access to essential services, through electronic means only, as an accessibility issue for seniors and vulnerable populations;

AND WHEREAS the Town of Pelham is committed to working with its Seniors Advisory Committee to ensure all seniors and vulnerable populations have access to all essential services by means other than digital, as a duty to accommodate accessibility;

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Pelham requests the Niagara Region and its lower tier municipalities, Niagara Age Friendly Network, Joint Accessibility Advisory Committee, MP Dean Allison and MPP Sam Oosterhoff support requesting the Honourable Raymond Cho, Minister of Seniors and Accessibility of

Ontario to review, and take action if necessary, whether the changes of digitizing essential services are barring seniors and vulnerable populations from accessing essential services, and to advocate for seniors and vulnerable populations and their rights to access essential services;

AND THAT Council for the Town of Pelham direct the Town Clerk to circulate and request the Niagara Region and its lower tier municipalities, Niagara Age Friendly Network, Joint Accessibility Advisory Committee, MP Dean Allison and MPP Sam Oosterhoff endorse and support this resolution;

AND THAT Council for the Town of Pelham direct the Town Clerk to forward any and all received resolutions supporting this endeavour to the Honourable Raymond Cho, Minister of Seniors and Accessibility of Ontario for his information.

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**
20. **Adjournment**

303 - 303

Name: Steven Soos

Address: 25 Chestnut St - Fonthill - ON

Postal Code: L0S 1E3 Telephone #: 647-782-8376

Email Address: stevenwelland81@gmail.com

The Council Chambers is equipped with a laptop and projector. Please Check your audio/visual needs:
☐ Laptop ☐ Speaker ☒ Internet Connection

PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION:
 Regular Council: 1st and 3rd Monday of the month; 5:30 p.m. (except summer schedule)

DATE: May 17, 2021

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

That the Town of Pelham endorse petition E-3351
calling upon the House of Commons Standing
Committee on health to launch a cultural study
on the merits on declaring a national emergency on health.
That all Niagara area MPs PM of Canada, Minister of Health
I have never spoken on this issue before. Key points of my deputation are as follows: and all members
of the federal
HESA
be
copied
on the
proposed
motion

(Presentation must accompany the request)

① 1 in 5 Canadians will experience a mental
health problem or illness.

② The estimated economic burden of mental illness in
Canada is 51 Billion Dollars / year.

③ Morrison Shephard reports that 50% of
Canadians have reported that their mental health has worsened

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

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

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

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

[Signature]

Signature

Sun May 2 / 21

Date

REGULAR COUNCIL MINUTES

Meeting #: C-08/2021 Regular Council
Date: Monday, May 3, 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
Bob Lymburner
Jason Marr
Teresa Quinlin
Vickie vanRavenswaay
Barbara Wiens
Holly Willford
Sarah Leach
Jennifer Stirton

1. Call to Order and Declaration of Quorum

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

2. Approval of Agenda

Moved By Wayne Olson

Seconded By Ron Kore

**BE IT RESOLVED THAT the agenda for the May 3rd, 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 COVID-19 Pandemic Update - CEMC

Fire Chief and Community Emergency Management Co-Ordinator stated the Public Health Department has upgraded the MCC from a 12-vaccination site to a 24-vaccination site. He further advised the MCC is scheduled to operate as a vaccination centre from May 16th to May 22nd. Fire Chief Lymburner indicated by the end of May it is projected every person over the age of 18 will be eligible to receive their vaccination.

The Fire Chief provided updated statistics and information as it relates to the ongoing worldwide pandemic, COVID-19.

Moved By Bob Hildebrandt

Seconded By John Wink

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

	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 - CAO

Mr. David Cribbs, CAO, discussed the important role the MCC is playing as a vaccination centre in the Niagara Region and highlighted staffs time and effort in ensuring this.

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

4.3 Report of Regional Councillor

5. Adoption of Minutes

Moved By Ron Kore

Seconded By Bob Hildebrandt

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

- 1. SC-07-2021 - Special Council Minutes - April 19, 2021; and**
- 2. C-07/2021 - Regular Council Minutes - April 19, 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

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

Councillor Hildebrandt requested item 8.5.1 be lifted for discussion.

8. Consent Agenda Items to be Considered in Block

Moved By Lisa Haun

Seconded By Wayne Olson

BE IT RESOLVED THAT the Consent Agenda items as listed on the May 3rd, 2021 Council Agenda be received and the recommendations contained therein be approved, save and except item 8.5.1, as applicable:

8.4 Action Correspondence of a Routine Nature

8.4.1 Town of Pelham - Seniors Month Proclamation

BE IT RESOLVED THAT the Corporation of the Town of Pelham hereby proclaim June 2021 as Seniors Month.

8.5 Information Correspondence Items

~~8.5.1 City of Kitchener Resolution re: Planning Act Timelines~~

~~BE IT RESOLVED THAT Council receive correspondence from the City of Kitchener regarding Planning Act Timelines, for information. (lifted)~~

8.5.2 Niagara Region Report PDS 19-2021 - 2021 Combined Sewer Overflow Control and Wet Weather Management Program

BE IT RESOLVED THAT Council receive the Niagara Region Report PDS 19-2021, Combined Sewer Overflow Control and Wet Weather Management Program, for information.

8.5.3 Niagara Region Report PDS 20-2021 - 2020 Reserve Water and Wastewater Treatment Capacities

BE IT RESOLVED THAT Council receive the Niagara Region Report PDS 20-2021, 2020 Reserve Water and Wastewater Treatment Capacities, for information.

8.5.4 NPCA Board of Directors - Greenbelt Resolution

BE IT RESOLVED THAT Council receive the NPCA Board of Directors resolution re: Greenbelt and NPCA Report No. FA-25-21, for information.

8.7 Committee Minutes for Information

8.7.1 Cannabis Control Committee Minutes

BE IT RESOLVED THAT Council receive the Cannabis Control Committee minutes dated February 17, 2021, for information.

9. Items for Separate Consideration, if Any

9.1 City of Kitchener Resolution re: Planning Act Timelines

Moved By

BE IT RESOLVED THAT Council receive correspondence from the City of Kitchener regarding Planning Act Timelines, for information.

Amendment:

Moved By Bob Hildebrandt

Seconded By Marianne Stewart

THAT the motion be amended to include:

AND THAT the Council for the Corporation of the Town of Pelham endorse and support the resolution from the City of Kitchener regarding Planning Act Timelines;

AND THAT the Town Clerk is hereby directed to circulate a copy of this resolution to the Ontario Minister of Municipal Affairs and Housing, local MPs and MPPs, AMO, City of Kitchener and Local Area Clerks.

	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)

Main Motion as Amended:
Moved By Bob Hildebrandt
Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive correspondence from the City of Kitchener regarding Planning Act Timelines, for information;

AND THAT the Council for the Corporation of the Town of Pelham endorse and support the resolution from the City of Kitchener regarding Planning Act Timelines;

AND THAT the Town Clerk is hereby directed to circulate a copy of this resolution to the Ontario Minister of Municipal Affairs and Housing, local MPs and MPPs, AMO, City of Kitchener and Local Area Clerks.

	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:

10.2 Staff Reports Requiring Action

10.2.1 Proposed 2021 Municipal Grant Allocation, 2021-0088-Recreation

Moved By Ron Kore
Seconded By Marianne Stewart

**BE IT RESOLVED THAT Council receive Report #2021-0088
“Municipal Grant Allocation” for information;**

**AND THAT Council approve the 2021 Municipal Grant
allocations of \$6,948 waived facility fees; \$30,700 cash
allocations; and \$10,600 of estimated in-kind labour requests,
as outlined in the 2021 Municipal Grant Summary.**

	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 Proposed purchase and installation of video streaming
equipment for the MCC, 2021-0090-Recreation**

Moved By Lisa Haun
Seconded By John Wink

**BE IT RESOLVED THAT Council receive Report #2021-0088
“Proposed Purchase and Installation of Video Streaming
Equipment for MCC” for information;**

**AND THAT Council approve the purchase and installation of
video streaming equipment for the Accursi Room in the
Meridian Community Centre;**

**AND THAT \$51,000 be funded from the new 2021 COVID-19
Recovery Funding for Municipal Programs; and \$32,000 be
funded from the carryforward capital funds in IT-01-20.**

	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)

10.2.3 Provision of Snow Clearing on the Steve Bauer Trail, 2021-0068-Public Works

Moved By Wayne Olson

Seconded By John Wink

BE IT RESOLVED THAT Council receive Report #2021-0068 "Snow Clearing on the Steve Bauer Trail" for information;

AND THAT Council approve the clearing of snow on the paved portion of the Steve Bauer Trail between 1106 Line Avenue and Port Robinson Road during the winter season.

AND THAT Council approve the initiative in principal and refer the clearing of snow on the paved portion of the Steve Bauer Trail between 1106 Line Avenue and Port Robinson Road for consideration in the 2022 Winter Operations Budget.

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

Carried (7 to 0)

10.2.4 Requirements to Implement Pre-Application Public Meetings, 2021-0081-Planning

Councillor Hildebrandt requested the motion be divided with the first two paragraphs to be voted on first.

The Acting Clerk advised as the first vote failed the final paragraph could not survive on its own, and therefore no vote was taken. The CAO concurred with the advice.

Moved By Ron Kore
Seconded By Lisa Haun

BE IT RESOLVED THAT Council receive Report #2021-0081 Requirements to Implement Pre-Application Public Meetings for information;

AND THAT Council direct staff to undertake the process for the preparation, review and adoption of an Official Plan Amendment to require pre-application public meetings;

AND That Council support the referral of hiring one full or part-time Planner (subject to further analysis) for inclusion in the 2022 budget to support the additional after hours work.

Moved By Ron Kore
Seconded By Lisa Haun

BE IT RESOLVED THAT Council receive Report #2021-0081 Requirements to Implement Pre-Application Public Meetings for information;

AND THAT Council direct staff to undertake the process for the preparation, review and adoption of an Official Plan Amendment to require pre-application public meetings.

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

10.2.5 Supplementary Report - Park Place South Draft Plan of Subdivision and Zoning By-law Amendment Applications, 2021-0089-Planning

Moved By Bob Hildebrandt
Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receives Report #2021-0089
"Supplemental Report: Park Place South Draft Plan of Subdivision and
Zoning By-law Amendment Application" for information as it pertains
to File Nos. 26T19-02-20 & AM-08-20;

AND THAT Council rescind the motion to reconfigure Blocks 35-39 to
allow 4 units vs. 8 units with a minimum 3m side yard as approved on
March 22, 2021;

AND THAT Council directs Planning staff to prepare the by-law for
approval of the Zoning By-law amendment as proposed in Report
#2021-0052 presented to Council on March 22, 2021 for Council's
consideration at the next meeting;

AND THAT Council approve the Draft Plan of Subdivision and
conditions of draft plan approval as contained in Appendix A and B in
Report #2021-0052 presented to Council on March 22, 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	3	4
		Defeated (3 to 4)

- 11. Unfinished Business**
- 12. New Business**
- 13. Presentation and Consideration of By-Laws**

Moved By Wayne Olson
Seconded By Lisa Haun

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

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

- 1. By-law 4344(2021) - Being a by-law to appoint Melissa Grodesky (Officer #126) as By-law Enforcement Officer, Property Standards Officer, Provincial Offences Officer and Weed Inspector for the Corporation of the Town of Pelham; AND to appoint Ceara Obdeyn (Officer #119) as By-law Enforcement Officer and Provincial Offences Officer for the Corporation of the Town of Pelham.**
- 2. By-law 4345(2021) - Being a by-law to set the rates of taxation for the year 2021.**
- 3. By-law 4346(2021) - Being a by-law to amend By-law #4068(2019) confirming various appointments to Boards, Commissions, and Committees of the Town of Pelham; And to appoint members to the Pelham Public Art Committee (Schedule O).**

	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**
- 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**

Moved By Ron Kore
Seconded By Bob Hildebrandt

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

(c) - proposed or pending acquisition or disposition of land by the municipality and (f) - advice that is subject to solicitor-client privilege, including communications necessary for that purpose (1 item)

(e) - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality and (f) - advice that is subject to solicitor-client privilege, including communications necessary for that purpose (2 items)

	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

Moved By John Wink
Seconded By Marianne Stewart

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 Lisa Haun

BE IT RESOLVED THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of May 3rd, 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 Wayne Olson
Seconded By Bob Hildebrandt

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

Being a By-law No. 4347(2021) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 03rd day of May, 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 Ron Kore
Seconded By John Wink

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for May 17, 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

Acting Town Clerk: Holly Willford

Organization Name: Niagara Health System - Hepatitis C Care Clinic	
Contact Name: Karen Usick	
Address: 260 Sugarloaf Street	
City: Port Colborne	Postal Code: L3K 2N7
Phone: 905-378-4647 Ext 32555	Email Address: Karen.Usick@niagarahealth.on.ca
Proclamation Requested: World Hepatitis Day	
Date(s) of Proclamation: July 28th annualy	
Purpose of Proclamation: The Niagara Health System-Hepatitis C Care Clinic and other organizations throughout Canda will be joining with the World Hepatitis Alliance and our Global partners to raise awareness of World Hepatitis Day. On July 28, 2016 the World Hepatitis Alliance launched the "NoHep-Make the Elimination of Viral Hepatitis Our Next Greatest Achievement" campaign. The goal is to eliminate hepatitis as a public health threat by 2030. The Hepatitis C Care Clinic campaign theme aligns with the Global "elimination" campaign to encourage individuals to "Know Your Status, Get Tested, Learn Your Options" to eliminate hepatitis.	
Description of Organization <i>(Please provide a brief description. Additional information may be attached to this form)</i> The Hepatitis C Care Clinic is part of Addiction Services at the Niagara Health System and functions as a multi-disciplinary Team to cover all aspects of our clients care. We provide care to the "hard to serve" clients throughout Niagara that could possibly fall through the cracks of the health and social services network. We collaborate with community partners throughout Niagara to provide wrap around care to our mutual target populations. The Hepatitis C Care Clinic is a regional program where our Team provides care and services at all of the Niagara Health System sites throughout the Niagara Region. In addition, care and services are provided at Niagara community partner outreach locations to ensure that our program services are easily assessable to those who come to us for thier care.	
Has the same or a similar proclamation been requested <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No of the Town of Pelham Council in past years?	
You must provide the draft wording for your proclamation in order to receive an official signed proclamation from the Mayor.	
Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of processing your request. Question about this collection should be directed to the Town Clerk, 20 Pelham Town Square, P.O. Box 400, Fonthill, ON, L0S 1E0, 905-892-2607 Ext. 315.	
Please complete and submit your completed form at least two weeks in advance of the occasion.	
<u>Karen Usick</u> Signature	<u>April 30, 2021</u> Date

World Hepatitis Day

July 28, 2021

WHEREAS, an estimate of about 600, 000 Canadians living with hepatitis B or C can potentially develop cirrhosis, liver failure, liver cancer and related illnesses; and

WHEREAS, Ontario has over 110, 000 people living with hepatitis B or C, both of which are slow and progressive diseases; and

WHEREAS, there are vaccines available for hepatitis A and B; emerging hepatitis C treatment therapies can cure over 95% of cases; and

WHEREAS, World Hepatitis Day provides an opportunity to reach out to millions of Canadian and encourage hepatitis testing, provide treatment and care for those affected while paving the way towards elimination of hepatitis as a public concern in Canada by 2030;

THEREFORE, BE IT RESOLVED THAT the Corporation of the Town of Pelham does hereby proclaim July 28th, 2021 as Hepatitis Awareness Day.

DATED AT the Town of Pelham this 17th day of May, 2021.

Mayor Marvin Junkin
Town of Pelham

May 6, 2021

Town of Pelham
20 Pelham Town Square
Fonthill, Ontario
L0S 1E0

Attention: Town of Pelham Council

RE: Pelham Finance and Audit Committee Recommendation

Please see the resolution, which was adopted by the Pelham Audit and Finance Committee at its meeting on May 5, 2021.

WHEREAS the Pelham Finance and Audit Committee received the 2020 Deloitte Report, for information;

AND WHEREAS the Pelham Finance and Audit Committee received the 2020 Town of Pelham Consolidated Financial Statements;

NOW THEREFORE, THAT the Committee hereby recommends that Council approve the 2020 Town of Pelham Consolidated Financial Statements.

The Committee therefore requests Council approve and endorse the Pelham Audit and Finance Committee recommendation enclosed herewith.

Yours very truly,



John Wink
Chair, Pelham Audit and Finance Committee

cc: Holly Willford, Acting Town Clerk

Consolidated Financial Statements of

CORPORATION OF THE TOWN OF PELHAM

December 31, 2020

DRAFT

CORPORATION OF THE TOWN OF PELHAM

December 31, 2020

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Independent Auditor's Report

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

Opinion

We have audited the consolidated financial statements of the Corporation of the Town of Pelham (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2020, the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

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

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

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

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

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

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

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

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

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

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

Chartered Professional Accountants
Licensed Public Accountants
DATE

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Financial Position

December 31, 2020

	2020	2019
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 15,859,111	\$ 7,848,224
Taxes receivable	1,967,288	1,751,162
User charges receivable	800,453	684,278
Accounts receivable	4,315,848	5,012,259
Tangible capital assets held for sale (Note 3)	-	515,697
Investment in subsidiary (Note 2)	5,492,757	5,393,644
	28,435,457	21,205,264
LIABILITIES		
Bank indebtedness (Note 4)	1,166,667	10,294,044
Accounts payable and accrued liabilities	5,676,918	4,726,141
Other liabilities	2,214,306	1,998,225
Deposits and deferred revenue	790,484	851,502
Deferred revenue - obligatory reserve funds (Note 5)	3,227,028	3,981,023
Long-term debt (Note 6)	33,465,343	32,252,037
Employee benefit obligations (Note 7)	404,916	398,503
	46,945,662	54,501,475
Contingencies (Note 18)		
Net debt	(18,510,205)	(33,296,211)
NON FINANCIAL ASSETS		
Tangible capital assets (Schedule 2)	134,849,662	132,979,060
Prepaid expenses	104,650	518,557
	134,954,312	133,497,617
Accumulated surplus (Note 8)	\$ 116,444,107	\$ 100,201,406

Signed on behalf of the Town:

Marvin Junkin, Mayor

Teresa Quinlin, Treasurer

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

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Operations

For the Year Ended December 31, 2020

	Budget 2020 (Note 15)	Actual 2020	Actual 2019
REVENUE			
Taxation (Note 10)	\$ 15,446,958	\$ 15,724,635	\$ 14,342,049
User charges (Note 11)	7,030,517	7,168,751	6,576,964
Grants (Note 13)	1,748,914	4,110,579	1,912,212
Contributions from developers	2,716,804	2,083,217	2,168,354
Contributed tangible capital assets	-	4,092,908	-
Other (Note 14)	788,380	890,208	1,362,205
Equity earnings in subsidiary (Note 2)	-	99,113	63,059
Gain on disposal of tangible capital assets and assets held for sale	-	6,394,140	3,945,364
	27,731,573	40,563,551	30,370,207
EXPENSES			
General government	3,558,905	3,950,174	3,472,230
Protection to persons and property	2,190,419	2,056,453	1,960,146
Transportation services	6,431,727	5,929,468	6,481,990
Environmental services	5,192,783	5,283,920	4,863,889
Health services	123,876	117,052	117,015
Recreation and culture services	6,962,636	6,400,982	6,725,057
Planning and development	558,371	582,801	651,149
	25,018,717	24,320,850	24,271,476
Annual surplus	2,712,856	16,242,701	6,098,731
Accumulated surplus, beginning of year	100,201,406	100,201,406	94,102,675
Accumulated surplus, end of year	\$ 102,914,262	\$ 116,444,107	\$ 100,201,406

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

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Change in Net Debt

For the Year Ended December 31, 2020

	Budget 2020	Actual 2020	Actual 2019
ANNUAL SURPLUS	\$ 2,712,856	\$ 16,242,701	\$ 6,098,731
Amortization of tangible assets	6,200,000	5,681,227	5,878,048
Contributed tangible capital assets	-	(4,092,908)	-
Acquisition of tangible capital assets	(6,562,744)	(3,946,806)	(4,158,299)
Transfer from tangible capital asset held for sale	-	(9,593)	-
Loss on disposal of tangible capital assets	-	428,057	506,755
Proceeds on disposal of tangible capital assets	-	69,421	30,254
	2,350,112	14,372,099	8,355,489
Acquisition of prepaid expenses	-	(63,693)	(487,438)
Use of prepaid expenses	-	477,600	290,624
	-	413,907	(196,814)
Decrease in net debt	2,350,112	14,786,006	8,158,675
Net debt, beginning of year	(33,296,211)	(33,296,211)	(41,454,886)
Net debt, end of year	\$ (30,946,099)	\$ (18,510,205)	\$ (33,296,211)

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

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Cash Flows

For the Year Ended December 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Annual surplus	\$ 16,242,701	\$ 6,098,731
Items not involving cash:		
Amortization of tangible assets	5,681,227	5,878,048
Gain on disposal of tangible capital assets and assets held for sale	(6,394,140)	(3,945,364)
Contributed tangible capital assets	(4,092,908)	-
Net earnings from investment in subsidiary	(99,113)	(63,059)
Employment benefit obligations	6,413	75,476
Change in non-cash assets and liabilities:		
Taxes receivable	(216,126)	10,801
User charges receivable	(116,175)	(70,343)
Accounts receivable	696,411	722,920
Accounts payable and accrued liabilities	950,777	803,753
Other liabilities	216,081	(91,502)
Deferred revenue - obligatory reserve funds	(753,995)	147,836
Deposits and deferred revenue	(61,018)	304,110
Prepaid expenses	413,907	(196,814)
Proceeds on disposal of tangible capital assets held for sale	7,328,301	4,471,156
	19,802,343	14,145,749
CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	69,421	30,254
Acquisition of tangible capital assets, net of construction in process capitalized	(3,946,806)	(4,158,299)
	(3,877,385)	(4,128,045)
FINANCING ACTIVITIES		
Decrease in bank indebtedness	(9,127,377)	(5,666,732)
Dividends received from investment in subsidiary (Note 2)	-	53,231
Issuance of long-term debt	3,450,000	4,018,355
Repayment of long-term debt	(2,236,694)	(1,855,006)
	(7,914,071)	(3,450,152)
Net increase in cash	8,010,887	6,567,552
Cash and cash equivalents, beginning of year	7,848,224	1,280,672
Cash and cash equivalents, end of year	\$ 15,859,111	\$ 7,848,224

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

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

1. Significant accounting policies

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

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

a. Basis of consolidation

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

i. Pelham Public Library Board

Interdepartmental and organizational transactions and balances are eliminated.

The following joint local board is proportionately consolidated:

ii. Niagara Central Airport Commission (Joint Board)

Related party transactions are eliminated (Note 16).

iii. Peninsula West Power Inc.

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

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

b. Basis of accounting

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

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

1. Significant accounting policies (continued)

c. Deferred revenue - obligatory reserve funds

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

d. Employee future benefits

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

e. Cash and cash equivalents

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

f. Deposits and deferred revenue

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

g. Non-financial assets

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

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

1. Significant accounting policies (continued)

h. Tangible capital assets

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

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

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

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

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

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

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

i. Subdivision infrastructure

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

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

1. Significant accounting policies (continued)

j. Reserves for future expenses

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

k. Government transfer payments

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

l. Local improvements

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

m. Tax revenue

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

n. Region and school board transactions

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

o. Development charges

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

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

1. Significant accounting policies (continued)

p. Management estimates

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

2. Subsidiary operations

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

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

	2020	2019
Financial position		
Current assets	\$ 1,595,696	\$ 1,578,890
Capital assets	86,476	96,428
Investment	36,299,079	35,733,453
Total assets	37,981,251	37,408,771
Current liabilities		
Accounts payable and accrued liabilities	32,109	39,091
Future payments in lieu of taxes	5,644,211	5,647,768
Total liabilities	5,676,320	5,686,859
Net assets	32,304,931	31,721,912
Town of Pelham's interest - 17%	\$ 5,492,757	\$ 5,393,644

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

2. Subsidiary operations (continued)

	2020	2019
Change in equity investment in subsidiary		
Revenues	\$ 212,881	\$ 230,278
Expenses	(192,894)	(191,988)
Payment in lieu of income taxes	(2,594)	(5,032)
Gain from operations	17,393	33,258
Gain on investment	565,626	337,676
Net earnings	583,019	370,934
Dividends	-	(313,121)
Net increase in equity of subsidiary	583,019	57,813
Change in equity of subsidiary - 17%	\$ 99,113	\$ 9,828

The financial position, long-term debt, capital lease and contingent liabilities information is as reported by Peninsula West Power Inc. at December 31, 2020 and the results of operations is as reported for the year ended December 31, 2020. The comparative financial position and results of operations figures are as reported by Peninsula West Power Inc. at December 31, 2019.

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

	2020	2019
Electricity purchased	\$ 41,516	\$ 50,614
Administration expense	6,170	7,535
	\$ 47,686	\$ 58,149

3. Tangible capital assets held for sale

As at December 31, 2020 the Town had land and buildings held for sale of \$nil (2019 - \$515,697). During the year, land and buildings held for sale with a net book value of \$506,104 were sold for proceeds of \$7,328,301, resulting in a gain on disposal of \$6,822,197. The remaining land with a net book value of \$9,593 is no longer held for sale.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

4. Bank indebtedness

The Town has an authorized revolving line of credit of \$11,500,000 (2019 - \$7,000,000) at prime minus 0.25%, of which \$11,500,000 (2019 - \$7,000,000) remained unused at year-end. The line of credit is secured by a borrowing by-law for operating line of \$11,500,000 held. Payment is due on demand. The Town has a non-revolving demand instalment loan of \$1,166,667 (2019 - \$1,300,000) at prime minus 0.10%. Payment is due on demand.

5. Deferred revenue - obligatory reserve funds

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

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

	Development charges	Parkland	Other	2020 Total	2019 Total
Balance, beginning of year	\$ 1,708,046	\$ 1,306,374	\$ 966,603	\$ 3,981,023	\$ 3,833,187
Restricted funds received	1,874,186	419,474	1,190,028	3,483,688	3,231,268
Interest earned	29,891	16,537	6,657	53,085	89,322
Collection of receivable	-	(419,474)	-	(419,474)	(216,543)
Revenue recognized	(2,057,716)	-	(1,813,578)	(3,871,294)	(2,956,211)
Balance, end of year	\$ 1,554,407	\$ 1,322,911	\$ 349,710	\$ 3,227,028	\$ 3,981,023

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

6. Long-term debt

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

	2020	2019
The Town has assumed responsibility for the payment of principal and interest charges on certain long-term debt issued by the Region of Niagara. At the end of the year, the outstanding principal amount of this debt is	\$ 33,465,343	\$ 32,252,037

- (b) The net long-term debt:

Debenture number	Purpose	Interest rates	Maturity dates	2020	2019
83-2011	Haist & Pelham St	1.55% to 4.05%	2021	\$ 197,608	\$ 388,012
73-2012	Haist St & Rice Rd	1.35% to 3.10%	2022	178,000	263,000
72-2013	Effingham & Hwy 20	1.40% to 3.75%	2023	231,416	305,173
78-2014	Pelham St & Fire Stn #2	1.20% to 3.30%	2024	763,515	941,903
75-2015	Fire Stn #3 & Pt Robinson	1.94%	2025	1,743,000	2,070,000
35-2016	Fenwick & Pt Robinson	1.20% to 2.40%	2026	3,557,938	4,115,839
72-2016	Meridian Community Centre	3.34%	2046	8,311,174	8,509,401
55-2017	Meridian Community Centre	3.22%	2047	11,379,039	11,640,354
59-2019	East Fonthill Roads	2.40%	2029	3,653,653	4,018,355
58-2020	Meridian Community Centre	1.98%	2040	3,450,000	-
				\$ 33,465,343	\$ 32,252,037

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

2021	\$ 2,433,289
2022	2,286,290
2023	2,248,376
2024	2,222,719
2025	2,074,693
Thereafter	22,199,976
	\$ 33,465,343

The Town paid \$929,241 (2019 - \$937,707) interest on long-term debt during the year.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

7. Employee benefit obligations

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

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

Discount rate	beginning of year	2.83%
	end of year	2.67%
Medical cost increases	ultimate trend rate	4.50%

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

	2020	2019
Current service cost	\$ 19,975	\$ 85,766
Interest on post-employment benefit liability	10,632	9,148
Total expense related to post-employment benefits	\$ 30,607	\$ 94,914

Vested sick leave benefits

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

Post-employment benefit liability

The Town sponsors a defined benefit plan for post-employment benefits other than pensions for substantially all of its employees. The plan provides extended health and life insurance coverage to age 65 for full-time employees. The plan is unfunded and requires no contribution from employees. Total benefit payments for retirees during the year were \$24,194 (2019 - \$19,438).

Pension agreement

The Town makes contributions to the Ontario Municipal Employees' Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 70 members of its staff. The Town also makes contributions to OMERS on behalf of 8 members of its library staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The amount the Town contributed to OMERS for 2020 was \$565,782 (2019 - \$519,286) for current service which is included as an expense in the consolidated statement of operations.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

8. Accumulated surplus

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

	2020	2019
Surplus (deficit)		
Town	\$ 229,912	\$ (10,274,391)
Library (Schedule 1)	(346,437)	(352,741)
Niagara Central Airport Commission (Note 16)	(35,996)	(31,566)
	(152,521)	(10,658,698)
Investment in tangible capital assets (Schedule 2)	134,849,662	132,979,060
Investment in subsidiary	5,492,757	5,393,644
Unfunded		
Long-term debt	(33,465,343)	(32,252,037)
Employee benefit obligations	(404,916)	(398,503)
	(33,870,259)	(32,650,540)
Reserves and reserve funds (Note 9)	10,124,468	5,137,940
	\$ 116,444,107	\$ 100,201,406

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

9. Reserves and reserve funds

	2020	2019
Reserves and reserve funds set aside for specific purposes by Council		
Airport (Note 16)	\$ 2,955	\$ 2,955
Building department	1,404,644	1,378,609
Cemetery	42,590	(52,055)
Community improvement plan	243,603	168,754
Elections	75,943	20,794
Fire equipment	607,582	345,880
Fleet	1,028,724	733,041
Human resource capacity building	339,363	-
Information technology	76,430	(94,399)
Land acquisition	(1,176,452)	(1,323,452)
Library (Schedule 1)	293,821	139,352
Meridian Community Centre	429,384	215,252
Municipal building facility	156,831	(311,314)
Municipal drainage	16,831	(97,669)
Parks and recreation	55,904	(405,009)
Physician recruitment	25,706	23,705
Planning	256,765	(34,116)
Roads	3,046,895	1,406,973
Volunteer firefighter life insurance	12,500	-
Wastewater	1,418,665	1,042,700
Water	946,119	976,004
Working capital	819,665	1,001,935
	\$ 10,124,468	\$ 5,137,940

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

10. Taxation

	Budget 2020 (Note 15)	Actual 2020	Actual 2019
Taxation - real property	\$ 38,133,888	\$ 39,238,924	\$ 36,227,610
Payments in lieu of taxes	300,468	302,118	300,875
	38,434,356	39,541,042	36,528,485
Less: taxation collected on behalf of			
Region of Niagara	17,855,611	18,423,493	16,943,045
School boards	5,131,787	5,392,914	5,243,391
	22,987,398	23,816,407	22,186,436
Net taxes available for municipal purposes	15,446,958	15,724,635	14,342,049
Residential and farm	14,219,756	14,458,908	13,152,475
Multi-residential	184,674	190,486	183,635
Commercial	985,604	1,016,503	963,873
Industrial	56,924	58,738	42,066
	\$ 15,446,958	\$ 15,724,635	\$ 14,342,049

11. User charges

	Budget 2020 (Note 15)	Actual 2020	Actual 2019
Operating			
Fees and service charges	\$ 1,311,422	\$ 1,235,964	\$ 1,427,595
Water charges	2,933,982	3,042,547	2,541,809
Sewer charges	2,156,963	2,261,788	1,889,539
Licenses and permits	628,150	628,452	718,021
	\$ 7,030,517	\$ 7,168,751	\$ 6,576,964

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

12. Collections for the Region of Niagara and school boards

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

	2020	2019
Region of Niagara	\$ 20,359,271	\$ 18,461,659
School boards	5,392,914	5,243,391
	\$ 25,752,185	\$ 23,705,050

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

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

13. Grants

	Budget 2020 (Note 15)	Actual 2020	Actual 2019
Operating			
Government of Canada	\$ 80,950	\$ 62,956	\$ 89,689
Province of Ontario	312,338	2,124,759	261,289
Region of Niagara	66,000	14,925	64,437
Other	-	16,259	5,000
	459,288	2,218,899	420,415
Capital			
Government of Canada	519,053	1,416,458	535,744
Province of Ontario	725,263	425,222	798,131
Region of Niagara	45,310	50,000	-
Other	-	-	157,922
	1,289,626	1,891,680	1,491,797
	\$ 1,748,914	\$ 4,110,579	\$ 1,912,212

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

14. Other revenue

	Budget 2020 (Note 15)	Actual 2020	Actual 2019
Operating			
Penalties and interest on taxes	\$ 270,000	\$ 231,419	\$ 261,321
Investment income	14,500	69,256	92,606
Fines and other penalties	40,830	41,271	69,500
Other	400,550	247,225	458,585
	725,880	589,171	882,012
Capital			
Investment income	-	3,199	-
Donations	-	297,838	480,193
Other	62,500	-	-
	62,500	301,037	480,193
	\$ 788,380	\$ 890,208	\$ 1,362,205

15. Budget amounts

The tax rate supported capital budgets were approved by Council on October 21, 2019 and the operating budget was approved by Council on November 18, 2019 to establish the tax rates for the year. In addition, the water and wastewater capital budgets were approved on October 21, 2019 and the water and wastewater operating budgets were approved by Council on November 18, 2019.

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

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

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

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

15. Budget amounts (continued)

	Budget Amount
Revenues	
Approved operating budget	\$ 18,629,565
Approved water and wastewater budget	5,110,275
Approved library budget - other than Town contribution	145,050
Add capital:	
Development charges	2,174,054
Recreational Land (the Planning Act)	300,000
Federal Gas Tax	519,053
Ontario Community Infrastructure Fund	450,000
Other grants	320,573
Other contributions	262,500
	4,026,180
Less:	
Transfers from reserves - operating	(179,497)
	(179,497)
Total revenues	27,731,573
Expenses	
Approved operating budget	18,629,565
Approved water and wastewater budget	5,110,275
Approved library operating budget	944,556
Add:	
Amortization	6,200,000
Employee future benefits	40,000
Estimated capital budget items expense in nature	370,000
Debt interest payments - development charges	468,375
	7,078,375
Less:	
Debt principal payments (development charge excluded)	(1,249,778)
Town contribution to library	(864,218)
Transfers to reserves, including capital	(4,630,058)
	(6,744,054)
Total expenses	25,018,717
Annual surplus	\$ 2,712,856

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

16. Niagara Central Airport Commission

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

	2020	2019
Financial assets		
Cash and temporary investments	\$ 237,067	\$ 228,562
Receivables	31,065	43,073
	268,132	271,635
Liabilities		
Accounts payable and accrued liabilities	67,881	37,317
Loans payable and capital lease liability	414,512	420,313
	482,393	457,630
Net debt	(214,261)	(185,995)
Non-financial assets		
Prepaid expenses	15,040	1,354
Fuel inventory	15,659	25,685
Tangible capital assets	1,476,176	1,492,862
	1,506,875	1,519,901
Accumulated surplus	1,292,614	1,333,906
Accumulated surplus		
Operating deficit	(199,726)	(175,120)
Reserves	16,164	16,164
Investment in tangible capital assets	1,476,176	1,492,862
	1,292,614	1,333,906
Revenues		
Grants	154,770	167,510
Fuel and rentals	94,480	118,697
Other	172	1,350
Interest	-	571
Expenses	(276,436)	(292,366)
Annual deficit	\$ (27,014)	\$ (4,238)

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

16. Niagara Central Airport Commission (continued)

The financial position information is as reported by the Niagara Central Airport Commission as at December 31, 2020 and the results of operations are as reported for the year ended December 31, 2020. The comparative financial position and results of operations figures are as reported by the Niagara Central Airport Commission at December 31, 2019.

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

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

	2020	2019
Grants	\$ 27,858	\$ 30,152
Donations	80	4,070
Loan payments received	\$ 9,308	\$ 9,308

17. Trust funds

Trust funds administered by the Town amounting to \$1,049,157 (2019 - \$991,678) have not been included in the Consolidated Statement of Financial Position nor have these operations been included in the Consolidated Statement of Operations.

18. Contingencies

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

19. Financial instruments

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

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2020

20. Segmented information

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

The services included in each segment are as follows:

(i) General government

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

(ii) Protection services

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

(iii) Transportation services

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

(iv) Environmental services

Environmental is comprised of storm sewer systems and water collection.

(v) Health services

Health services is comprised of cemeteries.

(vi) Recreation and culture services

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

(vii) Planning and development

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

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Library Operations - Schedule 1

For the Year Ended December 31, 2020

	Budget 2020 (Note 15)	Actual 2020	Actual 2019
Revenue			
Municipal contribution (Library)	\$ 864,218	\$ 864,218	\$ 814,218
Library - grants	44,800	71,458	45,524
Deferred revenue earned (Development Charges)	42,750	42,750	42,750
Library - other revenue	57,500	45,182	62,054
	1,009,268	1,023,608	964,546
Expenses			
Administration	63,100	48,481	54,357
Amortization of books, periodicals and media	-	60,583	61,611
Books, periodicals and other media	57,212	-	-
Electronic resources and maintenance	27,000	33,689	25,740
Equipment rental	3,000	1,064	2,725
Furnishings and office equipment	500	4,673	6,509
Insurance	3,100	3,075	3,027
Programs	10,000	5,379	11,779
Repairs and maintenance	48,143	38,009	46,421
Salary, wages and employee benefits	759,013	652,550	693,331
Supplies	3,000	2,487	2,894
Utilities	27,700	20,375	25,508
	1,001,768	870,365	933,902
Annual surplus	7,500	153,243	30,644
Accumulated surplus, beginning of year	192,920	192,920	162,276
Accumulated surplus, end of year	200,420	346,163	192,920
Accumulated surplus consists of the following			
Operating deficit	-	(346,437)	(352,741)
Investment in library collection	-	419,594	427,720
Reserves	-	293,821	139,352
Unfunded employee benefit obligations	-	(20,815)	(21,411)
	\$ -	\$ 346,163	\$ 192,920

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Tangible Capital Assets - Schedule 2

For the Year Ended December 31, 2020

	2020							
	Land	Land improvements	Buildings	Machinery, equipment, furniture, fixtures and computers	Vehicles	Linear assets	Construction in process	Total
Cost								
Beginning of year	\$ 19,045,733	\$ 4,787,107	\$ 48,468,059	\$ 8,564,725	\$ 6,393,396	\$125,419,886	\$ 3,487,208	\$216,166,114
Add additions	-	477,682	195	267,695	-	1,017,975	3,300,818	5,064,365
Add contributed tangible capital assets	16,208	861,560	-	-	-	3,215,140	-	4,092,908
Add transfer from assets held for sale	9,593	-	-	-	-	-	-	9,593
Less construction in process capitalized	-	-	-	-	-	-	(1,117,559)	(1,117,559)
Less disposals during the year	(139,997)	(453,133)	(997,274)	(15,692)	(25,899)	-	-	(1,631,995)
End of year	18,931,537	5,673,216	47,470,980	8,816,728	6,367,497	129,653,001	5,670,467	222,583,426
Accumulated amortization								
Beginning of year	-	1,735,235	6,060,930	5,150,134	4,601,761	65,638,994	-	83,187,054
Add amortization during the year	-	242,585	1,308,063	567,984	311,768	3,250,827	-	5,681,227
Less amortization on disposals	-	(96,408)	(997,285)	(15,680)	(25,144)	-	-	(1,134,517)
End of year	-	1,881,412	6,371,708	5,702,438	4,888,385	68,889,821	-	87,733,764
Net book value	\$ 18,931,537	\$ 3,791,804	\$ 41,099,272	\$ 3,114,290	\$ 1,479,112	\$ 60,763,180	\$ 5,670,467	\$134,849,662

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Tangible Capital Assets - Schedule 2

For the Year Ended December 31, 2020

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

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Segment Operations - Schedule 3

For the Year Ended December 31, 2020

	2020							
	General government	Protection services	Transportation services	Environmental services	Health services	Recreation and cultural services	Planning and development	Total
Revenue								
Taxation	\$ 9,000,918	\$ 1,311,610	\$ 2,079,866	\$ -	\$ 2,043	\$ 3,132,902	\$ 197,296	\$ 15,724,635
User charges	29,101	647,257	30,736	5,304,335	27,023	828,621	301,678	7,168,751
Grants	1,794,349	10,100	2,140,374	-	-	141,867	23,889	4,110,579
Contributions from developers	-	34,009	1,366,831	334,492	-	278,462	69,423	2,083,217
Contributed tangible capital assets	4,092,908	-	-	-	-	-	-	4,092,908
Other	295,806	53,477	331,433	42,320	87,986	74,018	5,168	890,208
Equity earnings in subsidiary	99,113	-	-	-	-	-	-	99,113
Gain (loss) on disposal of tangible capital assets and assets held for sale	4,498,200	-	(19,772)	(14,747)	-	1,945,112	(14,653)	6,394,140
Total revenues	19,810,395	2,056,453	5,929,468	5,666,400	117,052	6,400,982	582,801	40,563,551
Expenses								
Salaries and wages	1,903,169	1,257,830	1,127,859	1,234,730	86,318	2,514,028	492,428	8,616,362
Long term debt interest	-	34,660	172,877	20,146	-	692,924	8,634	929,241
Materials	1,139,892	198,453	629,336	316,971	4,995	915,634	27,687	3,232,968
Contracted services	770,204	168,299	1,291,081	2,833,288	14,204	565,076	10,482	5,652,634
Rents & financials	22,953	-	104,665	-	-	69,009	-	196,627
External transfers to others	11,791	-	-	-	-	-	-	11,791
Amortization of tangible assets	102,165	397,211	2,603,650	878,785	11,535	1,644,311	43,570	5,681,227
	3,950,174	2,056,453	5,929,468	5,283,920	117,052	6,400,982	582,801	24,320,850
Annual surplus	\$ 15,860,221	\$ -	\$ -	\$ 382,480	\$ -	\$ -	\$ -	\$ 16,242,701

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Segment Operations - Schedule 3

For the Year Ended December 31, 2020

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

Independent Auditor's Report

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

Report on the Audit of the Financial Statements **Opinion**

We have audited the financial statements of the Corporation of the Town of Pelham Trust Funds (the "Trust Funds"), which comprise the statement of financial position as at December 31, 2020, and the statements of revenue and expenses and change in fund balances for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trust Funds as at December 31, 2020, and the results of its operations for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Chartered Professional Accountants
Licensed Public Accountants
DATE

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Statement of Financial Position

As at December 31, 2020

	Cemetery Care and Maintenance Funds	Bradshaw Estate	Library Trust Funds	Total 2020	Total 2019
Assets					
Cash	\$ 790,117	\$ 142,931	\$ 79,688	\$ 1,012,736	\$ 177,635
Receivables and accrued interest	248	73	-	321	2,872
Investments (Note 2)	-	-	17,194	17,194	830,282
Due from the Town of Pelham (Note 3)	19,295	-	-	19,295	2,799
	809,660	143,004	96,882	1,049,546	1,013,588
Liability					
Due to the Town of Pelham (Note 3)	-	-	389	389	21,910
Fund balance	\$ 809,660	\$ 143,004	\$ 96,493	\$ 1,049,157	\$ 991,678

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Statement of Revenue and Expenses and Change in Fund Balances

Year ended December 31, 2020

	Cemetery Care and Maintenance Funds	Bradshaw Estate	Library Trust Funds	Total 2020	Total 2019
Revenue					
Interest	\$ 14,435	\$ 1,367	\$ 1,531	\$ 17,333	\$ 20,674
Realized gain	-	-	291	291	302
Donations	-	-	22,484	22,484	23,281
Marker fees	2,900	-	-	2,900	2,850
Plot sales	30,830	-	-	30,830	15,964
	48,165	1,367	24,306	73,838	63,071
Expenses					
Purchase of equipment, books, periodicals and misc	-	-	1,924	1,924	22,635
Maintenance	14,435	-	-	14,435	16,015
	14,435	-	1,924	16,359	38,650
Excess of revenues over expenses	33,730	1,367	22,382	57,479	24,421
Fund balance, beginning of year	775,930	141,637	74,111	991,678	967,257
Fund balance, end of year	\$ 809,660	\$ 143,004	\$ 96,493	\$ 1,049,157	\$ 991,678

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Notes to the Financial Statements

December 31, 2020

1. Accounting policies

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

(a) Basis of accounting

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

(b) Investments

Investments are recorded at cost.

(c) Financial instruments

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

(d) Use of estimates

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

2. Investments

The total for investments by the trust funds of \$17,194 (2019 - \$830,282) reported on the statement of financial position at cost, have a market value of \$17,194 (2019 - \$830,282) at the end of the year.

3. Due to/from Town of Pelham

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

4. Statement of cash flows

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



City of Welland
Corporate Services
Office of the City Clerk
60 East Main Street, Welland, ON L3B 3X4
Phone: 905-735-1700 Ext. 2159 | **Fax:** 905-732-1919
Email: clerk@welland.ca | www.welland.ca

April 26, 2021

File No. 13-50

SENT VIA EMAIL

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

Attention: Ms. Holly Willsord, Town Clerk

City of Port Colborne
66 Charlotte Street
Port Colborne, ON L3K 3C8

Attention: Ms. Amber LaPoint, City Clerk

Township of Wainfleet
P.O. Box 400
31940 Highway #3
Wainfleet, ON L0S 1V0

Attention: Mr. William Kolasa, Town Clerk

Re: April 20, 2021 – WELLAND CITY COUNCIL

At its meeting of April 20, 2021, Welland City Council passed the following motion:

**“THAT THE COUNCIL OF THE CITY OF WELLAND rescinds the approved motion of council regarding the uptake of governance for the transfer and operating authority of the NCDRA and NDA to the Niagara Region; and
THAT Welland City Council approves retaining the governance and ownership NCDRA; and
THAT a copy of this resolution be forwarded to the Town of Pelham, City of Port Colborne and Town of Wainfleet for consideration and support, and further**

RE: April 21, 2020 – Welland City Council

April 26, 2021

**THAT a copy of this resolution be forwarded to the Niagara Region and
Niagara Region Municipalities for support.”**

Yours truly,

A handwritten signature in cursive script that reads "Tara Stephens". The signature is written in dark ink and is positioned above the printed name and title.

Tara Stephens
City Clerk

TS:cap

c.c.: - Ann-Marie Norio, Regional Clerk, sent via email
- Local Area Municipal Clerks, sent via email

Board of Directors Meeting Highlights – March 19th, 2021

On Friday March 19th, 2021, the Board of Directors of the Niagara Peninsula Conservation Authority (NPCA) held its regular monthly meeting electronically. Highlights from the meeting included:

2021 Restoration Projects Approval – Second 2021 Application Intake

The Board approved sixteen restoration projects procured through the NPCA Restoration Grant Program. Total NPCA projected contributions to the selected 16 projects total \$65,161.50 funded from the NPCA 2021 Restoration Program budget. The projects selected will result in 3.75 ha of reforestation, 1.4 ha of wetlands, 2.9 km of new or improved hedgerows, 1.2 ha of riparian restoration, 3.2 ha of upland restoration and one conservation farm best practice project.

Stormwater Fees Financing Study – City of St. Catharines

The Board supported the development of potential partnership opportunities with the City of St. Catharines on stormwater fees and credit programs.

Award of Legal Services Standing Offer of Agreement

Based on recommendations from the Auditor General of Ontario, the Board approved the award of a Legal Services Standing Offer of Agreement to provide legal services on an as-needed basis. Evaluation criteria was used to score each law firm, ranking the top firms for each practice discipline. The intention is for the NPCA to enter into a Standing Offer Agreement (SOA) in whole or in part with the top four (4) firms for legal services in seven (7) required practice disciplines.

Wainfleet Bog CA Pathway Designation

The Board received correspondence sent to the NPCA regarding the Wainfleet Bog's new designation as a "protected area" based on the Canadian Protected and Conserved Areas Database (CPCAD). With this designation, NPCA's work is recognized internationally and nationally and may allow for future funding opportunities for conservation and enhancement of the Wainfleet Bog.

Finance Committee – 2021 Work Plan

The Board approved the 2021 Finance Committee Work Plan which forms a key component of the financial reporting, planning and control structures of the organization, and identifies key priority initiatives required in the year ahead. Additionally, the Work Plan outlined how implementation of this work would be monitored against major deliverables and the Key Performance Indicator (KPI) framework.

NPCA Appointment to the Foundation

Board member Donna Cridland was appointed to the Board of Directors of the Niagara Peninsula Conservation Foundation with re-affirmation set to occur at the Annual General Meeting of the NPCA in June 2021.

Links to Agendas, Minutes and Video:

<https://npca.ca/about/board-meetings>

Board of Directors Meeting Highlights – April 16th, 2021

On Friday April 16th, 2021, the Board of Directors of the Niagara Peninsula Conservation Authority (NPCA) held its regular monthly meeting electronically. Highlights from the meeting included:

Memorandum of Agreement with the Niagara Coastal Community Collaborative

Based on a mutual interest in shoreline resiliency and nature-based solutions for Niagara's coastal ecosystems, the Board approved an agreement with the Niagara Coastal Community Collaborative. This partnership will provide a framework for collaboration on financing of forthcoming restoration projects, implementation of Niagara's Visual Assessment Survey Tool (VAST) and will endorse efforts for shoreline resiliency across NPCA watersheds.

Regulation Mapping

The Board approved the updating of the NPCA's Section 28 Regulation mapping based upon the most current information related to natural hazard features and with a phased approach based on most current information available on regulated natural hazard features. With direction to consult stakeholders during the update process, the Board instructed that staff report back to seek endorsement on Phase 1 updated mapping and the Phase 2 workplan.

Expanding the Greenbelt Proposal to the Environmental Registry of Ontario

The Board approved submission of the NPCA's comments to the Environmental Registry of Ontario with respect to the Province's 'Expanding the Greenbelt Proposal' and directed that partner municipalities in the Welland River and Twenty Mile Creek watersheds be so advised of the NPCA's comments.

Integrity Commissioner Services for the NPCA

The Board approved the execution of agreements with three Integrity Commissioners (Hamilton, Haldimand, and Niagara). Additionally, Niagara Region's Integrity Commissioner is to be appointed to provide non-investigative advisory services and training as Niagara is NPCA's largest municipality.

Governance Committee - 2021 Work Plan

The Board approved its Governance Committee work plan which provided resources for implementation of the legislative changes enacted under the amendments to the Conservation Authorities Act. The work plan also acknowledged requirements for continued participation with the Auditor General of Ontario to address issues identified through her 2018 Special Audit of the Niagara Peninsula Conservation Authority.

Trail Connections

The Board directed that the NPCA convene a forum to bring agencies and municipalities in its watershed together to facilitate planning and development of an inter-jurisdictional trails network connecting municipalities, neighbourhoods, employment areas and nature destinations. The Board instructed staff to explore formal partnership opportunities with municipalities to map, build, and enhance trail connections while encouraging municipalities to adopt, through official plan updates, expanded trail networks using publicly owned corridors, abandoned rail lines and other opportunities.

Links to Agendas, Minutes and Video:

<https://npca.ca/administration/board-meetings>

April 22, 2021

Mrs. Nancy Bozzato
Town Clerk
THE CORPORATION OF THE TOWN OF PELHAM
Post Office Box 400
Fonthill, Ontario
L0S 1E0

Title: Town of Pelham - Canada Day Community Celebration

Dear Mrs. Bozzato,

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$ 14,650 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2021-2022 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may be in contact with you in the near future to review the terms and conditions related to this funding. As you may already know, the Government of Canada is committed to promoting workplaces free from harassment, abuse and discrimination. I would like to seize this opportunity to remind you of your responsibility to provide a work environment where harassment, abuse and discrimination are not tolerated.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Jillian Lum
A/Regional Director General
Ontario Region



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

Dear Mayor Junkin and Council,

Save Your Skin Foundation would like to commend your efforts in disseminating awareness and prevention information regarding sun safety and skin cancers through your proclamation of May 2021 as Melanoma and Skin Cancer Awareness Month in the Town of Pelham.

Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers. Though skin cancers should be largely preventable, their diagnosis rates are increasing. In 2020, over 80,000 Canadians were diagnosed with skin cancer. Last year, over 1,300 lost their lives to melanoma.¹ While most forms of non-melanoma skin cancer can be surgically removed, melanoma is an aggressive form of cancer. The five-year relative survival rate of melanoma that has metastasized is 18% and 88% for melanoma that does not spread. Despite these figures, many people seek sun without taking the advisable precautionary measures, or believe that only severe burns contribute to one's risk of skin cancer. In fact, any darkening of skin colour, including a tan, is indicative of UV damage.

By proclaiming May as Melanoma Awareness Month, you are increasing the likelihood that your citizens will take precautionary measures against UV damage, or conduct their own research into how to prevent skin cancer, both of which contribute towards the reduction of skin cancer diagnoses. We hope you will consider reissuing this proclamation in May 2022, and in years to come, to continue fighting against melanoma and non-melanoma skin cancers.

Best,

Kathleen Barnard, Founder and President
Save Your Skin Foundation

¹ Canadian Cancer Society. *Cancer-specific stats 2020: Snapshot of incidence, mortality and survival estimates by cancer type*. Available at: https://www.cancer.ca/~media/cancer.ca/CW/cancer%20information/cancer%20101/Canadian%20cancer%20statistics%20supplementary%20information/2020/2020_cancer-specific-stats.pdf?la=en



ADR
CHAMBERS

Integrity Commissioner Office
for the Town of Pelham

Charles A. Harnick
Integrity Commissioner by Delegation
Town of Pelham
Integrity@adr.ca

May 7, 2021

Sent by Email to:

Ms. Holly Willford
Acting Town Clerk
HWillford@pelham.ca

Re: IC-12628-0221

Dear Ms. Willford:

I wish to advise that I have now completed my review of this Complaint and have determined that there are insufficient grounds for an investigation. Even if sufficient grounds did exist, the relief the complainant was seeking is not within the jurisdiction of the Integrity Commissioner to process.

The Complaint was accordingly dismissed and the Complainant was advised to that effect and provided with the reasons for such decision.

The matter is now concluded and should remain confidential.

Yours very truly,

Charles A. Harnick
Integrity Commissioner by delegation from Integrity Commissioner McDermott
Town of Pelham

**Pelham Active Transportation Committee
Minutes**

Tuesday, Jan 21, 2020, 6:00 p.m.

Location: Town Hall

- 1. Attendance:** Bea Clark (Chair), Lisa Gallant (recorder), Rhys Evans, Dave Nicholson, Barbara Rybiak, Joe Marchant, Councillor John Wink, Regional Councillor Diana Huson. Staff: Tolga Aydin
Guest: Carolyn Ryall, NRPW
Regrets: Bob Fish, Brian Baty (Vice Chair),
- 2. Call to Order and Declaration of Quorum**
Declaring that a quorum was present, Chair Clark called the meeting to order.
- 3. Adoption of Agenda**
Added
 - New business: Canada Games 2021

Moved by: D. Nicholson
Seconded by: J. Marchant

THAT the agenda for the Jan 21, 2020 meeting be adopted as amended.
Carried

- 4. Disclosure of Pecuniary Interest and General Nature Thereof**
None.

5. Approval of the Minutes

Moved by: B. Rybiak
Seconded by: B. Clark

THAT the minutes from the Nov 19, 2019 meeting be approved.
Carried

Moved by: B. Rybiak
Seconded by: B. Clark

THAT the minutes from the Dec 17, 2019 meeting be approved.
Carried

6. Business Arising from Minutes – Nov 19, 2019

6.1 Review of AT Master Plan subcommittee update

Bea introduced a simplified tool for reviewing, at a high-level, the progress made on the AT master plan and areas where further work is needed. The results will be presented to Council, likely in April. PATC agreed with moving forward on this proposed tool.

Action: Bea and the sub-committee will meet to review and report back.

6.2 Downtown revitalization grant update re bike lockers

No update.

6.3 Mapping signed loop rides

Deferred.

6.4 PATC 2020 Budget

No update.

Action: Councillor Wink will check approved budget information.

6.5 TOP representative on Region's Greater Niagara Circle Route committee

Action: Councillor Huson will inquire if TOP has identified a municipal representative.

6.6 Follow-up re correspondence from R. Stacey, resident

Rhys reported that he shared the information with the Joint Advisory Committee and the committee asked Nancy Bozato, Clerk, Town of Pelham, to respond to his questions. No further questions have emerged.

6.7 Meeting at GAG re Flexible delineators

The parent-school committee be meeting again the end of January.

6.8 Timing of Traffic Signals

Carolyn Ryall, Director of Transportation, Niagara Region Public Works provided a presentation on timing of traffic signals to help us with issues, identified by residents, about having enough time to cross safely. The Region will examine any intersections we identify to assess the timing of the light and to make adjustments if necessary. All pedestrian signals are timed within the MTO guideline ranging from .8 to 1.25 metres per second. Staff are exploring the potential use of advanced pedestrian crossings. The Region is introducing ladder styled painted crosswalks to increase visibility.

PATC members identified additional questions for Carolyn's review and comment.

On behalf of the PATC, Bea thanked Carolyn for attending the meeting, providing helpful information and answering the committee's questions.

Additional Questions:

- Can signals/intersections be programmed to automatically allow for the pedestrian signals when we know there is more pedestrian activity e.g. at school dismissal time?
- Pedestrian Signal crossing Pelham Street at Church Hill Street – When a pedestrian presses the signal, why does it take 8 seconds until the signal turns red for vehicles; The pedestrian signal at the library (Town Square) changes within 3-4 sec; why can't the light on Pelham Street at Church Hill Street function/change that quickly?
- Can you provide further details about funding for cycling facilities and if there is any funding for pedestrian infrastructure?
- Would HWY 20 near EL Crossley qualify as a Community Safety Zone?
- When can a motorized scooter be used on the road vs sidewalk? Can you provide a url for us on this related to ADOA?
- Niagara Region Public Works informed Town Council at a recent presentation that they will be working on Effingham Street from Webber to River Road in 2020. Is there potential for this stretch to be considered for cycling infrastructure funding?

Action: PATC will request additional copies of the pedestrian signals handout to distribute at community events and drop off at seniors' residences.

Action: Bea will share Carolyn's email address with members. The additional questions raised by the PATC will be forwarded to Carolyn for review and comment.

6.9 Spring 2020 Forestry or Jane's Walk

Dave has been speaking with potential leaders for this walk. It was suggested that perhaps the Town arborist would lead an educational walk, or climate change coordinator, Deanna Allen or someone from the NPCA or Nature Conservancy of Canada. The Pelham Art Festival Committee may be interested in helping promote the Nature Walk given their focus on the environment in 2020.

6.10 Letter to Council re Neighbourhood Traffic Management Policy

No update.

6.11 Letter to Council re Crossings on Pelham Street report

No update.

7 Committee Events and Reports

7.1 Summerfest

PATC will need a new representative. Bea will attend a few meetings in this planning stage but cannot commit to representing PATC on an ongoing basis.

7.2 Senior's Advisory Committee

No update

7.3 Active School Travel

Discussed PATC's role with follow-up to walkabouts. At this point we will review the reports and further explore our role with any identified actions.

8 New Business

8.1 Canada Games 2021

The Town of Pelham will host the cycling road race, starting and ending at Town Hall. Note that the cycling criterium will be held in St. Catharines and the cycling time trials in Port Colborne.

Action: A representative from Canada Games 2021 will attend our March meeting to provide more information.

8 Adjournment

Moved by: R. Evans

Seconded by: J. Marchant

**THAT the meeting of PATC Committee be adjourned until the next meeting.
Carried**

The meeting was adjourned at 8:00 p.m.

Next meeting

February 11, 2020

March 17, 2020

April 21, 2020

May 19, 2020

June 16, 2020

**Pelham Active Transportation Committee
Minutes**

Tuesday, June 16, 2020, 6:00 p.m.

Location: via teleconference

Attendance: Bea Clark (Chair), Brian Baty (Vice Chair), Lisa Gallant (recorder), Bob Fish, Dave Nicholson, Barbara Rybiak, Councillor John Wink. Staff: Jason Marr, Tolga Aydin

Guests: Barb Wiens, Curtis Thompson

Regrets: Rhys Evans, Regional Councillor Diana Huson.

1. Call to Order and Declaration of Quorum

Declaring that a quorum was present, Chair Clark called the meeting to order.

2. Adoption of Agenda

Items 6.9, 6.10 and 6.11 were reordered to the beginning of the meeting to accommodate guests.

Moved by: B. Fish

Seconded by: L. Gallant

THAT the agenda for the June 16, 2020 meeting be adopted as amended.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None.

4. Approval of the Minutes

Moved by: B. Baty

Seconded by: B. Fish

THAT the minutes from May 12, 2020 meeting be approved.

Carried

6. Business Arising from Minutes – May 12, 2020

6.1 Review of AT Master Plan subcommittee update

Members discussed the draft review document. They expressed the value of this summary document and identified potential priorities to put forward to Council at a fall delegation:

- Completing a sidewalk gap analysis
- Moving forward with wayfinding and signage
- Continuing to review progress on the Active Transportation Master plan

- Ensuring capital budget dollars exist to incrementally address items outlined in the Active Transportation master plan.

Moved by: B. Rybiak

Seconded by: B. Baty

THAT PATC accept this draft document and request a delegation to Council in Fall 2020 with four requests:

- Completing a sidewalk gap analysis
- Moving forward with wayfinding and signage
- Continuing to review progress on the master plan
- Ensuring capital budget allocations are included in the ten year capital budget plan to incrementally address items outlined in the Active Transportation Master plan.

Carried

6.2 PATC 2020 budget update

No changes to report.

6.3 TOP representative on Region's Greater Niagara Circle Route committee

Regional committees are not meeting during the pandemic. There will be changes to the Terms of Reference to include Pelham on this committee.

6.4 Additional questions for C. Ryall

No update.

6.5 Update re draft Neighbourhood Traffic Management Policy

Recommendations from PATC were included in the final submission and this policy was approved by Council at the June 15th meeting.

6.6 Access to Lathrop Property

Staff met with representatives of Nature Conservancy of Canada to discuss access to the Lathrop trail system. NCC's expressed interest in having access from Haist Street to do rehabilitation work but not for pedestrian access. Jason indicated that there are engineering design concerns regarding access from Haist. NCC is satisfied with the access from Pelham Street.

6.7 Ideas to sustain community and Council interest in AT

John Swart did prepare an article featuring cycling trails in a recent edition of the Voice of Pelham

Other items will be discussed at the September meeting including Dave's reference to trails and trail development.

6.8 Rescheduled presentations

- Update re NR Niagara Cycling Clubs Alliance review of Share the Road Feedback – September 15 or October 20, 2020

- 2021 Canada Games Presentation and Discussion Barry Wright, CEO and Nick Snow, Director, Sport and Athlete Services – September 15, 2020
- Joint meeting with Thorold and Welland AT Committees – November 17, 2020

6.9 Pelham Street Reconstruction project

The design work for the current phase is 80 per cent complete. Considering a 3 M wide path for pedestrians and cyclists along G. A. Green public school to tie into the intersection and allow for traffic calming measures.

6.10 Report to Council to pave Steve Bauer Trail

With a split vote, the vote at Council was lost on June 15, 2020. Members may watch the video of this discussion, which starts at the ~ two-hour mark. For the benefit of new PATC members and staff, Bea provided an overview of the history of the grant and the rationale for the PATC's decision to recommend the paving of this section of the Steve Bauer Trail. This grant from the Ontario Municipal Commuter Cycling Fund must be spent by December 31, 2020 and must include a 20% investment from the Town of Pelham. The committee was clear on its preference for paving the Steve Bauer Trail. Members expressed their disappointment at Council's decision given the history of the fund, the value of making the Steve Bauer trail accessible, the input from residents and the concern of losing available funding.

Bea and Brian will review Council's discussion and will prepare a presentation which outlines the history of the grant and the rational for the selection of this project at this time. A delegation request will be submitted for the July 13th Council meeting..

Moved by: B. Baty
Seconded by: B. Fish

THAT PATC Committee prepare a submission to Council to reconsider their vote and request a delegation at the July 13th meeting.

Carried

6.11 Kunda Park development plans

Members reviewed to drawings. Barb Wiens and Curtis Thompson, Planning Department staff, explained the drawings, highlighting active transportation facilities, and answered members' questions.

7 Committee Events and Reports

7.1 Summerfest

Cancelled

7.2 Senior's Advisory Committee

No update.

7.3 Active School Travel

No update.

8 New Business

8.1 Trails

Dave presented some ideas which will be discussed in more detail at the September meeting. Staff have been asked to provide a good map to inform this discussion.

Action:

Staff asked to provide a large map of Pelham for discussion of existing and potential trails.

9 Adjournment

Moved by: D. Nicholson

Seconded by: B. Rybiak

THAT the meeting of PATC Committee be adjourned until the next meeting.

Carried

The meeting was adjourned at 7:50 p.m.

Upcoming meetings 2020

September 15, 2020

October 20, 2020

November 17, 2020

December 15, 2020

**Pelham Active Transportation Committee
Minutes**

Tuesday, May 12, 2020, 6:00 p.m.

Location: via teleconference

Attendance: Bea Clark (Chair), Brian Baty (Vice Chair), Lisa Gallant (recorder), Rhys Evans, Bob Fish, Dave Nicholson, Barbara Rybiak, Councillor John Wink, Regional Councillor Diana Huson. Staff: Jason Marr
Regrets: N/A

1. Call to Order and Declaration of Quorum

Declaring that a quorum was present, Chair Clark called the meeting to order.

2. Adoption of Agenda

Jason requested that two additional items be added under new business Item 8.3 Pelham Street Engineering update and Item 8.4 Report to Council regarding the planned pavement of the Steve Bauer Trail from Port Robinson Road

Moved by: B. Baty

Seconded by: D. Nicholson

THAT the agenda for the May 12, 2020 meeting be adopted as amended.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None.

4. Approval of the Minutes

Moved by: B. Rybiak

Seconded by: B. Baty

THAT the minutes from Tuesday, Feb 11, 2020 meeting be approved.

Carried

6. Business Arising from Minutes – Tuesday, Feb 11, 2020

6.1 Review of AT Master Plan subcommittee update

A first draft of the report has been reviewed by the members of the sub-committee (Bob, Dave and Brian). With this feedback, Bea will prepare a second draft for the sub-committee's review prior to review by the PATC. The final report will be shared with Council in the fall.

6.2 PATC budget

A report going to Council about the impact of Covid-19 on the Town's budget. The expectation is that PATC's budget will be available to promote local AT facilities.

6.3 TOP representative on Region's Greater Niagara Circle Route committee

Councillor Wink indicated that the Town is waiting for the committee's Terms of Reference before a decision regarding representation is made.

Action: Councillor Huson will follow-up with the Region.

6.4 Meeting at GAG re Flexible delineators

Jason noted that the delineators will be reinstalled when school is in session. In the fall, this area will likely be affected by Pelham Street reconstruction. There may be an opportunity during reconstruction to include permanent road design features to calm traffic.

6.5 Additional questions for C. Ryall

No update.

6.6 Spring 2020 Forestry or Jane's Walk

This activity is on hold. Dave has secured a guide for the walk. When we are ready to set a date, we can engage Town's communication staff for support.

6.7 Update re draft Neighbourhood Traffic Management

Town staff revised the policy based on comments received, including the comments from the PATC. Staff plan to bring a report to Council in June or July. This will be circulated to PATC before that report is presented.

Action: J. Marr will circulate revised report to PATC.

6.8 Update re Crossings on Pelham Street

TOP staff continue to explore available options as Pelham Street reconstruction is planned and designed. Rhys reiterated that the timing of pedestrian crossing signals must take accessibility into account.

6.9 Access to Lathrop Property

This request will go to Council as discussed at the last meeting. Jason noted that staff have had that discussion with the Nature Conservancy of Canada. There are sight line issues for parking access on Haist Street. Pedestrian access from Haist Street is the primary concern.

Action: Councillor Wink will flag this for Council when the approved PATC minutes are received for review.

7 Committee Events and Reports

7.1 Summerfest

Following the guidance and direction of the Province and Niagara Public Health regarding gatherings, essential services, and tactics to prevent the spread of COVID-19, Summerfest has been cancelled this year.

7.2 Senior's Advisory Committee

Lisa agreed to respond to SAC's request regarding an interest to feature e-bikes during a Seniors' Without Walls session.

7.3 Active School Travel

No update.

7.4 Farmer's Market

It is anticipated that the Farmer's Market will operate but in a reduced format.

7.5 Canada Day Parade

Following the guidance and direction of the Province and Niagara Public Health regarding gatherings, essential services, and tactics to prevent the spread of COVID-19, the Canada Day parade has been cancelled this year. Some virtual activities are planned.

8 New Business

8.1 Given the impact of the pandemic:

PATC members discussed the following two issues and suggested opportunities and methods to highlight that active transportation is essential to the health and well-being of residents.

How to encourage residents' renewed interest in walking and cycling for physical and mental health?

1. Reach out to John Swart about an article in the Voice featuring available trails, as well as safe cycling and pedestrian activity and the need for drivers to share the road. – Bea will contact John to initiate this.
2. Have a competition about the prettiest, most walkable streets in Pelham to bring attention to great walking areas. Might also look at keeping local roads open to local traffic only to increase access to pedestrians, as many other cities and areas are now doing.

3. There are questions about access to parks. Jason explained that parks are open but people are not to congregate in them and the equipment cannot be used.
4. With more people using roads for walking and cycling, we need messaging to support active use of our public spaces including messaging about sharing the road and drivers watching out for pedestrians and cyclists. Perhaps this messaging can come from our civic leaders.
5. Explore with staff any opportunities to advance or pilot some of the infrastructure items that are forecasted in our ATMP e.g., new sidewalks or protected bike lanes.
6. Promote outdoor trails at the MCC and the walking track, as well as at other community locations. Brian and Barb might take the lead on this in the fall.

How to ensure the importance of access to safe walking and cycling routes is reinforced with Council? Community?

1. Councillor Wink noted a need to prioritize the plan for sidewalks and recommending this plan to Council so that the plan is included in the 10-year capital budget forecast. Sidewalks with boulevards are preferred where possible rather than curb faced sidewalk.
2. Jason noted that whenever a roadway is reconstructed, staff plan for active transportation facilities where possible.
3. There is a need for pedestrian and cycling counters to build the case for additional infrastructure.

Other issues?

1. Is there opportunity to turn parking lots or spaces into parkettes to allow additional room for restaurants, to allow for physical distancing, when they are allowed to open? Other communities are planning for this.
2. The interest in e-bikes is increasing. Bob will circulate the link to a recent article.
3. The Bruce Trail will be opened on Friday, May15, 2020.

8.2. Rescheduling:

- Update re Niagara Cycling Clubs Alliance review of Share the Road Feedback – Dave Hunt
Will defer this discussion until the Fall.

- 2021 Canada Games Presentation and Discussion Barry Wright, CEO and Nick Snow, Director, Sport and Athlete Services
Will likely defer this presentation until the Fall. This presentation may be done virtually.
- Joint meeting with Thorold and Welland AT Committees
No update. Bea will contact the chair of the Thorold AT committee and defer the next meeting until the fall.

8.3. Pelham Street Reconstruction project

Jason reported on this project which is planned in four phases and includes reconstruction to the Town limit near Woodlands of Sunset. Design work is underway for phase 1 from College Street S. to Port Robinson and phase 2 from Port Robinson Road to John/Pancake. A consultant has been retained to work on the design, based on the original 2013 plan. The PATC will have an opportunity to review the design.

There are plans for on road cycling facilities, except for one small stretch near Elizabeth to Port Robinson. There will be new concrete curb facing sidewalks on the west side of Pelham and a 1.5 m wide concrete sidewalk with boulevard on the east side.

There is a need to address safety of students walking and cycling to G.A.Green school. Traffic calming measures in front of the school are intended. Staff are exploring the use of coloured pavement as well as other measures to improve safety.

Construction will commence in the fall. Town staff are reviewing options to secure public input such as a virtual open house, the use of social media and/or the Voice.

Action: J.Marr will send design to PATC for review and comment prior to public review.

8.4. Report to council to pave Steve Bauer Trail

The original plan was to pave the section of the trail from Port Robinson to Quaker Road. The Town is working on cost estimates given the \$100k available through the grant. There may be changes to the pathway pending development plans in Kunda Park are which could affect the paving of the trail.

PATC reminded staff of their prior request to provide input for planned developments/site plans such as Kunda Park. This recommendation is supported in the ATMP and the Director of Planning agreed to this request at a previous PATC meeting.

Action: J. Marr will check with Director, Planning Department regarding the review of the Kunda Park development plans.

9 Adjournment

Moved by: R. Evans

Seconded by: B. Fish

**THAT the meeting of PATC Committee be adjourned until the next meeting.
Carried**

The meeting was adjourned at 7:30 p.m.

Upcoming meetings, 2020:

June 16, 2020

September 15, 2020

October 20, 2020

November 17, 2020

December 15, 2020

Pelham Senior's Advisory Committee Minutes
Thursday, February 18, 2021 @ 1:30 p.m. by Zoom conference.

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

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

1. **Declaration of Quorum and call to Order-** 1:30pm by Sharon Cook

2. **Adoption of Agenda**

- **Addition to agenda: Closing of the TD Bank in Fonthill**

Moved by: Gwen MacDougall

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: Gwen MacDougall

THAT the minutes for the January 21, 2021 Pelham Seniors Advisory Committee meeting be approved.

CARRIED

5. **Correspondence**

- None

6. **Business Arising from Minutes:**

- Grant Request Updates- The Grant for Media Equipment in Accursi Room has no further updates at this time. The SALC Special Grant has been received and will be used for an outdoor shade structure, which is currently being sourced.
- Workshop Development On Hold- This is currently on hold during this time.
- Replacement of Committee Members On Hold- This is currently on hold during this time.
- Where Do We Go from Here? – The Committee has put great efforts towards online programming and virtual forums but the lack of participation at these virtual events has been discouraging. PSAC has decided that any further programs will have a preregistration to ensure there is enough participation for the program to run. Sharon will be contacting Kevin from The Region to discuss hosting a chronic diseases and injury prevention online seminar. Sharon will report back with possible dates and times to set up a presentation with preregistration at the next meeting.

7. New Business:

- Buddy Bench- The idea of a Buddy Bench is for people to sit on when they are willing to talk or have a conversation so others can approach them and engage. This could be placed outside of the MCC or in Peace Park, promoting intergenerational conversation or open conversation between residents of all ages. PSAC is willing to have members sit at the bench to promote the idea and start the trend. There is discussion of partnering with SAY IT!, MYAC or the Bench Dedication Program.
- Credit Card Scam Alert- Many PSAC members are experiencing Credit Card Scams over the phone. This has been shared with other members so they are aware and cautious.
- Closing of the TD Bank in Fonthill- The TD Bank is set to close on July 16th, 2021. This will have a great impact on Seniors as there is only 1

socials will be held on April 8th and 22nd. Invitations will be extended to Senior Staff to see who is able to attend these April dates.

- **Parking-** During the Active for Life event taking place on May 13th, the Committee has asked for Bylaw to monitor accessible parking. Marianne Stewart discussed this staff who informed her that the Committee would have to pay \$25 per hour to have these spaces monitored. The Chair recommended having a volunteer to fill that role instead, but it was decided by the Committee that this role may be confrontational. PSAC has decided that if needed, they will cover the cost of having security enforce accessible parking at events, including Active for Life. Bob Lymburner and Jason Marr have also been notified by Councillor Stewart regarding the lack of accessible parking signs in the Meridian Community Centre parking lot.
 - **Housing-** Dustin Gibson will be invited to the next meeting to discuss the housing and development taking place in front of the Meridian Community Centre. This topic will be deferred until the next meeting on April 16, 2020.
8. **New Business:**
Seniors Month- Due to the unpredictability of COVID-19, this discussion will be deferred until the Committee has a better idea of if events will be able to run. All Committee members are asked to bring ideas to the next meeting.
9. **Next Meeting:** April 16, 2020 from 1:30-3:30pm
10. **Adjournment**
Moved by: Sharon Cook
Seconded by: Erin Stitt

THAT the meeting of the Pelham Seniors Advisory Committee meeting, March 12, 2020 adjourned at 2:45pm.

CARRIED.


Sharon Cook, Chair

Secretary

Pelham Arts Advisory Committee Minutes
Wednesday, December 16, 2020 @ 2:30 p.m. by Zoom conference.

Present: Els Swart
Councillor Bob Hildebrandt
Brian DiMartile
Barb Rybiak
Christina Drummond
Leah Letford

Absent with Regrets: Catharine Carr
Vickie vanRavenswaay

1. **Declaration of Quorum and call to Order at 2:34pm by Brian DiMartile**

2. **Adoption of Agenda**

Moved by: Brian DiMartile

Seconded by: Barb Rybiak

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

None.

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

Moved by: Christina Drummond

Seconded by: Els Swart

THAT the minutes for the November 18, 2020 Pelham Arts Advisory Committee meeting be approved.

CARRIED

5. **Correspondence**

- None

6. **Business Arising from Minutes:**

- Christmas Cards Update: Presentation of the winning designs was received by council on December 14th 2020. All selected entries for the final design were incorporated into a 5" x 7" card and copies were provided for each youth.
- Public Art in the Parks: Leah Letford gave a summary received from the City of Thorold regarding their previous art project located along the canal. Points that were addressed included determining ongoing maintenance challenges,

damages to artwork and ownership of artwork. Discussions continued to evaluate the feasibility of the MSSP as a location. Examples of alternate projects regarding panel assembly for ease of changing and updating artwork. Proposed area may not be highly visible in MSSP. The Canada 150 Mosaic project was highlighted as an example of a collaborative art project with high visibility.

Motion was made by Christina Drummond to shelve the Public Art in the Park project for MSSP until further notice. Seconded by Barb Rybiak. All in favour. Carried.

- Gallery Wall Display: Additional items to expand the current wall hanging system at the Meridian Community Centre were secured.

7. **New Business:**

- 2021 Projects:
 - a. Creation of a checklist for Art wall applicants to be created and included in the criteria package. The purpose to allow for support for the artists in the process and inclusions on items and best practices that will allow for a successful exhibition for the artist.
 - Email ideas for inclusion in the checklist to Els for inclusion.
 - b. A discussion was had regarding potential Public Art projects for consideration within the 2021 year, with the impact of COVID-19 being considered. Topics included: Virtual art exhibit on the Town of Pelham website, trail marker project, drive through art event, public art community project collaboration.
 - Each member asked to bring forward one positive idea for consideration, and include a brief summary of the concept to be reviewed and further discussed at next meeting
 - c. Continuation of virtual meetings for 2021, third Wednesday of the month 2:30pm via Zoom Platform.

8. **Next Meeting:** Wednesday, January 20, 2021 at 2:30pm by Zoom.

9. **Adjournment**

Moved by: Christina Drummond
Seconded by: Barb Rybiak

THAT the meeting of the Pelham Art Advisory Committee meeting, December 16
2020 adjourned at 4:12pm.
CARRIED.

Brian DiMartile

[Brian DiMartile \(May 6, 2021 12:44 EDT\)](#)

Brian DiMartile, Chair

MEETING DATE: Thursday Nov 19, 2020 – 5:00 PM

Zoom Meeting

Present: Julie Cook (Recreation and Wellness Programmer)
Halee Braun (RCW Administrative Assistant)
Councillor Marianne Stewart
Byron Sinclair (Pelham Minor Hockey Association)
Brian Bleich (Pelham Basketball Association)
James Allen (Facility Supervisor)
Tim Toffolo (Jr. B Pelham Panthers)
Doug Freeland (Service Club Representative)
Barb Wiens (Director of Community Planning and Development)
Tara Lynn O'Toole (Policy Planner)
Ryan Cook (Manager of Public Works)
Nick Palomba (RV Anderson)
Adam Mildenberger (RV Andereson)
Bryan Secord (Senior Facility Operator)

Absent with Regrets: Spencer Tanguay (Pelham Raiders Lacrosse Association) Vickie vanRavenswaay (Director of Recreation, Culture & Wellness) Jessica Sackett (Niagara Centre Skating Club) Kevin Yochim (Southern Tier Admirals)

1. WELCOME

The Chair Tim Toffolo, called the meeting to start at 5:16pm.
Our attendance did not meet quorum. The committee did allow for the meeting to proceed, without any decision making.

2. PARKING STUDY – RV ANDERSON

- Nick Palomba and Adam Mildenberger discussed with our user groups any parking related issues, locations, programs and attendance at the MCC on a regular basis.
- The committee added any additional input with parking in Pelham. Size of parking spaces, locations for buses to park during tournaments, access space for snow removal etc.
- Also discussed were the related challenges on a daily basis at the community centre, prior to COVID 19

3. MCC STREAMING

- James Allen – Facilities Supervisor discussed options for streaming at the MCC. In addition Tim Toffolo spoke on some concerns with each of the systems.
- Tim Toffolo offered some input on an additional system (Hockey tech). Tim made a presentation last year on a few different systems that could be potential options.

4. OTHER BUSINESS

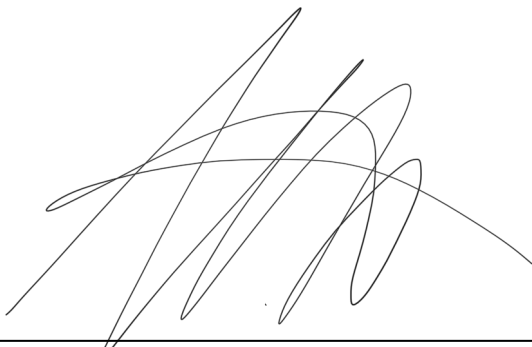
- COVID Policies, Brain Bleich had some concerns with who is monitoring the rules and regulations that are being followed here at the MCC

5. NEXT MEETING

Next meeting: at the call of the chair, Tim Toffolo

6. ADJOURNMENT

The meeting of the MCC User Group Roundtable Committee, Nov 19, 2020 adjourned at 6:37pm.



Chair of MCC User Group Roundtable Committee
Tim Toffolo



RCW Administrative Assistant
Halee Braun



PELHAM FINANCE AND AUDIT COMMITTEE MINUTES

Meeting #: PFAC-01/2021
Date: Wednesday, February 10, 2021
Location: Zoom Meeting

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

Members Regrets: Councillor Ron Kore

Staff Present: CAO, David Cribbs (left meeting at 5:29pm)
 Director of Corporate Services/Treasurer, Teresa Quinlin
 Deputy Treasurer, Charlotte Tunikaitis
 Executive Assistant, Belinda Ravazzolo

Other:

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Chair Wink called the meeting to order at approximately 4:05 p.m.

2. Approval of Agenda

Councillor Wink reminded members of the Committee that items 8 through 12 on the agenda are placeholders with nothing to add to tonight's agenda.

Moved By Bill Crumm

Seconded By Wayne Olson

THAT the agenda for the February 10, 2021 regular meeting of the Pelham Finance and Audit Committee be adopted, as circulated.



Carried

3. Declaration of Pecuniary Interest and General Nature

None.

4. Approval of Minutes

November 25, 2020

Moved By Michael Cottenden

Seconded By Wayne Olson

THAT the minutes of the November 25, 2021 Pelham Finance and Audit Committee be approved.

Carried

5. Business Arising from Minutes

None.

6. New Business

6.1. 2021 Approved Operating Budget

The Treasurer spoke to the final approval of the budget, which was sent to the Committee via dropbox last week. She stated that at the last Committee meeting the Operating and Capital Budgets were not being approved by Council until the Town received word as to whether or not funding was coming through the Safe Restart Phase 2 program. The Town was successful in receiving \$1,298,000 of Phase 2 funding. In the projection, it showed a shortfall of \$221,000. The Town was hoping to at least receive that much. There were only 48 of 444 municipalities that either applied or were approved for Phase 2 funding. Most municipalities did not apply for Phase 2 feeling that the funding that they received from Phase 1 was adequate. They funded the loss gross revenue lost and the expenses that the Town incurred and that is why the funding is so much greater than expected. The amount that the Town did not use in 2020 can be applied to 2021. This took a lot of pressure of the tax levy increase. The projected increase was at 4.59% and now after applying this grant the project tax levy increase is at 1.98%.



The Treasurer discussed the 2021 Budget Adjustments highlighting revenues and expenditures and how it was adjusted from the original number to the new budget. She also highlighted the 2021 Operating Budget Net Increase stating that the average household increase would be \$38 per year. A member of the Committee suggested adding the MPAC value of what the “average household” is would be helpful to the residents in understanding what their impact would actually be. Both the Treasurer and Deputy Treasurer agreed to add that in the future.

A Committee member asked what the arrangement is for Transit in the budget. The Treasurer explained that the Town is in a pilot project with the Region from August 2020 to August 2021. The Town is paying the Region \$178,700 to perform the bus service. The budget shows a decrease from the prior year as the Town was operating two buses. The revenue for 2020 shows the funding from the Transit grant and others as well as sponsorship. The net levy requirement of \$179,486 is a decrease from last year's \$252,070. The Committee member questioned what the expectation is after August 2021 if the project does not continue with the Region. The Treasurer stated that Council would have to make a decision at that point as to whether the Town goes back to continue with the Sharpe buses or go out to RFP for a new provider.

A member asked what would happen after the arrangement with the Region. The Treasurer explained that Council would have to look at the options at a later date.

The Committee Chair noted that the government was generous in handing out funds in 2020 and asked if there was any speculation of more funding coming forward in 2021. The CAO shared that he is under the impression that no equivalent amount of funds will be coming forward as the government has provided enough emergency funds in 2020. The CAO believes that if money does come forward it would go to those municipalities with a large loss of revenue due to shortfalls in transit. The CAO wanted to mention that although the Town has received the phase 2 funding directly from the province, it was ninety cents on the dollar with federal dollars with very little provincial tax money.

One of the Committee members asked the Treasurer if the Town runs a hard and soft analysis of the budget for items such as dividends received from PWPI. The Deputy Treasurer said dividends from PWPI are not budgeted because it is so variable from one year to the next.

6.2. 2021 Approved Capital Budget

The Treasurer discussed the 2021 Approved Capital Budget with the Committee going through the expenses and savings that occurred in the budget. She stated that nothing has changed with the budget concerning transfers to reserves and that the budgets are very tight.

A committee member wanted to reiterate a point from the last meeting that the reserves still remain significantly underfunded. He feels that the Town needs to bump up the



reserves to get the Town on better financial funding. Pushing for higher tax increases

to fund the reserves would help put the Town on a better financial footing. As a taxpayer, he was happy but as a committee member, he feels he should express his concern. Another committee member stated that he appreciates his comments and agrees with his thoughts and opinions.

The Treasurer noted that some other municipalities have a special capital levy determined year by year that maybe the Town can look at implementing for next year.

A committee member believes that some of the COVID funding from the government should have been put away in the reserves but feels that it was time to give the taxpayers some relief. He believes that the Town can find money in the budget to put away and that the reserves need to be increased as well.

The Treasurer noted that in July the Asset Management Plan will be complete so the Committee can then look at what the future capital expenditures that the Town has and how the reserves are in handling those expenditures. The Committee can then make a recommendation to Council for consideration should be made for the 2022 budget to increase the reserves. The Deputy Treasurer indicated that a 1% increase of \$150,000 was made to the reserves. She stated that the pie chart shows that the reserves are one of the bigger items resulting in a tax increase and they will figure out a way to better communicate this. The Treasurer stated the Cannabis legal fees eat up a large amount of funds and that this money could go into the reserve next year if we can avoid those expenditures.

A committee member asked what will happen when the work on the asset management plan is completed this summer, is the Town anticipating a significant impact on the budget? The Treasurer said that the asset management plan focuses on risk. The Asset Management Plan will determine the risk of not investing in our assets.

The Deputy Treasurer showed the 20 Year projected reserve balance in dollars and noted that as the Asset Management Plan is updated it will affect the capital spending from a 20-year summary and also the reserve target. One of the committee members is optimistic for the plan giving an example of spending money on maintenance programs as ways to extend the life of certain assets. The Treasurer informed the Committee that in December the Town hired an Asset Management Coordinator with a GIS background and he is doing a lot of good work.

Moved By Michael Cottenden

Seconded By Wayne Olson

THAT the Committee receive the 2021 Approved Operating Budget and 2021 Approved Capital Budget for information.

Carried



7. Audit

7.1. Request for Proposal: Audit Services for fiscal year ending 2021 to 2025

The Treasurer discussed the draft RFP that is going out for the new audit services for the fiscal year of 2021 with a 5 year contract as Deloitte is finishing up for 2020. The difference between this RFP and the last one is that there is much more work done in-house by staff than previously. The Town is hoping to see a reduction in audit fees due to that work. The Town invested in a software program called Caseware allowing for more work to be completed by staff than the auditors. The Town currently pays roughly \$39,000 a year, including the trust funds. The Town saved \$3,300 by preparing the financial statements ourselves this year and \$4,400 for preparing the FIR.

The Town is thinking of issuing the RFP after the audit in June due to the year-end work that still needs to be done and awarding it in July.

A committee member question the evaluation process. The Treasurer said that if there were an interview process, she would like someone from the audit committee in the interview process.

A committee member noted that typically there is an audit planning report that is produced and noticed it was missing from the RFP. He asked would a firm be excluded if they did not have Caseware. She indicated that yes, if they did not have it, they would be excluded because then staff would have more work in preparation for the audit. Most audit firms already have Caseware or have access to it.

A committee member feels the evaluation selection criteria section of the report can be simplified and is not sure what the expectations are within each section with percentage values for each category. If it was cleaned up, it could also help with the evaluation process. The Treasurer thanked him for the feedback and said that they look at changing that. He also asked if there is opportunity for any collaborative procurement groups that the Town work with believing that it may be worth investigating. The Treasurer responded saying that the Town is part of the Niagara Peninsula Purchasing Committee but has not reached out to other municipalities due to the timing of the RFP. She said that she could go out to other municipalities but because every municipality is on different schedules, it may not work but still something to consider.

The Chair of the Committee asked for a volunteer from the committee to be part of the interview/proposals if required. One committee member said that his availability would be determined by the timing of it and that his interest would only be on the interview side not the written proposals. Another committee member felt that he could add benefit through the evaluation process but felt he would not be as beneficial for the interviews. Another committee member offered to sit in on interviews if needed.



Moved By Bill Crumm

Seconded By Michael Cottenden

THAT the Pelham Finance and Audit Committee receive the draft Request for Proposal (RFP): Audit Services for fiscal year ending 2021 to 2025; and

THAT the Committee recommend the RFP for issuance.

Carried

- 8. Operating Financial Report**
- 9. MCC Operating Financial Report**
- 10. Transit Operating Financial Report**
- 11. Capital Report**
- 12. Reserves**
- 13. Financial Risks**

13.1. COVID-19 Update

The Treasurer updated the Committee that they are hearing that next Tuesday the Town will go into code red and therefore in preparation to reopening the MCC, including the walking track with booking times.

With regards to the finances, due to the grant that the Town received, the Town does not have a shortfall and has money to cover expenses. A committee member asked how much money was held back. The Treasurer indicated that they are waiting to see how the year-end plays out and that will determine how much money is carried forward but as of right now out of the \$1.3 million, \$602,000 has been moved to 2021. The Deputy Treasurer noted that if there were any leftover after the year-end closes, it would be carried over to 2021 as well.

The MCC is earmarked to be one of the vaccination centres. In preparation for that, a new floor covering was ordered and has arrived for the gym with the expense covered under the COVID grant. Public Health came to inspect the area and was happy with the space. The Treasurer stated that under Code Red the Town's ice pads are open while some other municipalities remained closed. The Town benefits from that, as there is a high demand for ice time.



A committee member asked if the Town is paid by the Region for offering the space for the vaccination centre; the Treasurer does not believe so.

Ontario Federation Recreation Association said that the Town of Pelham was one of the jewels of the province as far as community centres.

Moved By Wayne Olson

Seconded By Bill Crumm

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

Carried

14. Unfinished Business

15. Next Meeting – May 5, 2021

16. Adjournment

Moved By Michael Cottenden

Seconded By Bill Crumm

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

Carried

The meeting was adjourned at approximately 5:21pm.

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

Chair, John Wink

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

Executive Assistant to the CAO and Mayor, Belinda Ravazzolo

Subject: 2020 Year-end Building Department Report**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0084 – 2020 Year-end Building Department Report, for information.

Background:

Section 7(4) of the *Building Code Act* requires that an annual report be prepared regarding building permit fees collected. Specifically, Division C, Section 1.9.1.1. of the Regulations state that the report must contain:

- (a) total fees collected in the 12-month period,
- (b) direct and indirect costs of delivering services related to administration and enforcement of the Act, broken out by category, and
- (c) the amount of the reserve fund at the end of the 12-month period.

The attached 2020 Building Department revenue and expenditure statement details the 2020 year-end results. The report shows the gross revenues received and the direct and indirect costs associated with providing building department permit fee services.

Analysis:

In 2020, it was budgeted that the Building Department would end the year at a breakeven point, while transferring \$97,555 to the reserve. However, the department revenues were \$3,747 higher than projected for 2020 excluding reserve interest, and expenditures were below budget, resulting in a surplus of \$21,974 being transferred to reserve, in addition to the \$97,555 budgeted, for a total operating surplus of \$119,529.

Additions to the Building Department reserve include the operating surplus and interest of \$17,451. A reduction in the reserve resulted from a transfer to the Town for indirect administrative costs of \$79,497. Vehicle lease payments of \$16,074, which were a direct cost of the Building Department in 2019, were funded from the Fleet Reserve in that year and were adjusted to the Building Department Reserve in 2020. Vehicle lease payments of \$15,374, which are a direct cost of the

Building Department in 2020, were funded from the reserve as well. The reserve balance at December 31, 2020 is \$1,404,644.

Total direct costs including capital expenditures were \$500,092 and total indirect costs were \$79,497.

These results are included in the Town's 2020 audited financial statements, subject to Council approval.

Financial Considerations:

The Building Department must be completely self-funded from the development that occurs within the Town.

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Financial Sustainability

By reviewing the 2020 Year-end Building Department Report, Council can remain informed about the results of operations and the financial sustainability of the department.

Consultation:

Not applicable.

Other Pertinent Reports/Attachments:

Appendix 1 – 2020 Year-end Building Department Report

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

**Town of Pelham
Building Department
2020 Year End Financial Statement**

Building Department Results				
Description	2020 Budget	2020 Actual	Variance	Variance
	\$	\$	\$	%
Revenues				
Permits - Other	500	3,468	2,968	593.60%
Permits - Building	600,000	600,779	779	0.13%
Reserve Interest	-	17,451	17,451	100.00%
Total Building Revenues	600,500	621,698	21,198	3.53%
Expenditures				
Building Administration				
Salaries and Benefits	405,710	426,552 (1)	20,842	5.14%
Materials and Supplies	32,235	50,265 (1)	18,030	55.93%
Contracted Services	65,000	7,901 (1)	(57,099)	-87.84%
Transfer to Reserve	97,555	136,980	39,425	40.41%
Total Building Expenditures	600,500	621,698	21,198	3.53%
NET (EXPENSE)/REVENUE	-	-	-	-

Building Department Reserve	
	2020 Actual
	\$
Balance at Dec. 31, 2019	1,378,609
Reserve Additions	
Operating Surplus	119,529
Interest	17,451
Total Reserve Additions	136,980
Reserve Reductions	
Transfer to Town for Administration	79,497 (2)
Transfer for Capital - 2019 Leases	16,074
Transfer for Capital - 2020 Leases	15,374 (1)
Total Reserve Reductions	110,945
Balance at Dec. 31, 2020	1,404,644

(1) Total direct costs \$ 500,092

(2) Total indirect costs \$ 79,497

The cost of vehicle leases for 2019 was funded from the reserve in 2020 but disclosed as a direct cost of the building department in 2019, the year in which the expense was incurred.

Subject: 2020 Reserve and Reserve Fund Report**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0087- 2020 Reserve and Reserve Fund Report, for information;

AND THAT Council direct the 2020 Annual Treasurer's Statement of Reserve Funds for Development Charges and 2020 Annual Treasurer's Parkland Dedication Reserve Fund Statement be made available to the public upon request.

Background:

This report provides information about reserve and reserve fund balances as at December 31, 2020, based on transfers to and from those reserves and reserve funds as approved by Council. Reserves and reserve funds are important long-term financial planning tools for municipalities, and are used to set aside funds for future purposes. The guiding principles in the Town's Reserve and Reserve Fund Policy S400-08 ("the Policy") are adherence to statutory requirements, promotion of financial stability and flexibility, provision for major capital expenditures, and liquidity.

The Town has four general categories of reserves and reserve funds:

1. Obligatory reserve funds are created when a senior government statute or agreement requires that revenue received for special purposes be segregated from the general revenues of the municipality and must be segregated in liquid assets. (Note 5 to the financial statements)
2. Discretionary reserve funds are created by Council to set aside revenue for a future expenditure and must be segregated in liquid assets. (Note 9 to the financial statements)
3. Non-discretionary reserves are created by Council as an appropriation from net revenue and/or cost savings and are non-tax supported. Drawdowns from non-discretionary reserves must be for expenditures related to their revenue source. (Note 9 to the financial statements)

4. Discretionary reserves are created by Council as an appropriation from net revenue and/or cost savings and are tax supported. Transfers to and from these reserves can be approved for any purpose at the discretion of Council. (Note 9 to the financial statements)

2020 Reserve and Reserve Fund Year-end Balances

The Policy requires that the Treasurer prepare a Reserve and Reserve Fund Report annually, which shall include opening balance, additions and reductions, and closing balance for the previous fiscal year, tying the report to the audited financial statements. The report shall include an analysis of the Town cash position in the audited financial statements in comparison to the total balance of Reserves and Reserve Funds, as well as discussion regarding the investment of Reserves and Reserve Funds during that fiscal year.

Parkland Dedication Reserve Fund Statement

Parkland Dedication is addressed under Section 42 of the *Planning Act*:

42(17) The treasurer of the municipality shall each year, on or before the date specified by the council, give the council a financial statement relating to the special account.

42(18) The statement shall include, for the preceding year,

- a. statements of the opening and closing balances of the special account and of the transactions relating to the account;
- b. statements identifying
 - (i) any land or machinery acquired during the year with funds from the special account,
 - (ii) any building erected, improved or repaired during the year with funds from the special account,
 - (iii) details of the amounts spent, and
 - (iv) for each asset mentioned in subclauses (i) and (ii), the manner in which any capital cost not funded from the special account was or will be funded; and
- c. any other information that is prescribed.

42(19) The treasurer shall give a copy of the statement to the Minister on request.

42(20) The council shall ensure that the statement is made available to the public.

The Treasurer's statement is included as Appendix A6 and A9 to this report.

Development Charge Reserve Fund Statement

In accordance with the *Development Charges Act, 1997* (DCA), and the Town's Development Charges By-law 4149(2019) amending By-law 4023(2018) the Treasurer is required to provide Council with an annual financial statement on Development Charges. Section 12 of O.Reg. 82/98 prescribes the information that must be included in the Treasurer's statement, as follows:

- opening balance;
- closing balance;
- description of each service and/or service category for which the reserve fund was established;
- transactions for the year (e.g. collections, draws);
- list of credits by service or service category (outstanding at beginning of the year, given in the year and outstanding at the end of the year by holder);
- amounts borrowed, purpose of the borrowing and interest accrued during previous year;
- amount and source of money used by the Town to repay municipal obligations to the fund;
- schedule identifying the value of credits recognized by the Town, the service to which it applies, and the source of funding used to finance the credit; and
- for each draw, the amount spent on the project from the D.C. reserve fund and the amount and source of any other monies spent on the project.

Appendix A10 is the Annual Treasurer's Statement of Reserve Funds for Development Charges, as of December 31, 2020.

Analysis:

Reserves and Reserve Funds

The reserve balances as presented in appendices A1 to A10 are separated by category as reported for financial statement purposes. Total reserves and reserve funds at the end of 2020 were \$13,348,541 (see Note 5 and Note 9 to the financial statements). This balance includes the land acquisition reserve which is in a deficit position (negative balance), meaning that transfers from the reserve have exceeded transfers to the reserve and the positive balance will need to be restored. The airport reserve of \$2,955 is not reported as part of our unconsolidated reserve balances, and obligatory deferred revenue in the financial statements includes \$33,727 to be transferred to the Cemetery Care and Maintenance Trust.

Total reserves and reserve funds at December 31, 2019 were \$9,116,008. The increase in reserve balances compared to the prior year are a result of capital projects which are approved but will be completed in the future, the in-year

operating transfers of non-COVID-19 related excess revenues and savings identified by the Treasurer as approved by Council, Safe Restart Phase 2 funding which must be used to offset COVID-19 operating pressures in 2021, as well as the tax levy supported operating surplus and the building department, water and wastewater rate-supported surpluses, which were transferred to reserves in accordance with the Policy.

It is important to note that the vast majority of the Town's reserve and reserve fund balances have been committed to fund capital projects approved by Council, and therefore the reserve balances which are available to be spent are lower than the 2020 year-end balance. Of the total reserves and reserve funds, approximately \$4.2 million represents projects previously approved compared to \$3.6 million in 2019, because of projects delayed due to COVID-19. The Building Department Reserve Fund of \$1.4 million is rate-supported and can only be used for related expenditures. Many other reserves and reserve funds, including the CIP, Elections, Library, Meridian Community Centre, and Volunteer Firefighter Life Insurance have been set aside for purposes which are not capital in nature, but are earmarked and committed for future expenditures. The remaining reserves and reserve funds are needed for planned future capital expenditures, as outlined in the forecast in the Capital Budget.

Reserves and reserve funds, excluding obligatory reserve funds, as found in appendix A1 have a total year-end balance of \$10,121,514 (excluding commitments for projects previously approved by Council but not completed). The target balance for the reserves and reserve funds as presented to the Audit Committee along with the Policy was \$14,899,594 based on preliminary estimates using historical amortization and capital forecasts. Capital projects already approved and carrying forward which will be funded from these reserves and reserve funds total approximately \$3.4 million compared to \$2.4 million in 2019, an increase of \$1.0 million because of capital projects delayed due to COVID-19. Even though the reserves and reserve funds balance has improved significantly from prior year, the Town is still \$8.2M short of the target balance as stated in the Policy. The Town is in progress toward completing the Capital Asset Management Plan, which will give a more thorough and fulsome forecast and inform the reserve and reserve fund targets moving forward. The 2021 budget included a small increase in tax-levy supported transfers to reserves of approximately \$150,000 and rate-supported transfers to reserves were budgeted to increase by \$495,000. The long-term financial plan will involve continued investment in reserves to allow for greater financial flexibility and sustainability.

The development charge (DC) obligatory reserve fund in appendix A10 shows the total balance of funds held as found in Note 5 to the financial statements, as well as

the detailed breakdown of each service area. Indoor and outdoor recreation were previously combined due to the format of the report template provided to the Town but have been separated in response to inquiries from the public. The General Government, Indoor Recreation, Library, and Water DC reserve funds are in a deficit (negative) position, which means that they are borrowing from other service areas until they are replenished. Intra-fund lending within the DC obligatory reserve fund is permissible in accordance with the Policy 4.2 e) i), and interest is being paid from the deficit DC obligatory reserve funds to the other DC obligatory reserve funds. The interest paid appears as a negative number and interest received appears as a positive number on the "Accrued Interest" line. DC collections for indoor recreation are expected to increase when the DC background study and indoor recreation service standard ceiling is updated. Deficits in one service area can also occur when capital projects are completed early within the 10-20 year horizon of the DC study, and will be expected to be recovered in future years. In 2020, development charges collected of \$1,874,186 were lower than total DC expenditures, including debt and capital expenditures, of \$2,057,716. This is partly a result of slowed collections for a portion of the year due to COVID-19, as well as timing of development which can be somewhat unpredictable. In addition, DC collections are expected to increase when the DC background study is updated as discussed above.

Cash Position

As of December 31, 2020, the Town's cash and cash equivalents totaled \$15,859,111 and bank indebtedness related to operations was \$1,166,667, for a net operating cash position of \$14,692,444. (Bank indebtedness of \$8,994,044 from 2019 that was owing to Infrastructure Ontario for the construction of the Meridian Community Centre was repaid primarily from the proceeds of land held for sale in East Fonthill, and the remaining balance of \$3,450,000 was debentured during the year). This means that technically there is sufficient cash so that reserves are represented by cash assets. In the prior year, a minimum of \$2,567,784 in reserves were represented by non-cash assets. The primary reason the cash was replenished in 2020 was the disposal of the Haist Street arena, the proceeds of which was used to replenish the cash for the reserves that had already been committed to capital projects in prior years. However, it must be noted that there are other items which have contributed to the increased cash balance, including an increase in accounts payable related to development charges and supplementary taxes owing to the Region and school boards, and therefore a portion of the increased operating cash is not related to reserves and reserve funds. There are other changes to non-cash assets and liabilities which have contributed to increased cash as well as well, as outlined in the Town's Consolidated Statement of Cash Flows in the financial statements.

Appendix A1 summarizes the subcategories of reserves and discretionary reserve funds. Discretionary reserve funds of \$3,560,006 found on appendix A1 as well as obligatory reserve funds of \$3,227,028 found in Note 5 to the financial statements require the physical segregation of money or liquid assets. The total of these reserve funds, being \$6,787,034, must be kept separately within the Town's bank accounts and adjusted by June 30, 2021 in accordance with the Policy 4.2 c) iv).

Investment of Reserves and Reserve Funds

In prior years, some of the reserves and reserve funds were represented by non-cash assets. As the cash is being replenished, funds are being invested in short-term investments and savings accounts to allow for flexibility in meeting capital requirements as well as debenture payments funded by the Development Charge Reserve Fund. During 2020, reserves and reserve funds were invested at an average rate of 1.1%. Total interest earned by reserves and reserve funds was \$109,381. This interest is lower than the prior year due to the impact of COVID-19 on interest rates. In future years, funds could be locked in longer-term at higher rates, but at present the Town requires liquid assets to fund capital projects and financial liabilities, and current long-term interest rates have decreased significantly due to the impact of COVID-19. Interest is generally allocated to reserves and reserve funds annually at year-end based on the average rate of interest as determined by the Treasurer multiplied by the previous year-end balance. Interest earned on obligatory deferred revenue related to development charges is allocated in accordance with the by-law and for obligatory deferred revenue related to grants in accordance with the agreement.

Trust Funds

The Town has three Trust Funds for Cemetery Care and Maintenance, Bradshaw Estate, and the Library Trust. The total fund balance for those trusts at December 31, 2020 was \$1,049,157. The statement of financial position and the statements of revenue and expenses and changes in fund balances are found in the Town's financial statements, pages 32-34. These balances are separate from the reserves and reserve funds discussed above and have not been included in this report.

Financial Considerations:

While there are no specific financial decisions related to this report, it provides Council with financial information regarding reserve and reserve fund balances and the cash position of the Town to assist Council in financial decision-making.

Alternatives Reviewed:

No alternatives are being presented, as this report is for information only.

Strategic Plan Relationship: Financial Sustainability

Maintaining a healthy balance in the Town's reserves will ensure that the Town can meet its capital financial plans and have the flexibility to respond to unplanned financial events.

Consultation:

Not applicable.

Other Pertinent Reports/Attachments:

Appendix A1 – Reserve (Deficit) Summary

Appendix A2 – Reserve (Deficit) Schedule – General Government

Appendix A3 – Reserve (Deficit) Schedule – Protection Services

Appendix A4 – Reserve (Deficit) Schedule – Transportation Services

Appendix A5 – Reserve (Deficit) Schedule – Health Services

Appendix A6 – Reserve (Deficit) Schedule – Recreation and Culture Services

Appendix A7 – Reserve (Deficit) Schedule – Planning and Development

Appendix A8 – Reserve (Deficit) Schedule – Environmental Services

Appendix A9 – Parkland Dedication Capital Fund Transfers

Appendix A10 – Annual Treasurer's Statement of Reserve Funds for Development Charges

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

Town of Pelham
Reserve (Deficit) - Summary
for the year ended December 31, 2020

A1

		Additions								Reductions						
	Opening Balance	Transfers operating	Land proceeds	Dividends / grants	Surplus distribution	Reserve redistributions	Capital donations	Interest	Total	Transfer to				Reserve redistributions	Total	Ending Balance
										Operating	Capital	Debenture	Reserve			
Building Department	1,378,609	97,555			21,974			17,451	136,980	(79,497)	(31,448)				(110,945)	1,404,644
Cemetery	(52,055)	68,700				30,000			98,700	-	(4,055)				(4,055)	42,590
CIP	168,754	85,000							85,000	(10,151)	-				(10,151)	243,603
Elections	20,794	15,149			-	40,000			55,149	-	-				-	75,943
Fire Service	345,880	323,400						3,773	327,173	-	(65,470)				(65,470)	607,582
Fleet	733,041	331,200						7,996	339,196	-	(43,512)				(43,512)	1,028,724
HR Capacity Building	-	339,363							339,363						-	339,363
IT	(94,399)	120,000				54,000			174,000	-	(3,171)				(3,171)	76,430
Land acquisition	(1,323,452)	147,000							147,000	-	-				-	(1,176,452)
Library	139,352	156,110			4,659			1,520	162,289	-	(7,820)				(7,820)	293,821
Meridian Community Centre	215,252	134,600					196,574		331,174	(100,000)	-	(17,041)			(117,041)	429,384
Municipal Building Facilities	(311,314)	374,300				180,000			554,300	-	(86,156)				(86,156)	156,831
Municipal Drainage	(97,669)	58,500				56,000			114,500	-	-				-	16,831
Parks & Recreation	(405,009)	182,600				234,000			416,600	-	44,313				44,313	55,904
Physician Recruitment	23,705	2,000							2,000	-	-				-	25,705
Planning	(34,116)	276,900				20,000			296,900	-	(6,019)				(6,019)	256,765
Roads	1,406,973	2,756,726	69,418			248,000			3,074,144	-	(1,434,222)				(1,434,222)	3,046,896
Volunteer FF Life Insurance	-	12,500							12,500						-	12,500
Water	976,004	436,556			146,069			12,355	594,979	(1,533)	(623,331)		-		(624,864)	946,119
Wastewater	1,042,700	450,962			119,171			13,199	583,332	-	(207,367)				(207,367)	1,418,665
Working Funds	1,001,935	48,500		535,259	95,971				679,730	-	-			(862,000)	(862,000)	819,665
Total	5,134,986	6,417,622	69,418	535,259	387,843	862,000	196,574	56,294	8,525,008	(191,181)	(2,468,258)	(17,041)	-	(862,000)	(3,538,480)	10,121,514

Notes

Note 1: Total discretionary reserve funds requiring physical segregation of money or liquid assets	\$ 3,560,006
Note 2: Total non-discretionary reserves prohibiting discretion to transfer to/from other reserves	2,364,784
Note 3: Total discretionary reserves	4,196,723
	<u>\$ 10,121,514</u>

	DISCRETIONARY RESERVES AND RESERVE FUNDS										DEFERRED REVENUE - OBLIGATORY RESERVES					
	Working Funds Reserve	CIP Reserve	Physician Recruitment Reserve	Elections Reserve	Meridian Community Centre Reserve	Information Technology Reserve	Municipal Building/ Facilities Reserve Fund	HR Capacity Building Reserve	Volunteer Firefighters Life Insurance Reserve Fund	Land Acquisition Reserve	Development Charges (A10 for detail)	Ontario Community Infrastructure Fund (OCIF)	Provincial Gas Tax (Transit)	Main Streets Revitalization Fund	Federal Gas Tax	Total
Balance at Dec. 31, 2019	1,001,935	168,754	23,705	20,794	215,252	(94,399)	(311,314)	-	-	(1,323,452)	1,708,046	111,150	-	54,166	871,205	2,445,842
Reserve Additions																
Transfer from operating	48,500	85,000	2,000	15,149	134,600	120,000	374,300	339,363	12,500	147,000						1,278,412
Surplus allocation 2020	95,971															95,971
2019 surplus redistribution from working funds reserve				40,000		54,000	180,000									274,000
MCC capital donations					196,574											196,574
Safe Restart funding carrying forward to 2021	535,259															535,259
Earned revenue											1,874,186					1,874,186
Government transfers												483,112	154,133		519,053	1,156,298
Interest											29,891	1,299	127	284	4,950	36,551
Total Additions	679,730	85,000	2,000	55,149	331,174	174,000	554,300	339,363	12,500	147,000	1,904,077	484,411	154,260	284	524,003	5,447,251
Reserve Reductions																
Transfer to operating	-	(10,151)	-	-	(100,000)	-	-	-	-	-	-	-	(104,133)	-	-	(214,284)
2019 surplus redistribution to other reserves	(862,000)															(862,000)
Transfer to capital	-	-	-	-	-	(3,171)	(86,156)	-	-	-	(426,343)	(329,706)	-	(54,450)	(1,395,208)	(2,295,033)
Transfer to debenture					(17,041)						(1,588,623)					(1,605,664)
Transfer to library											(42,750)					(42,750)
Total Reductions	(862,000)	(10,151)	-	0	(117,041)	(3,171)	(86,156)	-	-	-	(2,057,716)	(329,706)	(104,133)	(54,450)	(1,395,208)	(5,019,731)
Balance at Dec. 31, 2020	819,665	243,603	25,705	75,943	429,384	76,430	156,831	339,363	12,500	(1,176,452)	1,554,407	265,855	50,127	-	-	2,873,361

	DISCRETIONARY RESERVE FUNDS		
	Fire Equipment Reserve Fund	Building Department Rate Stabilization Reserve Fund	Total
Balance at Dec. 31, 2019	345,880	1,378,609	1,724,489
Reserve Additions			
Transfer from operating	323,400	97,555	420,955
Operating surplus		21,974	21,974
Interest	3,773	17,451	21,224
<i>Total Additions</i>	<i>327,173</i>	<i>136,980</i>	<i>464,153</i>
Reserve Reductions			
Transfer to Town for administration		(79,497)	(79,497)
Transfer to capital	(65,470)	(31,448)	(96,918)
<i>Total Reductions</i>	<i>(65,470)</i>	<i>(110,945)</i>	<i>(176,415)</i>
Balance at Dec. 31, 2020	607,582	1,404,644	2,012,226

	DISCRETIONARY RESERVES AND RESERVE FUND		
	Roads Reserve	Fleet Reserve Fund	Total
Balance at Dec. 31, 2019	1,406,973	733,041	2,140,014
Reserve Additions			
Transfer from operating	2,671,385	331,200	3,002,585
Surplus in Winter Control	85,341		85,341
2019 surplus redistribution from working funds reserve	248,000		248,000
Interest		7,996	7,996
Land sale proceeds	69,418		69,418
<i>Total Additions</i>	<i>3,074,144</i>	<i>339,196</i>	<i>3,413,340</i>
Reserve Reductions			
<i>Transfer to Capital</i>	<i>(1,434,222)</i>	<i>(43,512)</i>	<i>(1,477,734)</i>
Balance at Dec. 31, 2020	3,046,895	1,028,724	4,075,620

	DISCRETIONARY RESERVE
	Cemetery Reserve
Balance at Dec. 31, 2019	(52,055)
Reserve Additions	
Transfer from operating	68,700
2019 surplus redistribution from working funds reserve	30,000
<i>Total Additions</i>	98,700
Reserve Reductions	
<i>Transfer to Capital</i>	(4,055)
Balance at Dec. 31, 2020	42,590

	DISCRETIONARY RESERVE FUNDS		DEFERRED REVENUE - OBLIGATORY RESERVE FUND	
	Parks and Recreation Reserve Fund	Library Board Reserve Fund	Parkland Dedication (see A9 for capital detail)	Total
Balance at Dec. 31, 2019	(405,009)	139,352	1,306,374	1,040,717
Reserve Additions				
Transfer from operating	182,600	125,858		308,458
Earned income			419,474	419,474
Interest		1,520	16,537	18,057
2019 surplus redistribution from working funds reserve	234,000			234,000
Operating surplus		4,659		4,659
Niagara Evergreen surplus distribution		30,252		30,252
<i>Total Additions</i>	<i>416,600</i>	<i>162,289</i>	<i>436,011</i>	<i>1,014,900</i>
Reserve Reductions				
<i>Transfer to Capital</i>	<i>44,313</i>	<i>(7,820)</i>	<i>(419,474)</i>	<i>(382,981)</i>
Balance at Dec. 31, 2020	55,904	293,821	1,322,911	1,672,636

	DISCRETIONARY RESERVES		
	Planning Reserve	Municipal Drainage Reserve	Total
Balance at Dec. 31, 2019	(34,116)	(97,669)	(131,785)
Reserve Additions			
Transfer from operating	276,900	58,500	335,400
2019 surplus redistribution from working funds reserve	20,000	56,000	76,000
<i>Total Additions</i>	296,900	114,500	411,400
Reserve Reductions			
<i>Transfer to Capital</i>	(6,019)	-	(6,019)
Balance at Dec. 31, 2020	256,765	16,831	273,596

NON-DISCRETIONARY RESERVES			
	Water	Wastewater	Total
Balance at Dec. 31, 2019	976,004	1,042,700	2,018,704
Reserve Additions			
Transfer from operating	436,556	450,962	887,518
Operating surplus	146,069	119,171	265,239
Interest	12,355	13,199	25,553
<i>Total Additions</i>	<i>594,979</i>	<i>583,332</i>	<i>1,178,311</i>
Reserve Reductions			
Transfer to operating	(1,533)	-	(1,533)
Transfer to capital	(623,331)	(207,367)	(830,698)
<i>Total Reductions</i>	<i>(624,864)</i>	<i>(207,367)</i>	<i>(832,231)</i>
Balance at Dec. 31, 2020	946,119	1,418,665	2,364,784



TOWN OF PELHAM
Reserve Schedule
2020 Parkland Dedication Capital Fund Transfers
Eligible Services

A9

Capital Project and Description	Parkland Dedication Obligatory Reserve Fund	Other Revenue and Funding Sources	Total
Collection of receivable	(419,474)		(419,474)
Total	(419,474)	-	(419,474)

Figure 1
Municipality of Pelham
Annual Treasurer's Statement of Reserve Funds for By-Law #4149(2019), amending By-Law #4023(2018)

Description	Services to which the Development Charge Relates										Total
	Non-Discounted Services					Discounted Services					
	Related to a Highway	Water	Wastewater	Storm Water	Protection ⁴	General Government ⁶	Waste Diversion	Recreation Services ⁵		Library	
								Outdoor	Indoor		
Opening Balance, January 1, 2020	(68,510)	(525,179)	1,344,414	22,129	150,936	(72,974)	-	1,584,965	(671,393)	(56,342)	1,708,046
Plus:											
Development Charge Collections	959,270	113,803	269,472	-	35,869	69,740		174,449	193,733	57,850	1,874,186
Accrued Interest	(1,198)	(9,191)	23,527	387	2,641	(1,277)		27,737	(11,749)	(986)	29,891
Repayment of Monies Borrowed from Fund and Associated Interest ¹											
Sub-Total	958,072	104,612	292,999	387	38,510	68,463	-	202,186	181,984	56,864	1,904,077
Less:											
Amount Transferred to Capital (or Other) Funds ²	711,142	304,948	29,543	-	34,009	69,423		235,713	630,188	42,750	2,057,716
Amounts Refunded											
Amounts Loaned to Other D.C. Service Category for Interim Financing											
Credits ³											
Sub-Total	711,142	304,948	29,543	-	34,009	69,423	-	235,713	630,188	42,750	2,057,716
Closing Balance, December 31, 2020	178,420	(725,515)	1,607,870	22,516	155,437	(73,934)	-	1,551,438	(1,119,597)	(42,228)	1,554,407

¹ Source of funds used to repay the D.C. reserve fund

² See Attachment 1 for details

³ See Attachment 2 for details

⁴ Service category includes: Police Services and Fire Services

⁵ Service category includes: Indoor Recreation Services and Parkland Development Services

⁶ Administration Studies projects may be discounted or non-discounted depending as per the D.C. Background Study.

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act* , whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

Attachment 1
Municipality of Pelham
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions

Capital Fund Transactions	Gross Capital Cost	D.C. Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. By-Law Period			Post D.C. By-Law Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
General Government											
Sub-Total - General Government	-	-	-	-	-	-	-				
Services Related to a Highway											
RD 18-20 Urbanization of Lookout Street 300507	105,431	105,431	-	-	-	-	-	-	-	-	-
Parks and Recreation											
PRK 03-18 Lookout Park Development 500160	299,827	202,345	-	-	-	-	22,482	-	-	-	75,000
Wastewater											
WST 04-18 Foss Rd Upgrade 700156	4,323	2,594					1,729				
Water											
WTR 02-18 Station St Watermain Replacement 700159	435,212	115,973					319,239				
Library Services											
Library Materials	47,500	42,750	-	-	-	-	-	4,750	-	-	-

Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. By-Law Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
General Government									
East Fonthill Study Debenture 600108	69,423	60,789	8,634						
Fire Protection									
Fire Station 2 Debenture 200050	34,009	31,477	2,532						
Services Related to a Highway									
Haist St./Pelham Debenture 300098	151,278	142,005	9,273						
Effingham (16-Kilman) Debenture 300007	22,656	20,030	2,626						
Hwy 20 (Station-Rice) Debenture 300046	6,710	5,932	778						
Port Robinson Debenture 300184	63,423	55,535	7,888						
Fenwick Downtown Revitalization Debenture 300243	264,682	232,863	31,819						
Port Robinson Road Reconstruction Debenture 300244	96,962	85,306	11,656						
Sub-Total - Services Related to Highways	605,711	541,671	64,040						
Parks and Recreation									
Skate Park Debenture 500124	33,368	29,218	4,150						
Pelham Community Centre Debenture 300403	630,188	261,313	368,875						
Sub-Total - Parks and Recreation	663,556	290,531	373,025						
Wastewater									
WST - Port Robinson Road Reconstruction Debenture 700137	26,949	23,709	3,240						
Water									
Rice Rd Watermain Debenture 700090	109,388	101,922	7,466						
Hwy 20 Water (Station-Rice) Debenture 700052	54,061	47,795	6,266						
Port Robinson Debenture 700124	25,526	22,351	3,175						
Sub-Total - Water	188,975	172,068	16,907						

Attachment 2
Municipality of Pelham
Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year _____	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year _____
Credit Holder A					
Credit Holder B					
Credit Holder C					
Credit Holder D					
Credit Holder E					
Credit Holder F					

Subject: December 2020 Financial Report**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0080-Corporate Services, December 2020 Financial Report, for information.

Background:

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

Analysis:

Appendix 1 to this report summarizes operating revenues compared to budget as at December 31, 2020, with 100% of the year lapsed. Total revenues were at approximately 108% of budget. Safe Restart COVID-19 funding of \$1,480,702 was received for emergency assistance toward Town operating financial pressures. The financial impact from the closure of facilities and cancellation of programs that resulted from COVID-19 are evident in Recreation, Culture and Wellness revenues as well as certain miscellaneous user fees and charges for services. Supplemental taxation revenues and planning fees were above budget due to growth within the Town. The water and wastewater revenue is at 107% of budget because of higher consumption from a hotter summer and Safe Restart COVID-19 grant funding applied to increased costs. Most other revenue sources such as grants, transfers from reserves, and property taxation are in line with the budget and detailed explanation of variances are found in the report.

On December 16, the Ontario provincial government announced additional financial relief for municipalities facing operating pressures related to COVID-19 under the federal-provincial Safe Restart agreement. Pelham received \$1,298,000 under Safe Restart Phase 2 funding, in addition to \$428,500 received under Phase 1 for operating pressures and \$18,334 was received for transit. Of the total \$1,640,500 received for 2020 (excluding transit funding), \$30,070 was allocated to the library, \$129,728 to rate-supported budgets, and \$1,480,702 remained for Town operating pressures. Total tax levy-supported operating pressures at year-end included \$386,803 of directly tracked costs and another \$558,640 in lost revenues and other

operating expenditures, leaving \$535,259 in funding which has been transferred to the working funds reserve and must be used to offset COVID-19 operating pressures in 2021. All Non-COVID surpluses were transferred to reserves as per approval by Council as part of the Safe Restart Phase 2 funding application.

Appendix 2 to this report summarizes operating expenditures compared to budget at December 31, 2020. Total expenses were at approximately 108% of budget. Most expenditures are in line with budget and detailed explanations of variances are found on the report. Shared expenditures exceeded budget by approximately \$1.2 million. This is comprised of shared direct COVID-19 costs of \$165,000, increased legal fees of approximately \$140,000 primarily related to cannabis, increased insurance costs of \$120,000 for various matters, and reserve transfers of approximately \$806,000. Reserve transfers relate to \$14,000 to HR capacity building, \$147,000 to land acquisition as per policy, \$535,259 in Safe Restart Phase 2 Funding to Working Funds Reserve to offset 2021 COVID-19 operating pressures, and \$110,000 in general Town surplus due to cost mitigations and savings.

Appendix 3 summarizes the revenues and expenditures related to the MCC at December 31, 2020. MCC revenues were at 87% of budget and trending below the prior year due to closures from COVID-19 from mid-March to July 6. MCC expenses were at 95% of budget, as a result of reduced wages from the facility closure and lower hydro rates, which are partially offset by increased cleaning and janitorial expense due to COVID-19. The revenues for the MCC are below budget at year-end due to the impact of the pandemic. With the opening of the MCC in July and August, the revenue from ice and summer programming is \$163,199. The ice times were booked solid for the months of July and August due to the high demand for ice, because other municipalities did not have their ice pads operational. Revenues are lower in programming, multi-purpose space revenues and area advertising. The original budget had \$100,000 to be transferred from the MCC reserve to help offset costs. The positive news is that \$73,819 is being transferred to the MCC Reserve and the HR Capacity Reserve since the non-COVID-19 related excess revenues earned in January and February prior to the pandemic, as well as additional revenues earned from opening a second ice pad in the summer, have been transferred to the MCC reserve. This is equivalent to \$173,819 increase to the MCC reserve (\$134,600) and to the HR Capacity Reserve (\$39,219) from the original budget. These funds will be used to help repay the debenture issued during the year that is earmarked to be partially funded by pledged donations.

Appendix 4 summarizes revenues and expenditures related to Pelham Transit. The total revenue is at 92% of budget as at December 31, 2020. Approximately \$154,000 in provincial gas tax funding has been received, with \$50,000 deferred and placed in a reserve fund for future expenditures, \$100,000 of Community

Transit grant has been received, \$18,334 was received for Safe Restart Phase 1 for Transit and \$6,763 was received for Municipal Transit Enhanced Cleaning funding. Effective August 17, 2020, the Niagara Region has taken over the service delivery of the transit with on-demand service by a third party provider VIA. Transit expenditures were at 71% of budget due to reduced cost of contracted services in April and May, and also the lower cost of bus service delivery with the Niagara Region Pilot project with the On-Demand service. The original budgeted deficit for the Pelham Transit was \$252,070. The actual budget deficit at December 31, 2020 is \$121,775. A savings of \$130,295 towards the Town's surplus.

Appendix 5 is the capital report for 2020 budgeted capital projects and prior years' carryforward of capital projects. The total amount spent for 2020 capital projects is 59% of the capital projects for 2020 in the amount of \$2,215,698, excluding deferred, cancelled and red-circled projects. Capital projects that were deferred to 2021 totaled \$2,673,120. The deferral of these projects relates to the effect of the COVID-19 pandemic. Of the carryforward amounts prior to 2020, 67% of the carryforward budget has been spent in the amount of \$2,581,661. The total capital budgets from 2020 and prior that will be carryforward to be spent in 2021 is \$5,205,963.

Financial Considerations:

There are no specific financial considerations with respect to this report as it is for information purposes.

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Strong Organization

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

Consultation:

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

Other Pertinent Reports/Attachments:

Appendix 1 – Monthly Revenue Report at December 31, 2020

Appendix 2 – Monthly Expenditure Report at December 31, 2020

Appendix 3 – Meridian Community Centre Report at December 31, 2020

Appendix 4 – Transit Report at December 31, 2020

Appendix 5 – Capital Report at December 31, 2020

Prepared and Recommended by:

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

Prepared and Submitted by:

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

Appendix 1

Monthly Revenue Report at December 31, 2020 (100% of time lapsed)

	Notes	2020			2019	
		Budget	Actual at Dec 31	Actual as a % of Budget	Budget	Actual at Dec 31
Taxation						
General Tax Levy		\$ 14,946,487	\$ 14,946,495	100 %	\$ 13,674,386	\$ 13,674,375
Payments in Lieu		300,471	302,118	101 %	300,471	300,875
Total Taxation		15,246,958	15,248,613	100 %	13,974,857	13,975,250
Finance Department						
Penalties and Interest	(1)	270,000	231,419	86 %	270,000	261,321
Supplemental Taxation Revenues	(2)	200,000	476,022	238 %	210,000	366,800
Transfer from Building Department		79,497	79,497	100 %	77,938	77,938
Ontario Unconditional Grants		39,800	41,100	103 %	39,800	46,600
Miscellaneous	(3)	18,000	22,450	125 %	15,000	23,572
Investment Income	(4)	10,000	26,251	263 %	10,000	25,241
Safe Restart COVID-19 Funding	(5)	-	1,480,702	- %	-	-
Total Finance Department		617,297	2,357,441	382 %	622,738	801,472
Clerk's Department						
Committee of Adjustment	(6)	36,500	68,698	188 %	50,000	50,528
Miscellaneous	(7)	14,250	10,929	77 %	16,750	12,946
Total Clerk's Department		50,750	79,627	157 %	66,750	63,474
Fire and By-law Services						
Fire Department Revenues		36,450	37,541	103 %	35,450	43,019
By-law and Parking Enforcement	(8)	28,138	35,025	124 %	14,300	24,012
Provincial Offences Act Revenue	(9)	25,000	16,570	66 %	10,000	44,463
Total Fire and By-law Services		89,588	89,136	99 %	59,750	111,494
Public Works						
Non-recreation Facilities and Beautification	(10)	49,000	11,764	24 %	49,000	41,282
Aggregate Resource Grant	(11)	25,000	48,836	195 %	25,000	52,831
Transfer from Reserve - Roads	(12)	-	-	- %	-	120,766
Miscellaneous	(13)	85,500	94,403	110 %	80,500	87,515
Fonthill/Hillside Cemeteries		76,500	115,009	150 %	78,500	94,329
Total Public Works		236,000	270,012	114 %	233,000	396,723
Recreation, Culture and Wellness						
Recreation and Wellness	(14)	364,520	229,395	63 %	347,450	433,228
Special Events and Festivals	(15)	147,770	15,990	11 %	150,150	152,919
Culture and Community Enhancement	(15)	75,000	2,121	3 %	78,500	65,258
Public Transit	(16)	274,500	253,215	92 %	211,953	208,397
MCC Facility	(17)	786,342	768,595	98 %	1,052,719	1,134,460
Total Recreation, Culture and Wellness		1,648,132	1,269,316	77 %	1,840,772	1,994,262
Community Planning and Development						
Building Department Revenues		600,500	621,698	104 %	500,500	713,260
Planning Fees	(18)	140,340	238,148	170 %	65,340	153,085
Municipal Drainage		-	23,889	- %	-	-
Total Community Planning and Development		740,840	883,735	119 %	565,840	866,345
Water and Wastewater						
Water Revenues		2,948,982	3,166,304	107 %	2,761,884	2,576,841
Wastewater Revenues		2,161,293	2,310,079	107 %	2,014,104	1,913,948
Total Water and Wastewater	(19)	5,110,275	5,476,383	107 %	4,775,988	4,490,789
GRAND TOTAL		\$ 23,739,840	\$ 25,674,263	108 %	\$ 22,139,695	\$ 22,699,809

Appendix 1

Monthly Revenue Report at December 31, 2020 (100% of time lapsed)

Explanatory Notes:

- (1) Due to the COVID-19 pandemic, Council approved the waiving of interest and penalties on taxes from April 1 to June 30, 2020.
- (2) The majority of supplemental revenue is collected June through November, and exceeded budget for 2020.
Supplementary/omitted taxes result from an addition, renovation, construction or class change that occurred on a property that was not previously recorded on the assessment roll. When supplementary/omitted assessment is added to the roll, additional property taxes can be collected for the current year, and if applicable, for any part of all of the two previous years as described in Section 34 of the Assessment Act.
- (3) Fees for tax certificates exceeded budget for the year.
- (4) Interest has been allocated to non-discretionary and obligatory reserves at year-end, and there is a corresponding transfer to reserve on the expenditure report. There has been a significant decline in interest rates compared to the prior year.
- (5) In August, the Federal and Provincial Governments announced that under the Safe Restart Agreement, municipalities would receive emergency assistance toward financial pressures resulting from COVID-19. It was announced that under Phase 1 of the program, the Town of Pelham received \$428,500 to support its operating costs and pressures based on a per household allocation, as well as \$18,334 in funding toward to financial pressures in transit. The Town applied for Phase 2 funding, which applied to municipalities whose financial pressures in 2020 exceeded the Phase 1 funding, and received an additional \$1,298,000 of which \$86,000 was designated for 2021. Of the total \$1,640,500 received for 2020 (excluding transit funding), \$30,070 was allocated to the library, \$129,728 to rate-supported budgets, and \$1,480,702 remained for Town operating pressures. Total tax levy-supported operating pressures at year-end included \$386,803 of directly tracked costs and another \$558,640 in lost revenues and other operating expenditures, leaving \$535,259 in funding which has been transferred to the working funds reserve and must be used to offset COVID-19 operating pressures in 2021.
- (6) Committee of Adjustment revenue fluctuates from year to year depending on applications received.
- (7) Certain revenue streams, such as lottery and marriage licenses, are unpredictable in timing and were significantly impacted by COVID-19.
- (8) Provincial grant funding for cannabis legalization has been applied against eligible costs. Increased parking fines as well as increased administration and inspection fees related to property standards.
- (9) POA revenues, collected by the Region, was lower than budget for 2020 and was impacted by COVID-19.
- (10) Revenue is primarily related to cost recoveries for parks from spring to fall as well as hall rental revenue, and was below budget due to the impact of COVID-19.
- (11) Aggregate resource grant received in September and exceeded budget for the year; transferred to Roads Reserve as it is intended to contribute toward road maintenance costs.
- (12) Transfer for any shortfall in the Winter Control budget will occur at year-end if required in accordance with the Reserve and Reserve Fund policy.
- (13) Climate Change grant funding slightly below budget and partially offset by wage savings, and driveway culvert fees below budget due to COVID-19. Revenue in excess of budget relates to developer contributions toward road signage.

Appendix 1

Monthly Revenue Report at December 31, 2020 (100% of time lapsed)

Explanatory Notes Continued:

- (14) Recreation and wellness revenue related to camps and swim, with an approximate budget of \$192,000, is collected primarily in the summer, and was approximately 37% below budget due to the impact of COVID-19.
- (15) Most recreation special event activity normally occurs in Q2 and Q3. On May 4, Council determined that all festivals and events outside of the Farmer's Market will be cancelled up to September 30, 2020. Events were modified and/or held virtually where possible for the remainder of the year but revenues were minimal. Lost revenues were approximately \$205,000, but there were some expense savings to offset.
- (16) The Region contribution as well as revenues and sponsorships were below budget due to the impact of COVID-19 but were largely offset by provincial grant funding which exceeded budget.
- (17) Arena revenues are normally higher from approximately September to February and a significant portion of fees for the first part of the year were collected during that time, but decreased significantly due to the impact of COVID-19. Apart from the pandemic, revenue was expected to exceed budget for the year. There was an improvement with the reopening of the facility and both ice pads during the summer and by year-end, revenue was 98% of budget.
- (18) Significant subdivision fees collected early in the year; continued growth within the Town resulted in revenues which have exceeded budget for the year and were transferred to the planning reserve to be applied to future growth-related costs.
- (19) Water and wastewater consumption was high in the summer due to weather conditions; approximately \$130,000 in Safe Restart Phase 2 funding applied due to waived penalties and interest due to COVID-19 as well as increased costs.

Appendix 2
Monthly Expenditure Report at December 31, 2020 (100% of time lapsed)

	Notes	2020			2019	
		Budget	Actual at Dec 31	Actual as a % of Budget	Budget	Actual at Dec 31
Administration Services						
Members of Council	(1)	\$ 218,670	\$ 264,598	121 %	\$ 217,409	\$ 212,385
CAO's Office		277,310	267,172	96 %	257,512	189,147
Human Resources	(2)	86,945	94,482	109 %	86,145	90,451
Total Administration Services		582,925	626,252	107 %	561,066	491,983
Clerk's Department						
Clerk's Department and COA	(4)	356,450	370,816	104 %	364,464	363,036
Marketing and Communication	(4)	130,670	111,730	86 %	125,975	110,505
Total Clerk's Department		487,120	482,546	99 %	490,439	473,541
Corporate Services						
Finance Department	(3)	820,165	1,118,414	136 %	809,394	842,444
Shared Administrative Overhead	(5)	736,043	1,939,928	264 %	845,015	2,061,971
Shared Information Technology	(6)	514,770	660,781	128 %	448,848	437,155
Total Corporate Services		2,070,978	3,719,123	180 %	2,103,257	3,341,570
Fire and By-law Services						
Fire Services	(7)	1,434,772	1,464,608	102 %	1,329,511	1,337,303
By-law and Parking Enforcement		203,928	199,341	98 %	126,146	132,003
Health and Safety		8,120	3,567	44 %	7,955	8,604
Crossing Guards	(8)	48,400	33,769	70 %	42,563	44,810
Animal Control		36,800	36,900	100 %	36,000	35,850
Total Fire and By-law Services		1,732,020	1,738,185	100 %	1,542,175	1,558,570
Public Works						
General Administration	(9)	1,336,942	1,362,705	102 %	1,183,229	1,031,459
Roadway Maintenance		4,191,665	4,169,359	99 %	3,810,707	3,959,218
Non-recreation Facilities and Beautification	(10)	2,272,451	2,284,529	101 %	1,930,024	1,747,889
Street Lighting		199,789	197,667	99 %	224,789	182,683
Fonthill and Hillside Cemeteries	(11)	130,280	169,175	130 %	128,322	118,259
Niagara Central Airport	(12)	27,621	25,327	92 %	20,844	20,844
Total Public Works		8,158,748	8,208,762	101 %	7,297,915	7,060,352
Recreation, Culture and Wellness						
General Administration	(13)	371,007	378,685	102 %	357,669	353,870
Recreation and Wellness	(14)	386,775	330,388	85 %	379,270	392,110
Special Events and Festivals	(14)	271,070	132,057	49 %	270,601	274,260
Culture and Community Enhancement	(14)	157,700	55,049	35 %	158,046	160,575
Public Transit	(15)	526,570	374,990	71 %	442,390	448,203
MCC Facility	(16)	1,631,749	1,734,169	106 %	1,773,538	1,476,835
Libraries		864,218	864,218	100 %	814,218	814,218
Total Recreation, Culture and Wellness		4,209,089	3,869,556	92 %	4,195,732	3,920,071
Community Planning and Development						
Building Department	(17)	600,500	621,697	104 %	500,500	713,260
Planning and Zoning	(18)	727,810	854,737	117 %	633,487	617,087
Municipal Drainage		60,375	77,025	128 %	39,136	32,586
Total Community Planning and Development		1,388,685	1,553,459	112 %	1,173,123	1,362,933
Water and Wastewater						
Water	(20)	2,948,982	3,166,300	107 %	2,761,884	2,576,841
Wastewater	(20)	2,161,293	2,310,080	107 %	2,014,104	1,913,948
Total Water and Wastewater		5,110,275	5,476,380	107 %	4,775,988	4,490,789
GRAND TOTAL		\$ 23,739,840	\$ 25,674,263	108 %	\$ 22,139,695	\$ 22,699,809

Appendix 2

Monthly Expenditure Report at December 31, 2020 (100% of time lapsed)

Explanatory Notes:

- (1) Increased cost of consulting for the Cannabis Control Committee and other contracted services, partially offset by decreased municipal grants due to facility closures and event cancellations.
- (2) Increased transfers to HR Capacity Building Reserve, which was approved by Council in the year. Total expenditures in Human Resources and Health and Safety combined approximately equal to budget.
- (3) Tax write offs exceeded budget by approximately \$20,000. Supplemental revenues in excess of budget of approximately \$280,000 have been transferred to reserve to offset future growth-related costs.
- (4) The annual fall/winter Life in Pelham Guide was not published, and additional cost savings and efficiencies in Marketing and Communication resulted in an increased transfer to reserve in the Clerk's department.
- (5) Shared expenditures exceed budget by approximately \$1.2M. This is comprised of shared direct COVID-19 costs of \$165,000, increased legal fees of approximately \$140,000 primarily related to cannabis, increased insurance costs of \$120,000 for various matters, and reserve transfers of approximately \$806,000. Reserve transfers relate to \$14,000 to HR capacity building, \$147,000 to land acquisition as per policy, \$535,259 in Safe Restart Phase 2 Funding to Working Funds Reserve to offset 2021 COVID-19 operating pressures, and \$110,000 in general Town surplus due to cost mitigations and savings.
- (6) Increase IT costs required to transition the town to support working from home due to COVID-19
- (7) Savings on volunteer firefighter stipends of approximately \$90,000 have been transferred to the Fire Reserve.
- (8) Savings on crossing guard wages due to school closures.
- (9) Reserve transfers of \$91,000 include \$33,000 to HR Capacity Building as well as \$58,000 to Roads Reserve due to excess Aggregate Resources Trust royalties and interest savings.
- (10) Reserve transfers of \$55,900 for HR Capacity Building and \$18,600 for Parks Facilities.
- (11) Excess cemetery revenues of \$46,000 transferred to Cemetery Reserve.
- (12) Operating contribution to Niagara Central Dorothy Rungeling Airport Commission has been paid. This has been reduced slightly by interest on loans.
- (13) \$29,000 transferred to HR Capacity Building Reserve.
- (14) Most recreation camp and special event activity normally occurs in Q2 and Q3. On May 4, Council determined that all festivals and events outside of the Farmer's Market will be cancelled up to September 30, 2020. There were lost revenues and expense savings as a result. Events were modified and/or held virtually where possible for the remainder of the year and revenues were minimal, but the net cost did not exceed budget.
- (15) Decreased cost due to partnership with Niagara Region for On-Demand transit services.
- (16) Reduced labour costs during temporary facility closure; reserve transfers of \$39,000 to HR Capacity Building and \$134,600 to MCC Reserve due to non-COVID excess revenues. The MCC reserve is being used to collect capital donations and offset debt-servicing costs of the \$3.45M debenture issued in the year.
- (17) Includes transfer to Building Department Reserve for surplus of \$21,974
- (18) Includes reserve transfers of \$2,000 to HR Capacity Building and \$130,000 to Planning Reserve due to growth-related revenues that are needed to offset future costs.
- (19) Includes \$15,500 transferred to Municipal Drainage Reserve due to prior year grants collected.
- (20) Contracted services from the Region for water and wastewater were above budget. Any savings in water and wastewater must be transferred to their respective reserves at year-end. The surplus was \$146,169 for water and \$119,171 for wastewater.

Meridian Community Centre
Appendix 3
Actual Results to Budget at December 31, 2020 (100% of time lapsed)

			2020			2019		
	Notes		Budget	Actual YTD Total	Actual as a % of Budget	Budget	Actual YTD Total	Actual as a % of Budget
MCC Revenues								
Arena Revenues	(1)		\$ 595,342	\$ 610,505	103 %	\$ 539,219	\$ 610,951	113 %
Multi-Purpose Space Revenues	(2)		63,000	35,110	56 %	63,000	75,697	120 %
Gymnasium Revenues	(3)		63,000	55,249	88 %	61,000	67,387	110 %
Programming Revenues	(4)		129,800	59,431	46 %	114,800	135,637	118 %
Grants	(5)		42,700	53,959	126 %	42,700	84,476	198 %
Other Rev. - Miscellaneous	(6)		63,550	39,084	62 %	55,550	78,566	141 %
Other Revenues - Advertising	(7)		30,000	10,000	33 %	30,000	24,137	80 %
Total Revenues		(a)	987,392	863,338	87 %	906,269	1,076,851	119 %
MCC Expenditures								
Salaries and Benefits	(8)		1,239,600	1,122,541	91 %	1,068,127	1,081,564	101 %
Professional Development			10,900	14,454	133 %	10,900	8,097	74 %
Associations and Memberships			7,000	2,912	42 %	7,000	3,799	54 %
Travel			4,500	-	- %	4,500	2,401	53 %
Hydro	(9)		400,000	347,584	87 %	542,140	313,160	58 %
Natural Gas			65,000	52,675	81 %	95,072	54,345	57 %
Water			40,000	39,226	98 %	45,212	35,937	79 %
Telephone			10,760	8,363	78 %	4,200	11,782	281 %
Office Supplies			6,650	4,265	64 %	6,150	5,693	93 %
Materials and Supplies	(10)		55,000	165,864	302 %	48,000	124,725	260 %
Furniture and Equipment			6,000	6,209	103 %	1,000	24,531	2,453 %
Materials and Supplies - Janitorial	(11)		34,488	16,577	48 %	34,488	20,851	60 %
Fuel			4,850	4,994	103 %	4,850	5,076	105 %
Internet			12,000	9,891	82 %	12,000	9,891	82 %
Insurance			49,631	49,631	100 %	30,000	43,716	146 %
Contract Services - Janitorial	(11)		13,500	21,032	156 %	135,968	60,248	44 %
Contract Services - Other	(12)		155,631	137,804	89 %	118,950	122,022	103 %
Repairs and Maintenance	(13)		11,500	18,193	158 %	11,500	18,719	163 %
Total Expenditures before Debt and Other Items		(b)	2,127,010	2,022,215	95 %	2,180,057	1,946,557	89 %
Net Surplus (Deficit) before Debt and Other Items		(c)= (a) - (b)	(1,139,618)	(1,158,877)	102 %	1,273,788)	(869,706)	68 %
MCC Debt Activity								
Tax Levy Debenture Interest			(282,024)	(282,024)	100 %	(288,500)	(288,501)	100 %
Tax Levy Debenture Principal			(198,227)	(198,227)	100 %	(191,768)	(191,768)	100 %
Development Charge Revenue			630,188	630,188	100 %	630,310	630,310	100 %
Development Charge Debenture Interest			(368,875)	(368,875)	100 %	(377,212)	(377,212)	100 %
Development Charge Debenture Principal			(261,313)	(261,313)	100 %	(253,098)	(253,098)	100 %
Pre-MCC RCW and Facility Net Costs			951,088	951,084	100 %	893,531	893,532	100 %
Transfer (to)/from MCC Reserve	(14)		100,000	(73,819)	(74)%	425,500	425,500	100 %
Net Debt and Other Items		(d)	570,837	397,014	70 %	838,763	838,763	100 %
NET SURPLUS (DEFICIT)		(e)= (c) + (d)	\$ (568,781)	\$ (761,863)	134 %	\$ (435,025)	\$ (30,943)	7 %

Meridian Community Centre
Appendix 3
Actual Results to Budget at December 31, 2020 (100% of time lapsed)

	Notes		2020			Actual 2020											
			Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MCC Revenues																	
Arena Revenues	(1)		\$ 595,342	\$ 610,505	103 %	\$ 84,582	\$ 80,798	\$ 32,288	\$ (1,929)	\$ 358	\$ -	\$ 48,725	\$ 114,474	\$ 59,057	\$ 75,129	\$ 72,865	\$ 44,158
Multi-Purpose Space Revenues	(2)		63,000	35,110	56 %	10,156	8,480	5,510	164	-	-	-	-	474	4,456	4,229	1,641
Gymnasium Revenues	(3)		63,000	55,249	88 %	7,985	7,554	3,075	(21)	-	-	840	6,520	4,340	9,133	10,127	5,696
Programming Revenues	(4)		129,800	59,431	46 %	2,178	8,351	1,665	-	-	33	16,872	24,291	4,025	-	120	1,896
Grants	(5)		42,700	53,959	126 %	10,675	-	-	10,675	-	-	-	10,675	-	10,675	-	11,259
Other Rev. - Miscellaneous	(6)		63,550	39,084	62 %	16,003	11,988	6,664	1,656	-	58	434	562	168	733	501	317
Other Revenues - Advertising	(7)		30,000	10,000	33 %	10,000	-	-	-	-	-	-	-	-	-	-	-
Total Revenues		(a)	987,392	863,338	87 %	141,579	117,171	49,202	10,545	358	91	66,871	156,522	68,064	100,126	87,842	64,967
MCC Expenditures																	
Salaries and Benefits	(8)		1,239,600	1,122,541	91 %	96,243	91,414	96,572	73,517	62,746	61,796	101,082	116,500	96,449	87,960	91,503	146,759
Professional Development			10,900	14,454	133 %	6,201	7,464	-	-	(1,307)	102	-	(4,061)	-	-	6,055	-
Associations and Memberships			7,000	2,912	42 %	1,096	379	-	613	-	-	-	-	-	-	41	783
Travel			4,500	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Hydro	(9)		400,000	347,584	87 %	28,437	30,005	23,975	17,296	15,338	15,347	33,829	44,889	36,927	42,057	31,801	27,683
Natural Gas			65,000	52,675	81 %	4,992	6,214	6,179	2,966	2,763	1,540	1,996	5,511	5,901	4,852	5,119	4,642
Water			40,000	39,226	98 %	-	7,158	-	4,577	-	5,161	-	9,444	-	6,916	-	5,970
Telephone			10,760	8,363	78 %	683	684	684	697	682	653	571	838	714	715	714	728
Office Supplies			6,650	4,265	64 %	239	398	124	405	213	176	-	292	380	1,080	679	279
Materials and Supplies	(10)		55,000	165,864	302 %	10,832	12,251	2,492	3,678	11,117	17,710	716	11,572	3,271	2,727	6,325	83,173
Furniture and Equipment			6,000	6,209	103 %	209	-	-	-	-	-	-	-	-	-	-	6,000
Materials and Supplies - Janitorial	(11)		34,488	16,577	48 %	3,033	1,299	5,468	789	72	488	1,538	783	383	1,063	1,661	-
Fuel			4,850	4,994	103 %	441	476	381	24	125	25	557	617	547	684	547	570
Internet			12,000	9,891	82 %	824	825	824	824	824	825	824	824	824	825	824	824
Insurance			49,631	49,631	100 %	49,631	-	-	-	-	-	-	-	-	-	-	-
Contract Services - Janitorial	(11)		13,500	21,032	156 %	921	1,184	794	105	106	13	104	5,248	375	3,038	1,520	7,624
Contract Services - Other	(12)		155,631	137,804	89 %	12,580	17,956	7,737	5,119	1,718	(1,273)	17,114	23,802	6,718	19,025	22,391	4,917
Repairs and Maintenance	(13)		11,500	18,193	158 %	6,098	3,811	-	-	-	193	-	1,307	-	399	-	6,385
Total Expenditures before Debt and Other Items		(b)	2,127,010	2,022,215	95 %	222,460	181,518	145,230	110,610	94,397	102,756	158,331	217,566	152,489	171,341	169,180	296,337
Net Surplus (Deficit) before Debt and Other Items		(c)= (a) - (b)	(1,139,618)	(1,158,877)	102 %	(80,881)	(64,347)	(96,028)	(100,065)	(94,039)	(102,665)	(91,460)	(61,044)	(84,425)	(71,215)	(81,338)	(231,370)
MCC Debt Activity																	
Tax Levy Debenture Interest			(282,024)	(282,024)	100 %	-	-	-	-	-	(142,107)	-	-	-	-	-	(139,917)
Tax Levy Debenture Principal			(198,227)	(198,227)	100 %	-	-	-	-	-	(98,293)	-	-	-	-	-	(99,934)
Development Charge Revenue			630,188	630,188	100 %	317,023	-	-	-	-	-	313,165	-	-	-	-	-
Development Charge Debenture Interest			(368,875)	(368,875)	100 %	(187,410)	-	-	-	-	-	(181,465)	-	-	-	-	-
Development Charge Debenture Principal			(261,313)	(261,313)	100 %	(129,613)	-	-	-	-	-	(131,700)	-	-	-	-	-
Pre-MCC RCW and Facility Net Costs			951,088	951,084	100 %	79,257	79,257	79,257	79,257	79,257	79,257	79,257	79,257	79,257	79,257	79,257	79,257
Transfer (to)/from MCC Reserve	(14)		100,000	(73,819)	(74)%	8,333	8,334	8,333	8,333	8,334	8,333	8,333	8,334	8,333	8,333	8,334	(165,486)
Net Debt and Other Items		(d)	570,837	397,014	70 %	87,590	87,591	87,590	87,590	87,591	(152,810)	87,590	87,591	87,590	87,590	87,591	(326,080)
NET SURPLUS (DEFICIT)		(e)= (c) + (d)	\$ (568,781)	\$ (761,863)	134 %	\$ 6,709	\$ 23,244	\$ (8,438)	\$ (12,475)	\$ (6,448)	\$(255,475)	\$ (3,870)	\$ 26,547	\$ 3,165	\$ 16,375	\$ 6,253	\$(557,450)

Meridian Community Centre

Appendix 3

Actual Results to Budget at December 31, 2020 (100% of time lapsed)

Explanatory Notes:

The COVID-19 pandemic resulted in the Meridian Community Centre being closed from March 17, 2020 to July 8, 2020 and also from December 26 to 31, 2020. The Duliban Arena opened on July 27, and the Accipiter Arena opened on July 27. This was the first year both ice pads were opened during the month of August. The MCC followed the Ontario Recreation Facilities Association's guidance for sports and recreation fitness activities during this pandemic.

Additional COVID-19 direct expenditures have been included in this report. Corresponding Safe Restart COVID-19 funding, which offsets these expenditures, has been excluded, as it is presented as shared municipal grant revenue under the Finance Department, and offsets expenditures in all departments.

- (1) The higher ice rental in July and August with both ice pads being booked resulted in \$108,805 higher ice rental revenue than in 2019. This was able to offset the loss of rental from prior year for the months that were shut down of \$107,866.
- (2) Multi-purpose space revenue was trending above prior year in January and February by \$6,237. There were no further revenues while facilities were unavailable due to COVID-19. Pickleball commenced in October.
- (3) The gymnasium revenue was trending above prior year in January and February by \$8,836. There was an increase in October from prior year by \$4,577. The impact of the COVID closure resulted in the spring and summer revenue being very low.
- (4) The majority of camp revenue is normally earned in the summer, and is below budget due to the impact of COVID-19 and the associated capacity limitations.
- (5) Senior Active Living Centre grant monies received for Q1 to Q4, and online seniors programming has continued during the COVID-19 closure.
- (6) Miscellaneous revenue includes cost recoveries, equipment rentals, event revenue, donations, server sales, and other items that are individually too small to classify separately. Revenue above budget relates primarily to server sales and has related costs under materials and supplies.
- (7) Advertising revenue will not be earned during facility closure.
- (8) Reduced wages during facility closure due to layoffs.
- (9) Hydro savings due to facility closure plus reduced hydro rates during COVID-19. Slightly higher than 2019 actual due to two ice pads operating in the summer.
- (10) Increased costs relate primarily to supplies and cost of goods related to server sales revenue which is also above budget. Most of the costs in May and June relate to the new cold-water management system for ice-making in the arenas. August includes furniture for the Seniors Lounge for which there was a Senior Active Living Centre special grant received in 2019. \$80,000 in December pertains to COVID-19 direct costs which were being tracked separately for reporting purposes and have been allocated to service areas at year-end.
- (11) Extra janitorial and cleaning were charged to COVID-19 direct costs and grouped with Materials and Supplies.
- (12) Decreased costs for Camp contracted services due to COVID-19 modifications.
- (13) Increased costs for repairs and maintenance; expenditures comparable to 2018 actuals and 2021 budget has been adjusted accordingly.
- (14) In accordance with Council directive, non-Covid related excess revenues earned in January and February prior to the pandemic, as well as additional revenues earned from opening a second ice pad in the summer, have been transferred to the MCC reserve. These funds will be used to help repay the debenture issued during the year that is earmarked to be partially funded by pledged donations.

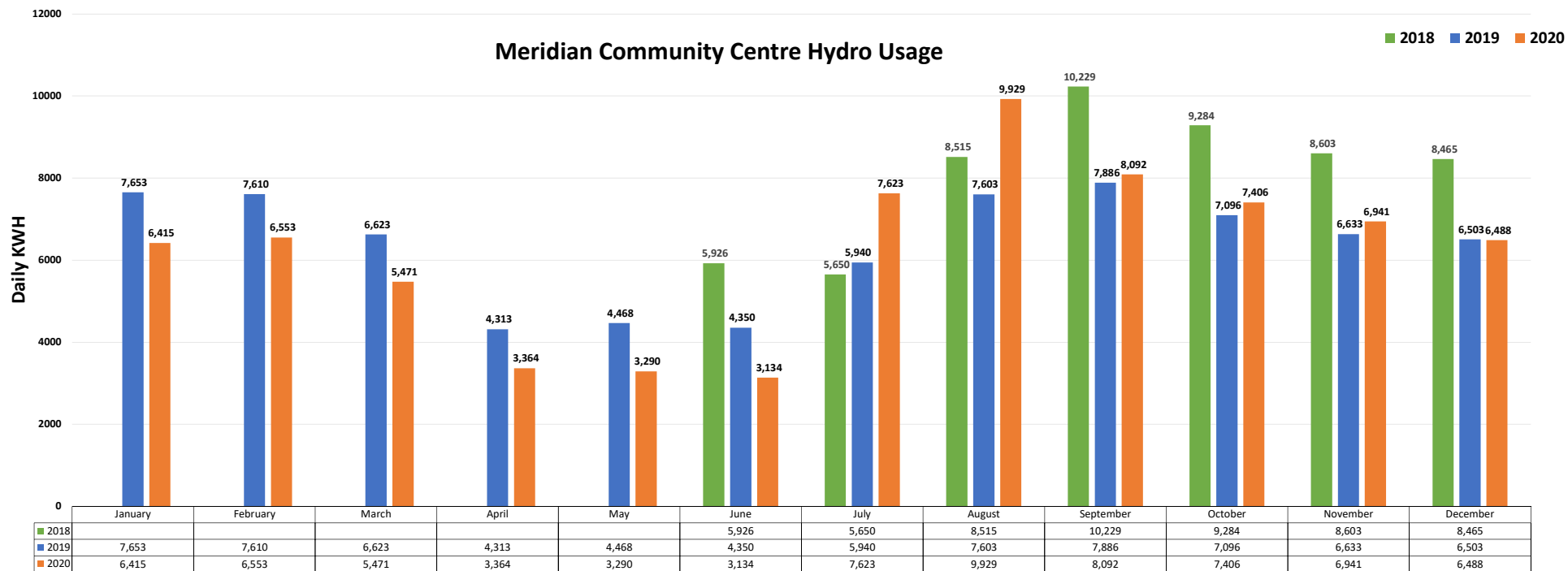
Meridian Community Centre - Revenue by Major Customer & Activity

Appendix 3

For the month ended December 31, 2020 (100% of time lapsed)

	Hours	Amount
Arena Revenues		
Pelham Minor Hockey Association (PMHA)	114.0	\$ 15,896
Niagara Centre Skating Club (NCSC)	50.3	7,437
Pelham Junior Hockey Club	18.5	2,616
Southern Tier Admirals AAA Hockey	33.0	1,776
Public Ice	131.0	12,259
Recreation & Wellness Programming	64.0	4,174
Arena Revenues Subtotal	410.8	44,158
Multi-Purpose Space Revenues		
Room Rentals	10.0	(1,137)
Recreation Programming	-	2,778
Multi-Purpose Space Revenues Subtotal	10.0	1,641
Gymnasium Revenues		
Pelham Panthers Basketball	236.5	4,937
Other	42.5	759
Gymnasium Revenues Subtotal	279.0	5,696
Camp and Multi-Space Program Revenue		
Camp Revenues	50.0	1,896
Grants	-	11,259
Other Revenues		
Miscellaneous	-	317
TOTAL REVENUES	749.8	\$ 64,967

Meridian Community Centre Hydro Usage



Billing Period

	Notes	2020			Actual 2020											
		Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Revenues																
Grants - Provincial	(1)	\$ 175,000	\$ 229,230	131 %	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 115,600	\$ 25,000	\$ 13,533	\$ 18,334	\$ -	\$ 6,763
Grants - Other	(2)	62,500	13,125	21 %	-	-	-	-	-	-	-	-	-	-	-	13,125
Other Revenues	(3)	22,000	8,860	40 %	742	919	385	30	266	418	139	144	76	-	67	5,674
Sponsorships	(4)	15,000	2,000	13 %	1,000	-	-	1,000	250	(250)	-	-	-	-	-	-
Total Revenues		274,500	253,215	92 %	1,742	919	385	51,030	516	168	115,739	25,144	13,609	18,334	67	25,562
Expenditures																
Salaries and Benefits	(5)	116,500	131,289	113 %	10,789	9,080	9,082	9,210	9,069	8,916	21,001	7,915	9,501	9,496	9,381	17,849
Materials and Supplies	(6)	5,570	2,649	48 %	-	-	-	-	-	239	-	-	-	-	-	2,410
Contract Services - Bus	(6)	400,000	237,542	59 %	54,014	42,966	35,147	9,318	6,162	7,960	8,149	6,813	-	-	-	67,013
Interdepartmental Transfers	(7)	4,500	3,510	78 %	-	-	-	-	-	-	-	-	-	-	-	3,510
Total Expenditures		526,570	374,990	71 %	64,803	52,046	44,229	18,528	15,231	17,115	29,150	14,728	9,501	9,496	9,381	90,782
NET SURPLUS (DEFICIT)		\$ (252,070)	\$ (121,775)	48 %	\$ (63,061)	\$ (51,127)	\$ (43,844)	\$ 32,502	\$ (14,715)	\$ (16,947)	\$ 86,589	\$ 10,416	\$ 4,108	\$ 8,838	\$ (9,314)	\$ (65,220)
Ridership 2020	(8)		4,006		796	737	551	71	51	84	91	153	322	335	526	289
Ridership 2019			7,895		453	464	594	786	559	783	671	797	609	834	764	581

Explanatory Notes:

- (1) Provincial grant revenue includes \$100,000 of the MTO Community Transportation grant for the year, \$18,334 in Safe Restart Phase 1 funding, \$6,763 in Municipal Transit Enhanced Cleaning funding, and \$104,133 in provincial gas tax. \$50,000 of the provincial gas tax funding received in 2020 has been deferred and placed in a reserve fund for future years, as grant funding exceeded budget for 2020.
- (2) Region contribution to link received in December.
- (3) Decreased revenues due to COVID-19; reduced collection for Niagara College and Brock uPass.
- (4) Decreased sponsorships due to impact of COVID-19.
- (5) There were three pays in July and December, as well as staff training.
- (6) The Town paid Niagara Region for services from late August to December in accordance with the one-year pilot agreement.
- (7) Interdepartmental transfers are allocations of costs from other department, such as facilities. These are recorded at year-end based on actual results.
- (8) Ridership lower due to impact of COVID-19. On April 14, Pelham Transit began operating as a Dial-a-Ride service, in which riders were pre-booked and pre-screened. On August 17, Pelham Transit entered into a partnership with Niagara Region Transit to provide On-Demand transit services under a one-year pilot agreement.

Town of Pelham									Appendix 5
2020 Capital Projects - Fourth Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at December 31, 2020									
GENERAL GOVERNMENT									
IT 01-20	Computer and Hardware Repair and Replacement	100170	32,000	32,000	-	-	-	0%	In progress.
IT 03-20	Financial Reporting Software	100172	40,000	40,000	36,888	-	36,888	92%	In progress.
IT 04-20	Core Switch Upgrade	100173	4,000	4,000	3,171	-	3,171	79%	Completed.
IT 05-20	Innovation Technology	100174	40,000	40,000	-	-	-	0%	In progress.
Total General Government			116,000	116,000	40,059	-	40,059	35%	
PROTECTION SERVICES									
FD 01-20	PPE - Bunker Gear	200114	35,000	35,000	25,631	-	25,631	73%	Completed.
FD 02-20	Communications - Replacement of Pagers	200115	8,000	8,000	5,251	-	5,251	66%	Completed.
FD 03-20	Replacement of Extrication Equipment - 2 Stations	200116	40,000	40,000	34,588	-	34,588	86%	Completed.
Total Protection Services			83,000	83,000	65,470	-	65,470	79%	
TRANSPORTATION SERVICES									
FACILITIES									
FAC 01-20	Concrete & Asphalt Repairs - Various Facilities	300475	10,000	10,000	3,278	-	3,278	33%	In progress.
FAC 03-20	Facility Condition & Accessibility Assessment	300477	75,000	75,000	-	-	-	0%	In progress.
FAC 04-20	Tice Road Operations Centre - Electrical Upgrades	300478	6,500	6,500	4,393	-	4,393	68%	In progress.
FAC 05-20	MCC - Front Passive Area Fence	300479	30,000	30,000	24,211	-	24,211	81%	Completed.
FAC 06-20	Gates to Accipiter Arena Pad	300480	10,000	10,000	9,057	-	9,057	91%	Completed.
FAC 07-20	Community Information Counter	300481	5,000	5,000	5,088	-	5,088	102%	Completed.
FAC 08-20	Centennial Park Hydro Service	300482	15,000	15,000	12,415	-	12,415	83%	In progress.
FAC 10-20	Flag Poles	300483	6,000	6,000	3,765	-	3,765	63%	In progress. Poles completed. Extra flags being ordered.
ROADS									
RD 01-20	Bridge Design Program - Balfour St and 16 Road	300490	100,000	100,000	16,250	-	16,250	16%	In progress.
RD 02-20	Roadside Ditching	300491	75,000	75,000	69,036	-	69,036	92%	In progress.
RD 03-20	Road Reconstruction - Pelham St: College St to Port Robinson Rd - connected to WTR 01-20	300492	1,079,519	1,079,519	795,886	-	795,886	74%	In progress.
RD 04-20	Bridge/Culvert Appraisal (legislated) - Retaining Walls and Easements	300493	20,000	20,000	12,509	-	12,509	63%	Completed. Invoices outstanding.
RD 05-20	Concrete Program	300494	125,000	125,000	126,961	-	126,961	102%	Completed.

Town of Pelham									Appendix 5
2020 Capital Projects - Fourth Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at December 31, 2020									
RD 06-20	Culvert Replacement	300495	60,000	60,000	24,912	-	24,912	42%	Complete. Savings on this project to be allocated to RD 13-21.
RD 08-20	Engineering	300497	35,000	35,000	6,670	-	6,670	19%	In progress.
RD 09-20	Road Base and Surface Repair	300498	150,000	150,000	150,784	-	150,784	101%	Completed.
RD 10-20	Road Rehabilitation	300499	450,000	450,000	188,703	-	188,703	42%	In progress.
RD 11-20	Streetlights and Traffic Signal Maintenance	300500	55,000	55,000	60,366	-	60,366	110%	Completed.
RD 14-20	Station Street Storm Pond	300503	300,000	300,000	-	-	-	0%	In progress. Awarded to Duffin in spring 2020. Work has not commenced yet.
RD 16-20	Road Design - Pelham St: Port Robinson Rd to John St.	300505	50,000	50,000	50,880	-	50,880	102%	Completed.
RD 18-20	Urbanization of Lookout Street	300507	105,431	105,431	105,431	-	105,431	100%	Completed.
Total Transportation Services			2,762,450	2,762,450	1,670,596	-	1,670,596	60%	
FLEET									
VEH 01-20	Combined Lease Payments - Heavy Duty Work Truck, Small SUV Facilities, Small SUV Building	300484	32,340	32,340	32,909	-	32,909	102%	Completed.
VEH 02-20	Seasonal summer fleet rental - for use in Parks and Facilities	300485	25,200	25,200	15,756	-	15,756	63%	Completed.
VEH 03-20	Seasonal winter fleet rental - Tractors w/plow and spreader	300486	25,550	25,550	20,316	-	20,316	80%	Completed.
VEH 05-20	Work Truck - Replaces Truck 127	300488	35,000	35,000	-	-	-	0%	In progress.
VEH 06-20	Offset Boom for Bushhog	300489	6,000	6,000	5,978	-	5,978	100%	Completed.
Total Fleet			124,090	124,090	74,960	-	74,960	60%	
HEALTH SERVICES									
CEM 01-20	Plumbing Upgrade - Fonthill Cemetery	400012	6,000	6,000	4,055	-	4,055	68%	Completed.
Total Health Services			6,000	6,000	4,055	-	4,055	68%	
WASTEWATER									
WST 02-20	Sanitary Lateral Replacement Program (5 laterals)	700171	60,000	60,000	-	-	-	0%	In progress.
WST 03-20	Sanitary Sewer Inspection, CCTV and Flushing Program	700172	74,000	74,000	59,750	-	59,750	81%	In progress.
WST 04-20	Sanitary Sewer Capital Construction Adjustments and Repairs	700173	80,000	80,000	69,792	-	69,792	87%	Completed.

Town of Pelham									Appendix 5
2020 Capital Projects - Fourth Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at December 31, 2020									
WST 05-20	Church St Sanitary Upgrades - Permits and Reports - connected to WST 01-19 and CC 700182 (2022 Project for \$1.5M to do the Church Street work	700174	50,000	50,000	42,871	-	42,871	86%	In progress. Waiting for CP Rail's approval.
Total Wastewater			264,000	264,000	172,414	-	172,414	65%	
WATER									
WTR 01-20	Pelham St Watermain Replacement: College St to Port Robinson Rd - connected to RD 03-20	700176	13,122	13,122	7,948	-	7,948	61%	In progress.
WTR 02-20	Water System Repair Equipment	700177	30,000	30,000	8,326	-	8,326	28%	In progress.
Total Water			43,122	43,122	16,273	-	16,273	38%	
RECREATION & CULTURAL SERVICES - PARK FACILITIES									
PRK 02-20	Forestry Services	500183	80,000	80,000	73,185	-	73,185	91%	Completed.
PRK 04-20	Turf Repair	500185	5,000	5,000	-	-	-	0%	In progress.
PRK 05-20	Weiland Park	500186	60,000	60,000	60,542	-	60,542	101%	Completed.
PRK 06-20	Field Protection	500187	25,000	25,000	24,303	-	24,303	97%	Completed.
Total Recreation & Cultural Services			170,000	170,000	158,031	-	158,031	93%	
COMMUNITY PLANNING & DEVELOPMENT									
PLN 01-20	Community Benefits Charge Strategy	600119	40,000	40,000	-	-	-	0%	Not yet started. Provincial Regulations were released in Sept 2020. There are 2 years to undertake this work. Requires Corporate Services input.
PLN 03-21	Comprehensive Parking Study	600139	60,000	60,000	6,019	-	6,019	10%	In progress. Approved by Council June 1, 2020.
Total Community Planning & Development			100,000	100,000	6,019	-	6,019	6%	
LIBRARY SERVICES									

Town of Pelham									Appendix 5
2020 Capital Projects - Fourth Quarter Reporting		Cost Centre	Expenditures						Status
As at December 31, 2020			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
LIB 01-20	Computer Services Department	500182	7,500	7,500	7,820	-	7,820	104%	Completed.
Total Library Services			7,500	7,500	7,820	-	7,820	104%	
MUNICIPAL DRAINAGE									
DRN 01-20	Replace Farm Culverts	600120	30,000	30,000	-	-	-	0%	Work completed invoices outstanding. We have not had any requests to replace farm culverts from farmers this year. We did have requests to remove beavers, so this money was allocated for beaver removal and that work is now complete.
DRN 02-20	Update Assessment Schedule for Big Creek Drain	600121	65,000	65,000	-		-	0%	In progress. Project awarded to K. Smart Associates.
Total Municipal Drainage			95,000	95,000	-	-	-	0%	
TOTAL AS PER 2020 APPROVED BUDGET			3,771,162	3,771,162	2,215,698	-	2,215,698	59%	
PROJECTS DEFERRED TO 2021									
IT 02-20	Tab Fusion Electronic Enhancement	100171	25,000	25,000	5,079	-	5,079	20%	Deferred to 2021
FAC 02-20	Masonry Repairs - Highland Ave, Hillside/Fonthill Cemetery	300476	30,000	30,000	-	-	-	0%	Deferred to 2021
PRK 03-20	River Estates Park Development	500184	300,000	300,000	-	-	-	0%	Deferred to 2021. Not yet started. On hold. Reviewing as part of ICIP Resiliency COVID Grant.
RD 07-20	Effingham Storm Design - Hwy 20 to Canboro	300496	50,000	50,000	-	-	-	0%	Deferred to 2021.
RD 12-20	Stormsewer Extension - Along Quaker	300501	200,000	200,000	-	-	-	0%	Deferred to 2021. Waiting for developer.
RD 13-20	Sulphur Springs Rd Rehabilitation - Site 1 & 2	300502	300,000	300,000	-	-	-	0%	Deferred to 2021.
RD 15-20	Foss Resurfacing (linked to WST 06-20)	300504	500,000	500,000	-	-	-	0%	Deferred to 2021.

Town of Pelham									Appendix 5
2020 Capital Projects - Fourth Quarter Reporting		Cost Centre	Expenditures						Status
As at December 31, 2020			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
RD 17-20	Rice Road Landscaping Feature	300506	48,120	48,120	-	-	-	0%	Deferred to 2021. In progress. To be tendered in Spring 2021.
VEH 04-20	Combination Snow Plow & Spreader Unit - replaces Truck 420	300487	320,000	320,000	-	-	-	0%	Deferred to 2021. Snow plow has been ordered. Delivery date for Feb 2021.
WST 01-20	Sanitary I/I Study Program - Planned Replacements and Rehabilitation	700170	100,000	100,000	-	-	-	0%	Deferred to 2021.
WST 06-20	Foss Rd - Sanitary Sewer Installation (linked to RD 15-20)	700175	800,000	800,000	-	-	-	0%	Deferred to 2021.
Total Projects Deferred to 2021			2,673,120	2,673,120	5,079	-	5,079	0%	
CANCELLED AND RED-CIRCLED PROJECTS									
FAC 09-20	MCC Additional Parking		450,000	450,000	-	-	-	0%	Red-circled pending grant funding.
LIB 02-20	Fonthill Renovations		505,231	505,231	-	-	-	0%	Red-circled pending grant funding.
PRK 01-20	Centennial Park Diamond #3 & HBP #2 Dugout / Bullpen Enclosures		15,000	15,000	-	-	-	0%	Cancelled.
Total Cancelled and Red-Circled Projects			970,231	970,231	-	-	-	0%	
Grand Total			7,414,513	4,741,393	2,220,777	-	2,220,777	47%	

Town of Pelham										Appendix 5
Prior Year's Carry Forward Capital Projects - Fourth Quarter Reporting		Cost Centre	Expenditures							Status
As at December 31, 2020			Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
GENERAL GOVERNMENT										
IT 04-19	Backup Generator for IT Server Room (Town Hall)	100165	46,000	-	46,000	-	-	-	0%	In progress. Three quotes have been obtained.
Total General Government			46,000	-	46,000	-	-	-	0%	
TRANSPORTATION SERVICES										
ROADS										
RD 11-17	Road Reconstruction - Haist St: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward (linked to WTR 01-19 and WST 02-19)	300264	111,150	91,736	19,414	24,374	-	24,374	126%	Completed.
RD 12-18	Stormwater Facility Maintenance - Station, Timber Creek	300436	70,000	41,328	28,672	6,385	-	6,385	22%	In progress.
RD 02-19	Concrete Repair & Replacement Program	300461	110,000	66,208	43,792	11,216	-	11,216	26%	In progress. Invoices outstanding.
RD 05-19	Steve Bauer Trail Paving	300464	121,250	-	121,250	123,384	-	123,384	102%	Completed. Council approved red-circle be removed on July 13, 2020. Budget increased by \$ 21,250 due to Legacy Games Grant.
RD 06-19	Pavement Condition Index Study	300465	27,628	11,682	15,946	13,198	-	13,198	83%	Completed.
RD 07-19	Road Base and Surface Repair Program	300466	170,000	137,045	32,955	33,686	-	33,686	102%	Completed.
RD 08-19	Pelham Street Storm and Road Reconstruction - connected to RD 01-16 and WTR 03-19.	300467	2,436,055	535,744	1,900,311	1,502,777	-	1,502,777	79%	In progress. Contract with Charleton Group in progress. Construction is substantially complete. Final asphalt paving to be completed in spring of 2021.
RD 10-19	Stormwater Facility Maintenance	300469	30,000	12,288	17,712	2,290	-	2,290	13%	In progress. Engineering assignment with consultant in progress.
RD 13-19	Main Street Revitalization	300472	52,782	-	52,782	54,450	-	54,450	103%	Completed.
RD 14-19	Sulphur Spring Drive Repair	300473	250,000	-	250,000	-	-	-	0%	In progress. Project has been awarded to Duffin. Additional funds of \$ 170K approved by Council on July 27th, 2020 for the 2021 budget under RD 14-21.
FACILITIES										
FAC 03-18	Tice Road Operations Centre - Man Door Repairs, insulation and vapour barrier in north bay - FCA Critical 2016	300405	37,000	20,519	16,481	9,451	0	9,451	57%	In progress. Project still ongoing.
FAC 03-19	Municipal Building - foundation, structural, waterproofing, exterior / interior painting - FCA Critical 2016	300448	55,000	9,163	45,837	26,913	-	26,913	59%	Completed. Invoices outstanding.
Total Transportation Services			3,470,865	925,714	2,545,152	1,808,124	0	1,808,124	71%	

Town of Pelham										Appendix 5
Prior Year's Carry Forward Capital Projects - Fourth Quarter Reporting		Cost Centre	Expenditures							Status
			Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
As at December 31, 2020										
WASTEWATER										
WST 04-18	Foss Road Upgrade existing sewer from 350 to 450mm diam	700156	592,800	60,954	42,559	4,323	-	4,323	10%	In progress. Detailed design assignment currently being completed. Project delayed due to CP Rail. Carry forward to 2021.
WST 01-19	Design - Church Street Upgrade - connected to WST 05-20 and CC 700182 (2022 Project for \$1.5M to do the Church Street work)	700162	60,000	14,880	45,120	16,912	-	16,912	37%	In progress. Consultant Assignment awarded to Associated Engineering. Project delayed due to CP Rail.
WST 02-19	Haist Street: Welland Rd to Beckett (linked to RD 11-17 and WTR 01-19)	700163	45,000	-	45,000	-	-	-	0%	Completed. \$ 45,000 in savings.
WST 05-19	Sanitary Sewer Capital	700166	80,000	-	80,000	16,311	-	16,311	20%	In progress. Project currently ongoing. Awarded to Duffin Contracting.
Total Wastewater			777,800	75,834	212,680	37,547	-	37,547	18%	
WATER										
WTR 01-18	Backflow Prevention Program	700158	50,000	12,985	37,015	1,000	-	1,000	3%	In progress. Consulting work is complete. Outstanding invoices to come regarding the work. Program will continue until funds run out.
WTR 02-18	Station Street: Hwy 20 to Port Robinson, Watermain Replacement - trench only	700159	847,652	381,950	465,702	435,212	-	435,212	93%	In progress. This project was delayed due to gas line relocation.
WTR 01-19	Haist Street: Welland Rd to Beckett Cres, including Welland Rd Haist to Edward (linked to RD 11-17 and WST 02-19)	700167	644,750	414,177	230,573	82,590	-	82,590	36%	Completed. Restoration work completed and in warranty.
WTR 02-19	Water System Repair Equipment	700168	30,000	14,747	15,253	-	-	-	0%	Completed.
WTR 03-19	Pelham St N Watermain Replacement - connected to RD 01-16 and RD 08-19.	700169	250,000	25,757	224,243	204,229	0	204,229	91%	Completed.
Total Water			1,822,402	849,616	972,786	723,031	0	723,031	74%	

Town of Pelham										Appendix 5
Prior Year's Carry Forward Capital Projects - Fourth Quarter Reporting		Cost Centre	Expenditures							Status
			Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
As at December 31, 2020										
RECREATION & CULTURAL SERVICES- PARK FACILITIES										
PRK 02-18	Ash tree removals - continued program	500159	75,000	68,616	6,384	-	-	-	0%	Completed
PRK 05-19	Centennial Park Electrical Upgrades	500176	13,500	11,635	1,865	-	-	-	0%	In progress.
Total Recreation & Cultural Services			88,500	80,252	8,249	-	-	-	0%	
COMMUNITY PLANNING & DEVELOPMENT										
PLN 01-19	Complete East Fenwick SP	600117	20,000	6,269	13,731	-	-	-	0%	In progress. Awaiting developer to complete EIS.
PLN 02-19	Complete Zoning By-law	600118	20,000	-	20,000	-	-	-	0%	On hold. Consultant to complete mapping once staff have document prepared.
Total Community Planning & Development			40,000	6,269	33,731	-	-	-	0%	
MUNICIPAL DRAINAGE										
DRN 01-19	Brushing Swayze Drain	900036	30,000	-	30,000	-	-	-	0%	Not taking place. The property owner now does not feel the brushing is necessary.
Total Library Services			30,000	-	30,000	-	-	-	0%	
EAST FONTHILL										
RD 01-17	Summersides: Station to Wellspring (E. Fonthill)	300254	2,088,774	960,717	28,129	12,960	-	12,960	46%	In progress.
Total East Fonthill			9,962,737	4,206,991	28,129	12,960	-	12,960	46%	
Subtotal - excluding CANCELLED PROJECTS			16,238,304	6,144,675	3,876,726	2,581,661	0	2,581,662	67%	
CANCELLED PROJECTS										
Total Cancelled			-	-	-	-	-	-		
Grand Total			16,238,304	6,144,675	3,876,726	2,581,661	0	2,581,662	67%	

Subject: March 2021 Financial Reports**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0082-Corporate Services, March 2021 Financial Reports, for information.

Background:

The Corporate Services Department has prepared the attached financial reports, as at March 31, 2021, for the information of Council. The MCC and Transit reports also include non-financial indicators such as hydro usage and ridership.

Analysis:

Appendix 1 to this report summarizes operating revenues compared to budget as at March 31, 2021, with approximately 25% of the year lapsed. Total revenues were at approximately 23% of budget. The financial impact from the closure of facilities and cancellation of programs as a result of COVID-19 are evident in the Recreation, Culture and Wellness department in particular, and Safe Restart Phase 2 funding has been applied to the shortfall. Most other revenue sources are in keeping with the budget, with some grant funding still pending in Public Works and Finance. The MCC closed on January 1, 2021 and was reopened March 2, 2021. On April 3, it was closed again and the impact will be seen on the April financial report. Two months of water and wastewater had been billed and are at 14% of budget because consumption tends to be higher in the summer months. The Phase 2 Safe Restart COVID-19 funding has been applied to \$255,721 in lost revenues at the MCC, and \$108,460 to offset the direct COVID-19 expenses incurred to March 31, 2021, for a total of \$364,181 out of the total \$969,149 available for 2021 operating pressures.

Appendix 2 to this report summarizes operating expenditures compared to budget at March 31, 2021. Total expenses were at approximately 23% of budget and appeared to be on track. This report includes \$108,460 of direct costs related to COVID-19 such as purchase of computer equipment, additional cleaning costs, and personal protective equipment and protective facility materials.

Appendix 3 summarizes the revenues and expenditures related to the MCC at March 31, 2021. MCC revenues were at 13% of budget and trending below budget due to

closures from COVID-19 from January 1 to March 2. The budget is also lower than previous years, to reflect reduced revenues that were anticipated due to the pandemic. Senior Active Living Centre grant funds continue to be received and MCC expenses were at 20% of budget, which is below the expectation for the first three months of the year as a result of reduced wages from the facility closure and some expenses for materials and supplies and repairs and maintenance, which are anticipated but have not yet been incurred. Phase 2 Safe Restart funding of \$255,721 has been applied based on estimated lost revenues from January to March, resulting in a positive bottom line budget variance of 16%; however this is expected because the MCC normally generates a high level of revenues January through March and it will be needed to offset expenditures in future months. Currently Safe Restart funding applied to the MCC is at 52% of the budget for the year, and will be adjusted as the year progresses and the operating pressures resulting from COVID-19 are evaluated by the Treasurer.

Appendix 4 summarizes revenues and expenditures related to Pelham Transit. The Community Transit grant funding has been received for Q1 and Q2, and there is deferred provincial gas tax funding of \$20,000 to be applied later in the year. Effective August 17, 2021, the Niagara Region has taken over the service delivery of the transit with on-demand service by a third party provider VIA. Transit expenditures were at 27% of budget because the Town paid the Region for services from January to April.

Appendix 5 to this report includes the 2021 capital report at March 31, 2021. Most capital projects are proceeding, totaling \$8.17 million, and of those, 7% of the budget had been spent. \$1.04 million in projects have been red-circled pending further information or funding. Projects carried forward from prior years total \$5.21 million, and 23% of the carryforward amount had been spent.

Financial Considerations:

There are no specific financial considerations with respect to this report as it is for information purposes.

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Strong Organization

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

Consultation:

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

Other Pertinent Reports/Attachments:

Appendix 1 – Monthly Revenue Report at March 31, 2021

Appendix 2 – Monthly Expenditure Report at March 31, 2021

Appendix 3 – Meridian Community Centre Report at March 31, 2021

Appendix 4 – Transit Report at March 31, 2021

Appendix 5 – Capital Projects – First Quarter Reporting at March 31, 2021

Prepared and Recommended by:

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

Prepared and Submitted by:

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

Appendix 1
Monthly Revenue Report at March 31, 2021 (25% of time lapsed)

	Notes	2021			2020	
		Budget	Actual at Mar 31	Actual as a % of Budget	Budget	Actual at Dec 31
Taxation						
General Tax Levy		\$ 15,678,871	\$ 3,919,718	25 %	\$ 14,946,487	\$ 14,946,495
Payments in Lieu		300,471	75,118	25 %	300,471	302,118
Total Taxation	(1)	15,979,342	3,994,836	25 %	15,246,958	15,248,613
Finance Department						
Penalties and Interest		270,000	66,641	25 %	270,000	231,419
Supplemental Taxation Revenues	(2)	175,000	115	- %	200,000	476,022
Transfer from Building Department		81,087	20,272	25 %	79,497	79,497
Ontario Unconditional Grants	(3)	114,800	10,225	9 %	39,800	41,100
Miscellaneous		18,000	4,727	26 %	18,000	22,450
Investment Income	(4)	10,000	18,587	186 %	10,000	26,251
Safe Restart COVID-19 Funding	(5)	602,350	364,181	60 %	-	1,480,702
Total Finance Department		1,271,237	484,748	38 %	617,297	2,357,441
Clerk's Department						
Committee of Adjustment	(6)	36,500	19,944	55 %	36,500	68,698
Miscellaneous	(7)	14,250	2,465	17 %	14,250	10,929
Total Clerk's Department		50,750	22,409	44 %	50,750	79,627
Fire and By-law Services						
Fire Department Revenues	(8)	40,786	14,175	35 %	36,450	37,541
By-law and Parking Enforcement	(9)	26,800	9,947	37 %	28,138	35,025
Provincial Offences Act Revenue	(10)	25,000	-	- %	25,000	16,570
Total Fire and By-law Services		92,586	24,122	26 %	89,588	89,136
Public Works						
Non-recreation Facilities and Beautification	(11)	20,000	-	- %	49,000	11,764
Aggregate Resource Grant	(12)	40,000	-	- %	25,000	48,836
Miscellaneous	(13)	77,400	6,066	8 %	85,500	94,403
Fonthill/Hillside Cemeteries		76,500	19,943	26 %	76,500	115,009
Total Public Works		213,900	26,009	12 %	236,000	270,012
Recreation, Culture and Wellness						
Recreation and Wellness	(14)	195,100	25,159	13 %	364,520	229,395
Special Events and Festivals	(15)	147,770	7,000	5 %	147,770	15,990
Culture and Community Enhancement	(15)	75,000	-	- %	75,000	2,121
Public Transit	(16)	120,000	50,000	42 %	274,500	253,215
MCC Facility	(17)	420,000	49,667	12 %	786,342	768,595
Total Recreation, Culture and Wellness		957,870	131,826	14 %	1,648,132	1,269,316
Community Planning and Development						
Building Department Revenues		650,500	231,224	36 %	600,500	621,698
Planning Fees		160,340	46,551	29 %	140,340	238,148
Municipal Drainage		-	-	- %	-	23,889
Total Community Planning and Development		810,840	277,775	34 %	740,840	883,735
Water and Wastewater						
Water Revenues		3,290,641	480,728	15 %	2,948,982	3,166,304
Wastewater Revenues		2,487,167	356,262	14 %	2,161,293	2,310,079
Total Water and Wastewater	(18)	5,777,808	836,990	14 %	5,110,275	5,476,383
GRAND TOTAL		\$ 25,154,333	\$ 5,798,715	23 %	\$ 23,739,840	\$ 25,674,263

Appendix 1

Monthly Revenue Report at March 31, 2021 (25% of time lapsed)

Explanatory Notes:

- (1) Taxation revenue based on budget, final tax bills will be sent out in June.
- (2) The majority of supplemental revenue is collected June through November.

Supplementary/omitted taxes result from an addition, renovation, construction or class change that occurred on a property that was not previously recorded on the assessment roll. When supplementary/omitted assessment is added to the roll, additional property taxes can be collected for the current year, and if applicable, for any part of all of the two previous years as described in Section 34 of the Assessment Act.
- (3) OMPF payment for Q1 has been received; grant funding is expected for the Asset Management Analyst position.
- (4) Interest will be allocated to non-discretionary and obligatory reserves at year-end.
- (5) The Town carried forward \$621,259 in Phase 2 COVID-19 funding which must be used to offset COVID-19 operating pressures in 2021. In addition, \$347,890 in 2021 COVID-19 Recovery Funding was announced this year. Therefore total funding anticipated to offset COVID-19 operating pressures for 2021 is \$969,149. To date, revenue has been recognized to an amount equivalent to the direct costs being tracked, as well as lost revenues at the MCC. Revenue will be recognized to offset other COVID-19 operating pressures as the year progresses and the impact of COVID-19 is evaluated by the Treasurer.
- (6) Committee of Adjustment revenue fluctuates from year to year depending on applications received.
- (7) Certain revenue streams, such as lottery and marriage licenses, are unpredictable in timing and are expected to be impacted by COVID-19.
- (8) Grant of \$6,000 received for purchase of equipment which will have an offsetting expenditure later in the year.
- (9) Significant increase in pool permits.
- (10) POA revenues are collected by the Region, and none have been received to date.
- (11) Revenue is primarily related to cost recoveries for parks from spring to fall as well as Old Pelham Town Hall rental revenue, and none has been received during closures due to COVID-19.
- (12) Aggregate resource grant is received in September.
- (13) Climate Change grant funding for Q1 not yet received.
- (14) Recreation and wellness revenue related to camps and swim primarily occurs in Q3.
- (15) Most recreation special event activity normally occurs in Q2 and Q3. Due to COVID-19 some events, including Summerfest and Supper Market, have been cancelled, while others will be modified and/or held virtually. Lost revenues are anticipated but there will be some expenditure savings to help offset.
- (16) MTO Community Transportation grant received for Q1 and Q2.
- (17) Decreased MCC facility revenues due to COVID-19 closures.
- (18) Water and wastewater have been billed for January and February. Consumption tends to be higher in the summer.

Appendix 2
Monthly Expenditure Report at March 31, 2021 (25% of time lapsed)

	Notes	2021			2020	
		Budget	Actual at Mar 31	Actual as a % of Budget	Budget	Actual at Dec 31
Administration Services						
Members of Council	(1)	\$ 269,900	\$ 44,022	16 %	\$ 218,670	\$ 264,598
CAO's Office		337,130	89,360	27 %	277,310	267,172
Human Resources		101,285	29,117	29 %	86,945	94,482
Total Administration Services		708,315	162,499	23 %	582,925	626,252
Clerk's Department						
Clerk's Department and COA		363,413	92,894	26 %	356,450	370,816
Marketing and Communication		131,078	28,422	22 %	130,670	111,730
Total Clerk's Department		494,491	121,316	25 %	487,120	482,546
Corporate Services						
Finance Department		897,558	172,157	19 %	820,165	1,118,414
Shared Administrative Overhead	(2)	951,699	455,905	48 %	736,043	1,939,928
Shared Information Technology	(3)	586,330	227,883	39 %	514,770	660,781
COVID-19 Direct Expenditures		-	108,460	- %	-	-
Total Corporate Services		2,435,587	964,405	40 %	2,070,978	3,719,123
Fire and By-law Services						
Fire Services	(4)	1,585,821	216,187	14 %	1,434,772	1,464,608
By-law and Parking Enforcement		239,230	52,967	22 %	203,928	199,341
Health and Safety		8,030	140	2 %	8,120	3,567
Crossing Guards		50,048	12,829	26 %	48,400	33,769
Animal Control		37,800	9,400	25 %	36,800	36,900
Total Fire and By-law Services		1,920,929	291,523	15 %	1,732,020	1,738,185
Public Works						
General Administration	(5)	1,261,885	167,725	13 %	1,336,942	1,362,705
Roadway Maintenance		4,408,938	1,265,524	29 %	4,191,665	4,169,359
Non-recreation Facilities and Beautification	(6)	2,451,521	300,437	12 %	2,272,451	2,284,529
Street Lighting		200,000	41,997	21 %	199,789	197,667
Fonthill and Hillside Cemeteries		131,650	28,009	21 %	130,280	169,175
Niagara Central Airport	(7)	27,621	(4,551)	(16)%	27,621	25,327
Total Public Works		8,481,615	1,799,141	21 %	8,158,748	8,208,762
Recreation, Culture and Wellness						
General Administration	(8)	270,018	55,199	20 %	371,007	378,685
Recreation and Wellness	(9)	320,034	36,233	11 %	386,775	330,388
Special Events and Festivals	(9)	275,331	24,777	9 %	271,070	132,057
Culture and Community Enhancement	(9)	171,898	18,988	11 %	157,700	55,049
Public Transit		299,486	81,735	27 %	526,570	374,990
MCC Facility	(10)	1,782,618	327,401	18 %	1,631,749	1,734,169
Libraries		877,164	219,291	25 %	864,218	864,218
Total Recreation, Culture and Wellness		3,996,549	763,624	19 %	4,209,089	3,869,556
Community Planning and Development						
Building Department		650,500	164,460	25 %	600,500	621,697
Planning and Zoning		653,978	153,944	24 %	727,810	854,737
Municipal Drainage		34,563	8,017	23 %	60,375	77,025
Total Community Planning and Development		1,339,041	326,421	24 %	1,388,685	1,553,459
Water and Wastewater						
Water		3,290,640	731,117	22 %	2,948,982	3,166,300
Wastewater		2,487,167	593,383	24 %	2,161,293	2,310,080
Total Water and Wastewater		5,777,807	1,324,500	23 %	5,110,275	5,476,380
GRAND TOTAL		\$ 25,154,334	\$ 5,753,429	23 %	\$ 23,739,840	\$ 25,674,263

Appendix 2

Monthly Expenditure Report at March 31, 2021 (25% of time lapsed)

Explanatory Notes:

- (1) Municipal grants to be distributed later in the year and costs for emergency management consultant not yet incurred.
- (2) Prepaid insurance has been expensed for the full year.
- (3) Some software licenses and support fees have been paid in full for the year.
- (4) Volunteer firefighter stipends are paid in November.
- (5) Significant debenture principal and interest to be paid.
- (6) Costs still to be incurred for major programs such as gypsy moth management, tree maintenance, and municipal grass cutting.
- (7) The Town received repayment of \$4,551 in municipal grant funding provided to the airport for the 2019 Air Race Classic.
- (8) Materials and services expenditures for active parks have not yet been incurred.
- (9) Most recreation and wellness camp and swim activity normally occurs in Q2 and Q3. Due to COVID-19 some events, including Summerfest and Supper Market, have been cancelled, while others will be modified and/or held virtually. Lost revenues are anticipated but there will be some expenditure savings to help offset.
- (10) Reduced labour costs during temporary facility closure.

	Notes		2021			Actual 2021		
			Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar
MCC Revenues								
Arena Revenues	(1)		\$ 355,000	\$ 42,223	12 %	\$ 383	\$ (1,430)	\$ 43,270
Multi-Purpose Space Revenues	(2)		36,000	1,271	4 %	866	97	308
Gymnasium Revenues	(3)		25,000	9,352	37 %	-	-	9,352
Programming Revenues	(4)		75,500	-	- %	-	-	-
Grants - Other	(5)		42,700	21,989	51 %	21,989	-	-
Other Rev. - Miscellaneous	(6)		40,800	(9)	- %	(9)	-	-
Other Revenues - Advertising	(7)		10,000	-	- %	-	-	-
Total Revenues		(a)	585,000	74,826	13 %	23,229	(1,333)	52,930
MCC Expenditures								
Salaries and Benefits	(8)		1,399,281	243,421	17 %	76,539	78,945	87,937
Professional Development			10,900	8,142	75 %	2,648	2,640	2,854
Associations and Memberships			5,000	1,978	40 %	1,528	-	450
Travel			3,600	-	- %	-	-	-
Hydro			350,000	70,638	20 %	23,383	23,694	23,561
Natural Gas			65,000	20,598	32 %	6,283	8,018	6,297
Water	(9)		40,000	4,685	12 %	-	4,685	-
Telephone			14,060	2,142	15 %	715	714	713
Office Supplies			6,650	790	12 %	93	178	519
Materials and Supplies	(10)		47,450	6,902	15 %	3,901	2,050	951
Furniture and Equipment			6,000	-	- %	-	-	-
Materials and Supplies - Janitorial			50,000	1,816	4 %	1,186	-	630
Fuel			4,850	441	9 %	24	25	392
Internet			12,000	2,473	21 %	824	825	824
Insurance	(11)		54,594	52,885	97 %	-	-	52,885
Contract Services - Janitorial			13,500	1,382	10 %	742	327	313
Contract Services - Other			134,131	23,320	17 %	9,824	5,654	7,842
Repairs and Maintenance			23,500	-	- %	-	-	-
Total Expenditures before Debt and Other Items		(b)	2,240,516	441,613	20 %	127,690	127,755	186,168
Net Surplus (Deficit) before Debt and Other Items		(c)= (a) - (b)	(1,655,516)	(366,787)	22 %	(104,461)	(129,088)	(133,238)
MCC Debt Activity								
Tax Levy Debenture Interest	(12)		(292,129)	(2,344)	1 %	-	(815)	(1,529)
Tax Levy Debenture Principal	(12)		(251,570)	(11,667)	5 %	(3,889)	-	(7,778)
Development Charge Revenue	(13)		630,063	317,023	50 %	317,023	-	-
Development Charge Debenture Interest	(13)		(360,268)	(183,203)	51 %	(183,203)	-	-
Development Charge Debenture Principal	(13)		(269,795)	(133,820)	50 %	(133,820)	-	-
Pre-MCC RCW and Facility Net Costs			970,110	242,528	25 %	80,843	80,843	80,842
Grants - Safe Restart Covid Funding			494,392	255,721	52 %	-	-	255,721
Net Debt and Other Items		(d)	920,803	484,238	53 %	76,954	80,028	327,256
NET SURPLUS (DEFICIT)		(e)= (c) + (d)	\$ (734,713)	\$ 117,451	(16)%	\$ (27,507)	\$ (49,060)	\$ 194,018

Meridian Community Centre

Appendix 3

Actual Results to Budget at March 31, 2021 (25% of time lapsed)

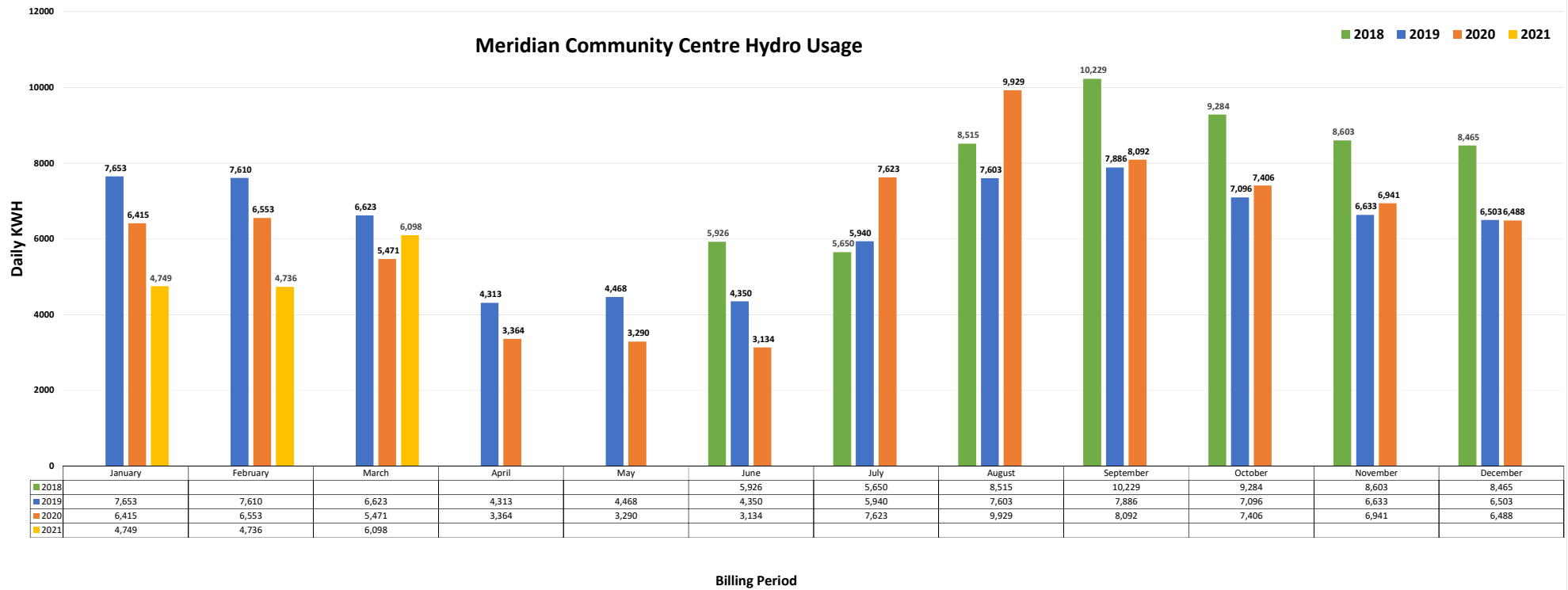
Explanatory Notes:

The COVID-19 pandemic resulted in the Meridian Community Centre being closed from January 1, 2021 to March 1, 2021. The facility was reopened on March 2, 2021 and closed again on April 3, 2021.

- (1) No arena revenue earned during closure; Safe Restart funding has been applied to offset COVID-19 operating pressures.
- (2) Minimal multi-purpose space revenues while facilities were unavailable due to COVID-19.
- (3) The impact of the COVID closure resulted in the January and February revenue being very low, but March revenues were 37% of budget for the year.
- (4) The majority of camp revenue is normally earned in the summer.
- (5) Senior Active Living Centre grant monies received for Q1, and additional Senior Active Living Centre Special Grant of \$11,300 received, which will have offsetting expenditures that have not yet been incurred.
- (6) Miscellaneous revenue includes cost recoveries, equipment rentals, event revenue, donations, server sales, and other items that are individually too small to classify separately. None earned during closure.
- (7) Advertising revenue will not be earned during facility closure.
- (8) Reduced wages during facility closure.
- (9) Water is billed bi-monthly.
- (10) COVID-19 direct costs are being tracked separately for reporting purposes and are excluded from this report; costs will be allocated to departments at year-end..
- (11) Prepaid insurance has been expensed in full for the year.
- (12) Tax levy debenture payments for the MCC occur in June and December. CIBC loan payments occur throughout the year.
- (13) Development charge debenture payments for the MCC occur in January and July.

Meridian Community Centre - Revenue by Major Customer & Activity
 Appendix 3
 For the month ended March 31, 2021 (25% of time lapsed)

	Hours	Amount
Arena Revenues		
Pelham Minor Hockey Association (PMHA)	172.5	\$ 15,008
Niagara Centre Skating Club (NCSC)	46.5	6,882
Pelham Junior Hockey Club	30.0	2,610
Southern Tier Admirals AAA Hockey	45.5	3,959
Public Ice	143.0	12,862
Recreation & Wellness Programming	15.0	1,949
Arena Revenues Subtotal	452.5	43,270
Multi-Purpose Space Revenues		
Room Rentals	1.0	50
Recreation Programming	14.0	258
Multi-Purpose Space Revenues Subtotal	15.0	308
Gymnasium Revenues		
Pelham Panthers Basketball	443.0	9,289
Other	3.0	63
Gymnasium Revenues Subtotal	446.0	9,352
Camp and Multi-Space Program Revenue		
TOTAL REVENUES	913.5	\$ 52,930





Town of Pelham - Transit
Appendix 4
Actual Results to Budget at March 31, 2021 (25% of time lapsed)

	Notes	2021			Actual 2021		
		Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar
Revenues							
Grants - Provincial	(1)	\$ 120,000	\$ 50,000	42 %	\$ 25,000	\$ -	\$ 25,000
Expenditures							
Salaries and Benefits		117,586	29,818	25 %	9,823	10,396	9,599
Contract Services - Bus	(2)	178,000	51,917	29 %	51,917	-	-
Interdepartmental Transfers	(3)	3,900	-	- %	-	-	-
Total Expenditures		299,486	81,735	27 %	61,740	10,396	9,599
NET SURPLUS (DEFICIT)		\$ (179,486)	\$ (31,735)	18 %	\$ (36,740)	\$ (10,396)	\$ 15,401
Ridership 2021	(4)		820		248	223	349
Ridership 2020			4,006		796	737	551

- Explanatory Notes:
- (1) MTO Community Transportation grant for Q1 and Q2 have been received.
 - (2) The Town has paid Niagara Region for services from January to April in accordance with the one-year pilot agreement.
 - (3) Interdepartmental transfers are allocations of costs from other department, such as facilities. These are recorded at year-end based on actual results.
 - (4) Ridership lower due to impact of COVID-19. On August 17, 2020, Pelham Transit entered into a partnership with Niagara Region Transit to provide On-Demand transit services under a one-year pilot agreement. This pilot agreement has been extended to August 16, 2022.

Town of Pelham									Appendix 5
2021 Capital Projects - First Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at March 31, 2021									
GENERAL GOVERNMENT									
IT 01-21	Annual Equipment PSAB adds/replacements.	100180	32,000	32,000	972	-	972	3%	In progress.
IT 02-21	Innovation Technology.	100181	40,000	40,000	257	-	257	1%	In progress.
IT 03-21	Barracuda Spam Firewall.	100182	7,500	7,500	-	-	-	0%	Not yet started.
IT 04-21	MFA (Multi Factor Authentication) or 2FA Software.	100247	3,500	3,500	-	-	-	0%	Not yet started.
IT 05-21	Winfluid Server and Software Upgrade.	100248	9,000	9,000	-	-	-	0%	In progress.
IT 06-21	Cloud-managed network security appliance upgrade.	100249	10,000	10,000	10,411	-	10,411	104%	Completed.
Total General Government			102,000	102,000	11,640	-	11,640	11%	
PROTECTION SERVICES									
FD 01-21	Bunker Gear.	200117	35,000	35,000	-	34,656	34,656	99%	In progress. Item on order.
FD 03-21	Replacement of Car 1.	200119	60,000	60,000	-	49,572	49,572	83%	In progress. Item on order.
FD 04-21	Auto x Equipment Upgrade 1 Station.	200121	20,000	20,000	17,294	0	17,294	86%	Completed.
FD 05-21	Replacement of SCBA Air System Station 1.	200123	70,000	70,000	-	-	-	0%	In progress. RFP closes end of April.
Total Protection Services			185,000	185,000	17,294	84,228	101,522	55%	
TRANSPORTATION SERVICES									
FACILITIES									
FAC 01-21	Concrete & Asphalt Repairs - Various Facilities.	300508	150,000	150,000	-	-	-	0%	Going out for tender in
FAC 02-21	Centennial Park Electrical Upgrades (Switch Gear inside).	300509	10,000	10,000	-	-	-	0%	In progress.
FAC 03-21	Old Pelham Town Hall - Foundation and Brick	300510	25,000	25,000	-	-	-	0%	In progress.
FAC 04-21	Marlene Stewart Streit Park Electrical upgrades.	300512	30,000	30,000	-	-	-	0%	In progress.
FAC 05-21	Clockwork Systems - Video Cameras for MCC.	300516	50,000	50,000	-	-	-	0%	In progress.
FAC 06-21	Energy Efficiency - Potential Grant.	300519	25,000	25,000	-	-	-	0%	In progress.
FAC 08-21	Fire Station #1 Design Consultant.	300523	50,000	50,000	-	-	-	0%	Going out for tender in June.

Town of Pelham									Appendix 5
2021 Capital Projects - First Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at March 31, 2021									
ROADS									
RD 01-21	Bridge Replacement Program: Sixteen Road (50m East of Maple).	300585	600,000	600,000	1,345	11,375	12,720	2%	In progress. Tender closes April 30.
RD 02-21	Concrete Repair & Replacement Program.	300586	80,000	80,000	-	-	-	0%	In progress. Tender in process: May 15.
RD 03-21	Culvert Replacement Program.	300587	60,000	60,000	-	-	-	0%	In progress. Tender due in July.
RD 04-21	Engineering.	300590	25,000	25,000	-	9,230	9,230	37%	In progress.
RD 05-21	Road Base and Surface Repair Program.	300592	150,000	150,000	-	-	-	0%	In progress. Tender due mid May.
RD 06-21	Road Rehabilitation.	300593	500,000	500,000	-	-	-	0%	In progress. Tender due mid May.
RD 08-21	Sign Retro-Reflectivity Assessment.	300596	15,000	15,000	-	-	-	0%	In progress. Coordinating with Niagara Region.
RD 09-21	Stormwater Facility Maintenance Repairs.	300597	20,000	20,000	-	-	-	0%	In progress. Tender due in June.
RD 10-21	Streetlights and Traffic Signal Maintenance.	300598	55,000	55,000	3,073	28,980	32,053	58%	In progress. Ongoing.
RD 11-21	Easement for Station Street storm outlet (previously RD 08-17).	300601	35,000	35,000	-	-	-	0%	In progress. Tender due in July.
RD 12-21	Roadside Ditching Program.	300603	71,690	71,690	-	37,194	37,194	52%	In progress. Tender due in May.
RD 13-21	Road Reconstruction - Pelham St: Port Robinson Rd to John Street. Connected to WTR 02-21.	300604	3,892,500	3,892,500	-	-	-	0%	In progress. Tender due late April.
RD 14-21	Sulphur Springs Rd Rehabilitation - Site 1 & Site 2.	300605	170,000	170,000	-	-	-	0%	In progress. Duffin. Ongoing.
RD 15-21	Lookout Street Urbanization.	300607	105,431	105,431	105,431	-	105,431	100%	Complete.
RD 16-21	Design - Pelham St: Phase 3 and 4.	300612	135,000	135,000	-	-	-	0%	In progress. RFP due late May.
RD 17-21	Effingham Street Safety Signage Improvements.	301025	44,500	44,500	-	12,591	12,591	28%	In progress.
RD 18-21	Design for Road Rehabilitation - Effingham St: Highway 20 to Tice.	301028	50,000	50,000	-	-	-	0%	In progress. RFP due late June.
Total Transportation Services			6,349,121	6,349,121	109,849	99,370	209,219	3%	
FLEET									
VEH 01-21	Combined lease payments.	300871	32,340	32,340	2,742	29,645	32,387	100%	In progress.
VEH 02-21	Seasonal summer fleet rental.	300872	25,200	25,200	-	-	-	0%	In progress.
VEH 03-21	Seasonal winter fleet rental.	300873	25,550	25,550	4,864	21,675	26,539	104%	In progress.
VEH 04-21	Landscape Tractor (Replaces 2000 Kubota M4700).	300879	60,000	60,000	-	45,583	45,583	76%	In progress. Order placed.
VEH 05-21	Gang Mower 14' (Replaces unit 720 - 2004 Landpride Mower).	300881	25,000	25,000	-	21,917	21,917	88%	In progress. Order placed.

Town of Pelham									Appendix 5
2021 Capital Projects - First Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at March 31, 2021									
VEH 07-21	Purchase one-tonne truck.	300989	90,000	90,000	-	-	-	0%	In progress. Order placed. Cost savings available due to joint venture with Town of Lincoln.
Total Fleet			258,090	258,090	7,607	118,820	126,427	49%	
HEALTH SERVICES									
CEM 01-21	Fonthill Cemetery - exit lighting /emergency lighting in maintenance shop.	400013	5,000	5,000	-	-	-	0%	In progress.
Total Health Services			5,000	5,000	-	-	-	0%	
WASTEWATER									
WST 01-21	Sanitary Lateral Replacement Program (5 laterals).	700178	80,000	80,000	29,170	-	29,170	36%	In progress. Ongoing.
WST 02-21	Sanitary Sewer Inspection, CCTV and Flushing Program.	700179	115,000	115,000	-	41,210	41,210	36%	In progress. Ongoing.
WST 03-21	Sanitary I/I Study Program - Planned Replacements and Rehabilitation.	700180	100,000	100,000	-	-	-	0%	In progress. Ongoing.
WST 04-21	Sanitary Sewer Capital Construction Repairs.	700181	60,000	60,000	-	-	-	0%	In progress. Ongoing.
Total Wastewater			355,000	355,000	29,170	41,210	70,380	20%	
WATER									
WTR 01-21	Water System Repair Equipment.	700274	30,000	30,000	2,616	-	2,616	9%	In progress. Ongoing.
WTR 02-21	Pelham St Watermain Replacement - Port Robinson Rd to John St. Connected to RD 13-21.	700275	80,000	80,000	-	-	-	0%	In progress. Tender due late April.
WTR 03-21	Clare Avenue Watermain Replacement - development driven.	700276	250,000	250,000	-	-	-	0%	Developing design RFP due end of May.
WTR 04-21	Station St: Hurricane Rd to Hwy 20, Watermain Replacement.	700277	175,000	175,000	-	-	-	0%	Developing design RFP due end of May.
WTR 05-21	Neptune Software Upgrade.	700352	14,000	14,000	-	-	-	0%	In progress.
Total Water			549,000	549,000	2,616	-	2,616	0%	
RECREATION & CULTURAL SERVICES - PARK FACILITIES									
PRK 02-21	Simplistic Lines - Line painter.	500190	10,000	10,000	-	6,671	6,671	67%	In progress. Order placed.
PRK 03-21	Playground Turf Repair.	500192	5,000	5,000	-	5,000	5,000	100%	In progress.
PRK 04-21	Harold Black Park Drainage Improvement.	500194	13,000	13,000	-	-	-	0%	In progress. ETA July.
PRK 05-21	General Park Furniture (Benches/Picnic Tables/Receptacles).	500195	10,000	10,000	-	10,000	10,000	100%	Completed. Invoices outstanding.

Town of Pelham									Appendix 5
2021 Capital Projects - First Quarter Reporting		Cost Centre	Expenditures						Status
			Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)	Actual and Committed as a % of Revised Budget	
As at March 31, 2021									
PRK 06-21	Centennial Park Soccer Field #1 Fence.	500196	25,000	25,000	-	25,000	25,000	100%	In progress. Waiting on dryer weather.
PRK 07-21	Centennial Park Diamond 3 Lighting.	500198	145,000	145,000	-	-	-	0%	Not yet started.
Total Recreation & Cultural Services			208,000	208,000	-	46,671	46,671	22%	
COMMUNITY PLANNING & DEVELOPMENT									
PLN 01-21	Lot 177 Environmental Impact Study.	600122	45,000	45,000	-	-	-	0%	Not yet started.
PLN 02-21	Vision and Design for Town Square.	600138	20,000	20,000	-	-	-	0%	Not yet started.
PLN 04-21	Future Urban Land Needs Analysis.	600141	20,000	20,000	-	-	-	0%	Not yet started.
PLN 05-21	East Fenwick Secondary Plan.	600142	10,000	10,000	-	-	-	0%	Not yet started.
Total Community Planning & Development			95,000	95,000	-	-	-	0%	
LIBRARY SERVICES									
LIB 01-21	Computer Services Development.	500278	17,500	17,500	-	-	-	0%	In progress.
Total Library Services			17,500	17,500	-	-	-	0%	
MUNICIPAL DRAINAGE									
DRN 01-21	Ridgeville and Nunn Municipal Drains Update to Assessment Schedule.	600140	50,000	50,000	-	9,880	9,880	20%	In progress.
Total Municipal Drainage			50,000	50,000	-	9,880	9,880	20%	
TOTAL AS PER 2021 APPROVED BUDGET			8,173,711	8,173,711	178,176	400,179	578,354	7%	
RED-CIRCLED PROJECTS									
PRK 01-21	MSSP - Splash Pad.	500188	491,815	491,815		-		0%	Grant application pending.
PRK 08-21	Centennial Park - Splash Pad.	500242	350,000	350,000		-		0%	Grant application pending.
WTR 06-21	Watermain Extension to Service Splash Pad at MSSP.	700353	200,000	200,000		-		0%	Grant application pending.
Total Red-Circled Projects			1,041,815	1,041,815	-	-	-	0%	
Grand Total			9,215,526	9,215,526	178,176	400,179	578,354	6%	

Town of Pelham										Appendix 5	
Prior Year's Carry Forward Capital Projects - First Quarter Reporting		Cost Centre	Expenditures								Status
As at March 31, 2021			Original Budget	Prior Years Actual	Carry Forward Amount	Paid in 2021 Charged to 2020	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
GENERAL GOVERNMENT											
IT 04-19	Backup Generator for IT Server Room (Town Hall)	100165	46,000	-	46,000	-		-	-	0%	In progress. Three quotes have been obtained.
IT 01-20	Computer and Hardware Repair and Replacement	100170	32,000	-	32,000	-		-	-	0%	In progress.
IT 02-20	Tab Fusion Electronic Enhancement	100171	25,000	5,079	19,921	-		-	-	0%	In progress. RFP being worked on.
IT 03-20	Financial Reporting Software	100172	40,000	36,888	3,112	-		-	-	0%	In progress.
IT 05-20	Innovation Technology	100174	40,000	-	40,000	-		-	-	0%	In progress.
Total General Government			183,000	41,967	141,033	-	-	-	-	0%	
TRANSPORTATION SERVICES											
ROADS											
RD 12-18	Stormwater Facility Maintenance - Station, Timber Creek	300436	70,000	47,713	22,287	-		-	-	0%	In progress. Additional work at Station St Pond may be required.
RD 02-19	Concrete Repair & Replacement Program	300461	110,000	77,423	32,577	-		-	-	0%	Completed.
RD 08-19	Pelham Street Storm and Road Reconstruction - connected to RD 01-16 and WTR 03-19.	300467	2,436,055	2,038,521	397,534	-	825	8,575	9,400	2%	In progress. Contract with Charleton Group in progress. Construction is substantially complete. Final asphalt paving to be completed in spring of 2021.
RD 10-19	Stormwater Facility Maintenance	300469	30,000	14,577	15,423	-		-	-	0%	In progress. Engineering assignment with consultant in progress.
RD 14-19	Sulphur Spring Drive Repair	300473	250,000	-	250,000	-		-	-	0%	In progress. Project has been awarded to Duffin. Additional funds of \$ 170K approved by Council on July 27th, 2020 for the 2021 budget under RD 14-21.
RD 01-20	Bridge Design Program - Balfour St and 16 Road	300490	100,000	16,250	83,750	-	12,514	67,213	79,727	95%	In progress.
RD 02-20	Roadside Ditching	300491	75,000	69,036	5,964	-		-	-	0%	In progress.
RD 03-20	Road Reconstruction - Pelham St: College St to Port Robinson Rd - connected to WTR 01-20	300492	1,079,519	795,886	283,633	-	25,462	235,328	260,790	92%	In progress. Final paving expected in May.
RD 04-20	Bridge/Culvert Appraisal (legislated) - Retaining Walls and Easements	300493	20,000	12,509	7,491	-		-	-	0%	Completed.
RD 06-20	Culvert Replacement	300495	60,000	24,912	35,088	-		-	-	0%	Complete. Savings on this project to be allocated to RD 13-21.
RD 07-20	Effingham Storm Design - Hwy 20 to Canboro	300496	50,000	-	50,000	-		-	-	0%	In progress. RFP for June.
RD 08-20	Engineering	300497	35,000	6,670	28,330	-		16,520	16,520	58%	In progress. Ongoing.
RD 10-20	Road Rehabilitation	300499	450,000	188,703	261,297	-		169,512	169,512	65%	In progress. Will be completed in May.
RD 12-20	Stormsewer Extension - Along Quaker	300501	200,000	-	200,000	-		-	-	0%	Waiting for developer.
RD 13-20	Sulphur Springs Rd Rehabilitation - Site 1 & 2	300502	300,000	-	300,000	-		-	-	0%	In progress.
RD 14-20	Station Street Storm Pond	300503	300,000	-	300,000	-	2,490	136,964	139,454	46%	In progress. Awarded to Duffin in spring 2020. Work has not commenced yet.
RD 15-20	Foss Resurfacing (linked to WST 06-20)	300504	500,000	-	500,000	-		-	-	0%	Report coming to Council July 2021.

Town of Pelham											Appendix 5
Prior Year's Carry Forward Capital Projects - First Quarter Reporting		Cost Centre	Expenditures								Status
			Original Budget	Prior Years Actual	Carry Forward Amount	Paid in 2021 Charged to 2020	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
As at March 31, 2021											
RD 17-20	Rice Road Landscaping Feature	300506	48,120	-	48,120	-		-	-	0%	In progress. To be tendered in Summer 2021.
FACILITIES											
FAC 03-18	Tice Road Operations Centre - Man Door Repairs, insulation and vapour barrier in north bay - FCA Critical 2016	300405	37,000	29,970	7,030	-	5,482	-	5,482	78%	Completed. Invoices outstanding.
FAC 03-19	Municipal Building - foundation, structural, waterproofing, exterior / interior painting - FCA Critical 2016	300448	55,000	36,077	13,148	-		13,148	13,148	100%	Completed. Invoices outstanding.
FAC 01-20	Concrete & Asphalt Repairs - Various Facilities	300475	10,000	3,278	6,722	-		-	-	0%	In progress. Ongoing.
FAC 02-20	Masonry Repairs - Highland Ave, Hillside/Fonthill Cemetery	300476	30,000	-	30,000	-		-	-	0%	In progress.
FAC 03-20	Facility Condition & Accessibility Assessment	300477	75,000	-	75,000	-	29,398	9,630	39,028	52%	In progress.
FAC 04-20	Tice Road Operations Centre - Electrical Upgrades	300478	6,500	4,393	2,107	-		-	-	0%	Completed. Invoices outstanding.
FAC 08-20	Centennial Park Hydro Service	300482	15,000	12,415	2,585	-		-	-	0%	In progress.
FAC 10-20	Flag Poles	300483	6,000	3,765	2,235	-		-	-	0%	In progress.
Total Transportation Services			6,348,194	3,382,099	2,960,319	-	76,171	656,890	733,061	25%	
FLEET											
VEH 04-20	Combination Snow Plow & Spreader Unit - replaces Truck 420	300487	320,000	-	320,000	-		245,585	245,585	77%	Snow plow has been ordered. Delivery date for May 2021.
VEH 05-20	Work Truck - Replaces Truck 127	300488	35,000	-	35,000	-	35,704	-	35,704	102%	Completed.
Total Fleet			355,000	-	355,000	-	35,704	245,585	281,289	79%	

Town of Pelham										Appendix 5	
Prior Year's Carry Forward Capital Projects - First Quarter Reporting		Cost Centre	Expenditures								Status
As at March 31, 2021			Original Budget	Prior Years Actual	Carry Forward Amount	Paid in 2021 Charged to 2020	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
WASTEWATER											
WST 04-18	Foss Road Upgrade existing sewer from 350 to 450mm diam	700156	592,800	65,277	38,236	-		29,637	29,637	78%	In progress. Detailed design assignment currently being completed. Project delayed due to CP Rail.
WST 01-19	Design - Church Street Upgrade - connected to WST 05-20 and CC 700182 (2022 Project for \$1.5M to do the Church Street work)	700162	60,000	31,792	28,208	-	759	9,483	10,242	36%	In progress. Consultant Assignment awarded to Associated Engineering. Project delayed due to CP Rail.
WST 05-19	Sanitary Sewer Capital	700166	80,000	16,311	63,689	-		36,518	36,518	57%	In progress. Project currently ongoing. Awarded to Duffin Contracting.
WST 01-20	Sanitary I/I Study Program - Planned Replacements and Rehabilitation	700170	100,000	-	100,000	-		-	-	0%	In progress. ETA May/June.
WST 02-20	Sanitary Lateral Replacement Program (5 laterals)	700171	60,000	-	60,000	-		-	-	0%	In progress.
WST 03-20	Sanitary Sewer Inspection, CCTV and Flushing Program	700172	74,000	59,750	14,250	-	103	-	103	1%	In progress.
WST 05-20	Church St Sanitary Upgrades - Permits and Reports - connected to WST 01-19 and CC 700182 (2022 Project for \$1.5M to do the Church Street work	700174	50,000	42,871	7,129	-		-	-	0%	In progress. Waiting for CP Rail's approval.
WST 06-20	Foss Rd - Sanitary Sewer Installation (linked to RD 15-20)	700175	800,000	-	800,000	-		-	-	0%	Report coming to Council July 2021.
Total Wastewater			1,816,800	216,002	1,111,511	-	862	75,638	76,500	7%	
WATER											
WTR 01-18	Backflow Prevention Program	700158	50,000	13,985	36,015	-		-	-	0%	In progress. Consulting work is complete. Outstanding invoices to come regarding the work. Program will continue until funds run out.
WTR 02-18	Station Street: Hwy 20 to Port Robinson, Watermain Replacement - trench only	700159	847,652	817,162	30,490	-	-	-	-	0%	Completed.
WTR 01-20	Pelham St Watermain Replacement: College St to Port Robinson Rd - connected to RD 03-20	700176	13,122	7,948	5,174	-		5,312	5,312	103%	Completed. Invoices outstanding.
WTR 02-20	Water System Repair Equipment	700177	30,000	8,326	21,674	-		-	-	0%	Completed.
Total Water			940,774	847,420	93,354	-	-	5,312	5,312	6%	

Town of Pelham											Appendix 5
Prior Year's Carry Forward Capital Projects - First Quarter Reporting		Cost Centre	Expenditures								Status
As at March 31, 2021			Original Budget	Prior Years Actual	Carry Forward Amount	Paid in 2021 Charged to 2020	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
RECREATION & CULTURAL SERVICES- PARK FACILITIES											
PRK 05-19	Centennial Park Electrical Upgrades	500176	13,500	11,635	1,865	-		-	-	0%	In progress.
PRK 03-20	River Estates Park Development	500184	300,000	-	300,000	-		-	-	0%	RFP in progress. ETA end of April.
PRK 04-20	Turf Repair	500185	5,000	-	5,000	-		5,000	5,000	100%	In progress.
Total Recreation & Cultural Services			318,500	11,635	306,865	-	-	5,000	5,000	2%	
COMMUNITY PLANNING & DEVELOPMENT											
PLN 01-19	Complete East Fenwick SP	600117	20,000	6,269	13,731	-		13,731	13,731	100%	In progress. Awaiting developer to complete EIS.
PLN 02-19	Complete Zoning By-law	600118	20,000	-	20,000	-		9,537	9,537	48%	On hold. Consultant to complete mapping once staff have document prepared.
PLN 01-20	Community Benefits Charge Strategy	600119	40,000	-	40,000	-		-	-	0%	Not yet started. Provincial Regulations were released in Sept 2020. There are 2 years to undertake this work. Requires Corporate Services input.
PLN 03-21	Comprehensive Parking Study	600139	60,000	6,019	53,981	-	-	34,820	34,820	65%	Not yet started. Provincial Regulations were released in Sept 2020. There are 2 years to undertake this work. Requires Corporate Services input.
Total Community Planning & Development			140,000	12,288	127,712	-	-	58,088	58,088	45%	
MUNICIPAL DRAINAGE											
DRN 01-20	Replace Farm Culverts	600120	30,000	-	30,000	-		-	-	0%	Completed.
DRN 02-20	Update Assessment Schedule for Big Creek Drain	600121	65,000	-	65,000	-		29,850	29,850	46%	In progress. Project awarded to K. Smart Associates.
Total Library Services			95,000	-	95,000	-	-	29,850	29,850	31%	

Town of Pelham										Appendix 5	
Prior Year's Carry Forward Capital Projects - First Quarter Reporting		Cost Centre	Expenditures								Status
As at March 31, 2021			Original Budget	Prior Years Actual	Carry Forward Amount	Paid in 2021 Charged to 2020	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward	
EAST FONTHILL											
RD 01-17	Summersides: Station to Wellspring (E. Fonthill)	300254	2,088,774	973,677	15,169	-	142	12,065	12,206	80%	In progress.
Total East Fonthill			9,962,737	4,219,951	15,169	-	142	12,065	12,206	80%	
Subtotal - excluding CANCELLED PROJECTS			20,160,005	8,731,363	5,205,963	-	112,878	1,088,428	1,201,306	23%	
CANCELLED PROJECTS											
Total Cancelled			-	-	-	-	-	-	-		
Grand Total			20,160,005	8,731,363	5,205,963	-	112,878	1,088,428	1,201,306	23%	

Subject: Meridian Community Centre Spectator Video Streaming, Arena and Gymnasiums.

Recommendation:

BE IT RESOLVED THAT Council receive Report #2021-0091 Meridian Community Centre Spectator Video Streaming, Arena and Gymnasiums Report, for information.

Background:

Recreation, Culture and Wellness staff have been working with other Municipal Recreation Departments throughout the Region during the pandemic to find common solutions to shared issues. Live streaming of activities is something that has been discussed over the last six months as a priority for families and user groups during Covid as facilities are not allowed spectators. Live streaming will allow loved ones to watch events in the arenas and gyms through an app they purchase for their cell phones or tablets. Two cameras have been installed in each rink and gym for this purpose. A Regional group of Recreation and Purchasing staff was created to review streaming company proposals to determine the best fit as a Region. Two municipalities in the Region, Port Colborne and Niagara Falls, now have agreements in place and another, St Catharines, has begun the process to negotiate an agreement with GameOn Streaming Inc. (GOS)

Analysis:

There are a number of service providers in this industry. There were a number of factors in deciding that GOS was the right solution for the Meridian Community Centre. GOS had the best camera system which allows for the best picture quality for the viewer. Also, having a system used by other Niagara municipalities allows users to have only one account and efficiently access files. The intent is to utilize GOS in as many facilities in the Niagara Region as possible to allow our users to view various sports and activities throughout the region.

Financial Considerations:

There is no cost to the Town of Pelham to offer this streaming service. Users have the option to subscribe for a monthly, (\$9.99) or yearly (TBD) basis. The cost for this streaming service is reasonable based on the other services reviewed. There is a financial return to the Town of Pelham which is 10% of Gross Subscription Revenue. The Town has no reliable way to estimate the potential value of this future revenue stream.

Alternatives Reviewed:

During this process the Regional streaming group reviewed proposals from; GameOn Streaming, SportsHeadz streaming, Hockey Tech, Applied Electronics, Live cast Inc, Kevin Jack-Brandon Schram. GOS had the best camera system and they were already being used in the Region so it was the best choice for us.

Strategic Plan Relationship: Communication and Engagement

The streaming service at the Meridian Community Centre will provide family members the opportunity to view activities and events when they cannot attend in person due to Covid-19 attendance restrictions. They will also be able to view practices, home and away games once we return to normal play.

Consultation:

Streaming was discussed with our user groups. Representatives from St Catharines, Niagara Falls, Welland and West Lincoln attended the presentations.

Other Pertinent Reports/Attachments:

N/A

Prepared and Recommended by:

James Allen, CIT
Facility Supervisor, Recreation, Culture and Wellness

Vickie vanRavenswaay, RRFA
Director of Recreation, Culture and Wellness

Prepared and Submitted by:

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

Subject: Traffic Signal Maintenance Agreement with
Niagara Region**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0056 Traffic Signal Maintenance Agreement with the Niagara Region, for information;

AND THAT Council APPROVE the Traffic Signal Maintenance Agreement with the Regional Municipality of Niagara;

AND THAT Council AUTHORIZE the renewal of the Traffic Signal Maintenance Agreement with the Regional Municipality of Niagara through the Town of Pelham's Director of Public Works on an annual basis.

AND THAT the Town Clerk be directed to prepare the necessary by-law in accordance with this agreement.

Background:

The Town of Pelham owns and operates two (2) traffic signals, five (5) signalized pedestrian crossings, and two (2) flashing beacons at school zone crossings in the municipal road network. Historically, and currently, the Town contracts the Region of Niagara to undertake traffic signal design, construction and maintenance services on behalf of the Town. This is the situation for all other municipalities within the Region that have traffic signals under their jurisdiction. The Town is recommending to enter into an agreement with the Region to continue the provision of these services.

Analysis:

Recently, Regional Council directed Regional staff to update the Traffic Signal Maintenance Agreements with the various local municipalities who have traffic signals under their jurisdiction. To ensure uniformity in the design and operation of traffic signals throughout the Region, which is a paramount aspect of road user expectation and by extension road user safety, all local municipalities contract the Region to undertake the design, construction and maintenance of their traffic signal

assets.

Managing the entire traffic signal network as one entity gives the general travelling public, pedestrians, commercial vehicles and visitors to the Niagara Region a seamless travelling experience as they move throughout the Niagara Region from municipality to municipality. This is achieved through the standardization of specialized equipment and levels of service provided by Niagara Region to maintain a cohesive and consistent network throughout the Region.

Niagara Region Traffic Staff comprised of certified electricians and technicians are trained specifically to deal with the specialized nature of traffic signal equipment and systems.

Financial benefits to all municipalities are also achieved as each individual municipality elects to forgo a competitive process of their own and instead elects to enter into an agreement that leverages a combined spend with other municipalities and the Region through utilizing Niagara Region Staff to procure and complete this work.

Traffic signals are an integral part of the transportation network within the Town and the timely design, construction and maintenance services provided by the Region are critical to ensuring the highest level of mobility and safety for all road users in the Town. Accordingly, the Region provided Town staff with an updated version of the Agreement (See Appendix A) for review and signature. Following an internal review of the Agreement by staff from Public Works, Engineering, Legal and the Clerks Department, staff is now recommending that the agreement be signed to ensure the continued service of the design, construction and maintenance of traffic signal assets in the Town.

Financial Considerations:

Currently, the Town budgets approximately \$55,000 annually in the Capital Budget for traffic signal maintenance services. Council approved this capital expenditure in the 2021 Capital Roads Budget under project RD 10-21.

Alternatives Reviewed:

There were no alternatives reviewed in the preparation of this report as the maintenance and operation of the Traffic Signal Systems owned by the Town is required to be performed by qualified staff in accordance with the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended. The Town of Pelham does not have staff

with the qualifications to undertake this specialized work.

Strategic Plan Relationship: Risk Management

Entering into a maintenance agreement with the Regional Municipality of Niagara will ensure that continued on-going maintenance and needed infrastructure investment is with respect to the Town's Traffic Signals is maintained.

Proper and regular inspection and maintenance is required on the Town's Traffic Signals in order to ensure efficient operation and provide safety to the residents of the Town of Pelham.

Consultation:

Consultation was undertaken with the Town of Pelham's Solicitor, Jennifer Stirton, in the preparation of this report.

Other Pertinent Reports/Attachments:

Appendix A – Traffic Signal Maintenance Agreement Niagara Region

Prepared and Recommended by:

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

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

THIS AGREEMENT made in duplicate this _____ day of _____, 2021.

BETWEEN:

THE CORPORATION OF the Town of Pelham,

Hereinafter referred to as the “MUNICIPALITY”

OF THE FIRST PART

- and -

THE REGIONAL MUNICIPALITY OF NIAGARA

Hereinafter referred to as the “NIAGARA REGION”

OF THE SECOND PART

WHEREAS there are Traffic Control Signals on various municipal roadways within the Region, and under the jurisdiction of the Municipality, as listed in Schedule “A”;

AND WHEREAS for the purpose of regulating traffic, the Parties to this Agreement desire to permit the Niagara Region, on behalf of and at the cost and expense of the Municipality, to operate and maintain the Traffic Control Signals, Illumination, and Flashers, owned by the Municipality at the locations listed in Schedule “A”;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the promises and covenants herein contained the Parties to this Agreement hereto for themselves and their respective successors and assigns agree as follows:

PART 1

DEFINITION

1. In this Agreement,

“A Flasher” means a single section of a signal head or a similar device which is illuminated by rapid flashes having an amber or red lens operating at an intersection or along a roadway as a supplementary warning device unless otherwise indicated in this Agreement;

“Advanced Traffic Management System (ATMS)” means a combination of traffic control devices connected through a communication network to a centrally located computer and is part of an Intelligent Transportation System (ITS);

“Communications System” means any system which communicates and that transfers data from one location to another or to a centralized location, through various media including, but not limited to, fibre optics, wire, or wireless systems unless otherwise indicated in this Agreement;

“Illumination” means roadway lighting systems designed to provide a specific level and uniformity of illumination on the roadway and systems’ circuit passes through the disconnect box or hydro-electric service provider demarcation point for a Traffic Control Signal, including all above ground and below ground plant;

“Modifications” and **“Modify”** means as the context requires, a change to the physical plant, installation or removal of traffic signage and/or modifications to pavement markings if such change requires modification or updating of an approved Traffic Signal Legal Approval Drawing;

“Parties” means the Municipality and the Niagara Region and **“Party”** means either of them;

“Traffic Control Signal” means any power operated traffic control device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed and refers to the complete installation including signal heads, wiring, controller, poles and other appurtenances;

“Traffic Control Signals” means the aggregate of all Traffic Control Signal owned by the Municipality;

“Traffic Signal Legal Approval Drawing” means a scaled drawing accurately representing the layout and design of a signalized intersection, prepared and signed to act as the legal authority to operate a Traffic Control Signal.

PART 2

GENERAL

2. The Niagara Region, on behalf of the Municipality, shall carry out the maintenance and operation of the Traffic Control Signals, Illumination and Flashers at the locations set out in Schedule “A” attached hereto, including, but not limited to, providing all necessary repairs, replacements, locates, inspections, cleaning, and re-lamping but excluding any responsibility for the maintenance of any Communications System owned by the Municipality. Traffic Control Signals shall be operated and maintained to meet the standards, specifications and requirements outlined in Schedule “B” of this Agreement and in the document entitled “Design and Operation of Traffic Signals” prepared by the Niagara Region, unless otherwise agreed to in writing. All costs associated with these activities shall be borne directly by the Municipality.

3. The Municipality agrees that new and rebuilt Traffic Control Signals shall conform as close as practicable to the standards and specifications contained in the document entitled “Design and Operation of Traffic Signals” prepared by the Niagara Region. In instances where a new or rebuilt Traffic Control Signal does not conform to the prescribed standards and specifications, the Niagara Region reserves the right to refuse any responsibility associated with maintaining said Traffic Control Signal.
4. The Municipality agrees to permit the Niagara Region to connect to Municipality owned Traffic Control Signals, using the Municipality owned Communications System for operational and maintenance purposes. Except in cases of emergency, changes in signal timing plans or ATMS programming changes must be mutually agreed to by both parties prior to implementation.
5. When the Municipality desires to have a Traffic Control Signal added to the Advanced Traffic Management System, the Municipality shall request the Niagara Region to install and maintain various communications equipment and/or devices required for that connection. All costs for this Municipality owned equipment related to the design, purchase, installation and maintenance shall be borne by the Municipality.
6. At the written request of either Party, a copy of the most recent Traffic Signal Legal Approval Drawings for locations listed in Schedule “A”, shall be provided by the other Party at the cost of the requester.
7. The Municipality has the right to inspect all equipment that the Niagara Region maintains on behalf of the Municipality. The Municipality shall request in writing any Modifications to its equipment that it believes are necessary for the Municipality’s operational benefit, provided said Modifications conform to the standards and specifications contained in the document entitled “Design and Operation of Traffic Signals” prepared by the Niagara Region.
8. The Niagara Region shall not carry out Modifications to any signalized intersection owned by the Municipality unless prior approval has been obtained from the Municipality. The Niagara Region reserves the right to Modify signal timings in cases of emergency. The Niagara Region shall notify the Municipality of any such Modifications promptly and return the signal timing to the original setting as agreed to by both parties.
9. Notwithstanding the termination of this Agreement, the Niagara Region shall ensure that it maintains and keeps all maintenance and timing records created as a result of the operation and maintenance of the Municipality’s Traffic Control Signals for a period of not less than seven (7) years from when the maintenance and timing records are created. One copy of these records shall be provided to the Municipality at any time following termination upon written request of the Municipality and at no cost to the Municipality.

10. The Niagara Region agrees to maintain the web site containing signal timings for all municipal Traffic Control Signals. Information will be updated within five (5) working days of changes being implemented.
11. The Niagara Region shall invoice the Municipality every thirty (30) days, or as incurred, for all costs and expenses incurred by the Niagara Region which are authorized by and within the context of this Agreement and deemed to be regular operation, and maintenance. The Municipality shall pay all invoices within 30 days of receipt. All costs associated with labour and equipment shall be invoiced as per the actual costs incurred by the Niagara Region. All costs associated with materials shall be invoiced as the actual cost incurred by the Niagara Region through its normal purchasing practices.
12. The Municipality shall reimburse the Niagara Region for any additional costs that may be incurred to conduct Traffic Engineering Services as requested by the Municipality as outlined in Schedule C of this agreement. All costs will be invoiced separately as the actual cost incurred by the Niagara Region.
13. All electrical power costs associated with the operation and functioning of all Traffic Control Signals and Illumination or specialized computer traffic control systems shall be the responsibility of the Municipality. The Municipality shall make payment for all electrical power services directly to the hydro-electric service provider.
14. In the event that a signalized intersection or other traffic control device is transferred from one road authority to another, Schedule "A" of this Agreement shall be amended to reflect this change.
15. The Niagara Region shall indemnify and save harmless the Municipality from and against any claim, action, course of action or liability for loss, damage, accident or injury including death, in any manner arising due to, out of, from or in connection with the negligent completion of the maintenance and operation (or negligent failure to complete the maintenance and operation) to be performed by the Niagara Region or its agents pursuant to this Agreement. The Municipality remains responsible and liable for all other risks related to its ownership and operation of the Traffic Control Signals in question and shall indemnify and save harmless the Niagara Region from and against any claim, action, course of action or liability for loss, damage, accident or injury including death, in any manner arising due to, out of, from or in connection with the ownership and operations of its Traffic Control Signals, other than operations that are carried out by Niagara Region or its agents pursuant to this Agreement.
16. This Agreement may be amended or modified only by mutual agreement executed in writing by each of the Parties.
17. Either Party may terminate this Agreement at any time by serving a minimum of twelve (12) months written notice of its intent to do so on the other Party.

18. The obligations of the Parties in this Agreement with respect to claims, actions, causes of action or liabilities which arose under this agreement prior to the termination date shall not expire upon termination of this agreement.

THIS AGREEMENT shall ensure to the benefit of and be binding on the successors and assigns of each Party hereto.

IN WITNESS WHEREOF the Parties have executed this Agreement by the signature of their proper signing officers below.

THE CORPORATION OF THE TOWN OF PELHAM

By: _____

Name: _____

Title: _____

Date: _____

I have authority to bind the Corporation.

THE REGIONAL MUNICIPALITY OF NIAGARA

By: _____

Name: Bruce Zvaniga

Title: Commissioner of Public Works

Date: _____

I have authority to bind the Corporation.

SCHEDULE “A”

LIST OF MUNICIPALLY OWNED TRAFFIC CONTROL SIGNALS AND FLASHERS TO BE MAINTAINED BY THE NIAGARA REGION

TRAFFIC CONTROL SIGNALS

- 1) Bacon Lane/ Spruceside Crescent at Pelham Road
- 2) Church Hill at Pelham Road
- 3) Haist Street at Wigg School
- 4) John Street/Pancake Lane at Pelham Road
- 5) Pelham Street at Port Robinson/ Brock Street
- 6) Pelham Street at Quaker Road
- 7) Pelham Town Square at Plaza Entrance

FLASHERS

- 1) Canboro Road at St Anne’s School
- 2) Port Robinson Road at South Pelham Road

PEDESTRIAN CROSSOVERS WITH RRFB

None

RADAR SPEED BOARDS

None

OTHER

None

SCHEDULE “B”

TRAFFIC SIGNAL ROUTINE MAINTENANCE

Traffic signal “Routine Maintenance” is completed on Traffic Control Signals, related Roadway Lighting, and Warning Flashers on an annual or semi-annual basis as noted below and consists of the following:

Traffic Controller Cabinet Maintenance (Semi-annually)

1. Replace Malfunction Management Unit (MMU) with tested and certified unit.
2. Lubricate Traffic Control Cabinet (TCC) hinges and locking mechanism.
3. Inspect the electrical connections and grounding in TCC.
4. Verify proper vehicle/pedestrian detection and signal cabinet operation.
5. Ensure correct operation of thermostat, heater and fan.
6. Install baffle plate and/or replace filter as required.

Traffic Signal/Roadway Lighting/Flasher Inspection (Annually)

1. Test all pedestrian push buttons for proper operation.
2. Inspect condition and operation of traffic signal vehicle detection loops.
3. Locate and inspect all Junction Boxes for damage or tripping hazards.
4. Inspect for proper seating of all traffic signal arms.
5. Inspect all traffic poles and pole bases for damage and secure pole hatches.
6. Verify proper signal alignment and visibility.
7. Ensure signal backboards and brackets are in good condition.
8. Check electrical connections and grounding in traffic poles.
9. Inspect Power Distribution Panel (PDP)
10. Energize and verify all roadway lighting associated with signal plant (where installed).
11. Change incandescent bulbs in pedestrian signals and clean lenses (where not LED).
12. Remove posters, unauthorized signs, and graffiti from traffic signal plant.
13. Replace damaged, worn, or missing decals.
14. Perform Stray Voltage Test (SVT) on traffic poles and TCC.
15. Clean, inspect, and verify proper operation of video vehicle detection systems when installed.
16. Clean, inspect, and verify proper operation of Uninterruptable Power Supply (UPS) system (where installed).
17. Inspect and verify proper operation of Accessible Pedestrian System (APS) (where installed).

SCHEDULE “C”

ADDED VALUE ITEMS TO THE MUNICIPAL MAINTENANCE AGREEMENT

1. Complete traffic signal warrant analysis for new signal installations and provide guidance and recommendations for functional layout and operational parameters.
2. Complete traffic signal designs, produce legal signal drawings and recommend for signature and legal approval by signing authority on LAM behalf.
3. Audit legal traffic signal design drawings
4. Prepare necessary RFQ documents and drawings necessary for tender documents for new and revised traffic signal installations.
5. Meet with municipal staff and their consultant for municipal projects which affect operation or modification of existing traffic signals or construction of new signal installations.
6. Complete signal timing and capacity analysis calculations.
7. Complete coordination and network optimization calculations, and system programming for signal networks and corridors.
8. Perform advance green warrant analysis.
9. Calculate and implement temporary timing and programming changes for detour routes, planned road closures or events, and unplanned emergency road closures affecting traffic signal operation.
10. Investigate and respond to inquiries and requests regarding traffic signal operation.
11. Maintain and update web site containing signal timing information for all signals owned by the municipality.
12. Provide signal timing information to outside agencies upon request from consultants, developers, lawyers etc.
13. Recommend improvements and modifications at signalized intersections including phasing, timing changes, signing and pavement marking layouts to improve level of service and operation.
14. Update and modify legal signal drawings as required.
15. Appear as expert witness on city’s behalf providing information on traffic signal operation.

Subject: Request from City of St. Catharines for Town of Pelham Consent to Proceed with Fish Habitat Compensation Project in Twelve Mile Creek

Recommendation:

BE IT RESOLVED THAT Council receive Report # 2021-0099 – Request from City of St. Catharines for Town of Pelham Consent to Proceed with Fish Habitat Compensation Project in Twelve Mile Creek, for information;

AND THAT Council consent to the request from the City of St. Catharines to proceed with a fish habitat compensation project in Twelve Mile Creek in the Town of Pelham.

Background:

The City of St. Catharines has undertaken emergency shoreline protection works and has recently approved a further shoreline protection improvement project. Both projects are subject to approval by Fisheries and Oceans Canada (DFO). Where a large area of fish habitat is impacted by a shoreline construction project, DFO requires the proponent of the works to provide compensation for the lost fish habitat. The City of St. Catharines is unable to provide sufficient fish habitat compensation within its municipal boundaries; however, it has identified a project within the Town of Pelham that would provide the required compensation. The City of St. Catharines has requested the consent of the Town of Pelham to proceed with a fish habitat compensation project in Twelve Mile Creek.

Analysis:

The Fish Habitat Compensation Project

The fish habitat compensation project involves the installation of a by-pass channel onto publicly accessible lands to divert around an existing pond located on private property in the Town of Pelham. The project location is situated a short distance northwest of the intersection of Pelham Street and Linden Avenue.

The pond was reportedly constructed many years ago to provide cooling water for an adjacent cannery. It is an on-line pond; it has no control structure; and it has been accumulating sediments since it was first constructed. The dam is imposing a barrier to fish movement and the pond is warming the water flowing downstream from the dam, thereby impairing the quality of downstream habitat and making the downstream watercourse uninhabitable for cold-water fish such as brook trout.

Initially, the proposed remedial works were to remove the dam and restore the original channel. The owner, however, wants to retain the pond, so an alternative enhancement concept was developed - the construction of a bypass channel around the pond. This channel will be designed to convey water now flowing to the pond, to provide fish passage around the pond, and to provide water to the pond during high-flow events. The proposed bypass channel will be located to the west of Cannery Pond, largely on lands owned by the Nature Conservancy of Canada (NCC).

Completing this project would provide benefit throughout the Twelve Mile Creek watershed. This project would directly and indirectly benefit the Town of Pelham, the City of St. Catharines, as well as other municipalities in Niagara since the identified improvements benefit the health of the Twelve Mile Creek.

The total cost for the compensation plan is estimated to be \$250,000 and will be fully managed and completed through Trout Unlimited Canada.

Request for Town of Pelham Consent to Fish Habitat Compensation Project

Municipalities are generally able to act only within their boundaries. However, section 19 of the *Municipal Act, 2001* ("the Act") permits a municipality to exercise its powers in another municipality where certain conditions are met. In particular, a municipality may provide a system to provide a service or thing in another municipality where (i) the providing municipality acts at least partially for its own purposes; (ii) the other municipality has jurisdiction to provide the service or thing in the area where it is to be provided by the providing municipality; and (iii) the other municipality provides its consent for the service or thing to be provided by the providing municipality.

The City of St. Catharines proposes to undertake a fish habitat compensation project in Twelve Mile Creek within the boundaries of the Town of Pelham. In so doing, the City of St. Catharines is acting at least partially for its own purposes as it must provide fish habitat compensation to obtain DFO approval for its shoreline protection construction projects. In addition, the fish habitat compensation project

will provide benefit throughout the Twelve Mile Creek watershed, part of which is located in St. Catharines.

The Twelve Mile Creek watershed extends into the Town of Pelham and the fish habitat compensation project is located within its municipal boundaries. The Town of Pelham has jurisdiction to provide services or things pertaining to the social and environmental well-being of the municipality. This would include improvements to the Twelve Mile Creek watershed within the municipal boundaries of the Town.

The City of St. Catharines is therefore able to proceed with the fish habitat compensation project only with the consent of the Town of Pelham. Staff recommend that this consent be provided.

Financial Considerations:

None. The City of St. Catharines will fund the fish habitat compensation project.

Alternatives Reviewed:

None.

Strategic Plan Relationship: Grow Revenue - Promote Cultural Assets and Protect Environment

The fish habitat compensation project will provide environmental and social benefits to the Town of Pelham including improved water quality and enhanced biodiversity in Twelve Mile Creek and associated recreational and tourism opportunities.

Consultation:

The Director of Public Works and the Town Solicitor contributed to this report.

Other Pertinent Reports/Attachments:

Attached to this report are (i) City of St. Catharines Report Number EFES-071-2021 and (ii) Letter from City of St. Catharines dated May 11, 2021 requesting the consent of the Town of Pelham to proceed with the fish habitat compensation project.

Prepared and Recommended by:

Jason Marr, P. Eng.
Director of Public Works

Jennifer Stirton, BSc(Hons), LL.B.

Town Solicitor

Approved and Submitted by:

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

May 11, 2021

To: The Town of Pelham

sent via email to:

Holly Willford, Clerk at hwillford@pelham.ca

David Cribbs, CAO at dcribbs@pelham.ca

Jason Marr, Director of Public Works at jmarr@pelham.ca

Re: Fish Habitat Compensation Plan – Consent to Complete Works within Town of Pelham Boundaries
Our File 18.20.99

At its meeting held on May 10, 2021, St. Catharines City Council received a report which included information regarding a compensation plan to offset the damage to fish habitat due to City projects P20-132 Abbey Mews Shoreline Protection and P21-132 8-14 Shore Blvd Shoreline Protection; the full report is linked hereto as [Report EFES-071-2021](#) and attached to this correspondence. As a result of shoreline protection work occurring within the boundaries of St. Catharines, Fisheries and Oceans Canada requires the City to implement a fish habitat compensation plan. As discussed within the report, potential project areas within the City of St. Catharines would not provide a sufficient amount of fish habitat compensation, and as such, it was necessary to consider potential project areas outside of the City of St. Catharines. Based on recommendations from consultants Shoreplan Engineering and Tarandus Associates Limited, and in consultation with the Niagara Peninsula Conservation Authority, Fisheries and Oceans Canada, the Ministry of Natural Resources and Forestry, and Trout Unlimited Canada, a preferred site was located within the Town of Pelham. Staff from the City of St. Catharines have initiated conversations with impacted property owners who seem amenable to the proposed project; however, detailed discussion and approvals are still required. As this project is located within the boundaries of the Town of Pelham, Council's motion in response to the report included the following:

That staff be directed to contact the Town of Pelham to receive consent to complete work within Pelham's municipal boundaries.

The intent of this letter is to request consent to complete the work discussed within Report EFES-071-2021 within the Town of Pelham's municipal boundaries.

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



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

cc: Anthony Martuccio, Director of Engineering, Facilities and Environmental Services
Jocelyn St. Denis, Design and Construction Engineer

Report from: Engineering, Facilities and Environmental Services, Engineering and Construction

Report Date: April 22, 2021

Meeting Date: May 10, 2021

Report Number: EFES-071-2021

File: 18.20.99

Subject: P21-132 8-14 Shore Boulevard Shoreline Protection Improvements Award of Tender, Budget Reallocation and P20-132 & P21-132 Fish Habitat Compensation Plan

Strategic Pillar:

This report aligns with the following St. Catharines Strategic Plan pillars: Environmental



Recommendation

That staff be directed to award the tender for P21-132 8-14 Shore Boulevard Shoreline Protection Improvements to Anthony's Excavating Central Inc. in the amount of \$1,677,010.00 plus HST; and

That Council grant approval to reallocate \$283,500 of funding from P17-129 Watercourse Rehabilitation, 2017; and

That Council grant approval to utilize \$250,000 of funding from various past shoreline projects and from P17-129 Watercourse Rehabilitation, 2017 to complete the fish compensation plan in the Town of Pelham for P20-132 Abbey Mews (Considine Avenue to Christie Street) Shoreline Protection Restoration and P21-132 8-14 Shore Boulevard Shoreline Protection Improvements; and

That staff be directed to contact the Town of Pelham to receive consent to complete work within Pelham's municipal boundaries; and

Further, that the City Solicitor be directed to prepare the necessary by-laws. FORTHWITH

Relationship to Strategic Plan

P21-132 8-14 Shore Boulevard Shoreline Protection Improvements supports the following:

Environmental Stewardship

Goal:

- 3.1 Develop a Climate Change Action Plan that will address, at a minimum:
- waterfront/shoreline protection and water course erosion
 - identify capital investments to address climate change

Background

Over time, unprotected shorelines can experience erosion due to the continuous impact of the waves. This erosion can result in large amounts of lost soil, creating unstable slopes along the shoreline. This can in turn cause the slopes to fail and wash away, potentially impacting structures located adjacent to the shoreline, such as publicly owned roadways and infrastructure or privately owned homes.

In 2017, emergency shoreline works were completed to install temporary shoreline protection behind 10, 12 and 14 Shore Blvd. These works were necessary to protect the City owned lands from erosion occurring along the shoreline.

Shoreplan Engineering Ltd was retained in 2018 to complete a Shoreline Protection Review to evaluate the City owned shoreline and provide recommendations on the priority locations for shoreline protection. In 2020, following the high-water levels in 2019, Shoreplan Engineering completed an update to this report. The list of priority locations for shoreline protection did not change from the initial report. Since the completion of the 2018 report, staff have completed work in accordance with the priority locations listed in the report. Due to the significant work that the City has carried out in the last couple of years addressing shoreline protection, the work remaining at Shore Boulevard is now the highest priority section to be addressed.

Project P21-132 Shore Boulevard Shoreline Protection Improvements includes the installation of an armour stone revetment behind 8 to 14 Shore Boulevard, which consists of approximately 120 metres of shoreline, along with a section of retaining wall along the back of the revetment to provide additional slope stability where necessary (see Appendix 1 for a Key Plan).

The design and construction for shoreline protection includes receiving approval from all appropriate regulatory agencies including Fisheries and Oceans Canada (DFO). The armour stone revetment that is to be installed as part of the Shore Blvd project is the same design that was installed at the shoreline protection project that recently finished in the Abbey Mews area of Port Dalhousie. In order to build this type of protection, the revetment must be built out into the water, removing a portion of fish habitat within Lake Ontario. When a large area of fish habitat is impacted by a construction project, DFO requires the proponent of the works to provide compensation for the lost fish habitat. Due to the size of the Abbey Mews and 8-14 Shore Boulevard shoreline protection and

the area of fish habitat that was/will be lost, these projects both require the City to provide compensation. Typically, DFO requires the proponent to provide a compensation plan prior to them issuing a permit for the project; however, due to the Abbey Mews project being classified as emergency works because of the slope failure occurring at the end of Considine Avenue, the DFO issued a permit for the works with the condition of a compensation plan being submitted at a later date. In regards to the 8-14 Shore Boulevard shoreline protection project, the DFO is requiring a compensation plan prior to issuing a permit and construction commencing.

Report

Shoreline Protection Construction

The P21-132 Shore Boulevard Shoreline Protection Improvements tender closed on Thursday, April 15, 2021. Eight tenders were received and opened. One bid was disqualified due to not meeting all of the bid requirements. The remaining seven bids were checked for mathematical errors and two bids were found to have errors and were corrected. The tender prices are listed on Table 1 below:

Table 1

Tender Submitted By:	Tender Price Submitted	Corrected Tender Price	Corrected Tender Price (Incl. 1.76% HST)	Corrected Tender Price (Incl. 13% HST)
Anthony's Excavating Central Inc.	\$1,677,010.00		\$1,706,525.38	\$1,895,021.30
CRL Campbell Construction & Drainage LTD	\$1,690,300.00		\$1,720,049.28	\$1,910,039.00
Rankin Construction Inc.	\$1,694,550.00		\$1,724,374.08	\$1,914,841.50
Oakridge Group Inc.	\$1,727,032.13	\$1,724,152.76	\$1,754,497.85	\$1,948,292.62
GU Contracting Inc.	\$1,894,990.00	\$1,895,000.00	\$1,928,352.00	\$2,141,350.00
2220742 Ontario Ltd o/a Bronte Construction	\$2,125,198.06		\$2,162,601.55	\$2,401,473.81
560789 Ontario Limited o/a R&M Construction	\$2,516,978.95		\$2,561,277.78	\$2,844,186.21

Staff recommend awarding the tender to the lowest bidder, Anthony's Excavating Central Inc., at its bid price of \$1,677,010.00 plus HST.

The Ministry of Natural Resources and Forestry (MNRF) has spring and fall in-water work timing restrictions of March 30 to July 15 and September 15 to November 15,

respectively. To ensure that the project is able to be completed within the allotted time frame for in-water works, staff recommend awarding this tender as soon as possible to allow the contractor sufficient time to mobilize and be prepared to begin in-water works as soon as the spring restrictions end on July 15, pending permit issuance.

Based on the low tender of \$1,677,010.00 plus HST by Anthony's Excavating Central Inc., staff prepared an updated total project cost estimate. Including engineering, contract administration, site inspection, non-refundable HST and other miscellaneous costs, the updated total project cost is estimated at \$1,830,000. The 2021 Capital Budget included a budget allocation of \$1,546,500 to complete the proposed works. The additional \$283,500 required funding to complete this project can be provided with the reallocation of funds from P17-129 Watercourse Rehabilitation, 2017 to this project.

Details of approved and required funding for this project are listed in Table 2 below:

Table 2

	Budget / Program	Account Name	Account Number	Budgeted Amount
Existing Funding	Capital Budget – Shoreline Protection	P21-132 Shore Boulevard Shoreline Protection Improvements	470.295.000	\$1,546,500
Total Existing Project Funding				\$1,546,500
Additional Funding	Capital Budget – Watercourse	P17-129 Watercourse Rehabilitation, 2017	430.381.000	\$283,500
Total Additional Funding from Existing Projects				\$283,500
Total Project Funding				\$1,830,000

Staff is recommending that this project proceed at this time for the following reasons:

- Shoreline protection is a key component in preventing potential for damage to public and private properties and infrastructure due to unstable shorelines and slopes;
- Due to Climate Change, high water levels are expected to become the norm, resulting in unprotected shorelines being at a higher risk of eroding; and
- It has been predicted that lake levels will remain low this year, creating favourable conditions for completing the full length of the shoreline protection. Not completing the full length of protection in 2021 could result in unfavourable conditions during construction since lake levels typically begin to rise in the spring and it is not possible to predict at this time whether 2022 will see high lake levels or not.

Climate change has become a key focus of all levels of government. The City continues to monitor applicable funding opportunities through higher levels of government that would assist the City to address the priority replacement / repair and adaptation of City infrastructure as a result of climate change. The City has not been eligible for previously identified funding opportunities to assist with the proposed shoreline works for various reasons, including but not limited to our larger population, smaller project budget, asset classes being funded and funding opportunities being focused on reducing greenhouse gas emissions, pollution and consumption. The City will continue to monitor future

funding opportunities and engage our local members of parliament for financial assistance with these types of projects.

Compensation Plan

Through the design consultants, Shoreplan Engineering, staff hired Tarandus Associates Limited, a biologist experienced with developing fish habitat compensation plans, to determine an appropriate project that would provide sufficient fish habitat compensation for the Abbey Mews project. Tarandus Associates reached out to various agencies, including Niagara Peninsula Conservation Authority (NPCA) and Trout Unlimited Canada to discuss potential projects which would provide sufficient compensation to offset the lost fish habitat. Priority was given to projects within the City's municipal boundaries; however, any projects that met this criteria did not provide a sufficient amount of fish habitat compensation. For this reason, projects outside of the City boundaries were reviewed, with priority given to projects which would directly benefit the City by being located upstream of the City's boundaries. A project was identified on Twelve Mile Creek, approximately 6.5 km south of the City limits, within the Town of Pelham. Upon discussions with the DFO, it was determined that this project would not only provide sufficient compensation for the Abbey Mews project, but would also provide it for the Shore Boulevard project as well. Tarandus Associates presented this project to NPCA and Ministry of Natural Resources and Forestry (MNRF) and both agencies provided their support for the project, as well.

The fish habitat compensation project involves the installation of a by-pass channel onto publicly accessible lands to divert around an existing pond located on private property. The pond was reportedly constructed to provide cooling water for an adjacent cannery. This pond has a dam which restricts the movement of fish in Twelve Mile Creek. Additionally, the pond is warming the water flowing downstream of it, which makes the downstream waters uninhabitable for cold-water fish. Completing this project would provide benefit throughout the Twelve Mile Creek watershed, which runs through the City, ultimately connecting to Lake Ontario. This project would directly and indirectly benefit the City since creek watersheds are continuous through various municipalities and any added benefits to a watershed will benefit all downstream areas of the watershed. See Appendix 2 for a letter from Trout Unlimited Canada further outlining the benefits of the completion of this project.

On March 31, 2021, the deadline for submitting the compensation plan, Tarandus Associates submitted a report outlining the proposed compensation plan to the DFO for their review (see Appendix 3 for the report).

Trout Unlimited Canada (TUC), a national not-for-profit organization, which was established in 1972 with the mission to conserve, protect and restore Canada's freshwater ecosystems and their coldwater resources, is in support of the project and has agreed to lead the project in consultation with the City. Staff is currently in discussions with TUC to develop an agreement with the agency.

In order for the City to receive approval from DFO for the completion of P21-132 8-14 Shore Boulevard Shoreline Protection, DFO requires commitment from the City to move forward with the project, as well as agreement for the work from the impacted property owners. Since the submission of the report, staff have been in discussions with the owner of the property which the pond is located on, as well as Nature Conservancy of Canada, which owns the property to the west of the pond, which the channel by-pass would cross onto. In very preliminary discussion, both property owners seem amendable to the proposed project; however, detailed discussion and approvals are still required. DFO also requires commitment and approval from Council for the proposed compensation plan and associated works.

Tarandus Associates provided a preliminary, high level cost estimate for the completion of the by-pass channel and including engineering, construction, post-construction monitoring, non-refundable HST and other miscellaneous costs. The total cost for the compensation plan is estimated to be \$250,000.

Staff propose to utilize \$215,000 from various shoreline accounts, including \$81,300 from the account that funded the design and construction of P20-132 Abbey Mews (Considine Avenue to Christie Street) Shoreline Protection Restoration, to cover a portion of the required costs for the compensation plan. The additional \$35,000 of required funding to complete this project can be provided with the reallocation of funds from P17-129 Watercourse Rehabilitation, 2017 to this project.

Details of approved funding for this project are listed in Table 3 below:

Table 3

	Budget / Program	Account Name	Account Number	Available Funds
Existing Funding	Capital Budget – Shoreline Protection	P20-132 2020 Shoreline Protection	470.293.000	\$81,300
Total Existing Project Funding				\$81,300
Additional Funding	Capital Budget – Shoreline Protection	ST10-19 2010 Shoreline Protection Program	470.289.000	\$40,700
Additional Funding	Capital Budget – Shoreline Protection	P18-132 2018 Shoreline Protection	470.291.000	\$19,100
Additional Funding	Capital Budget – Shoreline Protection	P19-132 2019 Shoreline Protection	470.292.000	\$64,600
Additional Funding	Capital Budget – Shoreline Protection	ST20-010 City Wide Shoreline Protection Review	470.294.000	\$9,300
Additional Funding	Capital Budget – Watercourse	P17-129 Watercourse Rehabilitation, 2017	430.381.000	\$35,000
Total Additional Funding from Existing Projects				\$168,700
Total Project Funding				\$250,000

Financial Implications

Shoreline Protection Construction

Table 4 contains the costs and related budget amounts identified to complete Project P21-132 Shore Boulevard Shoreline Protection Improvements.

Table 4

Project Cost and Funding	
Tender cost (excluding HST)	\$1,677,010
Other project costs	\$ 152,990
Net total project costs	\$1,830,000
Existing budget (details in Table 2)	\$1,546,500
Additional budget required (details in Table 2)	\$ 283,500

Staff recommend the project proceed as tendered. Retendering is unlikely to achieve lower prices. In addition, retendering will delay construction and completion of this project.

The City Treasurer confirms that the amounts shown in the table above are available for use towards Project P21-132 Shore Boulevard Shoreline Protection Improvements.

Compensation Plan

Table 5 contains the costs and related budget amounts identified to complete the compensation plan for the P20-132 Abbey Mews (Considine Avenue to Christie Street) Shoreline Protection Restoration and P21-132 8-14 Shore Boulevard Shoreline Protection Improvements projects.

Table 5

Project Cost and Funding	
Pre-Construction Costs	\$ 75,000
Construction Costs	\$100,000
Post-Construction Costs	\$ 15,000
Other project costs	\$ 60,000
Net total project costs	\$250,000
Existing budget (details in Table 3)	\$ 81,300
Additional budget required (details in Table 2)	\$168,700

The City Treasurer confirms that the amounts shown in the table above are available for use towards the compensation plan.

Environmental Sustainability Implications

The completion of P21-132 Shore Boulevard Shoreline Protection Improvements will provide protection to City owned shoreline to reduce the potential of erosion due to rising lake levels, which will protect City owned land, as well as private properties. The completion of the compensation plan will allow the City to meet the requirements set out in their approval from DFO for the completion of construction for P20-132 Abbey Mews

(Considine Avenue to Christie Street) Shoreline Protection Restoration and P21-132
8-14 Shore Boulevard Shoreline Protection Improvements.

Prepared by

Jocelyn St Denis, P.Eng
Design and Construction Engineer

Submitted by

Christine Adams, P.Eng
Manager of Engineering and Construction

Approved by

Anthony Martuccio, P.Eng
Director of Engineering, Facilities and Environmental Services

Appendices

- Appendix 1 - Key Plan
- Appendix 2 - Letter of Support for the Cannery Pond Bypass Project Proposal from Trout Unlimited Canada
- Appendix 3 - Proposed Offsetting Concept For Abbey Mews and Shore Boulevard Shore-Protection Works, St Catharines



City of St. Catharines
50 Church Street
St. Catharines, ON., L2R 7C2

April 27, 2021

RE: Letter of Support for the Cannery Pond Bypass Project Proposal

Dear City Council,

Trout Unlimited Canada (TUC) is a national not-for-profit organization that is science-based and volunteer-driven. Partners and volunteers are at the core of the numerous successful river restoration projects we implement every year. Our work protects and enhances water quality, water flow, and community health. TUC is proud of the critical role our organization has played in the protection of Canada's natural resources for almost 50 years.

We are writing to urge you to support the Cannery Pond Bypass Project within the Town of Fonthill as compensation works for the City.

Twelve Mile Creek has been the focus for TUC's Niagara Chapter. Volunteers and partners of this chapter have invested a significant amount of time, energy, and knowledge into the rehabilitation of the creek's structure, water quality and critical habitat. This award-winning group of people have elevated the health of this creek and, with the support of our professional staff, identified critical works necessary to realize ecosystem health and species protections. Twelve Mile Creek is a unique system because it is the only coldwater creek within the Niagara Peninsula, and is home to our only native riverine trout species - Brook Trout. These fish are highly sensitive to environmental degradation, and can only live in cold, clean water. Populations of native Brook Trout are being lost at an alarming rate due to habitat loss, competition, and climate change. For this reason, every opportunity to stabilize, grow or restore populations is vital for the survivorship of the species and the clean water resources they occupy.

The development of Canada relied upon damming rivers to help harness power or provide industrial services. Unfortunately, the development of dams had many consequences: water quality decreased; water temperatures rose; critical habitats were lost; sedimentation accumulated; and migration barriers were created. The installation of these dams caused a loss or elimination of many native freshwater fish communities, altered river channels, and changed river health (nutrient cycling and food webs).

The legacy of dams still exists in many rivers, such as the Cannery Pond in Twelve Mile Creek. These obsolete structures are creating environmental, economic, and public/private liabilities. Niagara Peninsula Conservation Authority's temperature sensors reveal the dramatic extent to which the pond adds heat and deteriorates the quality of the stream water.

Furthermore, climate variability exacerbates the impact of the dams by heating these already unnaturally warm rivers. Climate variability is causing more frequent floods, making dams a major environmental, public safety, and economic risk.

Restoring Twelve Mile Creek at the Cannery Pond can take many forms, but regardless of the details, the positive impacts are significant and these impacts will benefit the entire watershed downstream and all those who take the time to enjoy it. Removing or bypassing the pond would result in the single largest benefit to this system. A central tenet of ecology is that “everything is connected to everything else”, and this concept applies to the prospect of remedial works in the headwaters of Twelve Mile Creek. The City of St. Catharines is connected in many ways to the uppermost reaches of the watershed in which it is located. These include transportation connections, cultural, economic, and recreational connections, as well as connections by natural-heritage features, particularly Twelve Mile Creek. The waters that emerge from the headwaters of Twelve Mile Creek are the same waters that flow through the City of St. Catharines and therefore improvements made in the headwaters of Twelve Mile Creek benefit the City of St. Catharines directly and indirectly.

Ecological Benefits: This project will improve water quality and sediment distribution, decrease the creek's water temperature, improve fish and wildlife passage throughout Twelve Mile Creek, including the section that passes through the City of St. Catharines. In addition, improved water quality and potential habitat creation will increase spawning (reproduction) rates, increasing the Brook Trout population for all those downstream.

Social Benefits: Many outdoor enthusiasts in the City of St. Catharines would benefit from improvements to a native fish population near the City. Increased native biodiversity will improve opportunities like wildlife viewing, hiking and education opportunities. Additionally, moving forward with this project demonstrates the City of St. Catharines' understanding of the importance of addressing natural resource issues that cross municipal boundaries.

Economic Benefits: The improved form and function of Twelve Mile Creek will improve climate resilience within the Twelve Mile Creek watershed, including the City of St. Catharines downstream. Improved resilience will help mitigate infrastructure damage from flooding events. Additionally, restoring trout populations can increase tourism and recreational opportunities. Indirectly, the improved quality of life because of a healthy, dynamic stream will result in indirect economic benefits to the community.

The benefits that will be gained from the implementation of this project within the headwaters of Twelve Mile Creek are cumulative and will be further enhanced by partner projects on tributaries and reaches downstream. TUC and its local Niagara Chapter are highly invested in this watershed and based on our expertise and knowledge, this project will provide the most significant environmental gains in this watershed.

We hope you approve this project and its significant benefits to the watershed, Brook Trout and residents of the region. We look forward to working with your team to realize this project's implementation.

Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Kelly Mason".

Kelly Mason
Manager of Project Development
kmason@tucanada.org

31 March, 2021

Draft

Proposed Offsetting Concept For Abbey Mews and Shore Boulevard Shore-Protection Works, St Catharines

(DFO Files 20-HCAA-00791 and 20-HCAA-03288)

Background

The City of St Catharines has received an Emergency Authorization from the Department of Fisheries and Oceans (DFO) to undertake shore-protection works along the City's Lake Ontario shoreline at a site known as Abbey Mews. Section 4.2 of the Authorization states:

4.2 Scale and description of offsetting measures:

*4.2.1 The Proponent shall develop and submit an offsetting and associated offsetting monitoring plan to DFO for approval no later than **March 31, 2021** that details offsetting measures that will be undertake to counterbalance the unavoidable impacts to fish and fish habitat. The offsetting plan must:*

4.2.1.1 Be developed in accordance with, the 'Fisheries Productivity Investment Policy: A Proponent's Guide to Offsetting'

4.2.1.2 Include a detailed offsetting monitoring plan to assess the implementation and effectiveness of the offsetting measures.

In Early March, 2021, the City was also informed by DFO that Fisheries Act Authorization would be required for proposed shoreline works at a nearby second location, 8 - 14 Shore Boulevard.

At Abbey Mews, the shore-protection works resulted in a loss of 1960 m² of aquatic habitat, and at Shore Road site, the proposed shore-protection design will result in a loss of 860m² of aquatic habitat for a combined total of 2,820 m².

Both sites are located in a high-wave-energy environment and habitat at both locations is virtually identical, consisting of substrates dominated by sand, no macrophytes, and virtually nothing in the way of structural fish habitat (cover, niche spaces, edge, etc). Ecological functions of the near-shore waters at both sites would include providing spawning and nursery habitat for some cyprinids. Larger fish, including sport fish, would probably also be expected to forage in the shallow waters from time to time, although no spawning habitat or other significant habitat for such fish exists at these locations. There are no records of aquatic species-at-risk at either shore-protection site.

In the publication *Fisheries Productivity Investment Policy: A Proponent's Guide to Offsetting* (2013), a hierarchy of measures for fisheries protection is given. From most preferred to least preferred, they are:

Avoidance Measures

Proponents are advised that all efforts should made to design projects and activities or adopt standards to prevent impacts from occurring. With appropriate design and planning, projects may be implemented in ways to avoid serious harm to fish during all phases of the project.

Avoidance measures may include:

- locating the project infrastructure in areas where no harm will occur;
- designing a project and employing measures so that no harm occurs; and
- timing certain activities to prevent interactions with fish at key life stages such as spawning or migration.

In the case of the St Catharines shore-protection works at Abbey Mews, serious harm was unavoidable, and 1,960 m² of fish habitat was destroyed. At the Shore Boulevard site, 860 m² of aquatic habitat will be unavoidably lost.

Mitigation Measures

When avoidance of serious harm to fish is not possible, then proponents must mitigate potential impacts through best available practices to reduce the extent, intensity and duration of impacts on fish. Mitigation measures should be implemented during all phases of the project.

Mitigation measures may include:

- locating project infrastructure and other physical disturbances where impacts are minimized;
- employing best practices that minimize harm when carrying out projects;
- undertaking measures to stabilize disturbed sites to minimize ongoing or downstream impacts; and
- timing certain activities to minimize interactions with fish and fish habitat.

At the site of the St Catharines Abbey Mews shoreline stabilization works on the Lake Ontario shoreline, a number of mitigation measures were implemented, but they were not sufficient to avoid the loss of 1,960 m² of fish habitat. At Shore Boulevard, similar mitigation measures will be used, but they will not be sufficient to avoid some loss of fish habitat.

Offsetting Measures

Because the shoreline works at Abbey Mews and the proposed works at Shore Boulevard result in the loss of 1,960 m² of fish habitat after the application of avoidance and mitigation measures, the City of St Catharines must develop a plan to undertake offsetting measures to counterbalance the unavoidable residual serious harm to fish. Offsetting measures, also known as offsets, are measures that are undertaken to counterbalance unavoidable serious harm to fish resulting from a project, with the goal of maintaining or improving fishery productivity.

Some flexibility in the selection of offsetting measures is typically permitted provided they are focussed on improving fisheries productivity. Offsets are most likely to balance losses when they benefit the specific fish populations and areas that are affected by a development project. ***When determining the location for offsetting, offsets that occur within the vicinity of the project or within the same watershed are preferable.***

Tarandus' Engagement

In mid March, 2021, Tarandus Associates limited was engaged by the City of St Catharines to prepare a compensation/offsetting plan concept in regards to the Abbey Mews shore-protection works. Subsequently, Tarandus was also asked to include the proposed Shore Boulevard works in the offset concept. The scope of work for this assignment consists of the following tasks:

1. Undertake discussions with relevant agencies regarding compensation/offsetting possibilities. Agencies to include the Department of Fisheries and Oceans (DFO), the Ontario Ministry of Natural Resources and Forestry (MNRF), the Niagara Peninsula Conservation Authority (NPCA), and Trout Unlimited (TU).

2. Identify one or more projects that would satisfy DFO requirements for compensation/offsetting. Select a preferred project, with alternatives if the preferred is not feasible.
3. Develop a compensation/offsetting plan for the preferred project, discuss with agencies with the aim of securing agreement in principal.
4. Prepare a justification/rationale, a workplan, a budget, and a timeline for implementation of the preferred compensation/offsetting concept.
5. Submit the compensation/offsetting concept to DFO for review and to obtain agreement in principal for the proposed works.

Alternative Habitat-Compensation Locations Considered

Tarandus initially consulted all parties noted in Task 1 above to discuss possible compensation sites close to the location of habitat loss on Lake Ontario. Two emerged for consideration - rehabilitation/restoration in Dick's Creek and a fishway to allow fish passage from Lake Ontario around the downstream-most dam and into the Twelve Mile Creek watershed.

After discussions, Dick's Creek was deleted from further consideration because it was felt that any rehabilitation efforts in the way of tree planting, refuse removal, etc. would not likely be sufficient to offset the loss of 2,820 m² of fish habitat. Similarly, the construction of a fishway at the mouth of Twelve Mile Creek was discarded because of concerns about the negative effects of allowing lamprey, rainbow trout, and other non-native fish into the Twelve Mile Creek watershed.

Possible habitat-compensation projects were also considered for the near-shore area of Lake Ontario at St Catharines. The reality is that the Lake Ontario shoreline is located in a high wave-energy environment, and any constructed-habitat works (reefs, spawning shoals etc) in that setting need to be designed to withstand storm activities. Large materials are usually required and such structures are often expensive. They are also frequently of dubious ecological functionality.

The NPCA, MNRF, and TU had no further suggestions for suitable habitat compensation/offsetting opportunities near Abbey Mews or within the City of St Catharines.

Rationale for Proposed Habitat-Offset Location in the Headwaters of Twelve Mile Creek

After much consultation and consideration, there appears that there are no suitable compensation site(s) near the Abbey Road and Shore Boulevard site or within the City boundary and that the offsetting works need to be undertaken elsewhere in the Twelve Mile Creek watershed. This proposed course of action is consistent with the aforementioned DFO policy that *“When determining the location for offsetting, offsets that occur within the vicinity of the project or within the same watershed are preferable”*.

A central tenet of ecology is that “everything is connected to everything else”, and this concept applies to the prospect of remedial or enhancement works in the headwaters of Twelve Mile Creek. The City of St Catharines is connected in many ways, directly and indirectly, to the uppermost reaches of the watershed in which it is located. These include transportation connections, cultural, economic and recreational connections, as well as connections by natural-heritage features, particularly Twelve Mile Creek. The waters that emerge from the headwaters of Twelve Mile Creek are exactly the same waters that flow through the City of St Catharines. It should therefore be evident that improvements made in the headwaters of Twelve Mile Creek benefit the City of St Catharines directly and indirectly. These benefits include improvements to water quality and ecological functionality associated with the watercourse. There are likely many anglers in the City of St Catharines that would also benefit from improvements to a cold-water fish population near the City.

With these considerations in mind, the focus was shifted to finding a potential compensation/offsetting location in the headwaters of Twelve Mile Creek. It should be noted that the headwaters of Twelve Mile Creek support the last remaining population of native brook trout on the Niagara Peninsula.

Proposed Offset Concept

After consultation with Trout Unlimited and other agencies, the habitat-compensation location that has emerged as the preferred candidate is Cannery Pond located in the St John’s Branch of the Twelve Mile Creek watershed. It is situated a short distance northwest of the intersection of Pelham Street and Linden Avenue in the Town of Pelham, approximately 6.5 km southwest of the City of St Catharines (Figure 1).

The subject pond is on privately owned land has existed at site for many years. It was reportedly constructed to provide cooling water for an adjacent cannery (see Appendix I, Photos 1 - 4). It is an on-line pond; it has no control structure; and it has been accumulating sediments since it was first constructed. The dam is imposing a barrier to fish movement and the pond is warming the water flowing downstream from the dam, thereby impairing the quality of downstream habitat and making the downstream watercourse uninhabitable for cold-water fish such as brook trout.

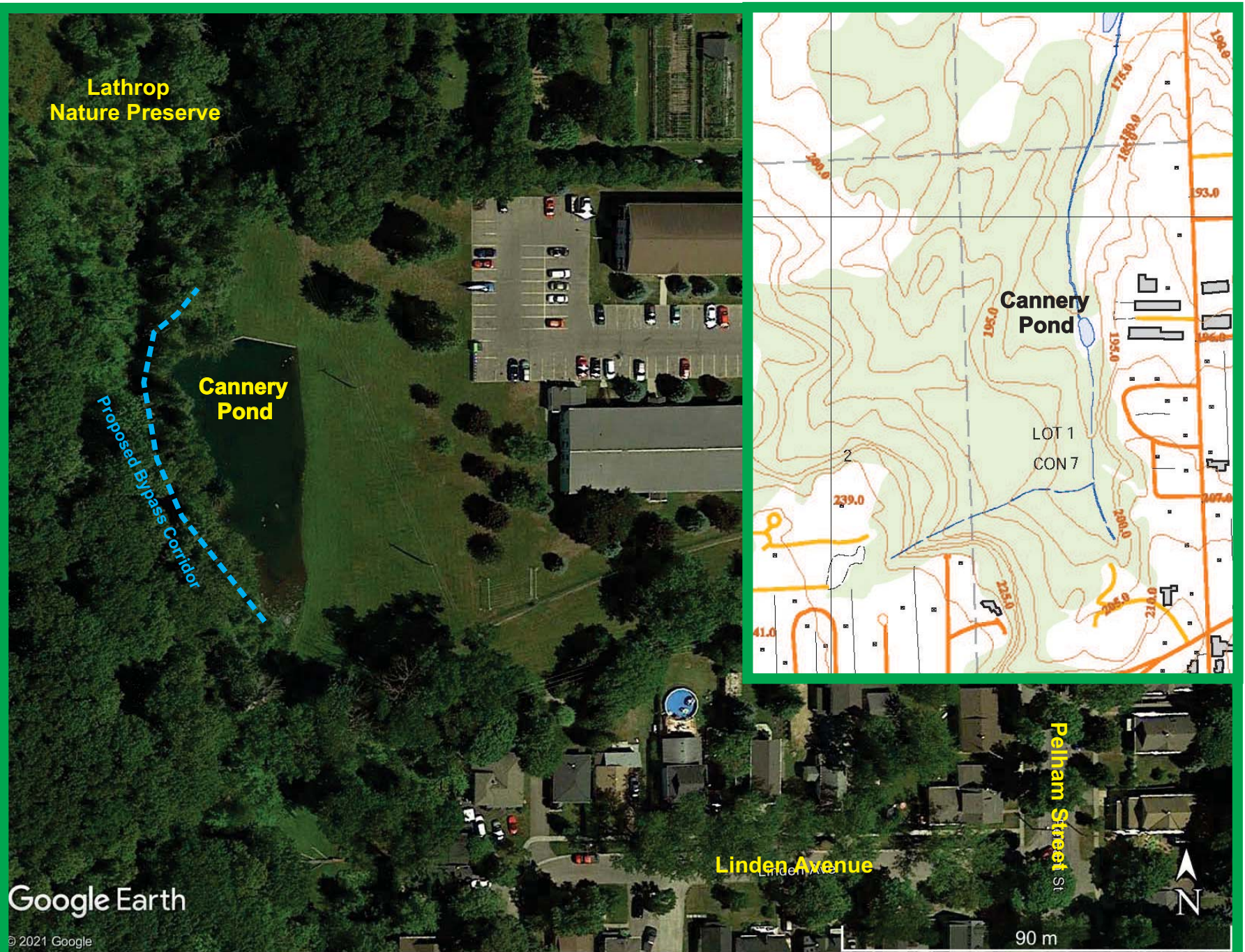


Figure 1: Cannery Pond and Possible Bypass Corridor

A survey completed by GEI, Savanta Division in 2019 indicated that the habitat upstream of Cannery pond appeared to be suitable fish habitat and temperatures were generally below 15°C, no fish were found in the upstream reaches (Appendix II).

The subject pond is on privately owned land has existed at site for many years. It was reportedly constructed to provide cooling water for an adjacent cannery (see Addendum, Photos 1 - 4). It is an on-line pond; it has no control structure; and it has been accumulating sediments since it was first constructed. The dam is imposing a barrier to fish movement and the pond is warming the water flowing downstream from the dam, thereby impairing the quality of downstream habitat and making the downstream watercourse uninhabitable for cold-water fish such as brook trout.

Initially, the proposed remedial works were to remove the dam and restore the original channel. The owner, however, wants to retain the pond, so an alternative enhancement concept was developed - the construction of a bypass channel around the pond. This channel would be designed to convey water now flowing to the pond, to provide fish passage around the pond, and to provide water to the pond during high-flow events. The proposed bypass channel would be located to the west of Cannery Pond (Figure 1), largely on lands owned by the Nature Conservancy of Canada (NCC).

This concept has been discussed with DFO, the Niagara Peninsula Conservation Authority (NPCA) and with the Ontario Ministry of Natural Resources and Forestry (MNR), all of which are believed to be supportive of the offset concept, subject to review of detailed plans. Discussions are currently underway with the NCC. Please see Appendix III - Correspondence Regarding Proposed Offset-Plan Concept.

The proposed offset plan is consistent with agency objectives, particularly the NPCA (Twelve Mile Creek Watershed Strategy; June, 2000) as well as those of relevant interest groups such as Trout Unlimited.

Tasks and Timeline

If approved by DFO and other agencies (NPCA and MNRF), it is expected that pre-construction work completed in 2021 would consist of:

2021

1. Procurement of agreement from the Nature Conservancy of Canada for the channel location;
2. A topographic survey of the site;
3. Soil sampling;
4. Detailed bypass-channel design; and
5. Acquisition of permits.

2022

6. Construction of the bypass channel

2023 - 2025

7. Post Construction Monitoring

Offsetting Plan Objectives

The objectives of the Offsetting Plan are:

1. To achieve water temperatures downstream of Cannery Pond which are supportive of cold-water fish species such a brook trout i.e. predominantly at or below 15°C; and
2. To achieve fish passage past Cannery Pond.

Post Construction Monitoring

It is proposed that three years of post-construction monitoring be undertaken, consisting of

- monitoring of the upstream and downstream water temperatures from April to October with the use of dataloggers;
- an annual fish survey each year upstream and downstream from the Cannery Pond;
- confirmation of the continuing stability of the constructed bypass channel; and
- the preparation of an annual written report for submission to DFO and other agencies.

Costs

The preliminary estimated costs of the implementation of the proposed offset concept are as follows:

2021	Procurement of agreement from the NCC for the channel location	\$5,000
	A topographic survey of the site	\$10,000
	Soil sampling	\$20,000
	Detailed bypass-channel design	\$35,000
	Acquisition of permits	\$5,000
2022	Construction of the bypass channel	\$100,000
2023	Year 1 of post-construction monitoring	\$5,000
2024	Year 2 of post-construction monitoring	\$5,000
	Year 3 of post-construction monitoring	\$5,000
	Contingency	\$10,000
Total		\$200,000

Appendix I

Cannery Creek Photos



Photo 1: Cannery Pond dam.



Photo 2: Spillway at Cannery Pond



Photo 3: View of pond from east.



Photo 4: View of pond from south.

Appendix II

Technical Memorandum

From GEI (Savanta Division)

Regarding

Cannery Pond Creek - Ecological Study Results

TECHNICAL MEMORANDUM

To: Don Speller, Tarandus Associates Ltd. From: Noel Boucher
Cc: Liv Monck-Whipp, Nature Conservancy of Canada
Brian Green, Trout Unlimited Canada
File: 1902007 Date: March 30, 2021

Re: Cannery Pond Creek – Ecological Study Results

GEI Consultants – Savanta Division (GEI) has been retained by the Nature Conservancy of Canada (NCC) to assist with the design and implementation of an ecological restoration project on their Lathrop Property, located in Pelham, Ontario (**Figure 1, Appendix A**). Specifically, the NCC is proposing to implement a project to decrease the influence of two man-made ponds on the property on downstream water temperatures in the headwaters of Twelve Mile Creek. GEI's scope of work on the project included the completion of baseline ecological studies at various locations on the property to identify existing ecological features and functions to assist in identifying restoration design concepts, opportunities and constraints. Fish community sampling, aquatic habitat assessment and water temperature assessment were completed as part of the baseline studies.

Although the watercourse upstream from Cannery Pond, which is being referred to as Cannery Pond Creek, is located outside the scope of the proposed restoration project, GEI completed baseline fish community sampling, habitat assessment and water temperature monitoring on the watercourse, given that the reaches upstream from the Cannery Pond appear to be relatively natural and could be used to compare to the reaches altered by the man-made ponds. Cannery Pond itself is located outside the NCC Lathrop Property, therefore, GEI did not have access to the pond or downstream watercourse reaches.

This Technical Memorandum summarizes the methodology and results of GEI's assessment on the Cannery Pond Creek.

1.0 SURVEY METHODS

1.1 Fish Community Survey

The fish community survey on Cannery Pond Creek was completed on July 5, 2019. The survey consisted of backpack electrofishing (using a Halltech HT-2000 backpack electrofishing unit) within a 54-m long reach located immediately upstream from the wooden pedestrian bridge. The bridge itself is located approximately 13 m upstream from Cannery Pond.

Sampling was completed in general accordance with the Ontario Stream Assessment Protocol (OSAP) single-pass survey methodology. Accordingly, all areas of the watercourse were sampled in an attempt to collect fish from the various habitat types within the reach. A total sampling effort was 833 shocking seconds was expended.

Conditions during the survey were deemed highly suitable to collect fish. Water was clear with good visibility to the bottom of the channel and depth was low (~25 cm maximum) with limited obstructions that would hinder the effectiveness of fish collection.

1.2 Aquatic Habitat Assessment

The Aquatic Habitat Assessment consisted of a visual survey of existing instream and riparian habitat conditions throughout the reach of the Cannery Creek Pond that was subject to fish community sampling. The assessment took note of any of the following features:

- Hydrology (e.g. flowing or standing water);
- General watercourse morphology (e.g. riffle, run, pools);
- Wetted width and depth (at time of survey);
- Bed and bank substrate;
- Instream habitat (e.g. woody debris, aquatic vegetation, undercut banks);
- Presence of obstructions to fish movement (e.g. culverts, debris dams);
- Evidence of groundwater inputs (e.g. seeps or springs, iron flocculation/staining); and
- Riparian habitat.

A general reconnaissance survey was completed on other portions of Cannery Pond Creek upstream from the detailed assessment location.

A photographic record of habitat conditions in the watercourse was collected during the assessment (see **Appendix B** for representative photos).

1.3 Water Temperature Assessment

Water temperature monitoring was completed at one location in Cannery Pond Creek using a Hobo Pendant temperature logger. The logger was installed on the stream bed within the deepest portion of the creek (approximately 25 cm) in a shaded location. The monitoring location was approximately 35 m upstream from Cannery Pond (**Figure 1, Appendix A**).

The temperature logger was installed on June 11, 2019 and was removed on November 11, 2019. The logger was set to record at 30 minute intervals during this time period. An air temperature logger was also installed on the Lathrop Property to monitor air temperatures throughout the observation period.

2.0 SURVEY RESULTS

The following sections provide a brief summary of the results of the aquatic surveys completed on Cannery Creek Pond.

2.1 Fish Community Survey

Despite the presence of habitat that appeared suitable for fish, no fish were captured within the reach of

Cannery Pond Creek surveyed on July 5, 2019.

Further to this, GEI has also completed incidental observations within the surveyed reach on multiple occasions in 2019 (e.g., during monthly water temperature logger download events and during other ecological surveys) and has never observed any fish in this reach.

Finally, no fish were visually observed in other portions of Cannery Pond Creek that were subject to the site reconnaissance survey on August 27, 2019, despite the appearance of aquatic habitat conditions that appeared suitable for fish, particularly within the 250-m long reach upstream from the Cannery Pond.

2.2 Aquatic Habitat Assessment

The results of the detailed aquatic habitat assessment completed within Cannery Pond Creek at the electrofishing survey station, as well as general observations throughout the upstream reach, are provided in the following sections. No access to Cannery Pond was available to GEI during the surveys.

2.2.1 Detailed Habitat Assessment

The 54-m long reach subjected to a detailed aquatic habitat assessment consisted of primarily run/flat habitat with several riffles and no deeper pools. Substrate is primarily sand, with gravel present in the faster flowing riffle sections and quicker runs, primarily within the thalweg of the stream. Wetted width and depth during the generally averaged 1.60 m and 0.14 m, respectively, while bankfull width and depth was generally around 2.0 m and 0.40 m, respectively. The maximum wetted width observed was approximately 2 in a sandy flat area. Some woody debris is present in the watercourse, with some partially buried woody pieces creating small, localized scour pools and velocity variations.

Riparian habitat was generally woody in the overstory, with a mix of shrubs and trees, although a portion of the left bank (looking upstream) consists of manicured lawn associated with the adjacent residential property.

2.2.2 Reconnaissance Survey

The reconnaissance survey was completed on August 27, 2019 within the reach approximately 500 m upstream from the Cannery Pond. The watercourse generally runs within a defined valleyland (with adjacent top of slope heights of up to 20 m above the stream bed) and appears to originate from groundwater discharge, given that it is a permanently flowing watercourse. The feature is entirely located within a forested area.

The upstream most sections of the watercourse generally have higher gradients and consist of various cascade/riffle features with some cobble and gravel, although sand is the dominant substrate. In flatter areas along valley floor sections, the channel is incised by up to 1 m and morphology is primarily sand and gravel-based riffles and runs. Pool habitat is limited throughout the reach.

Wetted widths measured between 0.75 m in the upper end to around 3 m in the lower end of the reach. Numerous small headwater channels originate from adjacent valley areas. Wetlands are also present on

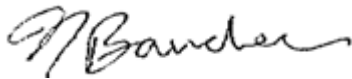
the valley floor and these appear to be providing groundwater discharge to the watercourse. Instream habitat features primarily consist of large woody debris (single fallen trees and debris tangles), some undercut banks and overhanging vegetation.

2.3 Water Temperature Assessment

Water temperature monitoring results are shown on **Figure 2 (Appendix A)**. Daily average temperatures through the summer months were generally less than 15°C. The absolute maximum temperature observed (19.57°C) was seen in early July 2019, when air temperatures exceeded 30°C.

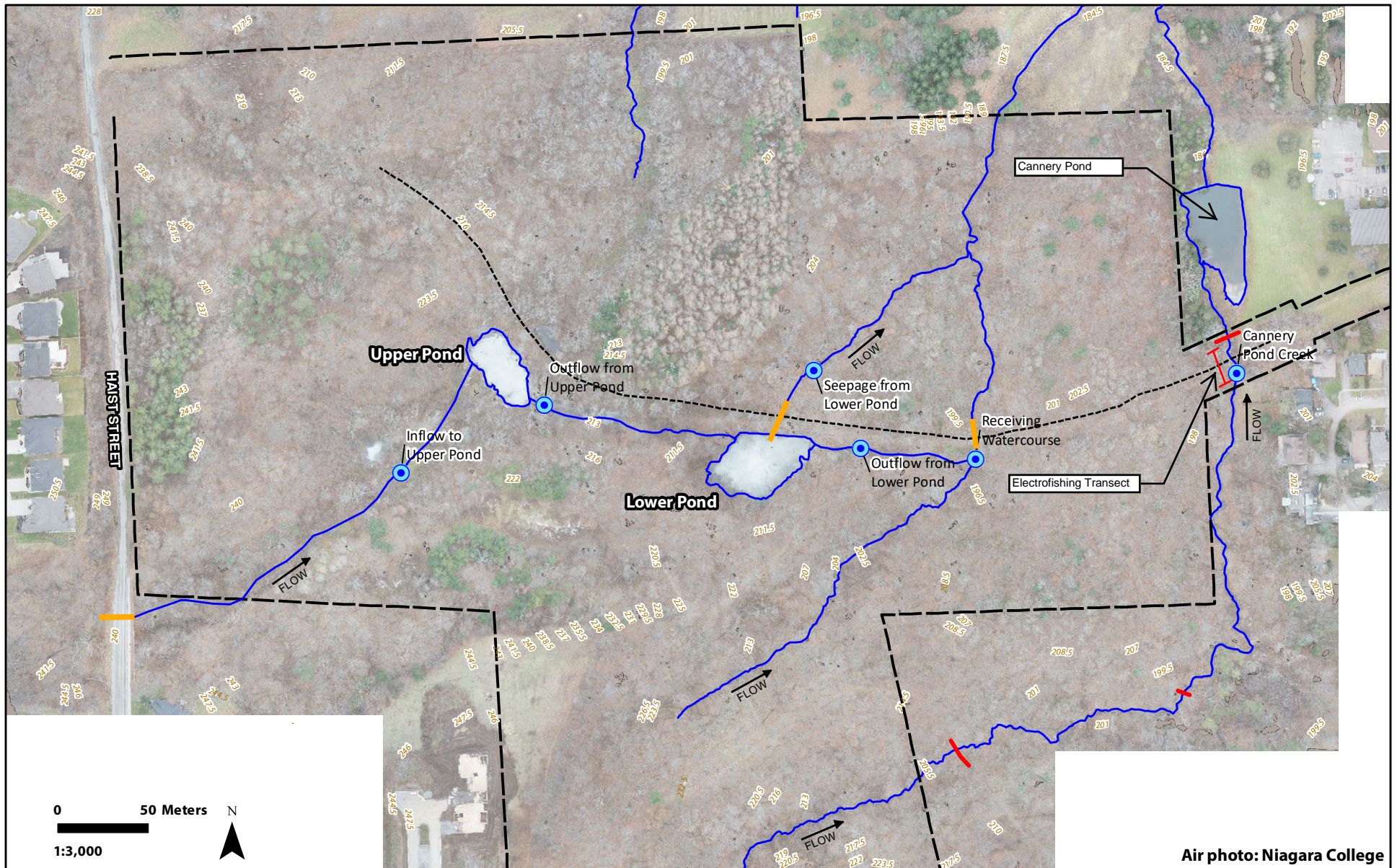
I trust this information is of assistance. Please do not hesitate to reach out the undersigned to discuss any aspect of this.

Yours truly,
GEI Consultants – Savanta Division



Noel Boucher
Senior Fisheries Biologist
289-929-6951
nboucher@savanta.ca

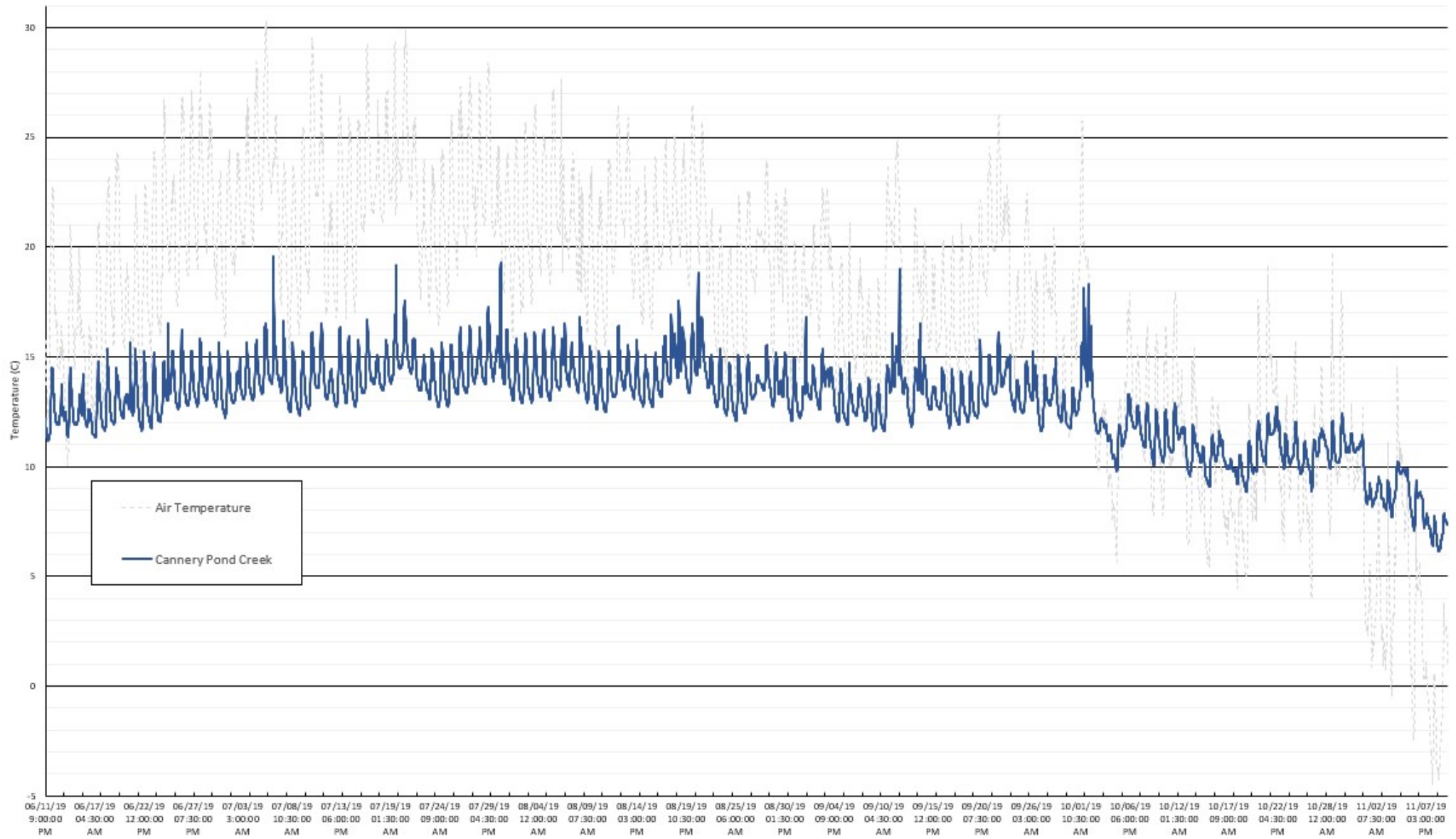
APPENDIX A - FIGURES



Lathrop Pond Removal

Figure 1
Watercourses and Water Temperature
Monitoring Locations

Figure 2 - Cannery Pond Creek - Water Temperature (June 11 - November 11, 2019)



APPENDIX B - Cannery Pond Creek - Aquatic Habitat Photographs



Photo 1 – Cannery Pond Creek just upstream from pedestrian trail crossing



Photo 2 – Approximately 20 m upstream from pedestrian trail crossing



Photo 3 – Cannery Pond Creek approximately 200 m upstream from Cannery Pond



Photo 4 – Cannery Pond Creek at pedestrian trail crossing approximately 350 m upstream from Cannery Pond



Photo 5 – Cannery Pond Creek approximately
450 m upstream from Cannery Pond

Appendix III

Correspondence Regarding Proposed Offset-Plan Concept

From: St.Denis, Jocelyn [mailto:jstdenis@stcatharines.ca]
To: dspeller@tarandus.ca
Sent: Tue, 30 Mar 2021 17:18:50 +0000
Subject: RE: Rationale for compensation/offsetting site

Don,

The City is planning to move forward with this by presenting it to Council as an extension of our permitting requirements for the project, since that is technically what it is. At this time, our plan is to present it to Council following the tendering of Shore Blvd (which is planned to go to tender tomorrow with a 2 week tender period) and therefore with the timeline requirements for presenting items at Council, it would be expected that it would go to Council in May. Please proceed as though there are no concerns with Council having issues with the project. We have the approval of Senior Staff and with the requirements from DFO, we need to submit the information. Should Council end up having issues with the compensation project, then we will deal with that at that time, but for now, we will proceed with it.

Thank you,

Jocelyn

Jocelyn St.Denis P.Eng.
Design & Construction Engineer
City of St Catharines

Email: jstdenis@stcatharines.ca

Tel: 905.688.5601 x1608

TTY:905.688.4TTY (4889)

Mail: PO Box 3012, 50 Church Street, St. Catharines, ON L2R 7C2



March 31, 2021

Mr. Don Speller
President, Tarandus Associates Ltd.

Subject: Pelham Cannery Pond Project in the Twelve Mile Creek Watershed

Don,

The Niagara Chapter of Trout Unlimited Canada fully endorses the proposed restoration project in the Twelve Mile Creek watershed at the Cannery Factory pond near the top of the headwaters. Data collected above and below this pond has shown that the current configuration of an online pond at this location is exerting a negative impact on the health of the watershed.

As you know Twelve Mile Creek is located within the Niagara Escarpment, a UNESCO World Biosphere Reserve. It flows from Pelham through Thorold, St. Catharines and into Lake Ontario and has been identified as the Niagara region's most significant coldwater resource. As well it represents Niagara's only year-round coldwater stream to support a population of native Brook Trout.

The Niagara Chapter works to preserve and protect the Twelve Mile Creek watershed and restore the dwindling Brook Trout population, an indicator of a clear, clean and healthy freshwater system.

For the past ten years in partnership with Niagara College's environmental studies and with the NPCA, we have identified priority areas for restoration work. One of the areas of importance is the Cannery pond that in its current state contributes significant negative impacts on both temperature and water quality downstream. A bypass or dam reduction at the Cannery pond will go a long way toward restoring the health of the entire watershed ensuring healthy clean water flows from the headwaters into St. Catharines and beyond.

Should you need any additional information please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Dennis Edell". The signature is written in a cursive style with a large initial "D".

Dennis Edell
President, Niagara Chapter, Trout Unlimited Canada

From: Denyes, David (MNR) [mailto:David.Denyas@ontario.ca]
To: dspeller@tarandus.ca
Sent: Tue, 30 Mar 2021 20:07:12 +0000
Subject: RE: Proposed Bypass Channel at Cannery Pond

Hello Don,

From a fisheries perspective, I would be supportive of the concept of taking this pond offline using a bypass channel, subject to further review of future details and permit applications.

I look forward to discussing this proposal with you in greater detail in the future.

Best regards,

David

David Denyes

Management Biologist

Ministry of Natural Resources and Forestry

Vineland Field Office

4890 Victoria Avenue North

Vineland Station ON, L0R 2E0

Tel: (289) 241-6872

david.denyas@ontario.ca

Subject: Secondary Dwelling Units: What We Heard**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0096 – Second Dwelling Units: What We Heard, for information.

Background

The Town continues to update planning policies and regulations to permit Second Dwelling Units (SDUs) within the Town of Pelham, this report is to provide a summary of “What We Heard?” to date and the next steps. Following the public meeting on February 8th, 2021, the Engaging Pelham website was launched to provide the public and various stakeholders with information pertaining to the proposed policy direction. The project specific webpage (<https://engagingpelham.ca/second-dwelling-units>) was the main source of information available to the public that included the presentation from the February public meeting, information detailing “What’s happening with Second Dwelling Unit(s) in Pelham?” as well as copies of the Draft Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA).

The website included a survey consisting of seven (7) questions that was released for public input beginning on February 17th, 2021 to May 2nd, 2021. The complete results of the survey have been included as Appendix A to this report and a summary of the outcome of the survey and comments are provided in the body of this report. At the time that this report was prepared, twenty (20) members of the public visited the survey section of the webpage and there were sixteen (16) participants. Further to the survey, Staff fielded several additional inquiries and comments having been received by way of email or telephone.

In addition to the comments collected from the public, the Region of Niagara has provided comments on the draft OPA and ZBA that were presented to Council and the public in February. These comments have been included as Appendix B to this report. As the project moves towards completion, staff will revise the proposed Official Plan and Zoning By-law amendments in consideration of the comments received from the Region, the public and Council feedback. Staff are proposing to hold a second Public Meeting on June 14th, 2021, to inform the public of the proposed

changes that are being considered with respect to the revised draft OPA and ZBA and to receive additional community and Council feedback on the proposed revisions.

What We Heard

The findings of the survey and comments received have assisted staff in addressing questions regarding establishing a SDU on a property. The most frequently asked questions and inquiries were about the size and type of unit, servicing requirements of those located outside the urban areas and the location of units on the property in proximity to the principal dwelling unit.

The demographics of those who visited the project webpage and contributed to the survey were broken down by postal codes as follows:

- Fonthill – 16.7%
- Ridgeville – 16.7%
- Fenwick – 66.7%

This break down helps illustrate the level of interest based on location and the majority of comments received were from the Agricultural and Rural zoned areas of the Town. The sixteen (16) survey responses are appended to this report in Appendix A and out of the sixteen (16) surveys completed, 25% of the participants do not support a SDU as a means of providing housing choice and housing affordability in the community. An overwhelming 75% of participants support SDUs and are eagerly awaiting the permission to establish an SDU on their property for creating intergenerational housing.

When asked what type of SDU appeals to them, most respondents interested in a SDU chose a basement apartment or expressed interest in building a detached accessory building. Following closely behind the other two preferred types are putting an addition onto an existing or proposed garage and building a loft above. The type that received the least interest was retrofitting/renovating and prefabricated modular homes.

In addition to the information received from the survey, many questions from property owners located outside the urban areas were in regards to the permitted size of a SDU in an agricultural and rural area. The draft ZBA limits the maximum size of these units to 65m² (700sqft) in both Urban and Agricultural/Rural zones. The proposed increase to unit size in these areas was discussed with the Region and their response to this increase can be found in the comments in Appendix B.

Furthermore, a substantial amount of questions were presented to staff in regards to the proximity of the SDU to the principal dwelling on agricultural/rural property. In the draft ZBA presented at the February meeting, staff proposed a maximum distance between the principal dwelling and a SDU be 40m (131.2 ft) where the SDU is a new

construction. This requirement along with the Section B2.1.3.5 (c) of the OPA will not allow a severance from the original parcel that contains the principal dwelling on which the SDU is constructed. Staff analyzed the distance between existing accessory structures and the principal dwelling on the property and as a result the average separation distance is approximately 40 m (131.2 ft), therefore this requirement is considered to be reasonable and maintains the intent of other agricultural policies which are aimed at minimizing the amount of agricultural land removed from agricultural production and minimizing impacts on the agricultural operation or nearby operations.

Next Steps

The proposed Official Plan Amendment and Zoning By-law Amendment will be revised based on the feedback received from the public, Council, and agency comments. The revised amendments will be presented at a further Public Meeting on June 14th, 2021 for further feedback and input. Following the second Public Meeting, a recommendation report will be prepared and presented to Council for consideration at a later date.

Attachments

Appendix A – Second Dwelling Unit Survey Responses

Appendix B – Niagara Region Comments

Prepared and Recommended by:

Tara Lynn O'Toole, B.A (Hons.)
Policy Planner

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

Prepared and Submitted by:

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

Survey Responses

17 February 2021 - 02 May 2021

Second Dwelling Unit Survey

Engaging Pelham

Project: Second Dwelling Units



VISITORS						
20						
CONTRIBUTORS			RESPONSES			
16			16			
6	0	10	6	0	10	
Registered	Unverified	Anonymous	Registered	Unverified	Anonymous	



Respondent No: 1

Login: Anonymous

Email: n/a

Responded At: Feb 19, 2021 13:41:38 pm

Last Seen: Feb 19, 2021 13:41:38 pm

IP Address: n/a

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?** No

Q2. **Would you be interested in having a second dwelling unit on your property?** No

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**

not answered

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?** Urban area of Fonthill

Q5. **What type of second dwelling unit appeals to you?** not answered

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**

There should be no businesses run out of them such as daycares. Street Facing of the homes should remain unaltered. Absolutely no parking on the street. Bylaw already had issues enforcing street parking issues in Pelham, this will compound the issue. Neighbours should have a right to be informed, fight or appeal the application for a second unit dwelling.

Q7. **Other comments**

Not in favour of them at all. No less than 4 years ago I purchased a home in a single dwelling neighbourhood. Now the town is recommending changes to that. Real estate agents have already listed single family homes as duplexes. These homes are owned by speculators that have no intention of staying in Pelham. They are just going to use this bylaw to get more money out of the flip with no regard to the the neighbourhood. Another impact is lost property values for adjacent properties. There could be legal ramifications to make impacted parties financially whole.



Respondent No: 2

Login: A

Email: [REDACTED]

Responded At: Feb 19, 2021 17:21:50 pm

Last Seen: Feb 20, 2021 00:18:49 am

IP Address: [REDACTED]

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?**

Yes

Q2. **Would you be interested in having a second dwelling unit on your property?**

No

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**

not answered

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?**

Urban area of Fenwick

Q5. **What type of second dwelling unit appeals to you?**

Basement apartment

Garage Loft

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**

not answered

Q7. **Other comments**

not answered



Respondent No: 3

Login: Anonymous

Email: n/a

Responded At: Feb 20, 2021 15:48:03 pm

Last Seen: Feb 20, 2021 15:48:03 pm

IP Address: n/a

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?** No

Q2. **Would you be interested in having a second dwelling unit on your property?** No

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**
Not Interested.

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?** Urban area of Fenwick

Q5. **What type of second dwelling unit appeals to you?** not answered

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**
not answered

Q7. **Other comments**
not answered



Respondent No: 4

Login: Anonymous

Email: n/a

Responded At: Feb 22, 2021 04:33:39 am

Last Seen: Feb 22, 2021 04:33:39 am

IP Address: n/a

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?** Yes

Q2. **Would you be interested in having a second dwelling unit on your property?** No

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**
not answered

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?** Urban area of Fonthill

Q5. **What type of second dwelling unit appeals to you?** Basement apartment

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**
not answered

Q7. **Other comments**
not answered



Respondent No: 5

Login: [REDACTED]

Email: [REDACTED]

Responded At: Feb 22, 2021 12:17:26 pm

Last Seen: Mar 19, 2021 00:21:23 am

IP Address: [REDACTED]

Q1. In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?

Yes

Q2. Would you be interested in having a second dwelling unit on your property?

Yes

Q3. Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other

Place for parents or in-laws to live if necessary in the future.

Q4. Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?

Rural/Agricultural area

Q5. What type of second dwelling unit appeals to you?

Detached accessory building

Garage Loft

Prefab/Modular dwelling

Tiny Home

Q6. Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other

not answered

Q7. Other comments

not answered



Respondent No: 6

Login: Anonymous

Email: n/a

Responded At: Feb 22, 2021 20:28:42 pm

Last Seen: Feb 22, 2021 20:28:42 pm

IP Address: n/a

Q1. In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community? No

Q2. Would you be interested in having a second dwelling unit on your property? No

Q3. Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other
not answered

Q4. Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area? Urban area of Fonthill

Q5. What type of second dwelling unit appeals to you? Other

Q6. Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other
not answered

Q7. Other comments
not answered



Respondent No: 7

Login: Anonymous

Email: n/a

Responded At: Mar 03, 2021 12:01:16 pm

Last Seen: Mar 03, 2021 12:01:16 pm

IP Address: n/a

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?** Yes

Q2. **Would you be interested in having a second dwelling unit on your property?** Yes

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**

Ideal stay-at-home situation for senior family members.

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?** Rural/Agricultural area

Q5. **What type of second dwelling unit appeals to you?** Detached accessory building

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**

Ability to have complete separation for the second unit from the primary residence allowing dignified independent lifestyle for senior family members for as long as possible with the support of the other family members on the property. The recent media coverage of the horror stories in assisted care or long term care or seniors should make this concept a priority.

Q7. **Other comments**

As we live in an agricultural zone, we have the room for a nice, decent-sized second dwelling. Since the land determines the best location for a second dwelling, the proposed distance limit needs more flexibility. Any new building closer than 40m for me would require removal of established trees and landscaping, interfere with the septic system, gas lines, underground services and driveway. I have an ideal location that is just over 55m from the house that would not look out-of-place for the property or the neighbourhood and would fit in perfectly. It would be completely serviced separately from the primary residence with all of its own utilities, water and septic. Trying to piggyback on the existing home does not make sense. This past year of dealing with Covid has shown that trying to shoe-horn a couple into a small residence is disastrous for both the physical and mental health. You really need two bedrooms minimum. We have seen cases where one person needs to quarantine while the second cares and keeps the household going while trying to maintain spacing. When we return to normal, having the option of having grandchildren visit and stay over in a second bedroom is a greatly appreciated family experience. I can understand the size limit in an urban area where a second detached building makes little sense and an in-house apartment might be viable, but in my situation, the 700 sq.ft. hard limit size is inadequate for a reasonable two bedroom home that I would want to live in. I'm not suggesting the ability of building a monster dwelling, but something in the range of 900 -950 sq. ft. or so might be better for larger properties outside of the urban boundary. For the new bylaw, building in more flexibility where possible, to these two limits make sense for the wide range of needs in the community and is not unreasonable.



Respondent No: 8

Login: [REDACTED]

Email: [REDACTED]
[REDACTED]

Responded At: Mar 03, 2021 17:51:24 pm

Last Seen: Mar 04, 2021 00:49:15 am

IP Address: [REDACTED]

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?** Yes

Q2. **Would you be interested in having a second dwelling unit on your property?** Yes

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**
Family

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?** Rural/Agricultural area

Q5. **What type of second dwelling unit appeals to you?** Tiny Home

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**
Parking, outdoor space

Q7. **Other comments**
not answered



Respondent No: 9

Login: [REDACTED]

Email: [REDACTED]

Responded At: Mar 07, 2021 06:34:34 am

Last Seen: Apr 15, 2021 23:06:50 pm

IP Address: [REDACTED]

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?**

No

Q2. **Would you be interested in having a second dwelling unit on your property?**

No

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**

not answered

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?**

Urban area of Fonthill

Q5. **What type of second dwelling unit appeals to you?**

Addition to dwelling

Basement apartment

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**

parking spaces, ensure it doesn't become a short term rental spot .

Q7. **Other comments**

I agree to helping out family members (young adults starting out, seniors) but how do you control properties becoming divided into two just for income - does the owner of the property have to live in the main area?



Respondent No: 10

Login: Anonymous

Email: n/a

Responded At: Mar 15, 2021 06:03:22 am

Last Seen: Mar 15, 2021 06:03:22 am

IP Address: n/a

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?** Yes

Q2. **Would you be interested in having a second dwelling unit on your property?** No

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**
not answered

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?** Urban area of Fonthill

Q5. **What type of second dwelling unit appeals to you?**
Addition to dwelling
Basement apartment
Garage Loft

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**
Adequate parking on-site to avoid additional on-street parking should be mandatory.

Q7. **Other comments**

Retrofits to existing dwellings should be encouraged. A separate detached unit should not be permitted in R1 zones.



Respondent No: 11

Login: Anonymous

Email: n/a

Responded At: Mar 16, 2021 12:23:50 pm

Last Seen: Mar 16, 2021 12:23:50 pm

IP Address: n/a

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?** No

Q2. **Would you be interested in having a second dwelling unit on your property?** No

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**
Not interested

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?** Urban area of Fonthill

Q5. **What type of second dwelling unit appeals to you?** not answered

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**
Limits on number of persons per household unit. Limits on number of vehicles per dwelling. Limits on the conversion of landscaped areas to parking areas.

Q7. **Other comments**

I came from a large and one of the highest growth urban areas in the province. Second dwelling units contributed significantly to this growth. Issues included the inability to navigate safely through many residential streets, the loss of nicely landscaped properties to paved front lawns to accommodate parking requirements, the decline of neighborhoods resulting from a shift in single family households to multiple family households that led to un-kept properties and the congregation of residents. Does Pelham and Fonthill want to become one of these communities? It doesn't take long. I have seen it first hand and one of the reasons we now reside in Fonthill. Should Pelham become another one of these communities, many residents like me will relocate again to protect our properties.



Respondent No: 12

Login: [REDACTED]

Email: [REDACTED]

Responded At: Mar 18, 2021 17:35:21 pm

Last Seen: Mar 18, 2021 23:32:32 pm

IP Address: [REDACTED]

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?** Yes

Q2. **Would you be interested in having a second dwelling unit on your property?** Yes

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**
Family reasons

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?** Rural/Agricultural area

Q5. **What type of second dwelling unit appeals to you?** Addition to dwelling
Detached accessory building

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**
not answered

Q7. **Other comments**
not answered



Respondent No: 13

Login: Anonymous

Email: n/a

Responded At: Mar 23, 2021 09:21:37 am

Last Seen: Mar 23, 2021 09:21:37 am

IP Address: n/a

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?** Yes

Q2. **Would you be interested in having a second dwelling unit on your property?** Yes

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**

We would like to keep the existing 1890 farmhouse that's the original dwelling to the farmland around. This farmhouse is 1,880 Sq.ft. But doesn't fit our family needs so we would like to build a eco friendly modernized house that will compliment the area while keeping the history of the existing dwelling

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?** Rural/Agricultural area

Q5. **What type of second dwelling unit appeals to you?** Detached accessory building

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**

Parking because of rural location

Q7. **Other comments**

Would like council to consider making exemptions to the square footage rule for existing livable dwellings that are bigger than 1,000 sq.ft. . The original farmhouses in the area were built 100+ years ago and they not always conform to modern living. With allowing existing strictures to stay it will save these past arciletual buildings while allowing modernized living accommodations.



Respondent No: 14

Login: Anonymous

Email: n/a

Responded At: Mar 31, 2021 08:53:00 am

Last Seen: Mar 31, 2021 08:53:00 am

IP Address: n/a

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?**

Yes

Q2. **Would you be interested in having a second dwelling unit on your property?**

Yes

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**

Family living

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?**

Rural/Agricultural area

Q5. **What type of second dwelling unit appeals to you?**

Retrofit/reno

Tiny Home

Other

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**

No

Q7. **Other comments**

not answered



Respondent No: 15

Login: Anonymous

Email: n/a

Responded At: Apr 07, 2021 18:13:08 pm

Last Seen: Apr 07, 2021 18:13:08 pm

IP Address: n/a

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?**

Yes

Q2. **Would you be interested in having a second dwelling unit on your property?**

Yes

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**

Inlaw sweet for my parents

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?**

Rural/Agricultural area

Q5. **What type of second dwelling unit appeals to you?**

Basement apartment

Detached accessory building

Garage Loft

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**

Parking

Q7. **Other comments**

I believe that a second dwelling unit helps with the affordability of housing and with the aging baby boomer population family's taking in aging parents



Respondent No: 16

Login: [REDACTED]

Email: [REDACTED]

Responded At: Apr 09, 2021 12:04:27 pm

Last Seen: Apr 09, 2021 18:02:25 pm

IP Address: [REDACTED]

Q1. **In principle, do you support Second Dwelling Units as a means of providing housing choice and housing affordability in the community?**

Yes

Q2. **Would you be interested in having a second dwelling unit on your property?**

No

Q3. **Why are you interested in a second dwelling unit? i.e., extra income, family reasons, other**

not answered

Q4. **Do you reside in the urban area of Fenwick or, Fonthill or the rural and agricultural area?**

Urban area of Fenwick

Q5. **What type of second dwelling unit appeals to you?**

Addition to dwelling
Basement apartment
Detached accessory building
Garage Loft
Tiny Home

Q6. **Are there specific requirements that you feel are important for second dwelling units to have? i.e., parking space, outdoor amenity area, other**

Parking space-outdoor living space

Q7. **Other comments**

not answered

Planning and Development Services

1815 Sir Isaac Brock Way, Thorold, ON L2V 4T7
905-980-6000 Toll-free: 1-800-263-7215

Via Email Only

April 20, 2021

File No.: D.10.06.OPA-21-0014
D.18.06.ZA-21-0027

Tara-Lynn O'Toole
Policy Planner
Town of Pelham
20 Pelham Town Square. P.O. Box 400
Fonthill, ON L0S 1E0

Dear Ms. O'Toole:

**Re: Regional and Provincial Comments
Town-Initiated Official Plan Amendment and Zoning By-law Amendment
Proposed Second Dwelling Unit Policies and Regulations
Town of Pelham**

Regional Planning and Development Services staff have reviewed the information circulated with the Town-initiated Official Plan and Zoning By-law Amendments, which are intended to establish policies and regulations for second dwelling units within the Town.

The draft Official Plan Amendment (OPA) proposes to:

- Delete reference to accessory apartments and secondary suites throughout the Official Plan, replacing these with the term second dwelling units;
- Permit second dwelling units in single detached, semi-detached and townhouse dwellings located in the Urban Living Area designation, subject to specific policy requirements concerning the appearance and size of the second dwelling unit relative to the principal residential dwelling, as well as compliance with the Ontario Building Code and Fire Code, and the Town's Zoning By-law;
- Add a provision stating that the construction of second dwelling units in the Urban Living Area designation will not contribute to density, but will be included in the Town's intensification target; and
- Permit second dwelling units in existing detached dwellings and detached accessory buildings located in the Good General Agricultural and Specialty Agricultural designations, subject to specific policy requirements, including confirmation that the second dwelling unit is capable of being sustained by the existing water supply and septic system servicing the lot, and a requirement that

the second dwelling unit cannot be severed or subdivided from the parcel that contains the principal residential dwelling.

The draft Zoning By-law Amendment (ZBA) proposes to:

- Add a new definition for second dwelling unit;
- Increase the maximum accessory residential building and structure height to 7.2 metres;
- Modify parking area and driveway requirements;
- Permit one second dwelling unit per lot in a single-detached, semi-detached, townhouse dwelling or detached accessory building in the Agricultural (A), Specialty Rural (SR), Residential Village 1 (RV1), Residential 1 (R1) and Residential 2 (R2) zones, subject to the second dwelling unit complying with specific regulations regarding parking, maximum floor area, maximum number and location of entrances, Ontario Building Code requirements, and water and septic servicing; and
- Add a provision requiring an accessory structure that contains a second dwelling unit to be within 40 metres from the closest portion of the principal dwelling if the property is serviced by a well and/or septic system.

Regional staff provide the following comments regarding Provincial and Regional policy to assist Town staff in finalizing the draft amendments before they are presented to Town Council for final approval.

Planning Act

Section 16(3) of the *Planning Act* requires municipalities to include policies in their Official Plan which authorize the use of two residential units within a detached, semi-detached or row house, as well as one residential unit within a building or structure ancillary to a detached, semi-detached or row house. Section 35.1(1) of the *Planning Act* requires municipalities to include regulations in their Zoning By-law which give effect to the required Official Plan policies under Section 16(3).

Regional staff note that the draft amendments appear to be inconsistent with these requirements under the *Planning Act*. Notably, the draft OPA identifies second dwelling units as being permitted within single detached, semi-detached and townhouse dwellings in residential designations, but does not recognize or address second dwelling units as being permitted within detached accessory buildings. Further, in the draft ZBA, the amended Section 6.2 explicitly states that only one second dwelling unit is permitted per lot, whereas, as noted above, the *Planning Act* requires a total of at least two second dwelling units to be permitted per lot; one within a dwelling, and the other within a building or structure ancillary to that dwelling. Accordingly, Regional staff recommend that the Town be satisfied that the amendments comply with all requirements for second dwelling units under the *Planning Act* prior to their final approval.

Provincial and Regional Policies

Provision of second dwelling units

The Provincial Policy Statement (PPS) calls for the sustainability of healthy, liveable and safe communities by accommodating an appropriate affordable and market-based range and mix of residential types, specifically identifying that municipalities should permit and facilitate additional residential units (i.e. second dwelling units) as a means of achieving this goal. The Growth Plan for the Greater Golden Horseshoe (Growth Plan) provides similar direction, stating that municipalities should support housing choice by planning for a diverse range and mix of housing options and densities, including additional residential units and affordable housing, to meet projected needs of current and future residents. The Regional Official Plan (ROP) encourages municipalities to provide for a diversity of housing types to serve a variety of people as they age through the life cycle, and states that local municipalities are encouraged to adopt policies and zoning by-laws facilitating the creation of second dwelling units, particularly within the urban area.

Together, the proposed amendments will support the creation of more second dwelling units throughout the municipality, which will in turn result in the creation of more affordable housing options, and potentially more rental options, in the local market. Accordingly, from a Provincial and Regional perspective, Regional staff are generally supportive of the proposed amendments, subject to the comments below regarding overall conformity with Provincial and Regional land use designations.

Second Dwelling Units in the Urban Living Area Designation

Lands designated Urban Living Area in the Town's Official Plan are within a Settlement Area under the PPS, Delineated Built-Up Area and Designated Greenfield Area under the Growth Plan, and designated Urban Built-Up and Urban Greenfield Area under the ROP.

The PPS and Growth Plan direct growth to Settlement Areas and the Delineated Built-Up Area and Designated Greenfield Area to efficiently use existing servicing and infrastructure, and to foster the creation of complete communities which provide convenient access to an appropriate mix of jobs, local services, public service facilities, and a full range of housing to accommodate a range of incomes and household sizes. To support the achievement of complete communities, the Growth Plan encourages municipalities to plan for intensification throughout the Delineated Built-Up Area. This includes permissions for second dwelling units.

The ROP permits a full range of residential, commercial and industrial uses generally within the Urban Area, subject to the availability of adequate municipal services and infrastructure. Within the Built-Up Area, the ROP directs municipalities to plan for and promote intensification. The creation of second dwelling units is considered to be a form

of intensification. Until the Region has completed its municipal comprehensive review, and it is approved and in effect, an annual minimum intensification target of 15% will apply to the portion of the Built-Up Area within the Town of Pelham. The proposed amendments will assist the Town in achieving this target, and Regional staff encourage the Town to proactively track the creation of second dwelling units as part of their efforts to monitor this growth target.

Second Dwelling Units in the Good General Agricultural Designation

Lands designated Good General Agricultural in the Town's Official Plan are within a Prime Agricultural Area under the PPS, and are designated as Good General Agricultural Area in the ROP. Provincial and Regional policies state that lands in these designations are to be protected for long-term agricultural use. Accordingly, permitted uses in these designations include agricultural, agriculture-related and on-farm diversified uses. An agricultural use includes a principle dwelling associated with a farming operation. The ROP also permits the continued operation of legally-established residential uses, and the reasonable expansion of these uses within the Good General Agricultural Area designation, provided the expansion will not have a negative impact on environmental features, or result in the inclusion of new incompatible uses. The expansion is also subject to the need and desirability of the operation; regard for the environmental, agricultural, and other policies of the ROP; compatibility with existing surrounding uses; access and servicing requirements being met; and additional municipal services not being required.

To ensure the protection of these lands for long-term agricultural use, and to ensure second dwelling units will not encroach or unnecessarily restrict existing agricultural uses, Regional staff are supportive of the proposed zoning regulations limiting the maximum floor area of second dwelling units in the Agricultural and Specialty Rural zones to 93 square metres, as well as requiring a second dwelling unit located in a detached accessory building to be situated within the existing cluster of buildings, and within 40 metres of the principle dwelling if the property is un-serviced. To ensure the same policy intent is upheld in the proposed OPA, Regional staff recommend that the Town insert a policy requiring second dwelling units in agricultural designations to have a gross floor area less than that of the principle dwelling, similar to the policy that is already proposed for second dwelling units located in the Urban Living Area designation.

From a servicing perspective, Regional staff note that the establishment of a second dwelling unit typically results in increased sewage flows which require the installation of a new sewage system. This would be restricted under the proposed OPA, which requires verification that the existing septic system is capable of accommodating the second dwelling unit. However, it is Regional staff's understanding that the intent behind this policy is to ensure the size of the second dwelling unit, and the features on-site required to support it (i.e. the septic system and water supply) remain limited, thus maintaining as much land as possible for continued agricultural use. Accordingly,

Regional staff have no objections to this proposed policy from a Provincial or Regional perspective.

Provincial and Regional policies largely prohibit the creation of new residential lots in agricultural designations. Regional staff are therefore supportive of the policy in the draft OPA which states that a second dwelling unit cannot be severed or subdivided from the parcel which contains the principal residential dwelling.

Second Dwelling Units in the Specialty Agricultural Designation

Lands designated Specialty Agricultural in the Town's Official Plan are within a Prime Agricultural Area, and more specifically within a Specialty Crop Area under the PPS; within the Protected Countryside, and identified as being within the Specialty Crop Area – Niagara Peninsula Tender Fruit and Grape Area designation under the Greenbelt Plan; and within the Unique Agricultural Area designation under the ROP.

The comments above concerning restrictions on the size of second dwelling units, as well as severances, also apply to lands within these designations.

Additionally, Regional staff note that, under the Greenbelt Plan, second dwelling units are permitted within the Protected Countryside designation, provided they are within an existing dwelling, or in a new dwelling which was authorized for this use prior to the effective date of the Greenbelt Plan (December 16, 2004). Second dwelling units are also permitted within existing accessory structures, provided they are located on the same lot as either an existing dwelling, or a new dwelling which was authorized for this use prior to the effective date of the Greenbelt Plan. Permitted second dwelling units in the Protected Countryside designation must also be located outside of the Greenbelt Natural Heritage System.

Regional staff note that both the draft OPA and ZBA currently do not restrict the creation of second dwelling units to lands located outside of the Greenbelt Natural Heritage System. Additionally, the draft ZBA does not limit the creation of second dwelling units to existing accessory buildings on these lands. These should be addressed to ensure conformity with the policies of the Greenbelt Plan.

Draft Policy Review

In addition to the comments above, the following comments are offered for consideration by Town staff regarding the draft OPA:

- Section B.1.1.4 e) states that a second dwelling unit should be “designed and located to maintain the external appearance and character of a detached dwelling”, however the introduction to Section B.1.1.4 references single detached, semi-detached and townhouse dwellings. For clarity, Town staff may wish to revise clause e) to reference all dwelling types mentioned in the introduction.

- The draft OPA indicates that Section B1.7.7.4.1(a(ii)) will be amended to remove reference to accessory apartments/secondary suites, replacing this with the term second dwelling units. This should be revised to state Section B1.7.7.4.1(a(iii)) will be amended, as this is the clause which references accessory apartments/secondary suites.

Conclusion

Regional staff appreciate the opportunity to review the draft amendments, and are supportive of the Town's efforts to permit second dwelling units, as this will foster improved housing affordability and choice throughout the municipality. As outlined above, the draft amendments generally comply with Provincial and Regional policies, provided the above-mentioned comments concerning conformity with permissions for second dwelling units within the Protected Countryside designation of the Greenbelt Plan are addressed. Additionally, to better align with Provincial and Regional policies for agricultural areas, it is recommended that a policy be added to the proposed OPA which requires second dwelling units in agricultural designations to have a smaller gross floor area than that of the principle dwelling.

Provided these comments are addressed in the OPA which advances to Town Council, the amendment can be exempt from Regional Council approval, in accordance with Policy 14.E.6 and 14.E.7 of the Regional Official Plan and the Memorandum of Understanding.

Please forward a copy of the final amendments prior to their consideration by Town Council.

If you have any questions related to the above comments, please contact me at Amy.Shanks@niagararegion.ca, or Britney Fricke, MCIP, RPP, Senior Development Planner at Britney.Fricke@niagararegion.ca.

Best regards,



Amy Shanks
Development Planner

cc: Britney Fricke, MCIP, RPP, Senior Development Planner, Niagara Region
Kirsten McCauley, MCIP, RPP, Acting Manager, Long Range Planning, Niagara Region
Barb Wiens, MCIP, RPP, Director of Community Planning and Development, Town of Pelham

Subject: Park Place South Draft Plan of Subdivision and Zoning By-law Amendment Supplementary Report**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0098 Park Place South Draft Plan of Subdivision and Zoning By-law Amendment Supplementary Report, for information as it pertains to File Nos. 26T9-02-20 and AM-08-20;

AND THAT Council ratify the motion approved on March 22nd, 2021 to reconfigure Blocks 35-39 to allow 4 units vs. 8 units with a minimum 3m side yard for the Park Place South Subdivision;

AND THAT Council directs Planning staff to prepare the by-law for approval of the Zoning By-law amendment for Council's consideration at the next Council meeting;

AND THAT Council approve the Draft Plan of Subdivision and conditions of draft plan approval as contained in Appendix A and B in this report.

Background:

At the May 3, 2021 Council did not support the recommendations contained in Report #2021-0089 which was to rescind the motion approved on March 22nd that required the reconfiguration of Blocks 35-39 to allow 4 units vs. 8 units with a minimum 3m side yard and that Council approve the draft plan of subdivision and proposed zoning by-law amendment for the Park Place subdivision as originally presented to Council on March 22, 2021 in Report #2021-0052. As a result, this additional report has been prepared to present to Council the draft plan of subdivision for Park Place South that would reconfigure Blocks 35-39 with 4 units with a 3m side yard setback.

Analysis:

Modifying the draft plan to revise Blocks 35-39 to consist of 4 units of back-to-back semi-detached units with 3m side yard means the number and type of dwelling units will change from 5 Blocks with 8 units being 40 back-to-back townhouse units to 5 Blocks with 4 units of back-to-back semi-detached units being 20 semi-detached units. Overall, this will result in a reduction of 20 dwelling units in the plan of subdivision. This will reduce the density of the development. The plan of subdivision as originally proposed by the applicant just met the medium density requirement for this neighbourhood as determined by the Town of Official Plan at 70 persons per gross hectare. The reduction in density as contemplated by Council's March 22nd motion will result in the development proposal being less than the 70 persons per gross hectare thereby not conforming to the Town Official Plan; the density would be at 66 persons per gross hectare.

Further, changing the dwelling units from back-to-back townhouse dwelling units to back-to-back semi-detached units will also mean that the subdivision will not conform with the unit mix policy of the Official Plan which permits a mix of single and semi-detached dwelling units in East Fonthill Medium Density designation to a maximum of 15% of the dwelling units in a plan of subdivision. By changing the back-to-back townhouse units to back-to-back semi-detached units would result in a unit mix of 33% of the units in the plan of subdivision being single and semi-detached units, compared with the original proposal by the applicant which had 12.4% of the units being either single and/or semi-detached units. The original proposal by the applicant did conform to the Town Official Plan policies for unit mix in the medium density designation.

Council is advised that to approve a plan of subdivision and zoning by-law amendment that does not conform with the Town Official Plan creates significant challenges and difficulty for Council in its ability to defend its decision should a challenge occur at the LPAT.

Financial Considerations:

Should Council approve the draft plan of subdivision application and the zoning by-law amendment application as contemplated by the March 22nd Council motion, it is likely the proponent will appeal that decision to the Local Planning Appeal Tribunal. The Town would need to engage both external counsel and external planning consultants to have carriage of the file with an estimated cost of \$40,000.

Alternatives Reviewed:

The alternative is to proceed with the application as originally recommended by Staff in Report #2021-0052 as the original application conformed to the Town

Official Plan and represents good land use planning. If Council were to choose this alternative, Council should:

- rescind the motion approved on March 22, 2021 as it relates to the Park Place South subdivision and
- direct staff to prepare the by-law for the Zoning By-law Amendment as proposed in Report #2021-0052 for Council's consideration at the next Council meeting and
- that Council approve the draft plan of subdivision with the draft plan conditions as contained in Appendix A and B of Report #2021-0052.

Consultation:

Refer to Report #2021-0052 which summarizes the consultation undertaken on these applications and Report #2021-0089 with the applicant's submission on back-to-back townhouse units.

Other Pertinent Reports/Attachments:

Appendix A – Council Modified Draft Plan

Appendix B – Council Modified Draft Plan of Subdivision Conditions

Report #2021-0089

Report #2021-0052

Prepared and Recommended by:

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

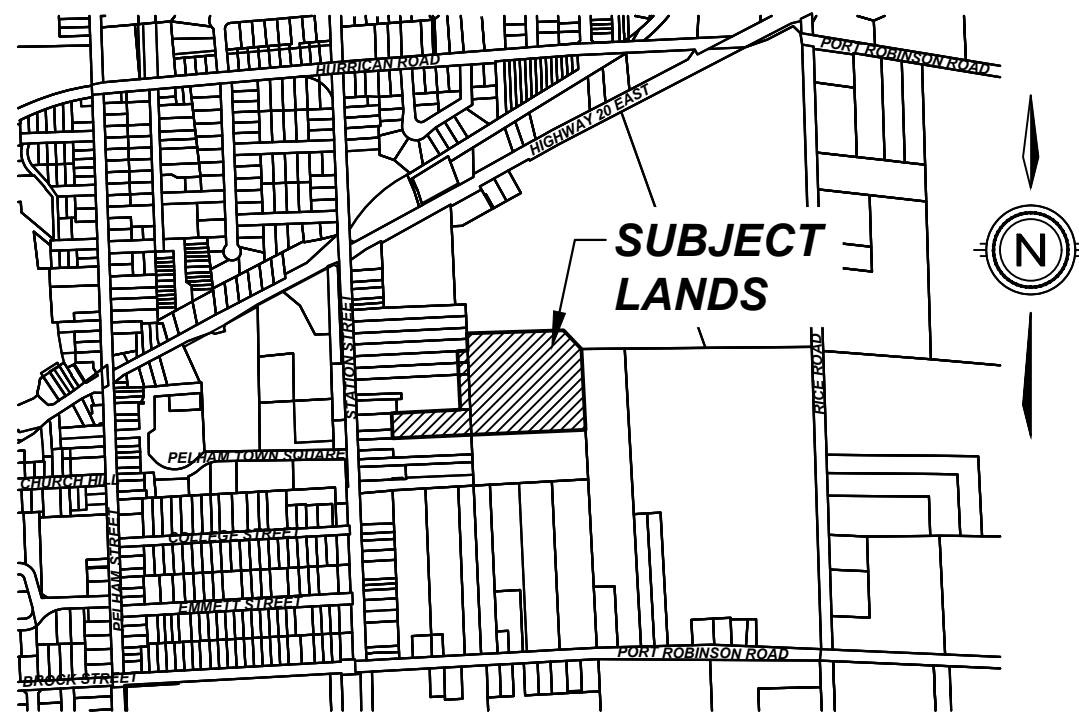
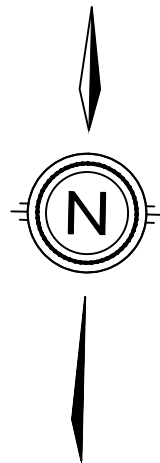
Prepared and Submitted by:

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

LEGAL DESCRIPTION

PART OF LOTS 7, 8, 9, 13 & 14,
REGISTERED PLAN 717
PART OF THOROLD TOWNSHIP
LOTS 166 & 167
GEOGRAPHIC TOWNSHIP OF THOROLD
IN THE
TOWN OF PELHAM
REGIONAL MUNICIPALITY OF NIAGARA

PARK PLACE SOUTH
TOWN OF PELHAM



KEY PLAN
N.T.S.

DRAFT PLAN OF SUBDIVISION

OWNER'S CERTIFICATE

BEING THE REGISTERED OWNER, I HEREBY
AUTHORIZE UPPER CANADA CONSULTANTS TO
PREPARE AND SUBMIT THIS DRAFT PLAN OF
SUBDIVISION TO THE TOWN OF PELHAM
FOR APPROVAL.

JUNE 17, 2020
MOUNTAINVIEW HOMES (NIAGARA) LTD. (APPLICANT '1') DATE

AUGUST 10, 2020
MICHAEL DEFAZIO (APPLICANT '2') DATE

AUGUST 10, 2020
FRANK DEFAZIO (APPLICANT '2') DATE

AUGUST 10, 2020
FRANCESCO GROTTOLO (APPLICANT '2') DATE

AUGUST 10, 2020
ALEXANDER MACKAY (APPLICANT '3') DATE

AUGUST 10, 2020
BERYL GEORGIEV (APPLICANT '3') DATE

AUGUST 10, 2020
ROBIN BURNS KAISER (APPLICANT '4') DATE

AUGUST 10, 2020
VICTORIA BAUD (APPLICANT '4') DATE

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF
THE LANDS TO BE SUBDIVIDED ARE
CORRECTLY SHOWN.

Dec 17, 2020
J.D. BARNES LIMITED
20-16-044-01 DATE

REQUIREMENTS OF SECTION 51(17)
OF THE PLANNING ACT

- a) SEE PLAN e) SEE PLAN i) SILTY SAND
b) SEE PLAN f) SEE PLAN j) SEE PLAN
c) SEE PLAN g) SEE PLAN k) FULL SERVICE
d) SEE PLAN h) MUNICIPAL WATER l) SEE PLAN

#	ISSUED FOR APPROVAL	2020-12-17	M.K.
#	REVISION	DATE	INIT



DRAWING TITLE	DRAFTING	M.K.
DRAFT PLAN OF SUBDIVISION	DATE	JANUARY 13, 2020
	PRINTED	FEBRUARY 26, 2021
	SCALE	1:750
	DWG No.	REV
1890-DP	0	

LAND USE SCHEDULE

LAND USE	LOT/BLOCK	# OF UNITS	AREA(ha)	AREA(%)
SINGLE-DETACHED RESIDENTIAL	LOTS 1-16	16	0.700	15.64
2 STOREY TOWNHOUSE	BLOCK 17-30	56	1.257	28.08
REAR LANE TOWNHOUSE	BLOCK 31-34	17	0.580	12.96
BACK TO BACK SEMI'S C	BLOCK 35-39	20	0.589	13.16
3.0m WALKWAY	BLOCK 40		0.008	0.18
FUTURE DEVELOPMENT	BLOCK 41-42		0.031	0.69
0.3m RESERVE	BLOCK 43-50		0.010	0.22
RIGHT OF WAY			1.301	29.07
TOTAL		109	4.476	100.00
DEVELOPABLE AREA = 4.476ha DEVELOPABLE DENSITY = 28.82 units/ha				

APPENDIX B

Conditions of Draft Plan Approval

Park Place South Plan of Subdivision (File No. 26T19-02-2020)

The headings inserted in these draft plan conditions are inserted for convenience only and shall not be used as a means of interpreting these draft plan conditions. The conditions of final approval and registration of the Park Place South Plan of Subdivision by Mountainview Homes (Niagara) Ltd. (file no. 26T19-02-2020) Town of Pelham are as follows:

DRAFT PLAN

1. This approval applies to the Park Place South Draft Plan of Subdivision, Part of Lots 7, 8, 9, 13 & 14, Registered Plan 717; Part of Thorold Township Lots 166 & 167, Geographic Township of Thorold in the Town of Pelham, Regional Municipality of Niagara prepared by J.D Barnes Ltd. dated January 13, 2020 printed February 26, 2021 showing:
 - 16 single detached dwelling lots
 - Blocks 17-30 for 56 two-storey townhouses
 - Blocks 31-34 for 17 rear lane townhouses
 - Blocks 35-39 for 20 back to back semi-detached units
 - Block 40 for 3.0 metre walkway
 - Blocks 41-42 for future development
 - Blocks 43-50 for 0.3m reserves
 - 1.299 ha for right of way
2. This approval is for a period of three (3) years. Approval may be extended pursuant to Section 51 (33) of the *Planning Act R.S.O. 1990, c. P.13* but no extension can be granted once the approval has lapsed. If the Developer wishes to request an extension to the approval, a written explanation on why the extension is required, together with the resolution from the Region must be submitted for Town Council's consideration, prior to the lapsing date.
3. If final approval is not given to this draft plan within three (3) years of the approval date, and no extensions have been granted, approval will lapse under Section 51 (32) of the *Planning Act R.S.O. 1990, c. P.13*.
4. It is the Developer's responsibility to fulfill the conditions of draft plan approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the Town, quoting file number **26T19-02-2020** and referencing the conditions that are cleared.

AGREEMENTS AND FINANCIAL REQUIREMENTS

APPENDIX B

5. The Developer shall provide an electronic copy of the pre-registration plan, prepared by an Ontario Land Surveyor, and a letter to the Department of Community Planning and Development stating how all the conditions imposed have been or are to be fulfilled.
6. The Developer shall provide an electronic copy of the lot priority plan to the Department of Community Planning and Development.
7. The Developer shall agree to pay to the Town of Pelham all required processing and administration fees.
8. The Developer shall submit a Solicitor's Certificate of Ownership for the Plan of Subdivision of land to the Department of Community Planning and Development prior to the preparation of the Subdivision Agreement.
9. That the Subdivision Agreement between the Developer and the Town of Pelham be registered by the Municipality against the lands to which it applies in accordance with the *Planning Act R.S.O. 1990, c. P.13*.
10. That the Developer shall pay the applicable Town of Pelham, Niagara Region, and Niagara District Catholic School Board development charges in place at the time of the Building Permit issuance.
11. That the Developer agrees in writing to satisfy all of the requirements, financial and otherwise, of the Town of Pelham concerning the provision of roads, daylight triangles, lot reserves, road widenings, sidewalks, fire hydrants, streetlighting, the extension and installation of services, stormwater management and drainage including the upgrading of services and the restoration of existing roads damaged during the development of the Plan of Subdivision.
12. That the Developer agrees to pay their proportionate share of the costs associated with the establishment of the Singers Corner Municipal Drain.
13. That the Developer will not negatively impact trees on neighbouring properties.
14. That the Developer agrees to pay the required cost allocation for oversizing of the Storm Water Facility and Storm Sewer.
15. That the Developer agrees to construct a steel framed wood deck pedestrian crossing over the watercourse connecting the development to the trail on the north side of the watercourse to the satisfaction of the Town noting that a development permit is required from the Niagara Peninsula Conservation Authority.

LAND TRANSFERS AND EASEMENTS

APPENDIX B

16. That the Developer agrees to deed any and all easements that may be required for access utility and drainage purposes be granted to the appropriate authorities and utilities.
17. That the Developer shall provide the following 0.3m wide reserves to the Town of Pelham: Blocks 43 – 50. These must be free and clear of any mortgages, liens and encumbrances.

ZONING

18. That prior to final approval, the zoning by-law amendment application (File No. AM-08-20), which reflects the layout of the draft plan of subdivision has come into effect in accordance with the provisions of Section 34 of the *Planning Act R.S.O. 1990, c. P.13*.
19. The Developer shall submit to the Department of Community Planning and Development an electronic copy of the proposed draft plan and a letter prepared by an Ontario Land Surveyor to confirm zoning compliance.
20. That the Director of Community Planning and Development be provided with a surveyor's certificate showing lot frontages and net lot area for the final Plan of Subdivision.

ROADS

21. That all roads and laneways within the subdivision be conveyed to the Town of Pelham as public highways.
22. That the streets be named to the satisfaction of the Town of Pelham.
23. That the Developer provides detailed engineering design drawings for the roads, sidewalks and street lighting facilities required to service the subject lands in accordance with the East Fonthill Secondary Plan Area Urban Design Guidelines to the Director of Public Works for review and approval.
24. The Developer shall be responsible for the construction of all primary and secondary services, including sidewalks, boulevard plantings and sodding/hydroseeding, in accordance with the policies of the East Fonthill Secondary Plan Area Urban Design Guidelines.
25. That the Developer agrees to provide decorative street lighting to the satisfaction of the Director of Public Works.
26. That the Developer agrees to provide a detailed streetscape plan in accordance with the East Fonthill Secondary Plan Area Urban Design Guidelines to the satisfaction of the Director of Community Planning and Development and the Director of Public Works

APPENDIX B

illustrating street trees, on-street parking and driveway entrances.

27. That the Developer agrees to install sidewalk and grade and sod boulevards in accordance with the requirements of the East Fonthill Secondary Plan Area Urban Design Guidelines. All sidewalks shall be deemed to be Secondary Services and shall be completed within six (6) months of occupancy of each dwelling, except between November 15th and April 15th at which time the sidewalks must be installed as soon as possible, at the locations shown on the Plans and in accordance with the approved Subdivision Grade Control Plan or as amended by the Director of Public Works. The sidewalks are to be constructed in their entirety in block long sections.
28. That the Developer agrees to provide curb side parking in accordance with the East Fonthill Secondary Plan Area Urban Design Guidelines to the satisfaction of the Director of Public Works.
29. That the Developer agrees to provide lay-by parking on Summersides Boulevard in accordance with the East Fonthill Secondary Plan Area Urban Design Guidelines to the satisfaction of the Director of Public Works.
30. That the Developer agrees to pay for the north half of Summersides Boulevard abutting the subdivision lands as per the Summersides Boulevard Cost Sharing Agreement.
31. That prior to any construction taking place within the Town road allowance, the Developer shall obtain a Town of Pelham Temporary Works Permit. Applications must be made through the Department of Public Works.

MUNICIPAL SERVICES

32. Prior to any site alteration, or final approval, the Developer shall submit all supporting materials and engineering design, prepared by a qualified professional, as required by the Town or any applicable authority, and shall agree to implement the recommendations of the reports, studies and plans to the satisfaction of the Director of Public Works, and any other applicable authority.
33. That a Servicing Study Report indicating that the accepting servicing infrastructure (storm sewers, sanitary sewers, and water mains) can accommodate the additional flows and adequate fire flows are provided to the development be submitted to the Town of Pelham for review and to the satisfaction of the Director of Public Works and the Fire Chief.
34. That the Developer will provide the Town of Pelham with the proposed site servicing plans for the subject property. The Director of Public Works shall approve the plans prior to final approval of the subdivision.

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35. That the Developer submit to the Town of Pelham for review and approval by the Director of Public Works a Geotechnical Study, prepared by a qualified engineer, that verifies the soil bearing capacity, recommends appropriate sewer pipe design, pipe bedding, backfill and roadway designs.
36. That the design of all Municipal and public utility services for the Subdivision be coordinated with adjacent development.
37. That the design drawings for the sanitary sewer and stormwater drainage systems to service this development be submitted to the Regional Public Works Department for review and approval. (Note: Any stormwater management facility that may be proposed for this development would require the direct approval of the Ministry of the Environment, Toronto). The Town of Pelham is responsible for the review and approval of watermains under the MOE Water License Program.
38. That prior to registration of this plan, the Developer must obtain Environmental Compliance Approval from the Ministry of Environment, Conservation and Parks for sewer and storm water management works needed to service the proposed development. Prior to installing the watermain to service the proposed development, the Developer must submit Ministry of Environment 'Form 1' Record of Watermain.
39. At the end of the project, the design engineer shall certify that all grading, storm sewers, and stormwater management controls have been constructed in general conformity to the approved drawings. Copies of the certification shall be circulated to the Town of Pelham and the Regional Municipality of Niagara.
40. That all foundation drainage be directed to a sump pump in each house discharging via storm laterals. Foundation drains will not be connected to the sanitary sewer system.
41. Roof water drainage from any structure or building shall be directed via downspouts discharging via splash pads (concrete or other suitable material) to grass surfaces. These splash pads shall extend a distance at least 1.2 metres away from the structure and must direct the flow away from the building, not onto walks or driveways, and not towards adjacent property.

STORMWATER MANAGEMENT, GRADING AND SEDIMENT AND EROSION CONTROL

42. That the subdivision agreement between the Developer and the Town of Pelham contain provisions whereby the Developer agrees to implement the approved stormwater management plan required in accordance with Condition 32.
43. That the Developer prepare a detailed subdivision grade control plan showing both existing and proposed grades and the means whereby major storm flows will be

APPENDIX B

accommodated across the site to be submitted to the Town of Pelham and Regional Municipality of Niagara Development Services Division for review and approval.

44. That prior to approval of the final plan or any on-site grading, the Developer submit to the Town of Pelham for review and approval two copies of a detailed stormwater management plan for the subdivision and the following plans designed and sealed by a suitably qualified professional engineer in accordance with the Ministry of the Environment documents entitled "Stormwater Management Planning and Design Manual (March 2003)" and "Stormwater Quality Guidelines for New Development (May 1991)", and in accordance with the Town of Pelham's Lot Grading and Drainage Policy, and the Town of Pelham's Stormwater Management Facility Standards:
- a) Detailed lot grading and drainage plans, noting both existing and proposed grades and the means whereby overland flows will be accommodated across the site; and,
 - b) Detailed sediment and erosion control plans.

PUBLIC PARK

45. That the Developer shall install black wrought iron style fencing or acceptable alternative along the rear and exterior side yards of the lots backing on the park to the satisfaction of the Director of Community Planning and Development.
46. That the Developer shall convey land for park purposes as permitted in Section 51.1 of the *Planning Act R.S.O. 1990, c. P.13* or alternatively, the Town may accept cash-in-lieu of the conveyance and under the provisions of Section 51.1 (3) of the *Planning Act R.S.O. 1990, c. P.13* and pursuant to the Town Parkland Dedication By-law 3621(2015).

ARCHITECTURAL CONTROL

47. The Developer/Owner agrees to comply with the East Fonthill Secondary Plan Area Urban Design Guidelines and retain the services of a Design Architect. The submission of building permit application shall include the building's licensed Architect/Designer stamp and a statement on the submitted plans comply with the East Fonthill Secondary Plan Area Urban Design Guidelines.

UTILITIES

48. That the Developer shall co-ordinate the preparation of an overall utility distribution plan to the satisfaction of all affected authorities.
49. The Developer agrees that should any conflict arise with existing Niagara Peninsula Energy Inc. facilities or easements within the subject area, the owner shall be responsible for the relocation of any such facilities or easements at their own cost.

APPENDIX B

50. That the Developer shall enter into any agreement as required by utility companies for installation of services, including street lighting, all in accordance with the standards of the Town of Pelham. All utilities servicing the subdivision shall be underground. Upon installation and acceptance by the Town, streetlights and streetlight electrical supply system will be added to the Town's inventory.

CANADA POST

51. The Developer shall include on all offers of purchase and sale, a statement that advises the prospective purchaser that:

- i) the home/business mail delivery will be from a designated Central Mail Box;
- ii) the developer/owners be responsible for officially notifying the purchasers of the exact Centralized Mail Box locations prior to the closing of any home sales.

52. The Developer agrees to:

- i) work with Canada Post to determine and provide temporary suitable Centralized Mail Box locations which may be utilized by Canada Post until the curbs, boulevards and sidewalks are in place in the remainder of the development;
- ii) install a concrete pad in accordance with the requirements of and in locations to be approved by Canada Post to facilitate the placement of Community Mail Boxes;
- iii) identify the pads above on the engineering servicing drawings. Said pads are to be poured at the time of the sidewalk and/or curb installation within each phase of the plan of subdivision;
- iv) determine the location of all centralized mail receiving facilities in co-operation with Canada Post and to indicate the location of the centralized mail facilities on appropriate maps, information boards and plans. Maps are also to be prominently displayed in the sales office(s) showing specific Centralized Mail Facility locations.

NIAGARA REGION PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

53. That a Stage 3 Archaeological Assessment, prepared by a licensed archaeologist, be submitted to the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) for review and approval for AgGt-265. The report must be accepted by the MHSTCI, to the satisfaction of Niagara Region, prior to clearance of this condition. If the consultant recommends / the MHSTCI requires further Archaeological Assessments, these report(s) must also be submitted to and accepted by the MHSTCI, to the satisfaction of Niagara Region, prior to clearing this condition. NOTE: No demolition, grading or other soil disturbances shall take place on the subject property prior to the issuance of a letter

APPENDIX B

from the MHSTCI confirming that all archaeological resource concerns have been mitigated and meet licensing and resource conservation requirements.

54. That the following clause be included in the subdivision agreement:

“Should deeply buried archaeological remains/resources be found on the property during construction activities, all activities impacting archaeological resources must cease immediately, notify the Archaeology Programs Unit of the Ministry of Heritage, Sport, Tourism and Culture Industries (416-212-8886) and a licensed archaeologist is required to carry out an archaeological assessment in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists.

In the event that human remains are encountered during construction, all activities must cease immediately and the local police as well as the Cemeteries Regulation Unit of the Ministry of Government and Consumer Services (416-326-8800) must be contacted. In situations where human remains are associated with archaeological resources, MHSTCI should also be notified to ensure that the site is not subject to unlicensed alterations which would be a contravention of the Ontario Heritage Act.”

55. That the owner ensure that all streets and development blocks can provide an access in accordance with the Regional Municipality of Niagara policy and by-laws relating to the curb side collection of waste and recycling throughout all phases of development. If developed in phases, where a through street is not maintained, the owner shall provide a revised draft plan to reflect a proposed temporary turnaround/cul-de-sac with a minimum curb radius of 12.8 metres.

56. That the owner submits a written undertaking to the Niagara Region that draft approval of this subdivision does not include a commitment of servicing allocation by the Regional Municipality of Niagara as this servicing allocation will be assigned at the time of registration and any pre-servicing will be at the sole risk and responsibility of the owner.

57. That the owner submits a written undertaking to the Niagara Region that all offers and agreements of Purchase and Sale, which may be negotiated prior to registration of this subdivision, shall contain a clause indicating that a servicing allocation for this subdivision will not be assigned until the plan is registered, and a similar clause be inserted in the subdivision agreement between the owner and the Town.

58. That prior to final approval for registration of this plan of subdivision, the owner shall submit the design drawings [with calculations] for the sanitary and storm drainage systems required to service this development and obtain Ministry of the Environment, Conservation and Parks, Environmental Compliance Approval under the Transfer of Review Program.

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59. That prior to approval of the final plan or any on-site grading, the owner shall submit a detailed stormwater management plan for the subdivision and the following plans designed and sealed by a qualified professional engineer in accordance with the Ministry of the Environment and Climate Change documents entitled Stormwater Management Planning and Design Manual, March 2003 and Stormwater Quality Guidelines for New Development, May 1991, or their successors to the Niagara Region for review and approval:
- i. Detailed lot grading, servicing and drainage plans, noting both existing and proposed grades and the means whereby overland flows will be accommodated across the site; and
 - ii. Detailed erosion and sedimentation control plans.
60. That the subdivision agreement between the owner and the Town contain provisions whereby the owner agrees to implement the approved plan(s) required in accordance with the condition above.

Clearance of Conditions

FINAL APPROVAL

1. Subject to the conditions set forth herein, this Draft Plan is approved under Section 51 (31) of the *Planning Act R.S.O. 1990, c. P.13*. Final approval shall be granted by the Town

CLEARANCE OF CONDITIONS

Prior to granting final plan approval, the Department of Community Planning and Development requires written notice from applicable Town Departments and the following agencies indicating that their respective conditions

Town Department of Community Planning and Development for Conditions 5-22 (Inclusive), 45-47 (Inclusive),

Town Department of Public Works for Conditions 23-44 (Inclusive), 48 and 50

Niagara Peninsula Energy Inc. for Condition 49.

Canada Post for 51-52 (Inclusive)

Niagara Region Planning and Development Services Department for Conditions 53-60 (Inclusive)

Supplemental Report: Park Place South Draft Plan of Subdivision and Zoning By-law Amendment Application

Recommendation:

BE IT RESOLVED THAT Council receives Report #2021-0089 “Supplemental Report: Park Place South Draft Plan of Subdivision and Zoning By-law Amendment Application” for information as it pertains to File Nos. 26T19-02-20 & AM-08-20;

AND THAT Council rescind the motion to reconfigure Blocks 35-39 to allow 4 units vs. 8 units with a minimum 3m side yard as approved on March 22, 2021;

AND THAT Council directs Planning staff to prepare the by-law for approval of the Zoning By-law amendment as proposed in Report #2021-0052 presented to Council on March 22, 2021 for Council’s consideration at the next meeting;

AND THAT Council approve the Draft Plan of Subdivision and conditions draft plan approval as contained Appendix A and B in Report #2021-0052 presented to Council on March 22, 2021.

Executive Summary:

Preparation of this report was directed by Council at the April 6, 2021 meeting in order to provide additional information to Council respecting the applications for Draft Plan of Subdivision and Zoning By-law Amendment for Park Place South.

Location:

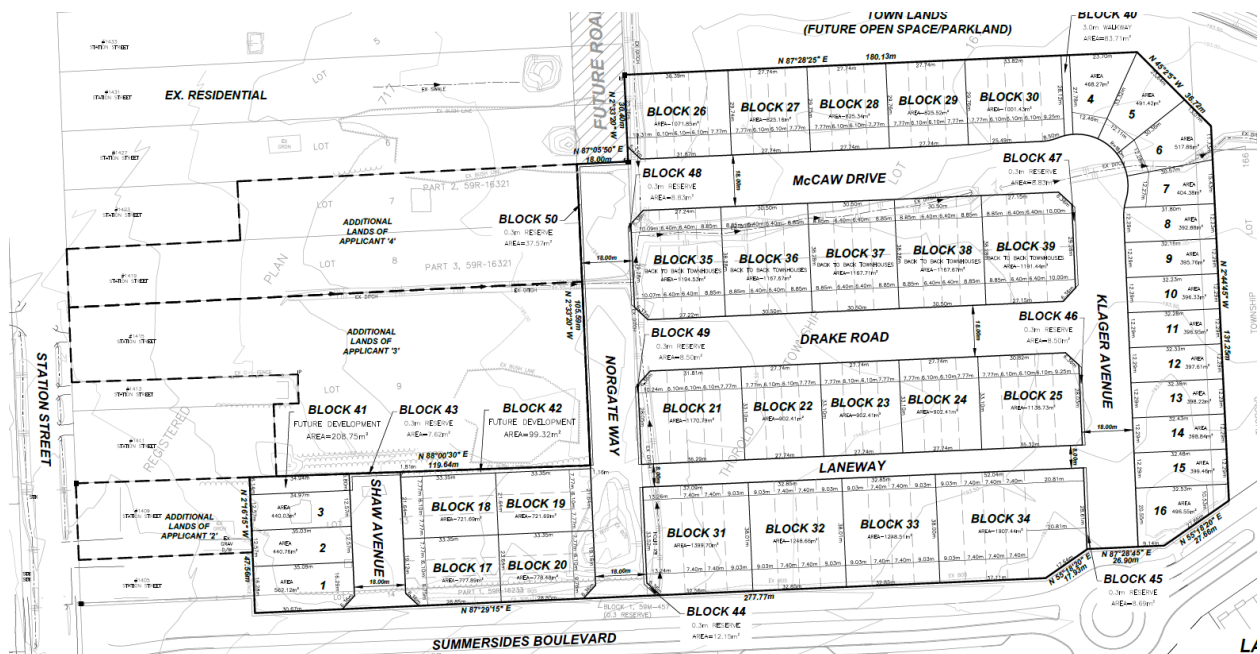
The property is located on the north side of Summersides Boulevard east of Station Street, legally described as Part of Lots 7, 8, 9, 13 & 14, Registered Plan 717, Part of Thorold Township; Lot 166 & 167, Geographic Township of Thorold, in the Town of Pelham, Regional Municipality of Niagara (refer to Figure 1).

Figure 1: Location of the Property



The draft plan application being considered by Council consists of 16 single detached residential lots (0.7 ha), 14 blocks for 2-storey townhouses (1.257 ha), 4 blocks for rear lane townhouses (0.580 ha), 5 blocks for back-to-back townhouses (0.589 ha) and associated public streets (1.301 ha) and walkway (0.008 ha) (refer to Figure 2).

Figure 2: Draft Plan



Project Description and Purpose:

On March 22, 2021, Council received a Report #2021-0052 which recommended that the applications be approved as proposed. Council approved the draft plan subject to the blocks designated for back-to-back townhouses being reduced to 4 units from 8 units with a minimum 3m side yard. This change was made as a result of Council's concerns that the interior back-to-back townhouse units would not permit adequate outdoor amenity space, that the interior units would be dark and not allow for proper emergency ingress/egress with only one exterior door and windows only on the front elevation.

At the April 6, 2021 meeting, Council received a letter from Mountainview Building Group (the developer) providing additional information regarding the back-to-back townhouse dwellings and requesting that Council reconsider the decision to make changes to the draft plan of subdivision and the requested Zoning By-law

amendment and that the changes be referred back to Town staff for a further report. Council approved the request which has resulted in the subject report and indicated that they had a better understanding of the back-to-back townhouses built form.

The additional information provided by the developer included a rendering showing conceptual front building elevations for the back-to-back townhouse dwellings (Figure 3).

Figure 3: Back-to-Back Townhouse Front Building Elevations



BACK to BACKS
RENDERING IS AN ARTIST'S CONCEPT.
SIZES AND SPECIFICATIONS ARE SUBJECT
TO CHANGE WITHOUT NOTICE. E. & O. E.

The letter from Mountainview Building Group also indicated that back-to-back townhouse units are intended to be an attractive apartment / townhome lifestyle

with an affordable price-point for first time home buyers or for people who wish to downsize and for those who wish to reside in a walkable area. Back-to-back style townhouses provide for apartment style living but with the convenience of a private entry, attached garage and additional driveway parking. The developer also provided conceptual floor plans for the back-to-back townhouse dwellings (Appendix A).

Policy Review:*Town of Pelham Official Plan, 2014*

Back-to-back townhouse units are divided vertically from each other by common side walls and common rear walls. Those proposed on Blocks 35-39 of the Park Place South Draft Plan of Subdivision were intended to be 8 units per block with 4 fronting on both the future McCaw Drive and Drake Road for a total of 40 units.

As discussed in Report #2021-0052 (appended in Appendix B), Appendix D to the Town of Pelham Official Plan contains the Development Yield/Density Calculations for East Fonthill. The expected density yield for the medium density designation was approximately 70 persons per gross hectare. Using the net density assumptions by unit type in Appendix D, the proposed subdivision resulted in a density of approximately 68.8 persons per gross hectare which for all intents and purposes achieves the medium density target of 70 persons per gross hectare. Reducing the number of back-to-back townhouse units to 20 from 40 will reduce the density of the subdivision to 66 persons per gross hectare.

Based on this information, the draft plan as proposed by the developer is more in conformity with the medium density target and development yield/density calculations contained in Appendix D to the Official Plan.

Provincial Policy Statement, 2020

Policy 1.4.3(b) requires planning authorities to provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by permitting and facilitating all housing options required to meet the social, health, economic and well-being requirements of current and future residents; promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; establishing development standards for

residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

The inclusion of back-to-back townhouses in the draft plan of subdivision will facilitate a new housing option in Pelham that will meet the needs of current and future residents that are currently not being provided for. There really are no freehold housing options that allow for apartment style living with an attached garage at this time in the Town. Further, allowing 40 units instead of 20 makes more efficient use of the land and infrastructure and minimizes the cost of housing.

The Provincial Policy Statement (PPS) defines affordable in the case of ownership housing, as the least expensive of: 1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or 2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.

Affordable Housing Definition

Canada Mortgage and Housing Corporation (CMHC) indicates that housing is considered affordable if it costs less than 30% of a household's before-tax income, this is similar to the definition of 'affordable' from the Provincial Policy Statement (PPS) which is somewhat more nuanced and is the following:

- a) *"In the case of ownership housing, the least expensive of:*
 - 1. *Housing for which the purchase price result in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or*
 - 2. *Hosing for which the purchase price is at least 10 percent below the average price of a resale unit in the regional market area;*
- b) *In the case of rental housing, the least expensive of:*
 - 1. *A unit for which the rent does not exceed a gross annual household income for low and moderate income households; or*
 - 2. *A unit for which the rent is at or below the average market rent of a unit in the regional market area."*

With respect to housing affordability, the proposed back-to-back townhouse dwellings are unlikely to meet the PPS and CMHC criteria. However, they will provide an opportunity for home ownership at a lower cost in Pelham than the

current available housing types provide. This may provide an opportunity for a first time home buyer to enter the market and build equity.

Staff Comments:

Council requested clarification about where residents of the back-to-back townhouses would store their garbage and recycling bins, have access to outdoor amenity space and use barbeques. Based on the conceptual front elevation plan (Figure 3) and floor plans (Appendix A), future residents will be able to store their garbage/ recycling bins and barbeques in the attached garage. The barbeques could be moved into the driveway when in use. Each townhouse will have a front yard as well as a second floor covered balcony for private outdoor amenity space. The units are to be located in very close proximity to the future Town owned park which provides further outdoor amenity space.

The conceptual floor plans show windows and patio doors on the front elevations for the interior units to ensure the units have daylight. All construction will be required to comply with the Ontario Building and Fire Codes to ensure safe ingress and egress and meet the requirements for fire separation between the units.

With consideration given to the discussion above and the information provided by Mountainview Building Group, the recommendations from Report#2021-0052 (in Appendix B) continue to apply to the applications.

Alternatives:

Council could ratify its former decision on the applications made on March 22, 2021 reducing the back-to-back townhouse dwellings to blocks of 4 from blocks of 8 and requiring a minimum 3 metre side yard.

Council could approve the draft plan of subdivision and zoning by-law amendment subject to additional changes.

Council could refuse to grant approval of the draft plan of subdivision and zoning by-law amendments applications.

Attachments:

Appendix A Conceptual Floor Plans for Back-to-Back Townhouse Units
Appendix B Report #2021-0052

Prepared and Recommended by:

Shannon Larocque, MCIP, RPP
Senior Planner

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

Reviewed and Submitted by:

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

Report: Recommendation for Applications for Zoning By-law Amendment and Draft Plan of Subdivision – Park Place South

Recommendation:

THAT Committee receives Report #2021-52 for information as it pertains to File Nos. 26T19-02-2020 & AM-08-20 relating to Park Place South;

AND THAT the proposed changes to the draft plan of subdivision and zoning by-law amendment related to Park Place South are minor in nature and no further public meeting is required;

AND THAT Committee directs Planning staff to prepare the by-law for approval of the Zoning By-law amendment for Council's consideration.

AND THAT Council approves the Draft Plan of Subdivision, attached as Appendix A, subject to the conditions in Appendix B.

Executive Summary:

The purpose of this report is to provide Council with a recommendation regarding applications for Zoning By-law Amendment and Draft Plan of Subdivision for Park Place South.

Location:

The property is located on the north side of Summersides Boulevard east of Station Street, legally described as Part of Lots 7, 8, 9, 13 & 14, Registered Plan 717, Part of Thorold Township; Lot 166 & 167, Geographic Township of Thorold, in the Town of Pelham, Regional Municipality of Niagara (refer to Figure 1).

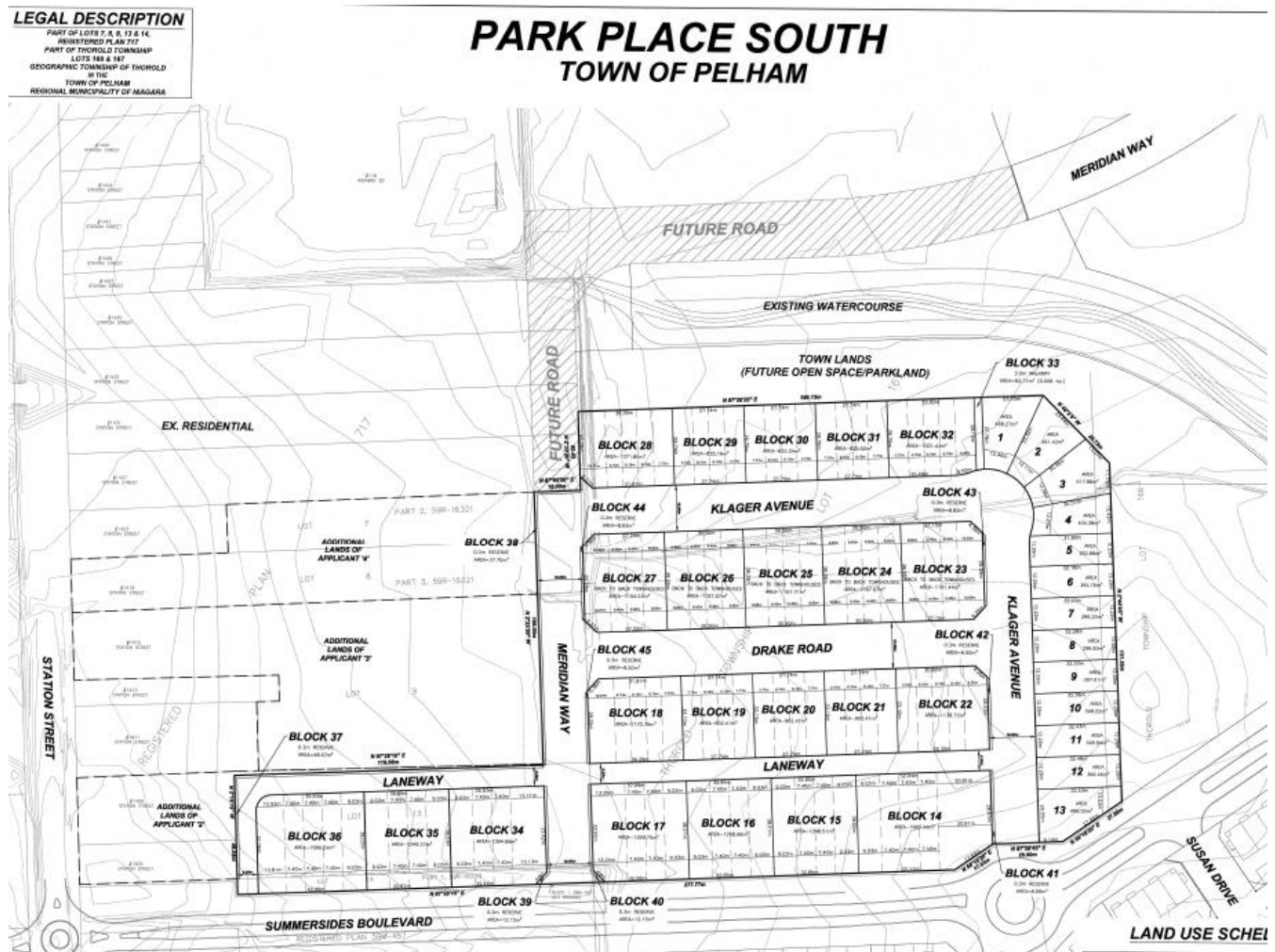
Figure 1: Location of the Property



Project Description and Purpose:

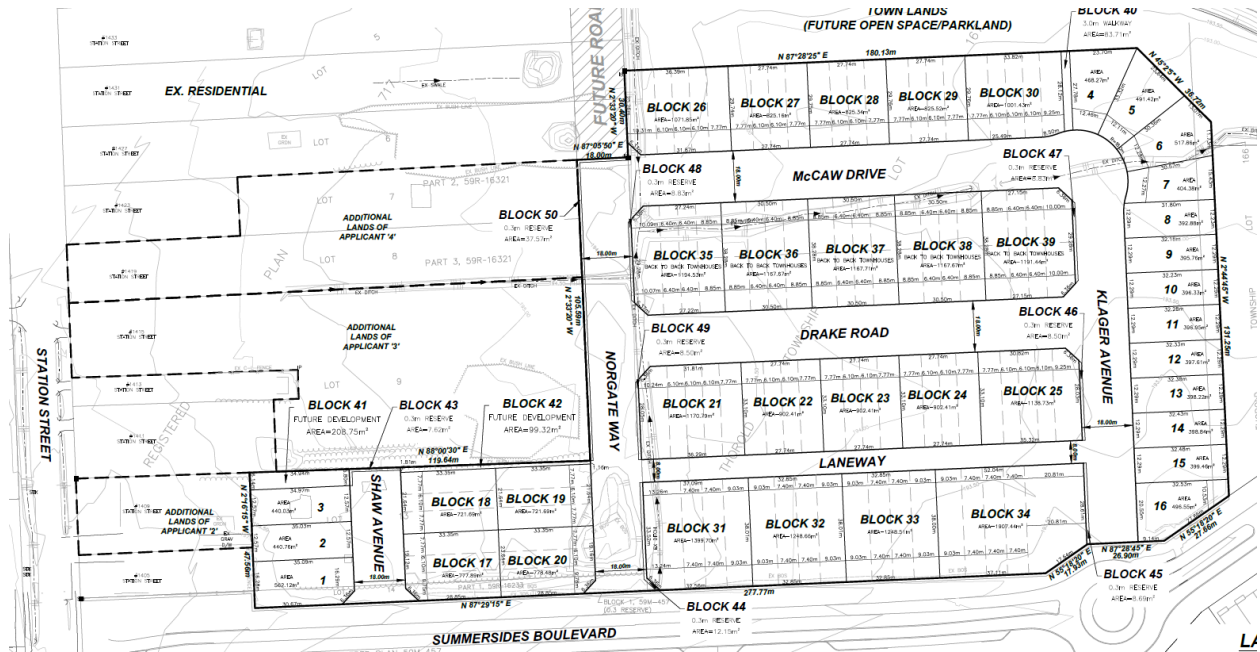
The property is a total of 4.46 ha (11.02 ac) of developable area. The developable area was originally proposed to be 13 single detached residential lots (0.55 ha), 7 blocks for 30 rear lane townhouse dwellings (1.004 ha), 10 blocks for 44 two-storey townhouse dwellings (0.957 ha), 5 blocks for 40 back to back townhouse dwellings (0.589 ha) and associated public streets (1.336 ha) and walkway (0.008 ha) (refer to Figure 2).

Figure 2: Proposed Draft Plan Subdivision



In response to concerns raised by Council, neighbouring property owners and Town staff, the developer has submitted a revised draft plan. The modifications include removing the laneway originally proposed behind 1405 Station Street and replacing it with a street connection further east and replacing the proposed block townhouse dwellings abutting 1405 Station Street with single detached dwellings. The revised draft plan consists of 16 single detached residential lots (0.7 ha), 14 blocks for 2-storey townhouses (1.257 ha), 4 blocks for rear lane townhouses (0.580 ha), 5 blocks for back-to-back townhouses (0.589 ha) and associated public streets (1.301 ha) and walkway (0.008 ha) (refer to Figure 3).

Figure 3: Revised Draft Plan



The requested zoning change has also been updated to reflect the revised draft plan. The revised request would rezone the property from Agricultural (A) to site specific R2 (*Residential 2*) to permit single detached dwellings, site specific RM1 (*Residential Multiple 1*) to permit back to back and street townhouse dwellings and OS (*Open Space*) zones where the public walkway and parkland are located.

Policy Review:

Section 3 of the *Planning Act* requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”.

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

Section 51 of the Act allows for consideration of a plan of subdivision.

Section 51 (24) of the Act states that in considering a draft plan of subdivision regard shall be had, among other matters, to the health, safety, convenience,

accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to:

- The effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;
- Whether the proposed subdivision is premature or in the public interest;
- Whether the plan conforms to the official plan and adjacent plans of subdivision, if any;
- The suitability of the land for the purposes for which it is to be subdivided;
- The number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;
- The dimensions and shapes of the proposed lots;
- The restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;
- Conservation of natural resources and flood control;
- The adequacy of utilities and municipal services;
- The adequacy of school sites;
- The area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;
- The extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and,
- The interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of this Act.

Analysis of Section 51 (24) of the *Planning Act* will be provided under the Town of Pelham Official Plan analysis below.

Greenbelt Plan, 2017

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

Niagara Escarpment Plan, 2017

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

Provincial Policy Statement, 2020

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development, and sets the policy foundation for regulating the development and use of land. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment.

Section 3 of the *Planning Act* requires that decisions affecting planning matters “shall be consistent with” policy statements issued under the *Act*. The PPS recognizes the diversity of Ontario and that local context is important. Policies are outcome-oriented, and some policies provide flexibility provided that provincial interests are upheld. PPS policies represent minimum standards.

The subject land is located in a ‘Settlement Area’ according to the PPS. Policy 1.1.3.1 states that settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.

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

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

The proposed draft plan of subdivision will help to facilitate a mix of housing options in the East Fonthill neighbourhood and within the Settlement Area as a whole. The density of the development provides for the efficient use of land and

planned/existing infrastructure that minimizes land consumption and costs of servicing. Further, the redevelopment of the property for single detached and various types of townhouse dwellings will be transit and active transportation supportive due to the location along existing transit routes and will be well served by sidewalks and bike lanes. Furthermore, Town staff are recommending that the developer provide a pedestrian crossing of the watercourse north of the property as a condition of approval to ensure access to the nearby off road trail and commercial area to the north. There are adequate public service facilities, including a planned neighbourhood park directly north and east of the property. The Community Centre and library are also located within a short distance.

Based on this information, the proposed draft plan of subdivision and zoning by-law amendments are consistent with the Provincial Policy Statement subject to approval of the recommended conditions of draft plan approval.

Growth Plan for the Greater Golden Horseshoe, 2019

The subject parcel is identified as being within a Delineated Built-up Area (rear of 1409 Station Street) and Designated Greenfield Area according to the Growth Plan for the Greater Golden Horseshoe, 2019. The Growth Plan policies aim to build stronger, prosperous communities by directing growth to built-up areas, promoting transit-supportive densities and a healthy mix of residential and employment land uses, preserving employment areas, planning for community infrastructure, and supporting the conservation and protection of natural systems, prime agricultural areas, and cultural heritage.

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

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

Policy 2.2.7.1 requires that new development in designated greenfield areas will be planned, designated and zoned that supports the development of complete communities, supports active transportation and encourages integration of transit services.

The minimum density target for designated greenfield areas is 50 jobs and persons per hectare (2.2.2.2(a)).

The proposed development will contribute to the creation of a complete community with a mix of residential land uses. The proposed sidewalks, walkway and bike lanes will provide connectivity to future neighbourhood parks, bike lanes and off-road trails. The development can be served by existing transit systems. The development of additional single detached and street townhouses on the 1409 Station Street property will intensify the Built-Up Area from its current single detached residential use. The varying built form (single detached, street and back to back townhouses) will support the formation of a vibrant neighbourhood. Adherence to the East Fonthill Urban Design Guidelines will assist in the creation of high quality residential construction. The proposed draft plan of subdivision has a density of approximately 80.9 persons and jobs per gross hectare ensuring that the overall 50 jobs and persons per hectare density is achieved. It is Planning staff's opinion that the applications are consistent with the policies of the Growth Plan for the Greater Golden Horseshoe.

Regional Official Plan, consolidated August 2015

The subject land is located within the Urban Area Boundary of the Town of Pelham and is designated Built-up Area (rear of 1409 Station Street) and Designated Greenfield Area in the Regional Official Plan.

Built-up Areas will be the focus of residential and employment intensification and redevelopment within the Region over the long term (Policy 4.G.8.1).

Designated Greenfield Areas will: accommodate a range of land uses; make a significant contribution to the growth of the respective urban area as a complete community; provide opportunities for integrated, mixed land uses; create street patterns that are fine grain and in grid pattern; support transit and active transportation within the area and to adjacent areas; ensure that greenfield development is sequential, orderly, and contiguous with existing built-up areas; and, ensure that the provision of municipal servicing is in accordance with the water and wastewater servicing master plans (Policy 4.C.5.1).

The Region will require a minimum combined gross density target of 50 people and jobs per hectare across all designated greenfield areas.

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

Policy 11.A.2 states the Region encourages the development of attractive, well designed residential development that: provides for active transportation; de-emphasizes garages; emphasizes the entrance and point of access to neighbourhoods; is accessible to all persons; incorporates the principles of sustainability in building design; provides functional design solutions for waste collection and recycling; provides an attractive, interconnected and active transportation friendly streetscape; contributes to a sense of safety within the public realm; balances the need for private and public space; creates or enhances an aesthetically pleasing and functional neighbourhood; and, encourages a variety of connections between land uses based on diverse transportation modes, allowing people to move freely between the places where they live, work and play.

The proposed development provides a mix of housing types that contribute to the creation of a complete community. The street pattern will connect to existing and future neighbourhoods. Active transportation is supported through the sidewalks in a modified grid pattern, inclusion of bike lanes along Klager Avenue and McCaw Drive, as well as the pedestrian walkway providing access to the park and multi-use trail. The developer will also provide a pedestrian crossing of the watercourse to further support active transportation.

Municipal servicing will be in keeping with Regional and Town servicing plans. The 1409 Station Street property contained a single detached dwellings and its redevelopment will result in intensification and assist the Town in meeting the 15% intensification target. The minimum density target of 50 jobs and persons per hectare for greenfields is being achieved. The development will be serviced by municipal sewage and water services.

The building design will be energy efficient meeting the requirements of the Ontario Building Code. The development will be eligible for curbside Regional waste collection and the road network has been designed to accommodate the collection vehicles. The future building designs will be required to conform to the urban design guidelines for East Fonthill which encourage deemphasizing garages. For these reasons, it is Planning staff's opinion that the applications conform to the policies of the Regional Official Plan.

Town of Pelham Official Plan, 2014

The subject parcels are located within the East Fonthill Secondary Plan Area and designated EF- Medium Density Residential with a small portion of 1409 Station Street designated EF- Low Density Residential in the Town's Official Plan, 2014.

Permitted uses in the EF- Medium Density Residential designation are all forms of townhouse units; small scale apartment buildings; accessory apartments/secondary suites; live-work units; housing for seniors and/or special needs housing; accessory buildings and structures related to the primary residential dwelling unit; home occupations; places of worship; day nurseries; convenience retail and service commercial uses; parks, parkettes and open space linkages; and public uses and public and private utilities. Single and semi-detached dwellings may be permitted but may not constitute more than 15% of the total number of dwelling units within any individual draft plan of subdivision (B1.7.7.4.1(b)). Townhouse dwellings shall be developed at densities ranging from 20 units per net hectare up to 60 (Policy B1.7.7.4.2(a)). Permitted singles and semi-detached dwellings shall be developed at densities ranging from a minimum of 20 units per net hectare up to 50 units per net hectare (Policy B1.7.7.4.29 (c)).

Permitted uses in the EF- Low Density Residential designation are single detached and semi-detached dwelling units; accessory apartments/secondary suites; accessory buildings and structures related to the primary residential dwelling unit; home occupations; places of worship; day nurseries; convenience retail and service commercial uses; parks, parkettes and open space linkages; and public uses and public and private utilities. Policy B.1.7.7.3.1(b) allows townhouses in the EF- Low Density Residential designation provided they are not more than 60% of the total number of dwelling units within any individual plan of subdivision.

The majority of the property is designated EF - Medium Density Residential. Section E5 Interpretation of Land Use Designation Boundaries of the Official Plan states that *"The boundaries between lands uses designated on the Schedules to this Plan are approximate except where they meet with roads, railway lines, rivers, pipeline routes, transmission lines, lot lines or other clearly defined physical features and in these cases are not open to flexible interpretation. Where the general intent of the document is maintained, minor adjustments to the boundaries will not require amendment to this Plan."* In this circumstance, the use of the small portion of the

EF – Low Density Residential designation for the EF-Medium Density designation use, i.e. street townhouse units are appropriate and can be supported given that an adequate area remains to the north where Low Density Residential uses can be appropriately located and based on the Interpretation of Land Use Designation Boundaries policies in the Official Plan, without the need for an Official Plan amendment.

The uses proposed in the draft plan of subdivision are permitted in the EF – Medium Density Residential designation. Single detached dwellings constitute approximately 12.4% of the total number of dwellings within the proposed subdivision meeting the requirement of Policy B1.7.7.4.1(b). The townhouses are proposed at a density of approximately 46.5 units per net hectare meeting the requirements of Policy B.1.7.7.4.2(a). The single detached dwellings are proposed at a density of approximately 22.9 units per net hectare meeting the requirements of Policy B1.7.7.4.29 (c).

A portion of the property is also designated Highly Vulnerable Aquifer on Schedule B1. Policy C5.3 indicates to minimize risks posed by land uses on vulnerable groundwater areas, the following uses are prohibited on lands identified as Vulnerable Groundwater Area/Highly Vulnerable Aquifers: Generation and storage of hazardous waste or liquid industrial waste; New waste disposal sites and facilities, organic soil conditioning sites, and snow storage and disposal facilities; Underground and above-ground storage tanks that are not equipped with an approved secondary containment device; and, Storage of a contaminant listed in Schedule 3 (Severely Toxic Contaminants) to Ontario Regulation 347 of the Revised Regulations of Ontario, 1990, or its successor. For Committee's information, none of the prohibited uses, outlined in Policy C5.3, are proposed for the subject parcel.

The lands form part of Neighbourhood 1 on Schedule A4 'Structure Plan'. According to Policy B1.7.7.2 b)(i), Neighbourhood 1 shall achieve an overall minimum gross density of approximately 57 persons and jobs per gross hectare combined. Density calculations provided by the applicant indicate that the gross density of the development is approximately 80.9 persons and jobs per hectare. While this is substantially higher than the minimum gross density target for Neighbourhood 1, Planning staff advise that Appendix D to the Town of Pelham Official Plan contains the Development Yield/Density Calculations for East Fonthill. The expected density yield for the medium density designation was approximately 70 persons per gross

hectare. Using the net density assumptions by unit type in Appendix D, the proposed subdivision results in a density of approximately 68.8 persons per gross hectare which for all intents and purposes achieves the medium density target of 70 persons per gross hectare..

Policies B1.7.3.1(j), (k) and (l) speak to the importance of a well-designed, multi-modal, connected modified grid street network. Further, Policy B1.7.4.1 states that development within the East Fonthill Secondary Plan Area shall be generally consistent with the Demonstration Plans attached to this Plan as Appendix A (Figure 4) and that refinements shall not require an amendment to the Official Plan, provided the intent and general design approach in the Demonstration Plans are achieved to the satisfaction of the Town.

Figure 4: Excerpt from Appendix A Demonstration Plans



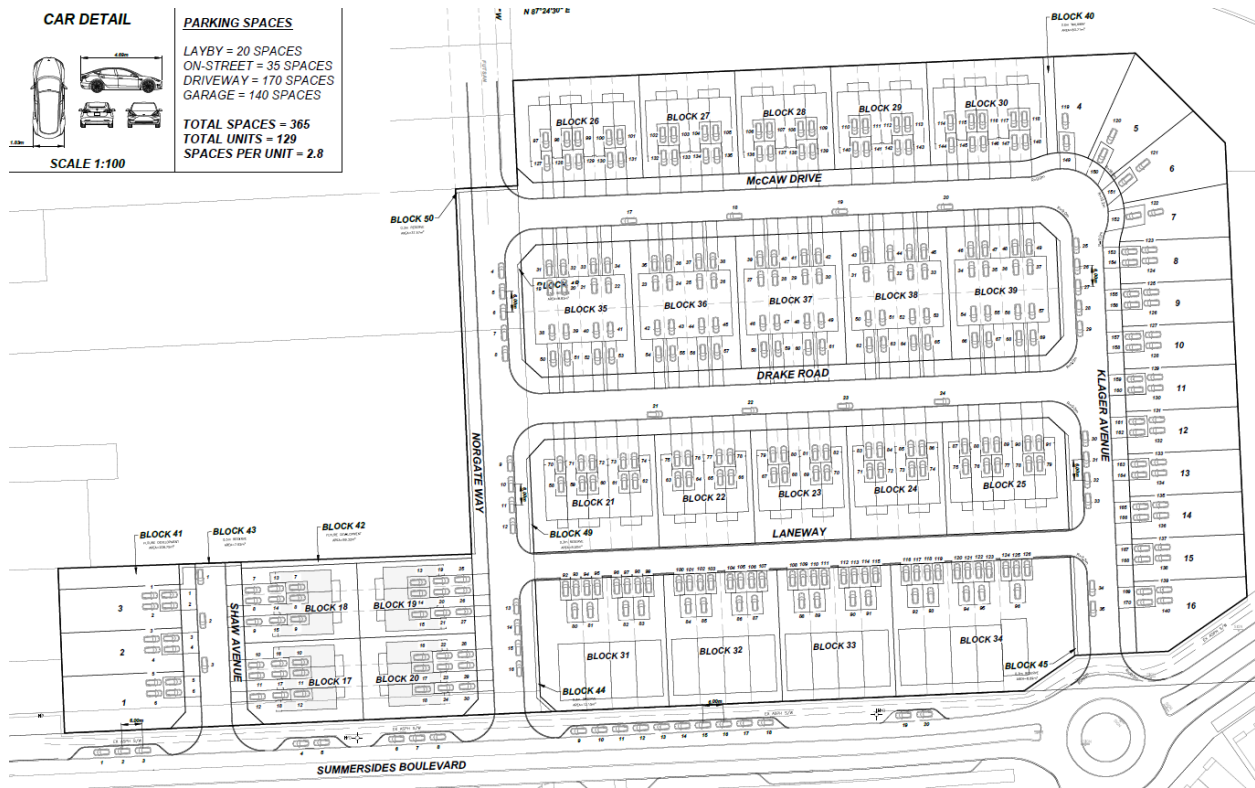
Revisions to the draft plan of subdivision and road network have resulted in the development generally conforming to the Demonstration Plans in Appendix A and policies B1.7.3.1(j), (k) and (l).

Policy B1.1.5 requires that when considering a Zoning By-law amendment to permit a townhouse development, Council shall be satisfied that the proposal:

- a) Respects the character of adjacent residential neighbourhoods, in terms of height, bulk and massing;
- b) Can be easily integrated with surrounding land uses;
- c) Will not cause or create traffic hazards or an unacceptable level of congestion on surrounding roads; and
- d) Is located on a site that has adequate land area to incorporate required parking, recreational facilities, landscaping and buffering on-site.

In response to Policy B1.1.5, Planning staff are of the opinion that the development as proposed respects the character of adjacent residential neighbourhoods with respect to height, bulk and massing. All development will have to be consistent with the Urban Design Guidelines which will ensure that these items are considered in the design. The applicant has revised the subdivision plan to locate single detached dwellings next to adjacent residential uses which are primarily single detached dwellings. The back to back townhouses will be located centrally within the development away from adjacent residential neighbourhoods. The future residential development of these properties was considered during the preparation of the East Fonthill Secondary Plan and supporting studies including traffic. Traffic congestion is not anticipated as a result of the townhouses. Finally, the size of the property for street and back to back townhouse dwellings is sufficient to incorporate parking, recreational areas, landscaping and buffering. While parking was a concern raised by Town staff and some Council members based on the previous draft plan, the applicant has provided a parking plan demonstrating that for 129 units, there are 140 garage spaces, 170 driveway spaces and 35 on-street spaces and 20 layby spaces along Summersides Boulevard (Figure 5). This is 2.4 on-site spaces per unit plus an additional 0.4 spaces per unit off-site for a total of 2.8 spaces per unit.

Figure 5: Parking Plan



Official Plan Policy D5.3 requires that prior to the consideration of an application for Plan of Subdivision, Council shall be satisfied that: a) The approval of the development is not premature and is in the public interest; b) The lands will be appropriately serviced with infrastructure, schools, parkland and open space, community facilities and other amenities, as required; c) The density of the development is appropriate for the neighbourhood as articulated in the policies of these Plan that relate to density and intensification; d) The subdivision, when developed, will be easily integrated/connected with other development in the area through the use of roadways, natural corridor linkages and trails to accommodate active transportation; e) The subdivision conforms with the environmental protection and management policies of this Plan; and, f) The proposal conforms to Section 51 (24) of the Planning Act, as amended. This policy is similar to the requirements in Section 51(24) of the Planning Act, as amended.

Analysis of Section 51(24) of the Planning Act and Policy D5.3 of the Town's Official Plan, 2014

Effect of Development on Matters of Provincial Interest

Planning staff have reviewed the applications to ensure that they are consistent with the Provincial Policy Statement, 2020 and conform to applicable Provincial plans. In Planning staff's opinion, the development addresses all matters of Provincial interest outlined in Section 2 of the Planning Act.

Whether the Proposed Subdivision is Premature or in the Public Interest

The proposed subdivision is not premature and is in the public interest.

Whether the Plan Conforms to the Official Plan and Adjacent Plans of Subdivision

The draft plan of subdivision conforms to the Official Plan and the East Fonthill Secondary Plan. The plan allows for connectivity to future plans of subdivision.

Suitability of Land for the Purposes of which it is to be Subdivided

The subject land is a Built-up Area within Fonthill's settlement area.

The density of the development is appropriate for the East Fonthill Secondary Plan – Neighbourhood 1 and lands designated Medium Density.

There are no changes to any environmental features as a result of the current applications.

The Number, Width, Location, Proposed Grades, Elevations of Highways, their Adequacy, and the Highways linking the Highways in the Proposed Subdivision with the Established Highway System

The subdivision will have access from Summersides Boulevard via Klager Avenue and Norgate Way which will connect with Meridian Way in the future. The proposed street networking provides connectivity to the established highway system, adjacent development and generally conforms to the street patterns depicted in the East Fonthill Demonstration Plans.

Grading and servicing will also be reviewed further and approved conditions of draft plan approval.

Dimensions and Shapes of the Proposed Lots

The proposed subdivision does not propose regularly shaped lots that will allow the appropriate siting of the future dwellings, driveways, amenity and parking areas.

The Restrictions or Proposed Restrictions, if any, on the Land Proposed to be Subdivided or the Buildings and Structures Proposed to be Erected on it and the Restrictions, if any, on Adjoining Land

There are no restrictions on the land proposed to be subdivided or on adjoining land.

The development must conform to the proposed zoning by-law (as well as other municipal by-laws, where applicable).

Conservation of Natural Resources and Flood Control

The proposed draft plan of subdivision will not negatively impact the conservation of natural resources or flood control. Stormwater management plans will be reviewed and approved by Public Works as part of the draft plan conditions.

The Adequacy of Utilities and Municipal Services

Utility companies have been circulated the applications and no comments have been received to indicate that services are not adequate.

The Adequacy of School Sites

The development applications were circulated to the local school boards and no comments were received to indicate that the school sites are not adequate.

Adequacy of Parkland and Open Space, Community Facilities, and Other Amenities, as Required (D5.3)

The proposed development abuts the future neighbourhood park on the north and east sides which will be easily accessible to the development. Future park designs and programming will be coordinated and implemented by the Department of Recreation, Culture and Wellness. The Community Centre is also located near the proposed development.

The Area of Lane, if any, Within the Proposed Subdivision that, Exclusive of Highway, is to be Conveyed or Dedicated for Public Purposes

The draft plan proposes to dedicate a 3.0 metre walkway (Block 40) to the Town to provide a connection to the park and future pedestrian bridge over the watercourse.

Section 51(3) of the Planning Act permits the Town, in lieu of accepting conveyed or dedicated land, to require the payment of money by the owner of the land to the value of the land (five (5) percent of the land included in the plan) otherwise to be conveyed. The Town will provide the developer with a credit for the installation of the pedestrian bridge to be constructed on Town property toward the payment of parkland dedication.

The Extent to which the Plan's Design Optimizes the Available Supply, Means of Supplying, Efficient Use and Conservation of Energy

The design of the proposed development optimizes the available land supply and will aid in the efficient use and conservation of energy.

The Interrelationship between the Design of the Proposed Plan of Subdivision and Site Plan Control Matters Relating to any Development on the Land, if the Land is also Located Within a Site Plan Control Area designated under Subsection 41(2) of This Act.

The proposed dwelling units within the draft plan of subdivision do not require site plan control.

In Planning staff's opinion, the proposed draft plan of subdivision and zoning by-law amendment will conform to Section 51 (24) of the Planning Act and Policy D.5.3 of the Town's Official Plan, 2014.

As discussed above, it is Planning staff's opinion that the draft plan of subdivision and requested zoning provisions conform to the policies of the Town of Pelham Official Plan.

Zoning By-law 1136 (1987), as amended

The subject parcel is zoned Agricultural (A) which permits agricultural uses including greenhouses; seasonal or permanent farm help houses on farms larger than 10 hectares; one single detached dwelling on one lot; home occupations;

kennels; animal hospitals; uses, buildings and structures accessory to the foregoing permitted uses; and forestry and conservation uses.

The zoning by-law amendment application seeks approval to amend Zoning By-law No. 1136 (1987) from the Agricultural (A) zone to site specific R2 (*Residential 2*), RM1 (*Residential Multiple 1*) and OS (*Open Space*) zones. The Open Space zone will apply to the pedestrian trail proposed in the draft plan of subdivision as well as the surrounding parkland. The site specific zoning regulations are provided in Tables 1, 2 and 3.

Table 1: Requested Site Specific Zoning Regulations

Zoning Regulation	General Provisions	Requested Site Specific General Provisions
5.54 Definitions		<p>Add definition:</p> <p><i>Back-to-back townhouse dwelling means a townhouse dwelling that contains dwelling units divided vertically from each other by common side walls and common rear walls.</i></p>
5.55 Second Dwelling Unit		<p>Add definition:</p> <p>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.</p>

		in-law suite, basement suite, coach house)
6.1 Accessory Uses (a) General		<p>Only one second dwelling unit is permitted per lot in a single detached, semi-detached or townhouse dwelling, provided:</p> <ul style="list-style-type: none"> i) The maximum floor area does not exceed 60m². 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. iv) Compliance with the Ontario Building Code and Fire Code, as applicable.
6.1 (b) Location	Except as otherwise provided herein, in a Residential zone any accessory building or structure which is not part of the main building shall be erected to the rear of	Detached garages shall be located in the rear yard with a minimum rear yard setback of 6.0 m to laneways, minimum 1.5 m setback from end wall to interior side lot line or 0 m setback from

	the required front yard and shall not be located closer to any lot line than 1.2 m (3.94 ft) or closer to any street than the required yard for the main building or structure. In all other zones any accessory building or structure which is not part of the main structure shall be erected to the rear of the front yard and shall not be located closer to any lot line than the required yard of the main building or structure.	common wall to interior side lot line
6.1(c) Maximum Height	3.7 m	3.7 m 6.0 m where the accessory building contains a second dwelling unit
6.1(d) Lot Coverage	10%	15%
6.2 Dwelling Units Below Grade	No dwelling unit shall in its entirety be located in a cellar. A dwelling unit, it its entirety, may be located in a basement provided that the floor	delete

	level of such basement is not more than 1.2 metres below the adjacent finished grade.	
6.16 (d) Parking Area Regulations Ingress and Egress	<p>(i) Ingress and egress, to and from the required parking spaces and areas, shall be provided by means of unobstructed driveways or passageways at least 3.0 m wide, where only one-way traffic is permitted, and have a minimum width of 7.5 m, but not more than 9.0 m in perpendicular width where two-way traffic is permitted.</p> <p>(ii) The maximum width of any joint ingress and egress driveway ramp measured along the street line shall be 9.0 m.</p>	<p>i) Ingress and egress, to and from required parking spaces and areas, shall be provided by means of unobstructed driveways or passageways at least 3 m wide, where only one-way traffic is permitted or if the number of residential units is three or less, and have a minimum width of 6.5 m, but not more than 8.0m in perpendicular width where two-way traffic is permitted.</p> <p>All uses fronting Summersides Boulevard shall be accessed from a public or private laneway.</p> <p>ii) The maximum width of any joint ingress and egress driveway ramp measured along the street line shall be 8.0 m.</p>
6.35 Yard Encroachments Permitted	Notwithstanding the yard provisions of this By-law to the contrary, unenclosed porches,	Notwithstanding the yard provisions of this By-law, unenclosed porches, balconies, steps and

(c) Unenclosed Porches, Balconies, Steps & Patios	balconies, steps and patios, covered or uncovered may project into any required yard a maximum distance of 1.5 m provided that, in the case of porches, steps or patios, such uses are not more than 1.3 m above ground. Patios may project into any required rear yard provided they are not more than 0.6 m above grade.	patios, covered or uncovered shall not be permitted within 2 m of the front lot line or exterior side lot line, and 4.5 m of the rear lot line provided that, such uses are not more than 2.0 m above ground. Uncovered patios and decks shall not be permitted within 1.2 m of a rear or side lot line provided that, such uses are not more than 0.3 m above ground.
Zoning Regulation	Residential 2 (R2)	Requested Site Specific Regulations for Single Detached Dwellings
14.2(c) Maximum Lot Coverage	50%	delete
14.2(d) Minimum Front Yard	6.5 m on either a street or an internal roadway	4.0metres to building face 6.0 metres to a garage
14.2(e) Minimum Interior Side Yard	1.5 m on one side and 3 m on the other side where there is no carport or garage attached, or 1.5 m on both sides where a	1.2 metres

	carport or garage is attached	
14.2(f) Minimum Exterior Side Yard	5 m from the side lot line or 15 m from the centre line of the road whichever is the greater	3.0 metres
14.2(g) Minimum Rear Yard	7.5 m	6 m
14.2(h) Maximum Height for a Dwelling	10.5 m	3 storey or 12m, whichever is greater
14.2(i) Minimum Ground Floor Area for a Dwelling	(i) one storey 93m ² (ii) two or three storey 55m ²	(i) one storey 88m ² (ii) two or three storey 50m ²

Zoning Regulation	Residential Multiple 1 – no requirements for back-to back townhouse dwellings	Requested Site Specific Regulations for Back-to Back Townhouse Dwellings
16.1(a) Permitted Uses		Add back-to-back townhouse dwellings
16.5(a) Minimum Lot Frontage		6.0 metres
16.5(b) Minimum Corner Lot Frontage		10.0 metres
16.5(c) Minimum Lot Area		110 m ² per dwelling unit

Zoning Regulation	Residential Multiple 1 – no requirements for back-to back townhouse dwellings	Requested Site Specific Regulations for Back-to Back Townhouse Dwellings
16.5(d) Minimum Front Yard		6.0 metres
16.5(e) Minimum Exterior Side Yard		3.0 metres
16.5(f) Minimum Interior Side Yard		2.0 metres or 0 metres to a common wall
16.5(g) Minimum Rear Yard		0 metres
16.5(h) Maximum Building Height		12.5 metres or 3 storeys, whichever is greater
16.5(i) Minimum Ground Floor Area for Dwelling		(i) One storey 88m ² (ii) Two or Three storey 22m ²

Zoning Regulation	Residential Multiple 1	Requested Site Specific Regulations for Street Townhouse Dwellings
16.3(a) Minimum Lot Frontage	6 m per dwelling unit, except that in the case of an interior lot containing a dwelling attached on one side only, the minimum lot	6.0 metres

Zoning Regulation	Residential Multiple 1	Requested Site Specific Regulations for Street Townhouse Dwellings
	frontage required shall be 9 m	
16.3(b) Minimum Corner Lot Frontage	14.0 m	7.5 metres
16.3(c) Minimum Lot Area	230m ² per dwelling unit	170 m ² per dwelling unit
16.3(d) Minimum Front Yard	7.5 metres	3.0 metres to a dwelling 6.0 metres to a garage
16.3(e) Minimum Exterior Side Yard	7.5 metres	3.0 metres
16.3(f) Minimum Interior Side Yard	3.0 metres	1.2 metres or 0 metres to a common wall
16.3(g) Minimum Rear Yard	7.5 metres	6.0 metres
16.3 (h) Maximum Building Height	10.5 metres	12 metres or 3 storeys, whichever is greater
16.3 (j) Planting Strips	1.5 m minimum in width shall be provided where the boundary of a (RM1) zone abuts an (R1) or (R2) zone	delete

The proposed zoning change will conform to the policies of the Official Plan. The zone standards will allow for efficient residential development while respecting the needs of future residents. In Planning staff's opinion, the proposed zoning change will apply good planning principles.

Submitted Reports:

The applicant provided copies of the following reports in support of the applications:

Stage 1, 2 and 3 Archaeological Assessments prepared by Mayer Heritage Consultants Inc.

The Stage 3 Archaeological Assessment recommended no further investigation and a letter was provided by the Ministry of Culture concurring with this recommendation.

Functional Servicing Report prepared by Upper Canada Consultants

The Functional Servicing Report makes recommendations for stormwater management, water and sanitary servicing. These recommendations will be required to be integrated into the engineering design for the subdivision which is required to be reviewed and approved by the Town as a condition of approval.

Planning Justification Report prepared by Upper Canada Consultants

The Planning Justification Report concludes that the proposed subdivision is efficient and well designed, compatible and appropriate development of the lands, represents good planning and conforms to Provincial Plans and local Plans and should be supported.

Digital copies of the reports are available by contacting the Planning Division.

Agency Comments:

On October 30, 2020 a public meeting notice was circulated to external agencies and internal departments regarding the proposed applications. Full versions of

comments received to date have been included in Appendix A to this report. The following is a summary of those comments:

Hydro One: No comments or concerns.

Bell: Requests conditions for easements.

Public Works: No objections subject to conditions of draft plan approval.

Niagara Region:

Regional staff have no objection to the proposed Zoning By-law Amendment and Draft Plan of Subdivision from a Provincial and Regional perspective subject to the conditions.

Pelham Active Transportation Committee:

Supportive of:

- Pedestrian bridge crossing over the watercourse
- Pathway to park
- Cycling infrastructure on Klager and McCaw

Requests that the Town:

- Ensure active transportation facilities move forward as identified in the Active Transportation Master Plan, particularly Map 10.
- The ATMP should be shared with the developers, as well as the Active Transportation Demonstration Plan in the East Fonthill Secondary Plan which provides more detail.
- Ensure safe crossing at the roundabout at Klager, particularly as traffic increases
- If fencing along lane/pathway, consider visibility
- Ensure lighting that meets accessibility needs (across bridge, on pathways)

Ideally, the PATC would like to see:

- Winter snow removal (heated trails/sidewalks)
- A trail or pathway on both sides of the waterway
- Signage to identify the multi-use paths, including distance in km, for example, to a location (e.g., Steve Bauer Trail) or markers to mark distance along a pathway.
- Benches or seating at certain vistas.

Planning:

The Demonstration Plans contained in Appendix A to the Official Plan, 2014 show a north-south road connection on the subject property connecting to properties to the north. Policies B1.7.3.1(j), (k) and (l) speak to the importance of a well-designed, multi-modal, connected modified grid street network. Further, Policy B1.7.4.1 states that development within the East Fonthill Secondary Plan Area shall be generally consistent with the Demonstration Plans attached to this Plan as Appendix A and that refinements shall not require an amendment to the Official Plan, provided the intent and general design approach in the Demonstration Plans are achieved to the satisfaction of the Town.

Public Comments:

On October 30, 2020 a public meeting notice was circulated to all property owners within 120 metres of the property's boundaries. In addition, public notice signs were posted facing Station Street and Summersides Boulevard. A public meeting was held on November 23, 2020. The following comments were received:

Randy Zwierschke & Marleah Proulx: Request that the laneway proposed behind their property be relocated due to noise and privacy concerns.

Stephen Kaiser: Supports the proposal as it fits the original vision for East Fonthill.

Warren Calvert: Concerned that there are no splash pads or playgrounds in the area for families, lack of seniors programming and activities, parking, narrow roads, narrow driveways, snow removal and the ability for firetrucks to access the development. Feels that the proposal is high density and is opposed to high density development.

Staff Comments:

Commenting agencies, departments and utilities offered no objections to the applications subject to conditions. All requested conditions of approval from agencies and utilities have been included in the recommended conditions contained in Appendix B to this report.

Comments from the Pelham Active Transportation Committee (PATC) are noted and items such as roundabout, sidewalk, fencing and lighting designs will be addressed as part of the detailed engineering design which is required as a condition of

approval. The engineering plans will be brought back to the PATC for review and comment when received.

Concerns originally noted by Planning staff regarding the need for a north-south road connection have been addressed through the revised draft plan of subdivision.

The changes to the draft plan of subdivision (removal of the laneway behind 1405 Station Street and replacement with single detached dwellings) have addressed the concerns of Randy Zwierschke and Marleah Proulx with respect to their privacy and potential noise impacts.

In response to the concerns raised by Mr. Calvert, Planning staff advise that the development of the parks is being planned and there will be consideration given to playgrounds and other amenities geared toward families with children. It is noted that a splash pad is planned for Marlene Stewart Streit Park and the lands are within walking distance to the Meridian Community Centre that provides recreational opportunities for families and is a designated seniors' centre with seniors programming available. Adequate parking will be available. The proposed roads and driveways meet the requirements of the Town, are of standard widths and will allow access for snowplowing and Fire and Emergency Services. The property is designated EF – Medium Density and the uses proposed (single detached and townhouse dwellings) are permitted in the Medium Density designation and are not considered high density uses and are consistent with the planned density approved through the East Fonthill Secondary Plan.

In summary, it is Planning staff's opinion that the proposed draft plan of subdivision and zoning by-law amendment are consistent with Provincial policy and plans, conform to the Regional and Town Official Plans and represent good planning and therefore, should be approved subject to the recommended conditions of draft plan approval contained in Appendix B.

Alternatives:

Council could choose not to approve the applications for draft plan of subdivision and amendment to the Zoning By-law.

Council could choose to approve the applications subject to modifications.

Prepared and Recommended by:

Shannon Larocque, MCIP, RPP
Senior Planner

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

Reviewed and Submitted by:

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

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4348(2021)

**Being a by-law to appoint a Town Clerk for the
Corporation of the Town of Pelham.**

WHEREAS Subsection 228(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 provides that a municipality shall appoint a Clerk;

AND WHEREAS by enactment of By-law #3088(2010) the Council of the Corporation of the Town of Pelham appointed Nancy Bozzato as Clerk for the Town of Pelham, effective April 1, 2010;

AND WHEREAS Nancy Bozzato will be retiring as Clerk on May 28, 2021;

AND WHEREAS by enactment of By-law #4012(2018) the Council of the Corporation of the Town of Pelham appointed Holly Willford as Deputy Clerk for the Town of Pelham, effective June 18, 2018;

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

- (1) THAT Holly Willford be and is hereby appointed Town Clerk effective May 29, 2021;
- (2) THAT the duties of the Clerk shall be as set out in the *Municipal Act*, other statutes dealing with matters of municipal administration and as provided by by-laws, resolutions and directions of Council;
- (3) THAT By-law #3088(2010), Being a By-law to Appoint a Clerk for the Corporation of the Town of Pelham, shall be repealed effective 12:00 midnight on May 28, 2021;
- (4) THAT By-law #4012(2018), Being a By-law to Appoint a Deputy Clerk for the Corporation of the Town of Pelham, shall be repealed effective 12:00 midnight on May 28, 2021.
- (5) THAT By-law #2129(1999) be and is hereby repealed.

ENACTED, SIGNED & SEALED THIS
17th DAY OF MAY, 2021 A.D.

MAYOR MARVIN JUNKIN

HOLLY WILLFORD,
ACTING TOWN CLERK

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4349(2021)

**Being a by-law to appoint Sarah Leach as Deputy
Clerk for the Corporation of the Town of Pelham.**

WHEREAS Subsection 228(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25 provides that a municipality may appoint a Deputy Clerk who has all the powers and duties of the Clerk under this and any other Act;

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

- (1) THAT Sarah Leach be and is hereby appointed Deputy Clerk effective May 24, 2021;

- (2) THAT the duties of the Deputy Clerk shall be as set out in the *Municipal Act*, other statutes dealing with matters of municipal administration and as provided by by-laws, resolutions and directions of Council.

ENACTED, SIGNED & SEALED THIS
17th DAY OF MAY, 2021 A.D.

MAYOR MARVIN JUNKIN

HOLLY WILLFORD,
ACTING TOWN CLERK

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4350(2021)

**Being a by-law to adopt, ratify and confirm the actions of
the Council at its regular meeting held on the 17th day of
May 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 17th day of May, 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 17th DAY OF MAY 2021 A.D.

MAYOR MARVIN JUNKIN

ACTING TOWN CLERK, HOLLY WILLFORD