

REGULAR COUNCIL AGENDA

C-11/2021 - Regular Council

Monday, June 21, 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

Moment of Silence to Honour Memory of Former Councillor Gary Accursi

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	
	D. Cribbs, Chief Administrative Officer	
4.1.3.	Climate Change Adaptation Plan Update	7 - 19
	Bani Maini, Climate Change Coordinator	
4.2.	Delegations	
4.3.	Report of Regional Councillor	
5.	Adoption of Minutes	
5.1.	SC/09/2021 - Special Council Minutes - June 7, 2021	20 - 23
5.2.	C10/2021 - Council Minutes - June 7, 2021	24 - 40
6.	Business Arising from Council Minutes	
7.	Request(s) to Lift Consent Agenda Item(s) for Separate Consideration	
8.	Consent Agenda Items to be Considered in Block	
8.1.	Presentation of Recommendations Arising from COW or P&P, for Council Approval	
8.2.	Minutes Approval - Committee	
8.3.	Staff Reports of a Routine Nature for Information or Action	
8.3.1.	Sulphur Springs Design Build Project Update, 2021-0113-Public Works	41 - 44
8.3.2.	Corporate Climate Change Adaptation Plan , 2021-0109-Public Works	45 - 148
8.3.3.	2020 Town of Pelham Annual Report, 2021-0112-Corporate Services	149 - 225
8.3.4.	April 2021 Financial Reports, 2021-0093-Corporate Services	226 - 237

8.4. Action Correspondence of a Routine Nature

8.5. Information Correspondence Items

- | | | |
|---------------|--|------------------|
| 8.5.1. | Resolution re: Niagara Central Dorothy Rungeling Airport (NCDRA) Commission | 238 - 239 |
| | City of Welland
Town of Wainfleet | |
| 8.5.2. | Support of Town of Pelham Resolution re: Accessibility Issues for Seniors | 240 - 245 |
| | City of Niagara Falls
Town of Wainfleet
City of Welland
Town of Grimsby | |
| 8.5.3. | Support for Town of Pelham Request to Region of Niagara to Delay Official Plan Update | 246 - 251 |
| | Town of Wainfleet
Town of Grimsby | |
| 8.5.4. | Support of Town of Pelham Resolution re: Declaration on Mental Health | 252 - 252 |
| | Town of Grimsby | |
| 8.5.5. | 2021 Ministry of Natural Resources and Forestry Rabies Control Operations Notification | 253 - 256 |
| 8.5.6. | Niagara Escarpment Commission Re: Streamlined Process for Minor Development Permit Applications | 257 - 259 |
| 8.5.7. | Letter of Opposition re Fish Habitat Compensation Project in Twelve Mile Creek - Dr. Brand | 260 - 263 |

8.6. Regional Municipality of Niagara - Action Items

8.7. Committee Minutes for Information

- | | | |
|---------------|---|------------------|
| 8.7.1. | Community Beautification Committee Minutes | 264 - 275 |
|---------------|---|------------------|

February 26, 2020

May 27, 2020

July 2, 2020

8.7.2. Pelham Active Transportation Committee Minutes 276 - 279

April 20, 2021

8.7.3. Cannabis Control Committee Minutes 280 - 282

April 21, 2021

8.7.4. Pelham Art Advisory Committee Minutes

April 21, 2021

8.7.5. Pelham Finance and Audit Committee Minutes 283 - 294

May 5, 2021

9. Items for Separate Consideration, if Any

10. Presentation & Consideration of Reports

10.1. Reports from Members of Council:

10.2. Staff Reports Requiring Action

10.2.1. 2022 Budget Schedule, 2021-0085-Corporate Services 295 - 297

**10.2.2. Green and Inclusive Community Building Grants, 2021- 298 - 301
0114-Corporate Services**

**10.2.3. Mandatory Face Covering Bylaw Extension 2021, 2021- 302 - 304
0103-Clerks**

**10.2.4. Amendment to Procedural By-Law to Permit Continued 305 - 311
Electronic Participation in Meetings until March 31,
2022, 2021-0110-Clerks**

**10.2.5. New Region of Niagara Official Plan, Growth Projections 312 - 324
and Urban Land Needs June 21, 2021, 2021-0108-
Planning**

11. Unfinished Business

12. New Business

13. Presentation and Consideration of By-Laws

325 - 331

1. By-law 4357(2021) - Being a By-law to Exempt Blocks, 31, 32, 33, 34 and 36 on Plan 59M-476 from Part Lot Control. Saffron Meadows Phase 2 (Hert Inc.) File No. PLC 01-2021

2. By-law 4358(2021) - Being a by-law to amend By-law No. 4299(2020), as amended, to establish 2021 Fees and Charges to be collected by the Corporation of the Town of Pelham; And to amend Schedule "1", Recreation & Culture Services to provide for Meridian Community Centre Arena Advertising Fees.

14. Motions and Notices of Motion

14.1. Performance Evaluation and Policy for the CAO Position

Moved by Councillor Hildebrandt

Seconded by Councillor Haun

WHEREAS the position of Chief Administrative Officer (CAO) is the only staff that Council is directly responsible for hiring and managing performance;

AND WHEREAS the Town of Pelham lacks a performance evaluation system and associated corporate policy to assess the CAO position;

AND WHEREAS the relationships between the municipal council and the public service is a key determinant of the success of any municipality, an effective working partnership between Council and its CAO can be one of the most critical prerequisites for municipal success. Further, local elected officials rely on their CAO to be the link between them and municipal operations; to implement the Town of Pelham's policies and programs; and, to help Council achieve their strategic goals and objectives including the overall efficiencies


of the corporation;

AND WHEREAS it is considered a municipal best practice to create an associated corporate policy for performance evaluation of the CAO position that informs effective decision making on a range of assessment factors including core competencies, performance metrics, behaviors and how to support the CAO toward greater achievements with a view to fostering open, impartial and transparent continuous assessment;

NOW THEREFORE Council directs that the Human Resources staff prepare a draft corporate policy for the August 23rd, 2021 agenda and that the approved policy be formally implemented before the end of September 2021. Consideration for the CAO performance and compensation for 2021 shall be subject to the formalized performance evaluation process and associated approved corporate policy.

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**

332 - 332



Corporate Climate Change Adaptation Plan

Town of Pelham

1. Introduction

- Increased severity in **extreme weather events** weather E.g., Pelham Arches
 - Annual temperature changes that have led to **invasive species** infestations and **heat waves**
 - Heavy precipitation that has led to **flooding**
- Ice storms, excessive heat alert warnings, and freezing rains

Corporate Climate change Adaptation Plan

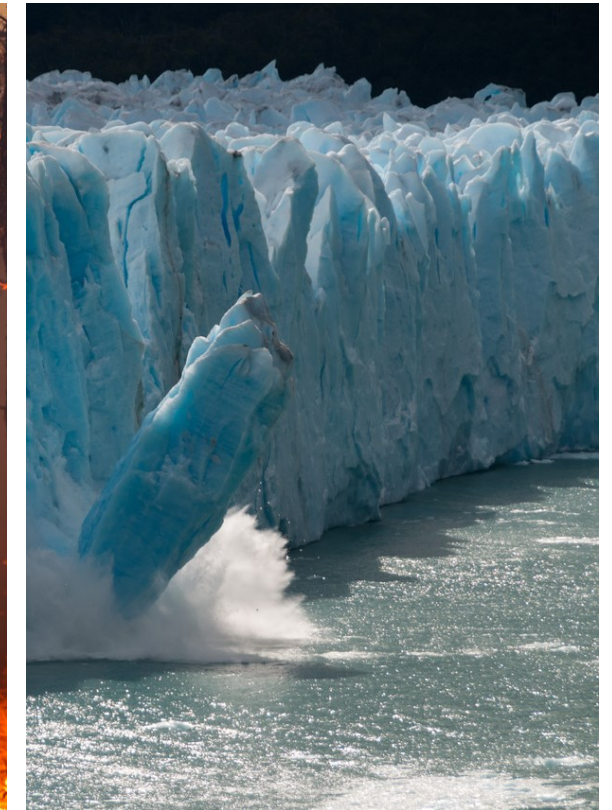
- Increase **resilience**
- **Adapt** to the threats of climate change



Photo: NiagaraThisWeek.com

2. Climate Change

- World Meteorological Organization (WMO) released a statement that indicated **2020 was one of the three warmest years** on record
- The global mean surface temperature is **1.2°C above the preindustrial levels** (1850-1900)
- More frequent and extreme weather events such as **heavy rainfall and floods, droughts, fires, cold and heatwaves, and severe storms** have been observed around the world



Climate Change in Canada

- Canada has been **warming at double the global rate**
- The **annual and seasonal mean temperatures have increased** with more warming in winters
- The mean annual temperature increase is **1.7°C for Canada as a whole and 2.3°C for northern Canada** between 1948 and 2016
- Average **annual mean precipitation has increased**
- Extreme weather events such as **storms, heatwaves, droughts, floods will be intensified due to warmer temperatures**. Local sea-level rise will cause increased coastal flooding

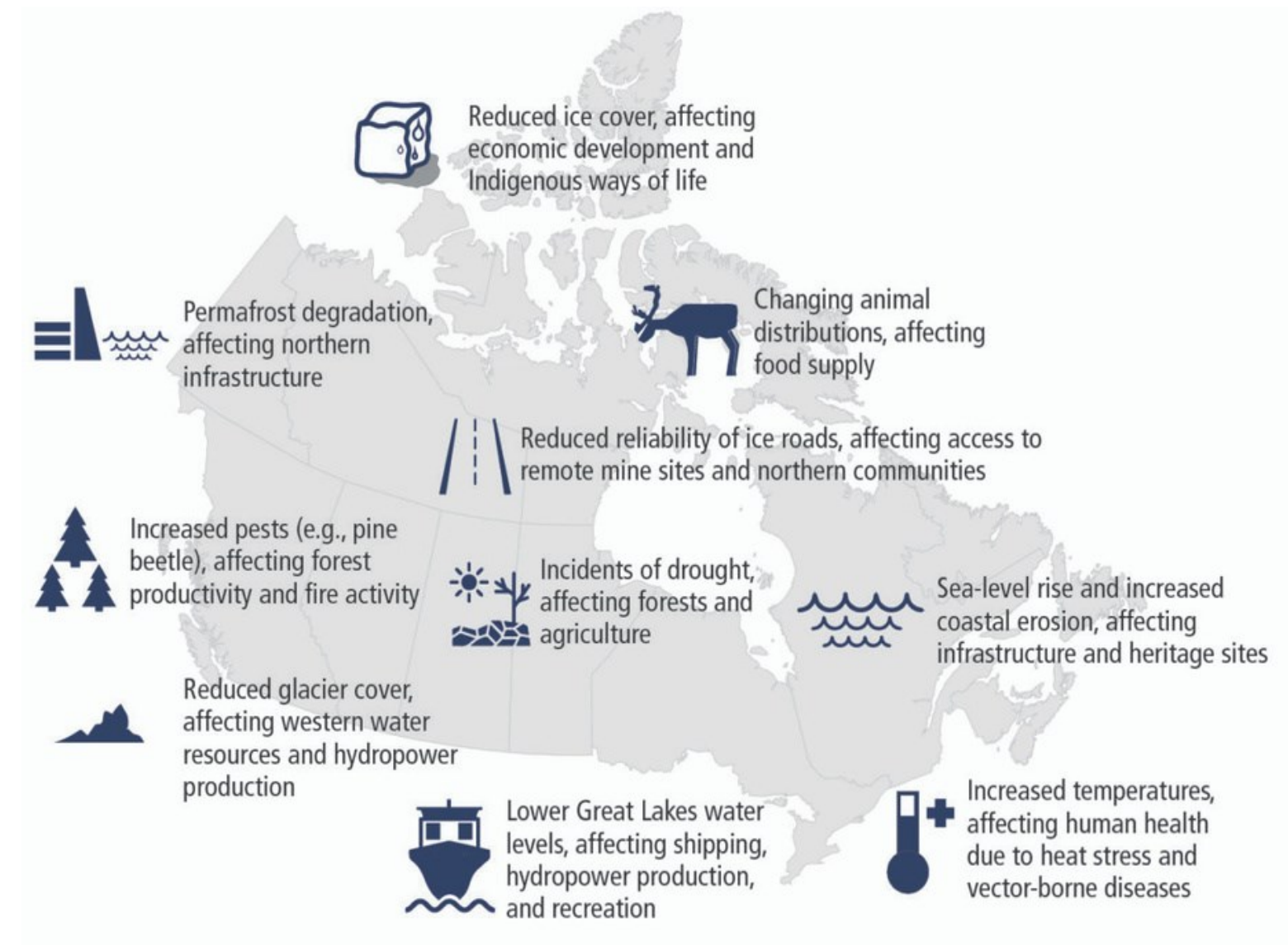


Figure 3: Climate Change Impacts in Canada

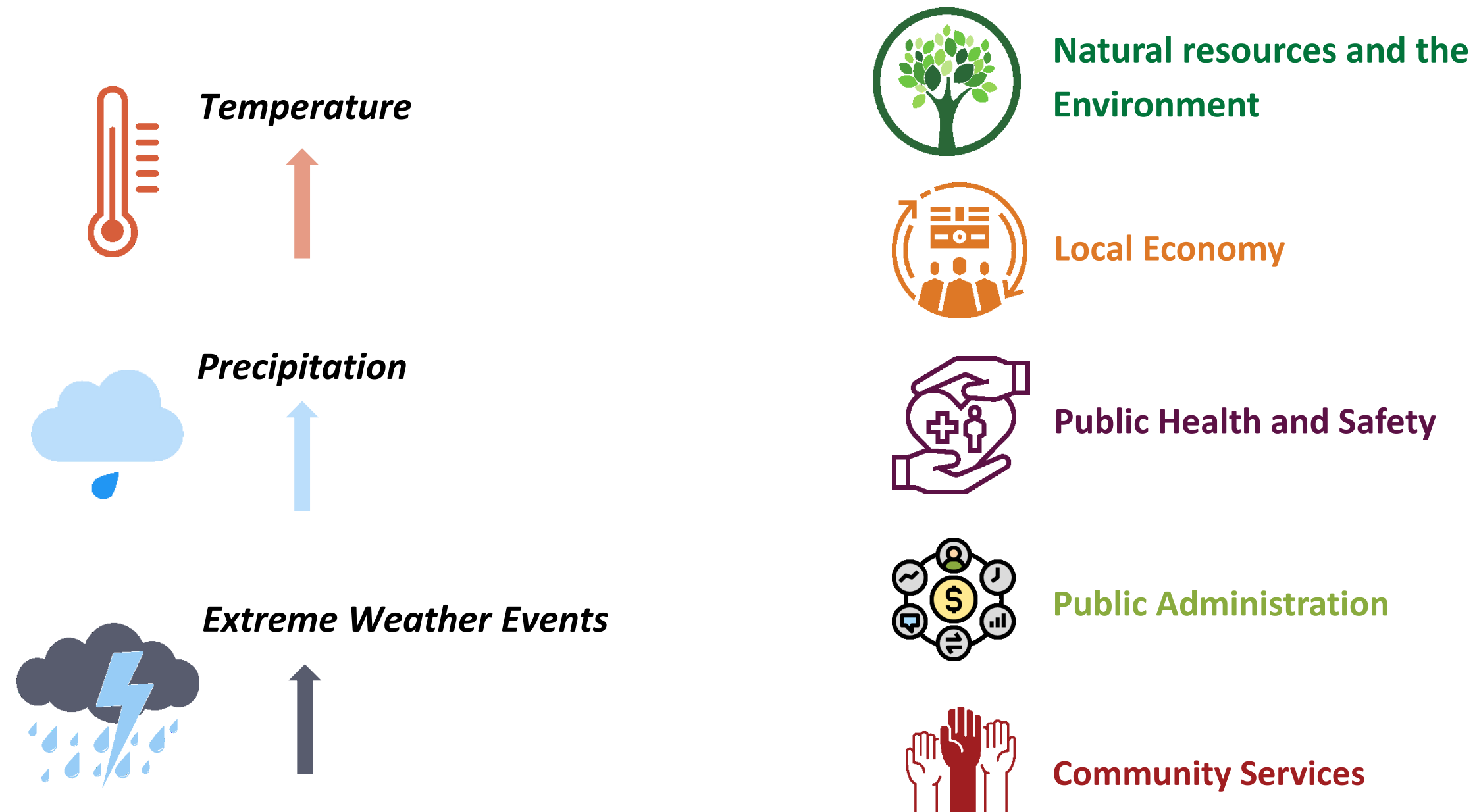
Credits: Canadian Council of Academies | Canada's Top Climate Change Risks, 2019

3. Planning Process

- Increase the Town's capacity to adapt to climate change. The Town of Pelham sanctioned the development of the **Corporate Climate Change Adaptation Plan (CCCAP)**
- The Town developed a 5-step plan drawing on ICLEI Canada's Building Adaptive and Resilient Communities (BARC) program for adaptation planning and garnered additional support from Niagara Adapts at Brock University and the Federation of Canadian Municipalities (FCM)



4. Climate Change Projections and Impacts in Pelham



53 climate impact statements were developed and cover different areas/functions of the society

5. Vulnerability & Risk Assessment

$$\text{Vulnerability} = \frac{\text{Exposure} \times \text{Sensitivity}}{\text{Adaptive Capacity}}$$

Niagara Adapts Review

Final vulnerability index value of 0.509 for Pelham, where 0 represents highly vulnerable and 1 represents highly robust

A total of 53 impact statements were assessed through a vulnerability assessment

7 impacts rank high in vulnerability (V4 & V5)
23 impacts rank medium in vulnerability (V3)
23 impacts rank low in vulnerability (V2 & V1)

$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$

Of the 30 statements that were assessed

1 impact statement was categorized as a high risk
1 impact statement was categorized as a medium-high risk
14 impact statements were categorized as a medium risk
11 impact statements were categorized as a medium-low risk
3 impact statements were categorized as a low risk

16 priority impacts

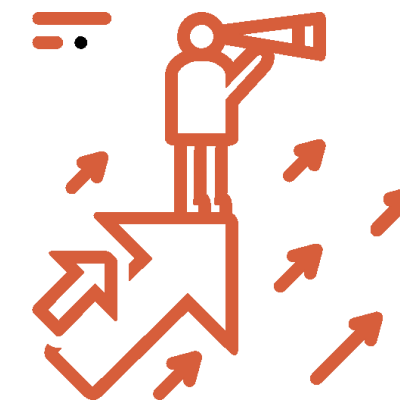
6. Community Engagement

Vulnerability Assessment



- 50 indicators: municipal partner(s) from Pelham prioritized the indicators, from most to least important
- Vulnerabilities at the municipal scale and at the household scale, two survey instruments were implemented at the respective scales

Stakeholder Engagement Survey on Vision and Goals



- Stakeholder engagement survey was conducted in Pelham to generate feedback on the municipality's draft vision and goals for the climate change adaptation plan

7. Vision

The Town of Pelham will reduce, respond to, and recover from, the unique climatic threats posed by climate change, and will embrace the opportunities that position the Town to support sustainable development by promoting cultural assets while protecting our environmental assets



8. Goals and Actions



Goal 1. Protect community members and outdoor workers from potential health risks related to climate change

7 Actions



Goal 2. Build awareness of climate change impacts and risks among Town's staff and community members

5 Actions



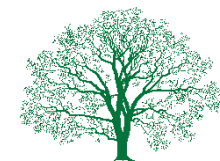
Goal 3. Develop a comprehensive strategy to manage extreme weather events and emergencies

4 Actions



Goal 4. Foster adaptive capacity in the design, construction, and maintenance of Town-owned infrastructure

8 Actions



Goal 5. Preserve, protect, and restore Town's urban and rural forests

5 Actions



Goal 6. Cultivate resiliency to heavy rainfall and flooding events

7 Actions



Goal 7. Streamline Town services to provide sustained support to Pelham community

4 Actions



Goal 8. Mainstream climate change information into Town's planning, policy, and decision-making processes

5 Actions

9. Implementation

Appendix F – Implementation Schedule

Options	Description/Scope	Lead Department(s)	Relevant Department(s)	Implementation Term	Resource Requirement
1.1 Create an extreme weather policy to minimize risks to vulnerable populations during extreme events including heavy rainfall, extreme heat, and extreme cold	<p>Vulnerable populations (i.e. seniors, children (<5yrs), or individuals with pre-existing health conditions) are prone to extreme distress in conditions of extreme weather events (thunder, hail, storms, heavy rainfall, heatwaves, and cold stress). These events may cause distresses such as (but not limited to) heatstroke, renal/cardiovascular/skin issues, mental health, etc. and place excessive demands on caretakers and health care facilities. The policy may cover the following grounds:</p> <ul style="list-style-type: none"> • Collection of baseline information on the leverage points for intervention for the benefits of vulnerable populations • Create support systems for an immediate effect (e.g. buddy systems, dedicated emergency helplines etc.) during and after an emergency event • Create protocols to deal with extreme scenarios such as power outages etc. (e.g. arrange transport to designated refuge buildings) • Train caretakers and staff to deliver targeted response to the needs of vulnerable population during emergency events 	<ul style="list-style-type: none"> • Fire & By-Law Services • Recreation, Culture & Wellness 	<ul style="list-style-type: none"> • Administration Services • Communications and Public Relations 	Medium-term	Staff: Medium Budget: \$

10. Monitoring and Review

Appendix G – M&E Plan

Options	Indicator(s)	Lead Department(s)	Duration	Resource Requirement
1.1 Create an extreme weather policy to minimize risks to vulnerable populations during extreme events including heavy rainfall, extreme heat, and extreme cold	1.1.1 Progress on extreme weather policy 1.1.2 Number of data points/baseline information collected	<ul style="list-style-type: none"> • Fire & By-Law Services • Recreation, Culture & Wellness 	Short-Term	Staff: Low Budget: \$
1.2 Develop a communication strategy to inform the Town residents and staff on road conditions during extreme weather events	1.2.1 Progress on communication strategy 1.2.2 Number of times communication alerts issued to inform the residents	<ul style="list-style-type: none"> • Public Works - Roads 	Short-term	Staff: Low Budget: \$
1.3 Foster emergency preparedness among Town's staff and community members (e.g. mainstream the 72-hour emergency preparedness guide)	1.3.1 Number of workshops conducted for the staff and residents 1.3.2 Number of communication strategies carried out 1.3.3 Number of areas that showed successful flood preparation and management	<ul style="list-style-type: none"> • Fire & By-Law Services • Recreation, Culture & Wellness 	Short-term	Staff: Low Budget: \$\$
1.4 Design educational and training content to support community members and outdoor staff during extreme weather events	1.4.1 Number of social media posts published to raise awareness on best practices 1.4.2 Number of printed material and videos generated	<ul style="list-style-type: none"> • Fire & By-Law Services • Communications and Public Relations 	Short-Term	Staff: Low Budget: \$
1.5 Increase relief measures for extreme events of heatwaves through providing indoor activities for community members (e.g. pool facilities, cooling centres, recreational facilities)	1.5.1 Number of cooling centres and recreational facilities designated 1.5.2 Number of partnerships forged to provide heat relief programs 1.5.3 Percentage increase in the use of heat relief programs	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	Short-term	Staff: Low Budget: \$
1.6 Increase operating hours of current facilities available to the residents during extreme heat and extreme cold	1.6.1 Changes in operating hours of Town facilities 1.6.2 Percentage increase in the use of facilities outside business hours during extreme heat and cold	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	Short-term	Staff: Low Budget: \$
1.7 Review (and revise if necessary) the Town's Winter Operations Plan to accommodate the effects of climate change	1.7.1 Progress on Winter Operation Plans review in the context of climate change projections 1.7.2 Number of updates in the plan	<ul style="list-style-type: none"> • Public Works - Roads 	Short-term	Staff: Low Budget: \$

Thank You!

SPECIAL COUNCIL MINUTES

Meeting #: SC-09-2021
Date: Monday, June 7, 2021, 4:30 pm
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

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

Staff Present David Cribbs
Bob Lymburner
Jennifer Stirton
Barbara Wiens
Sarah Leach
Holly Willford

1. Call to Order and Declaration of Quorum

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

2. Approval of the Agenda

Moved By Wayne Olson
Seconded By John Wink

BE IT RESOLVED THAT the agenda for the June 7, 2021 Special Meeting of Council be adopted as circulated.

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

Results **7** **0**

Carried (7 to 0)

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. 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:

(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 item)

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

Carried (7 to 0)

5. Rise From In Camera

Moved By Marianne Stewart
Seconded By Lisa Haun

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 Wayne Olson
BE IT RESOLVED THAT the Chief Administrative Officer and the Town's External Legal Counsel be and is hereby authorized to undertake the directions provided during the In Camera meeting of June 7, 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. **Confirming By-law**

Moved By John Wink
Seconded By Ron Kore
BE IT RESOLVED THAT the following By-law be read a first, second and third time and passed:

Being a By-law No. 4355(2021) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Special Meeting held on the 07th day of June, 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)

7. Adjournment

Moved By Marianne Stewart
Seconded By Lisa Haun
BE IT RESOLVED THAT this Special Meeting of Council be adjourned until the next regular meeting scheduled for June 7, 2021 at 5:30 pm.

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

Carried (7 to 0)

Mayor Marvin Junkin

Town Clerk, Holly Willford

REGULAR COUNCIL MINUTES

Meeting #: C-10/2021 - Regular Council
Date: Monday, June 7, 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
Brianna Langohr
Ryan Cook

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Mayor called the meeting to order at approximately 5:40pm.

2. Approval of Agenda

Moved By Wayne Olson

Seconded By Ron Kore

BE IT RESOLVED THAT the agenda for the June 7, 2021 Regular meeting of Council be adopted, as circulated.

	For	Against
Marvin Junkin	X	

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

Carried (7 to 0)

3. Disclosure of Pecuniary Interests and General Nature Thereof

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

The Mayor indicated he had some announcements he wished to make.

The Mayor congratulated Ms. Leah Letford, the Town's Special Events and Festivals Programmer and Mr. Marc McDonald, Town's Communications and Public Relations Specialist for winning Link Media Groups 40 professionals under the age of 40 award.

The Mayor congratulated the Town Treasurer and Deputy Treasurer for being the first municipality in Niagara to file its Financial Information Return with the Province.

The Mayor stated the month of June is Pride Month and indicated he had the pleasurer to be joined by members of Pride Niagara and Councillor Olson to raise the pride flag in front of Town Hall.

The Mayor advised June is also Senior's Month and that the senior's flag will be raised later in the week in front of Town Hall. The Mayor further stated there is be a dedication of a flowerbed at the MCC.

The Mayor stated June 7-13 is Ontario Local Food Week and encouraged residences to shop local and support farmers.

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 presented updated information as it relates to the ongoing worldwide pandemic, COVID-19.

Moved By John Wink

Seconded By Bob Hildebrandt

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, advised Council the Town has 18 picnic tables being lent to various local businesses and advised there are 6 other picnic tables available, first come, first serve.

Moved By Lisa Haun
Seconded By Marianne Stewart

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

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

Carried (7 to 0)

4.2 Delegations

4.2.1 Brian Green, Trout Unlimited Canada

Mr. Brian Green from Trout Unlimited Canada provided a verbal presentation to Council with respect to why he believes the proposed St. Catharines fish habitat compensation project in the Twelve Mile Creek is important. Mr. Green answered various questions from Council.

Moved By Ron Kore

Seconded By Marianne Stewart

BE IT RESOLVED THAT Council receive the presentation from Brian Green, Trout Unlimited Canada, regarding the Fish Habitat Compensation Project in Twelve Mile Creek, for information.

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

4.3 Report of Regional Councillor

5. Adoption of Minutes

Councillor Wink requested the motion be divided as he did not attend the May 31st, 2021 Special Council Meeting.

Moved By Wayne Olson

Seconded By Lisa Haun

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

- 1. C-09-2021 Regular Council Minutes - May 17, 2021; and
- 2. SC-08-2021 - Special Council Meeting - May 31, 2021

Moved By Wayne Olson

Seconded By Lisa Haun

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

1. C-09-2021 Regular Council Minutes - May 17, 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)

Moved By Wayne Olson

Seconded By Lisa Haun

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

1. SC-08-2021 - Special Council Meeting - May 31, 2021

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink (abstained)		
Results	6	0

Carried (6 to 0)

6. Business Arising from Council Minutes

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

Councillor Hildebrandt required item 8.5.1 be lifted for discussion.

8. Consent Agenda Items to be Considered in Block

Moved By Bob Hildebrandt

Seconded By John Wink

BE IT RESOLVED THAT the Consent Agenda items as listed on the June 7, 2021 Council Agenda be received and the recommendations contained therein be approved, save and except item 8.5.1, as applicable:

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

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

BE IT RESOLVED THAT Council receive the Taxes Written-Off Report from the Corporate Services Department; and

THAT Council approve the Taxes Written-Off Report in the amount of \$8,387.89 as per the Municipal Act, Sections 357 and 358.

8.5. Information Correspondence Items

~~8.5.1. Niagara Region – Niagara Official Plan Consolidated Policy Report PDS 17-2021~~

~~BE IT RESOLVED THAT Council receive the Niagara Official Plan Consolidated Policy Report PDS 17-2021, for information. (lifted)~~

8.5.2. Support for the Township of Archipelago - Road Management Action on Invasive Phragmites

BE IT RESOLVED THAT Council receive resolutions from the Town of Fort Erie and Town of Georgian Bay supporting the Town of Archipelago resolution regarding road management action on invasive phragmites, for information.

8.5.3. NPCA Board Meeting Highlights - May 21, 2021

BE IT RESOLVED THAT Council receive the NPCA Board Meeting Highlights dated May 21, 2021, for information.

8.5.4. Notice of Public Information Centre #2 Municipal Class Environmental Assessment for Merritt Rd (RR 37) and Rice Road (RR 54)

BE IT RESOLVED THAT Council receive the Niagara Region Notice off Public Information Centre #2 Municipal Class Environmental Assessment for Merritt Rd (RR 37) and Rice Road (RR54), for information.

8.5.5. Niagara Regional Housing Q1 2021 Report

BE IT RESOLVED THAT Council receive the Niagara Regional Housing Q1 2021 Report, 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 March 24, 2021 and April 7, 2021, for information.

8.7.2. Pelham Active Transportation Committee Minutes

BE IT RESOLVED THAT Council receive the Pelham Active Transportation Committee minutes dated: September 16, 2020, November 17, 2020, January 19, 2021, February 23, 2021, March 16, 2021, January 19, 2021, February 23, 2021 and March 16, 2021, for information.

8.7.3. Committee of Adjustment Minutes

BE IT RESOLVED THAT Council receive the Committee of Adjustment minutes dated September 29, 2020 and October 6, 2020, for information.

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

9. Items for Separate Consideration, if Any

9.1 Niagara Region - Niagara Official Plan Consolidated Policy Report 17-2021

Moved By Bob Hildebrandt

Seconded By John Wink

BE IT RESOLVED THAT Council receive the Niagara Official Plan Consolidated Policy Report PDS 17-2021, 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)

10. Presentation & Consideration of Reports

10.1 Reports from Members of Council:

10.2 Staff Reports Requiring Action

10.2.1 Health and Safety Policy Updates, 2021-0101-Chief Administrator Officer

Moved By Lisa Haun
Seconded By Ron Kore

BE IT RESOLVED THAT Council receive Report #2021-0101;
AND THAT Council approve Policies S101-12 and S101-13 as amended;
AND THAT Council approve the following new policies:
Employee Injury, Illness, and Incident Reporting and Employee Accommodation Policy.

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

Carried (7 to 0)

10.2.2 Accommodation Policy Update, 2021-0105-Clerks

Moved By Marianne Stewart
Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2021-0105
Clerks Accommodation Policy Update Report for information;

AND THAT Policy S100-13 Accommodation Policy be submitted for Council approval at their next regular meeting;

AND THAT Council repeal Policy S201-02 Accessibility Policy to be replaced with Policy S100-13 Accommodation Policy upon approval.

	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 Tree Maintenance Policy, 2021-0097-Public Works

Moved By Marianne Stewart

Seconded By Wayne Olson

BE IT RESOLVED THAT Council receive Report #2021-0097;

AND THAT Council approve the proposed revisions to Public Works Tree Maintenance Policy S802-01.

Moved By Wayne Olson

Seconded By Bob Hildebrandt

BE IT RESOLVED That Council refer the report back to staff;

AND THAT staff bring the report back to Council by July 26, 2021.

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

Results

7

0

Carried (7 to 0)

10.2.4 Meridian Community Centre Arena Advertising rates and fees, 2021-0104-Recreation

Moved By Ron Kore
Seconded By Wayne Olson

BE IT RESOLVED THAT Council receive Report #2021-0104, Meridian Community Centre Arena Advertising rates;

AND THAT the following Arena Advertising fees, effective immediately, be included in the Town of Pelham fee guide:

Accipiter Arena

On Ice \$750.00 per ice season/year
Boards \$1,000.00 per year

Duliban Insurance Arena
On Ice \$750.00 per ice season/year
Boards \$800.00 per year

Ice Resurfacer \$2,000.00 per side/year

AND THAT Advertisers are solely responsible for payment and supply of Artwork for Boards and Textile Logos that will be placed under the ice.

AND THAT existing advertisers which sign new 3 year agreements with the Town of Pelham be provided with a 10 month exemption from fees, due to facility closure due to COVID, (September 2021 – July 2022).

AND THAT New advertisers will be granted exemption of fees for the remainder of 2021.

AND THAT Staff be directed to amend the Fees and Charges By-law to reflect these new fees.

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

Marianne Stewart	X	
John Wink	X	
Results	7	0

Carried (7 to 0)

10.2.5 Tax Collection and Registration Process, 2021-0107-Corporate Services

Moved By John Wink
Seconded By Lisa Haun

BE IT RESOLVED THAT Council receive Report 2021-0107;

AND THAT Council direct staff to resume normal tax collection processes, including registering tax arrears certificates against properties with tax arrears in excess of 2 years.

	For	Against
Marvin Junkin		X
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson	X	
Marianne Stewart	X	
John Wink	X	
Results	6	1

Carried (6 to 1)

10.2.6 Fence Variance 151 HWY 20 East, 2021, 2021-0102-Fire Dept

Moved By Wayne Olson
Seconded By Ron Kore

BE IT RESOLVED THAT Council receive Report #2021-0102;

AND THAT Council approve the requested 15 foot high noise barrier fence variance at 151 Highway 20 East, Town of Pelham.

Amendment:
Moved By John Wink
Seconded By Ron Kore

THAT the motion be amended to include the following paragraphs:

AND THAT Council direct staff to provide a staff report with respect to options and implications with respect to the car wash operating hours by August 23, 2021:

AND THAT Council direct staff to provide a staff report with respect to amending the Town of Pelham’s Noise By-Law by Q1 in 2022.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	
Ron Kore	X	
Wayne Olson		X
Marianne Stewart	X	
John Wink	X	
Results	6	1
Carried (6 to 1)		

Main Motion as Amended:

Moved By John Wink

Seconded By Ron Kore

BE IT RESOLVED THAT Council receive Report #2021-0102;

AND THAT Council approve the requested 15 foot high noise barrier fence variance at 151 Highway 20 East, Town of Pelham;

AND THAT Council direct staff to provide a staff report with respect to options and implications with respect to the car wash operating hours by August 23, 2021:

AND THAT Council direct staff to provide a staff report with respect to amending the Town of Pelham’s Noise By-Law by Q1 in 2022.

	For	Against
Marvin Junkin	X	
Lisa Haun	X	
Bob Hildebrandt	X	

Ron Kore	X	
Wayne Olson		X
Marianne Stewart	X	
John Wink	X	
Results	6	1

Carried (6 to 1)

11. Unfinished Business

11.1 St. Catharines Fish Habitat Compensation Project - Supplementary Report, 2021-0106-Town Solicitor

Moved By Bob Hildebrandt

Seconded By Marianne Stewart

**BE IT RESOLVED THAT Council receive Report # 2021-0106 –
Supplementary Report: Approval Requirements for City of St.
Catharines 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.**

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

Carried (5 to 2)

12. New Business

13. Presentation and Consideration of By-Laws

Moved By Lisa Haun

Seconded By Marianne Stewart

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

1. By-law 4330(2021) - Being a By-law to Authorize the Mayor and Clerk to enter into an Agreement with the Region of Niagara for Traffic Control Signal Maintenance.

2. By-law 4354(2021) - Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands 1409 Station Street & 0 Summersides Boulevard (north side of Summersides Boulevard east of Station Street), legally described as legally 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, from the Agricultural (A) zone to a site specific Residential 2 (R2-306) zone, a site specific Residential Multiple 1 (RM1-307) zone, a site specific Residential Multiple 1 (RM1-308) zone and an East Fonthill Open Space (EF-OS) zone. Mountainview Homes (Niagara) Ltd. File No. AM-08-20

	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)

14. Motions and Notices of Motion

Moved By John Wink
Seconded By Bob Hildebrandt

WHEREAS the Town of Pelham has a Development Charges Bylaw to help ensure that community growth pays for itself;
AND WHEREAS the 2019 update study resulted in an increase of the Development Charge for outdoor recreation from \$1,206 to \$1,884 for a single and semi-detached dwelling,
AND WHEREAS the current Development Charges Bylaw includes a provision of an “indoor recreation capital sheet”

which must be updated to reflect the current level of services at MCC,

AND WHEREAS plans to update the study with indoor recreation data based on 2020 data were interrupted by the Covid-19 pandemic;

AND WHEREAS the cost of a Development Charges Update Study is estimated at \$9,000 - \$11,000, 90% of which can be funded by the Development Charges reserve;

NOW THEREFORE staff are to be directed to take all necessary steps to initiate an update study that is limited to the study of eligible "indoor recreation" costs. Provided that costs do not exceed \$11,000, Town staff are authorized to engage in a sole source procurement with Watson & Associates Economists Ltd., since they did the 2018 D.C. Background Study. Engaging Watson & Associates will ensure consistency of approach, philosophical and methodological alignment of work product and is likely to be the most expeditious manner of proceeding. Any unbudgeted costs which cannot be paid from the DC Reserve are to be derived from management-identified savings in the Building Department, Public Works Department or Corporate Services Department, or a combination thereof.

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

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

Moved By Ron Kore
Seconded By Wayne Olson

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

Being a By-law No. 4356(2021) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 07th day of June, 2021.

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

Carried (7 to 0)

20. Adjournment

Moved By Marianne Stewart
Seconded By John Wink

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for June 21, 2021 at 5:30 pm.

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

Carried (7 to 0)

Mayor: Marvin Junkin

Town Clerk: Holly Willford

Subject: Sulphur Springs Road Design Build Project Update**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0113 Public Works entitled " Sulphur Springs Road Design Build Project Update" for Information Purposes.

Background:

In June of 2020, Duffin Contracting was the successful bidder on a design/build RFP for the Sulphur Springs project. The RFP was to prepare the detailed design, contract drawings and specifications and complete the works for the reconstruction and roadway improvements at two locations on Sulphur Springs Road from Luffman Drive to Orchard Hill Road. Site 1 is located 200 meters north of Luffman Drive, and Site 2 is located 200 meters south of Orchard Hill Drive.

The anticipated schedule for the rehabilitation of Sulphur Springs Road was July 2021 to September 2021. Due to in-water working restrictions imposed by the Department of Fisheries and Oceans (DFO) and because the 12 Mile Creek is a sensitive watercourse, and is the last remaining cold water stream in Niagara, the contractor is only permitted to work in the water course between July 1st and August 30th.

The value of the proposal submitted by Duffin Contracting was \$549,745 (excluding HST). Based on a review of the contractors' proposal it was identified that additional financial resources were required in order to complete the required environmental compliance studies and investigations.

As a result, staff recommended that the contract be awarded based on the original RFP price of \$549,745 plus an additional \$87,000 to gain environmental compliance and approvals for a total contract price of \$636,745 (excluding applicable taxes).

Further, due to the uncertainty regarding the condition of the roadway as

the erosion advances staff made an allowance for a project contingency of \$60,000.

The total estimated costs for the project including 1.75% non-rebated HST is approximately \$709,000. The current approved budget for this project is \$720,000.

Analysis:

Since the award to Duffin Contracting Inc. in June of 2020, staff have had a number of meetings and discussions related to the design proposal. These meetings focused on the design and approval process based on the requirements identified in the RFP.

Within the last 2 months there have been several meetings held with Town Staff and staff at the NPCA regarding the ecological and environmental impacts that the proposed design would have on the Twelve Mile Creek. In particular, there was a meeting held on May 26th with Town Staff, NPCA Staff, Duffin Contracting Inc. and the contractor's Environmental Consultant, Lisa Price from LCA Environmental. This meeting was to satisfy the concerns raised by the NPCA regarding the impact of the proposed works adjacent to Twelve Mile Creek and to discuss next steps in the process to secure the necessary Permits for the project to start on July 1, 2021.

Following the meeting, LCA Environmental put forward a scoped Environmental Impact Assessment and addressed many of the NPCA's concerns regarding the proposed works and the impact to the surrounding area.

On June 10th, Duffin Contracting informed Town Staff that they are expecting the required Permits to be in place prior to the in-water works start date of July 1st, 2021. At the time of writing this report, the contractor has not obtained the required permits and approvals to complete the rehabilitation works.

Due to the in-water, working restrictions imposed by the DFO if the contractor is not able to satisfy the environmental requirements and receive the approvals and permits the project may be at risk of being delayed until

the summer of 2022.

Financial Considerations:

The current approved project budget for the rehabilitation of Sulphur Spring Drive is \$720,000. The design/build project to complete the required engineering, environmental studies, and obtain the necessary permits to reconstruct the roadway is \$636,745 (excluding applicable taxes).

In addition, due to the uncertainty regarding a project with such environmental sensitivity and because of the coordination work with the various approval agencies staff are recommending a project contingency allowance of \$60,000 (approx. 10 percent).

The total estimated project costs are as follows:

1) Design / Build Contract	\$636,745.00
2) Project Contingency (10%)	\$60,000.00
3) Non-rebated HST (1.76%)	<u>\$12,262.00</u>
TOTAL Estimated Project Cost	\$709,007.00

Should the allocated funds for the Project be carried forward for another year there is the potential that the costs required to undertake the work may increase due to increases in construction materials and scope change due to increased and further erosion of the embankments at both sites.

Alternatives Reviewed:

No alternatives were reviewed in the preparation of this report as it is being supplied for information purposes only.

Strategic Plan Relationship: Risk Management

Providing an environmentally friendly engineering solution to address the roadway failure on Sulphur Spring Drive will ensure that the risk associated with negatively impacting the 12 Mile Creek and the risk associated with not providing safe access to private properties is minimized.

Other Pertinent Reports/Attachments:

2019-0031 Report Regarding the Rehabilitation of Sulphur Springs Road.

2020-0024 Management Options for the Reconstruction and Roadway Improvements of Sulphur Springs Road between Luffman Drive and Orchard Hill Road.

2020-0109 Update on Sulphur Springs Road Design Build Project

Consultation:

Consultation was undertaken with the Design Build contractor and the NPCA in the preparation of this report.

Legal Consultation, If Applicable:

There was no consultation with legal in the preparation of this report.

Prepared and Recommended by:

Derek Young, Manager of Engineering

Jason Marr, P. Eng., Director of Public Works

Approved and Submitted by:

David Cribbs, Chief Administrative Officer

Subject: Corporate Climate Change Adaptation Plan**Recommendation:**

BE IT RESOLVED THAT Council receive Report # 2021-0109-Public Works entitled "Corporate Climate Change Adaptation Plan" for information purposes;

AND THAT Council endorse the Corporate Climate Change Adaptation Plan (CCCAP).

Background:

To combat the adverse effects of climate change at the municipal level, investments in climate change adaptation planning are recommended by scientists, governments, and policymakers alike. This information has translated to the local level as hundreds of Canadian municipalities have developed climate plans and are engaging in climate action. To foster resilience to climate change, the Town of Pelham embarked on a two-year planning process to produce this Corporate Climate Change Adaptation Plan (henceforth 'the Plan' or the 'CCCAP') in collaboration with Niagara Adapts.

Niagara Adapts is a partnership between the Environmental Sustainability Research Centre (ESRC) and seven municipalities (i.e., Grimsby, Pelham, Lincoln, Niagara Falls, Niagara-on-the-Lake, St Catharines, and Welland) in the Niagara Region to build innovative climate solutions. The partnership began in June 2019, and it involved a five-stage process to develop, implement and monitor adaptation options for the Town of Pelham to build resiliency towards the impacts of the changing climate. Climate change adaptation planning is essential in understanding the vulnerability of the Town's resources and assets towards the climate change impacts.

In the past 2 years, the project achieved multiple milestones despite some of the challenges such as staff changes and the COVID-19 pandemic. The multi-phase project involved the creation of the project team, identifying stakeholders, and gathering important baseline data on the state of the municipality. In the next phase, the project team worked to identify the climate change impacts and carried out vulnerability and risk assessments. In the following phase, the Team identified

Adaptation Options and supplemented the option with the Implementation and Monitoring and Evaluation (M&E) plan. Community involvement was also carried out in the form of surveys through Niagara Adapts twice during the project period.

The plan is now ready to be endorsed by the Council and shared with wider stakeholders. Therefore, the purpose of this report is to present the Corporate Climate Change Adaptation Plan to inform the Council of the contents of the final plan. Additionally, endorsement of this report will lead to publishing the plan for the public on the Town's website and social media channels.

Analysis:

Based on the data gathered, the Town identified 53 impacts of climate change in total and 16 prioritized impacts. The information led to the formation of 8 goals and 45 adaptation actions. The Town then designed strategies to support the successful implementation and monitoring of the adaptation actions. The goals that will guide the Town to become more resilient and adaptive towards climate change include:

Goal 1. Protect community members and outdoor workers from potential health risks related to climate change

Goal 2. Build awareness of climate change impacts and risks among Town's staff and community members

Goal 3. Develop a comprehensive strategy to manage extreme weather events and emergencies

Goal 4. Foster adaptive capacity in the design, construction, and maintenance of Town-owned infrastructure

Goal 5. Preserve, protect, and restore Town's urban and rural forests

Goal 6. Cultivate resiliency to heavy rainfall and flooding events

Goal 7. Streamline Town services to provide sustained support to Pelham community

Goal 8. Mainstream climate change information into Town's planning, policy, and decision-making processes

The report has ten sections with information on Introduction, Climate Change, Planning Process, Climate Change Impacts, Vulnerability and Risk Assessment, Community Engagement, Vision, Goals and Actions, Implementation Plan, and M&E framework. The plan serves as an important guiding document for the Town to become more resilient and develop the adaptive capacity to better manage the impacts of the changing climate.

Financial Considerations:

There are no financial considerations at this time.

Alternatives Reviewed:

There are no alternatives reviews as this report is to be received for information purposes only.

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

One of the six strategic priorities defined in the Town of Pelham's Strategic Plan 2019-2022 includes a commitment to grow revenue by promoting cultural assets while protecting environmental assets. To accomplish this priority, actions listed in the plan indicate that the Town will "introduce best practices related to climate change and for the protection and preservation of environmental assets" as well as "educate and create community awareness in regards to [the] importance of environmental assets and climate change impacts".

Other supporting municipal documents, such as the Town's Official Plan, also mention the need to understand the natural environment to manage climate risks. Components of the plan include the commitment to "maintain, enhance or restore ecosystem health and integrity", "protect natural resources", and "ensure that all infrastructure including sanitary sewers, water distribution and stormwater management facilities, public service facilities, and roads meet the needs of present and future residents and businesses".

These commitments aim to address the concern to increase the Town's capacity to adapt to climate change. As such, the Town of Pelham sanctioned the development and implementation of a Corporate Climate Change Adaptation Plan (CCCAP). The culmination of the efforts and time spent has resulted in a robust adaptation strategy that strengthens the Town's commitment to becoming a more resilient and sustainable community.

Consultation:

Niagara Adapts leads, Dr. Jessica Blythe and Dr. Ryan Plummer were external consultants on the report/project. Within the municipality, Adaptation Steering Committee, Derek Young, Jason Marr and Marc MacDonald were involved in the preparation of the report.

Other Pertinent Reports/Attachments:

Appendix A: Corporate Climate Change Adaptation Plan, Town of Pelham (2021)

Prepared and Recommended by:

Bani Maini
Climate Change Coordinator

Jason Marr, P. Eng.
Director of Public Works

Prepared and Submitted by:

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

Corporate Climate Change Adaptation Plan

Town of Pelham



2021

Table of Contents

Executive Summary 3

Message from the Mayor 4

Terms and Definitions 5

List of Acronyms 7

Acknowledgements 8

1. Introduction 9

2. Climate Change 11

3. Planning Process 16

4. Climate Change Projections and Impacts 18

5. Vulnerability and Risk Assessment 22

6. Community Engagement 25

7. Vision..... 26

8. Goals and Actions..... 27

9. Implementation Strategy..... 37

10. Monitoring and Evaluation..... 39

Appendices..... 40

References..... 100

Executive Summary

The consequences of climate change are being experienced across the globe. In Canada, the impacts of climate change are increasingly being felt by communities. Warmer temperatures, heavier precipitation and extreme weather events have become the ‘new normal’ with harmful consequences for human, natural and built systems. It is now evident that some amount of climate change is inevitable even with successful mitigation efforts. Therefore, adaptation is not only recommended but mandatory to protect our communities and the environment from the impacts of climate change.

To combat the adverse effects of climate change at the municipal scale, investments in climate change adaptation planning are recommended by scientists, governments, and policymakers alike. This information has translated to the local levels as hundreds of Canadian municipalities have developed climate plans and are engaging in climate action. To foster resilience to climate change, the Town of Pelham embarked on a two-year planning process to produce this Corporate Climate Change Adaptation Plan (henceforth ‘the Plan’ or the ‘CCCAP’). The planning process was undertaken in partnership with the Federation of Canadian Municipalities (FCM) and Niagara Adapts (NA), a community-university partnership with Brock University. The Plan was developed by following a five-step planning process, drawing on the aspects of ICLEI’s Building Adaptive and Resilient Communities (BARC) program, and support from the Niagara Adapts partnership. Based on the data gathered, the Town identified 53 impacts of climate change in total and 16 prioritized impacts. The information led to the formation of 8 goals and 45 adaptation actions. The Town then designed strategies to support the successful implementation and monitoring of the adaptation actions. The goals that will guide the Town to become more resilient and adaptive towards climate change include:

Goal 1. Protect community members and outdoor workers from potential health risks related to climate change

Goal 2. Build awareness of climate change impacts and risks among Town’s staff and community members

Goal 3. Develop a comprehensive strategy to manage extreme weather events and emergencies

Goal 4. Foster adaptive capacity in the design, construction, and maintenance of Town-owned infrastructure

Goal 5. Preserve, protect, and restore Town’s urban and rural forests

Goal 6. Cultivate resiliency to heavy rainfall and flooding events

Goal 7. Streamline Town services to provide sustained support to Pelham community

Goal 8. Mainstream climate change information into Town’s planning, policy, and decision-making processes

The Plan was constructed with the input from the members of the Adaptation Steering Committee (ASC), Stakeholder Advisory Group (SAG), Municipal Staff at the Town, Niagara Adapts (NA) team at Brock University, and the residents of the Town of Pelham at various stages of development. This Plan serves as the guiding document for the Town of Pelham to strive towards becoming more resilient and reduce its vulnerability to the adverse impacts of the changing climate.

Message from the Mayor



On behalf of Pelham Town Council, I am pleased to present the Town of Pelham's Climate Change Adaptation Plan. The Town has developed this plan to mitigate the anticipated impacts of climate on our community. Our weather events are more severe than they were twenty years ago. Unless we adapt, we will be forced to face climate change's environmental and financial repercussions and its impacts on our natural and human-made resources. This plan is a commitment to ambitious but achievable goals to become more resilient and reduce our vulnerability to the changing climate's adverse effects. In the Town's strategic plan, there are commitments to developing a risk management framework, building strong communities, and protecting our environmental assets. These strategic priorities are intrinsically linked to adapting to climate change and alleviating its effect on Pelham, Niagara, and beyond. As municipal leaders, we are responsible for shaping the future of our Town. Ignoring climate change as part of the decision-making process would be irresponsible. We are committed to taking thoughtful, research-driven action on an issue that will affect us for generations

Mayor Marvin Junkin

Terms and Definitions

Adaptation	In human systems, the process of adjustment to actual or expected climate and its effects, in order to moderate harm or exploit beneficial opportunities. In natural systems, the process of adjustment to actual climate and its effects; human intervention may facilitate adjustment to expected climate and its effects.
Adaptation Options	The array of strategies and measures that are available and appropriate for addressing adaptation. They include a wide range of actions that can be categorized as structural, institutional, ecological or behavioural.
Adaptive Capacity	The ability of systems, institutions, humans and other organisms to adjust to potential damage, to take advantage of opportunities, or to respond to consequences.
Anthropogenic	Resulting from or produced by human activities.
Baseline	A climatological baseline is a reference period, typically three decades (or 30 years), that is used to compare fluctuations of climate between one period and another. Baselines can also be called references or reference periods.
Biodiversity	Biological diversity means the variability among living organisms from all sources, including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems (UN, 1992).
Climate	Climate in a narrow sense is usually defined as the average weather, or more rigorously, as the statistical description in terms of the mean and variability of relevant quantities over a period of time ranging from months to thousands or millions of years. Climate in a wider sense is the state, including a statistical description, of the climate system.
Climate Change	Climate change refers to a change in the state of the climate that can be identified (e.g., by using statistical tests) by changes in the mean and/or the variability of its properties and that persists for an extended period, typically decades or longer. Climate change may be due to natural internal processes or external forcings such as modulations of the solar cycles, volcanic eruptions and persistent anthropogenic changes in the composition of the atmosphere or in land use.
Climate Projection	A climate projection is the simulated response of the climate system to a scenario of future emission or concentration of greenhouse gases (GHGs) and aerosols, generally derived using climate models.
Extreme Weather Events	An extreme weather event is an event that is rare at a particular place and time of year. Definitions of rare vary, but an extreme weather event would normally be as rare as or rarer than the 10th or 90th percentile of a probability density function estimated from observations.

Greenhouse Gas (GHG) Emissions	Greenhouse gases are those gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of thermal infrared radiation, emitted by the Earth's surface, the atmosphere itself, and by clouds. Water vapour (H ₂ O), carbon dioxide (CO ₂), methane (CH ₄), nitrous oxide (N ₂ O), ozone (O ₃), and chlorofluorocarbons (CFCs) are the six primary greenhouse gases in the Earth's atmosphere in order of abundance.
Hazard	The potential occurrence of a natural or human-induced physical event or trend that may cause loss of life, injury, or other health impacts, as well as damage and loss to property, infrastructure, livelihoods, service provision, ecosystems and environmental resources. See also Disaster, Exposure, Risk, and Vulnerability.
Heatwave	A period of abnormally hot weather. Heatwaves and warm spells have various and in some cases overlapping definitions.
Impacts	The consequences of realized risks on natural and human systems, where risks result from the interactions of climate-related hazards (including extreme weather and climate events), exposure, and vulnerability.
Maladaptive Actions	Actions that may lead to increased risk of adverse climate-related outcomes, including via increased GHG emissions, increased vulnerability to climate change, or diminished welfare, now or in the future. Maladaptation is usually an unintended consequence
Mitigation	A human intervention to reduce emissions or enhance the sinks of greenhouse gases.
Representative Concentration Pathways (RCPs)	Scenarios that include time series of emissions and concentrations of the full suite of greenhouse gases (GHGs) and aerosols and chemically active gases, as well as land use/land cover.
Resilience	The capacity of social, economic and environmental systems to cope with a hazardous event or trend or disturbance, responding or reorganizing in ways that maintain their essential function, identity and structure while also maintaining the capacity for adaptation, learning and transformation.
Risk	The potential for adverse consequences where something of value is at stake and where the occurrence and degree of an outcome is uncertain.
Vulnerability	The propensity or predisposition to be adversely affected. Vulnerability encompasses a variety of concepts and elements including sensitivity or susceptibility to harm and lack of capacity to cope and adapt.
Weather	The day-to-day state of the atmosphere, and its short-term variation in minutes to weeks.

List of Acronyms

AR	Assessment Report
ASC	Adaptation Steering Committee
BARC	Building Adaptive and Resilient Communities
BAU	Business-as-usual
CCCAP	Corporate Climate Change Adaptation Plan
FCM	Federation of Canadian Municipalities
GHG	Greenhouse Gases
IPCC	Intergovernmental Panel on Climate Change
M&E	Monitoring and Evaluation
MCC	Meridian Community Centre
MCIP	Municipalities for Climate Innovation Program
NA	Niagara Adapts
NRCan	Natural Resources Canada
RCP	Representative Concentration Pathways
SAC	Stakeholder Advisory Committee
TOP	Town of Pelham
UNEP	United Nations Environment Programme
WMO	World Meteorological Organization

Acknowledgements

The Project Team would like to thank everyone who contributed to the development of the Town's Corporate Climate Change Adaptation Plan. This strategy was formulated with indispensable input from the Mayor and the Council Members, Public Works Department, Adaptation Steering Committee, Stakeholder Advisory Group, Niagara Adapts, Municipal Staff, Community Members & FCM. It represents a true collaboration between the community and the municipality of the Town of Pelham.

The Project Team

The Project Team is responsible for the development of the Town of Pelham's Corporate Climate Change Adaptation Plan (CCCAP). The team has provided research, consultation, and synthesized data from both the internal Adaptation Steering Committee (ASC) and the external Stakeholder Advisory Group (SAG) into the final draft of the plan. The Project Team consisted of staff from the Town of Pelham along with sustainability experts from Brock University. Also, the Project Team withdrew crucial climate data and adaptation methodology from the Niagara Adapts partnership with Brock University.

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Additional Municipal Staff & External Participants

The Project Team would also like to acknowledge **Jason Marr**, Director, Public Works, Town of Pelham and **Marc MacDonald**, Communications and Public Relations Specialist, Town of Pelham for their support on the project. Outside of the corporation, the Project Team would like to acknowledge the **Niagara Region Public Health Department (NRPH)**, **Niagara College**, and the **Niagara Peninsula Conservation Authority (NPCA)**. The Team would also like to thank **Patricia Dehnel**, Community Energy Association, for MCIP community of practice coaching support.

Adaptation Steering Committee

The Adaptation Steering Committee (ASC) involved Town Staff and provided strategic direction and input for the plan. Members of the committee were employed by the Town and were strategically selected from each municipal department within the corporation. The Adaptation Steering Committee completed key milestones, such as identifying local impacts, conducting risk and vulnerability assessments, collaborated on adaptation options, and providing final endorsements of the plan.

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Shannon Larocque, Senior Planner, Community Planning & Development, Town of Pelham

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Teresa Quinlin, Director, Corporate Services, Town of Pelham

Brittany Maclean, Active Living Programmer, Recreation, Culture & Wellness, Town of Pelham

1. Introduction

The Town of Pelham is experiencing the impacts of the changing climate. Over the past few years, Pelham has observed increased severity in extreme weather events, temperature changes that led to heat waves and invasive species infestations, and heavy precipitation that has caused flooding in the region. The Town has dealt with recurring Gypsy Moth infestation in 2008, 2009, 2017, 2018, 2019 and 2020. The most conspicuous evidence of storm severity was observed in February 2019 when the iconic Pelham Arches were irreparably damaged resulting in temporary road closure and removal of the arches. Ice storms have led to a power failure in 2013 and 2018. In the summer of 2020, a heavy storm led to multiple fallen trees and branches which required the cleaning up of debris from power lines.

The Town has also called for 16 closures (days) of any public services due to severe storms/extreme weather within Pelham over the past three years. In February 2019, Pelham municipal buildings offices and libraries were closed at the MCC due to severe freezing rain. Also, nine extreme weather warnings have been issued for the Town in the past years. In the summer of 2018, 2019 and 2020, an 'excessive heat' alert was issued for Niagara by the Niagara Region Public Health. In July 2018 and 2020, Pelham's Fire Chief issued a burn ban. The Town's annual Summerfest experienced extremely high temperatures in 2018 and 2019 leading to the cancellation of some events and lower attendance.

In response to the increasing threats and impacts of climate change, the Town committed to increasing the adaptive capacity and resiliency of its community in 2019 as a part of its strategic planning priorities.

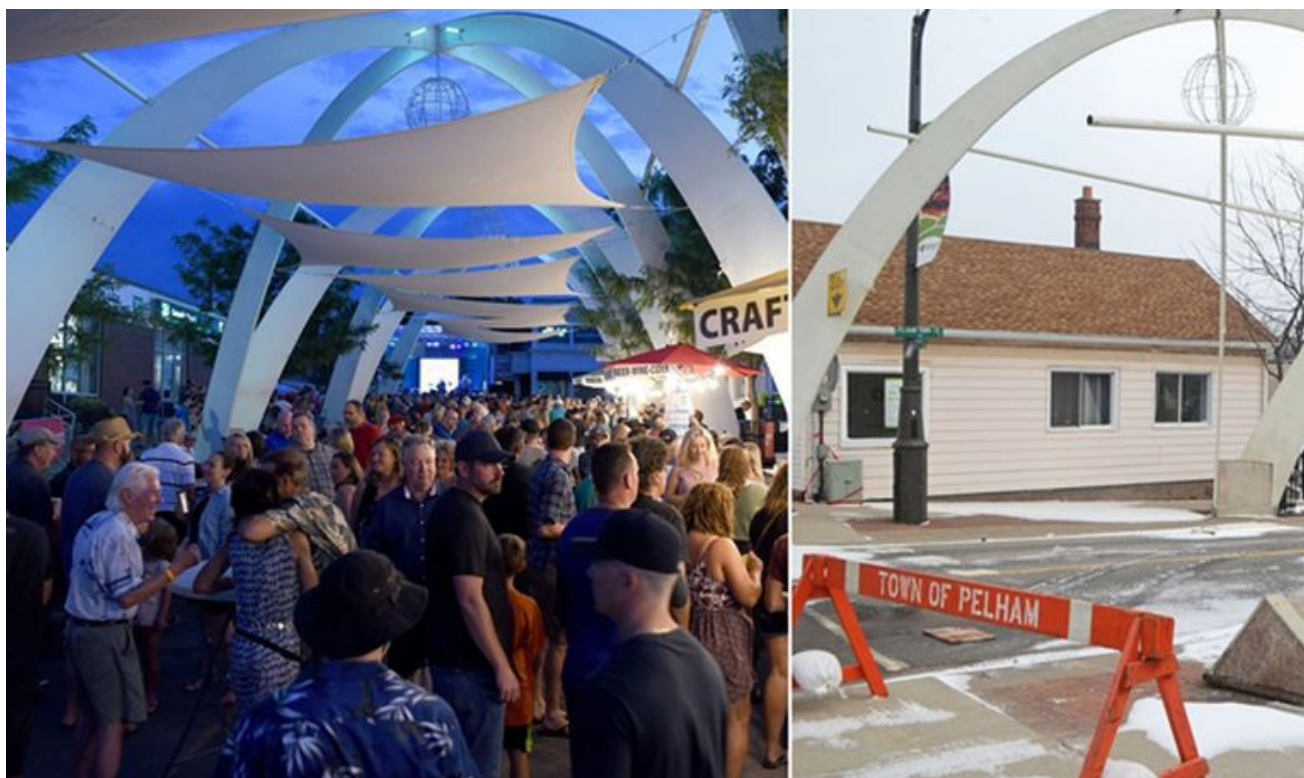


Photo: NiagaraThisWeek.com

About the Town of Pelham

The Town of Pelham is one of the 12 municipalities in Niagara Region, which reflects a fusion of rural and urban communities offering unique lifestyles rich with history, agriculture, and commercial industries. The Town is composed of five historic communities including Fonthill, Ridgeville, Effingham, North Pelham, and Fenwick.

Within its jurisdiction, the Town serves approximately 18,000 residents through various integrated systems of services, including but not limited to water and wastewater management, stormwater management, roads, sidewalks and trail maintenance, streetlights, building codes, libraries, parks, playgrounds, community events, and much more.

With Fonthill and Fenwick regarded as the main economic hubs, Pelham's location in the Niagara Region almost permits excellent access to Niagara Falls, St. Catharines, Welland, West Lincoln, Thorold and the Niagara Escarpment.



2. Climate Change

Global Climate Change

According to the IPCC's Fifth Assessment Report (AR5), climate systems are warming during the Industrial Era at an unprecedented rate which is impacting natural and human systems. The AR5 indicates that the increase in global average surface temperature is linked to an anthropogenic increase in greenhouse gas emissions since the mid-20th century. More recently in 2021, World Meteorological Organization (WMO) released a statement that indicated 2020 was one of the three warmest years on record. The changing climate is impacting ocean pH, ocean heat content, global mean sea level, glacial mass, and sea ice extent. The WMO statements further elaborate on Climate Indicators to emphasize the extent of climate change. In 2019, carbon dioxide reached 410.5 ± 0.2 ppm which is 148% of preindustrial levels. The global mean surface temperature is 1.2°C above the preindustrial levels (1850-1900). More frequent and extreme weather events such as heavy rainfall and floods, droughts, fires, cold and heatwaves, and severe storms have been observed around the world. The ocean is warming strongly across all depths over the past two decades and 82% of the ocean experienced at least one heat wave to date in 2020.



The statistics are alarming; IPCC's special report on impacts of global warming of 1.5°C published in 2018 indicated that unchecked global warming is likely to reach 1.5°C between 2030 to 2050. The Paris Agreement signed by 196 countries in 2015 aimed to maintain a global average temperature below 2°C and further invest in keeping the temperature increase to 1.5°C above pre-industrial levels. The report states that ongoing mitigation and adaptation efforts are not enough to meet the goals of the Paris Agreement. The future risks of climate change can be reduced by intensifying and upscaling far-reaching and cross-sectoral mitigation attempts and incremental as well as transformational adaptation.

Climate Change in Canada

Canada has been experiencing continuous global warming and on average past and future warming is double the magnitude of global rate. According to Canada's Changing Climate Report published in 2019, the annual and seasonal mean temperatures have increased with more warming in winters. The report states that the best estimate of the mean annual temperature increase is 1.7°C for Canada as a whole and 2.3°C for northern Canada between 1948 and 2016. In terms of precipitation, on average, annual mean precipitation has increased and is projected to increase over Canada in the 21st century. Compared to the 1986-2005 reference period, the low warming (emissions) scenario leads to a 2°C rise in temperature which remains consistent with the goals of the Paris Agreement. However, in a high warming (emissions) scenario, the temperature will continue to rise and will reach 6°C higher by the end of the 21st century.

Additionally, Canadian Arctic and Antarctic oceans have experienced longer and more widespread sea-ice-free periods. Oceans have warmed, become more acidic, and less oxygenated which has threatened the health of marine ecosystems. Extreme weather events such as storms, heatwaves, droughts, floods will be intensified due to warmer temperatures. Local sea-level rise will cause increased coastal flooding. These effects are experienced at the local levels by communities and the ability to withstand the negative impacts of climate change is closely associated with climate change adaptation planning.

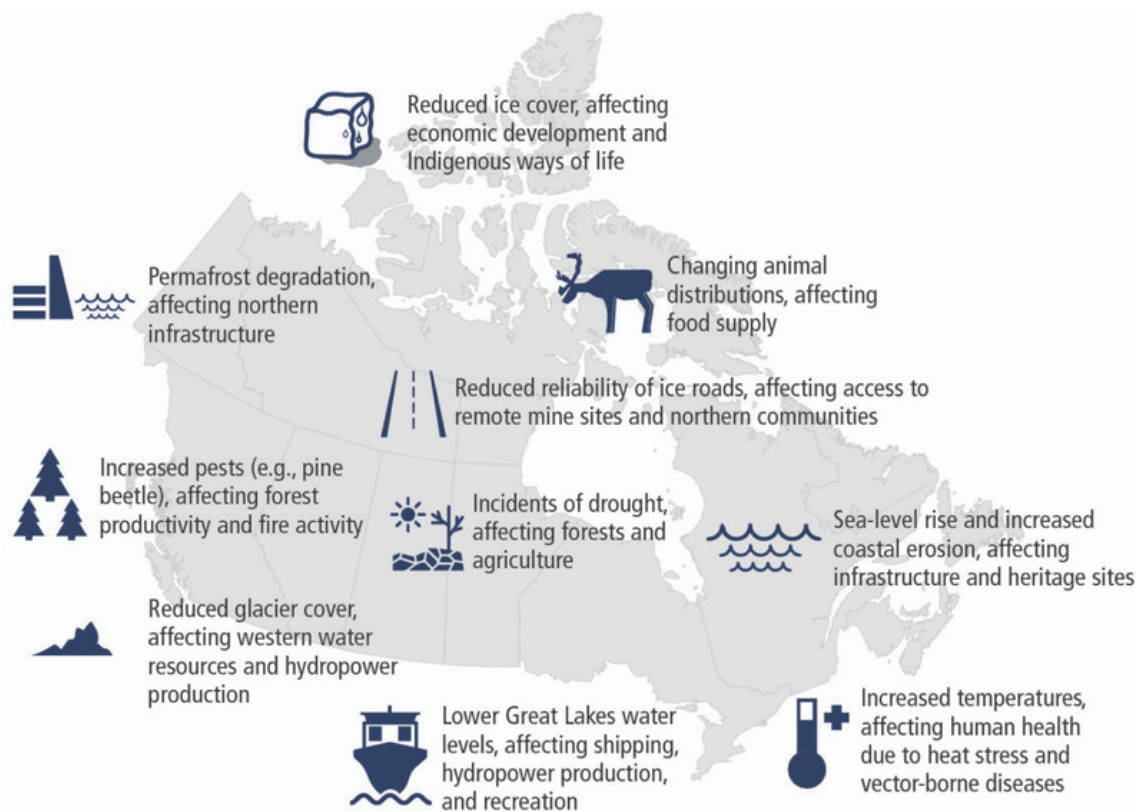


Figure 3: Climate Change Impacts in Canada

Credits: Canadian Council of Academies | Canada's Top Climate Change Risks, 2019

Regional Climate Change

In Niagara Region, the climate is becoming **warmer, wetter, and more extreme**. In the last 40 years, the average annual temperature has increased by 1.3°C. Niagara has been experiencing more rain and less snow in winter, frequent droughts, and heavy rainfall events. Climate change is impacting agriculture, infrastructure, transport, local economies, public health, and species and ecosystem health.

Record heat wave for Niagara

NEWS Sep 25, 2017 Niagara Falls Review



Staff at St. Edward Catholic School in Jordan try to keep the students as cool as possible during record-breaking heat on Monday, Sept. 25, 2017. The classroom lights were off, like Mrs. Karen Petrovsky's grade two class, students had indoor recess and lighter schedules to avoid the heat. (JULIE JOCSAK/POSTMEDIA NEWS)

Photo: Niagara Falls Review

Climate Change in Pelham

Consistent with national and regional patterns, Pelham faces most of the challenges posed by the changing climate. Extreme temperatures, heavy rainfall, and extreme events are some of the major manifestations of the changing climate for the Town. The summary of the climate change projections for the Town is presented in section 4 on climate change projections and impacts. The data has been collected from climateatlas.ca and climatedata.ca. The modelling of these projections is based on information generated in the event of business as usual approach and no significant reduction in greenhouse gas emissions (RCP8.5).

Federal, Provincial and Regional Commitment to Climate Change

The Government of Canada has shown a significant commitment to tackling climate change. It is one of 196 countries that signed the Paris Climate Agreement to maintain the global average temperature below 2°C and further invest in keeping the temperature increase to 1.5°C above pre-industrial levels. Also, the 2016 Pan-Canadian Framework on Clean Growth and Climate Change underscores the nation's commitment towards reducing greenhouse gas emissions and building resilient communities. In 2019, the government declared a commitment to achieving net-zero emissions by 2050.

On a provincial and regional scale, Ontario has been supporting strong initiatives to combat climate change. In November 2018, Ontario released the 'Made-in-Ontario Environment Plan' that caters to the province's specific priorities, challenges, and opportunities, and commits to reducing the province's emissions to 30 percent below 2005 levels by 2030. Other plans and initiatives include 'A Place to Grow-Growth Plan' and 'Greenbelt Plan'. Niagara Region is also invested in climate change planning as an added component of its Niagara Official Plan.

Pelham's Commitment to Climate Change

One of the six strategic priorities defined in the Town of Pelham's Strategic Plan 2019-2022 includes a commitment to grow revenue by promoting cultural assets while protecting environmental assets. To accomplish this priority, actions listed in the plan indicate that the Town will "introduce best practices related to climate change and for the protection and preservation of environmental assets" as well as "educate and create community awareness in regards to [the] importance of environmental assets and climate change impacts".

Other supporting municipal documents, such as the Town's Official Plan, also mention the need to understand the natural environment to manage climate risks. Components of the plan include the commitment to "maintain, enhance or restore ecosystem health and integrity", "protect natural resources", and "ensure that all infrastructure including sanitary sewers, water distribution and stormwater management facilities, public service facilities, and roads meet the needs of present and future residents and businesses". These commitments aim to address the concern to increase the Town's capacity to adapt to climate change. As such, the Town of Pelham sanctioned the development and implementation of a Corporate Climate Change Adaptation Plan (CCCAP).

According to FCM, Canada's infrastructure is vulnerable to the threats of climate change. Approximately, 60% of the core public infrastructure is owned by the municipalities and 35% of municipal infrastructure is in fair, poor or very poor condition. To address these concerns and to stay within the scope of the time frame of two years, the focus of the Town's CCCAP is to increase the adaptive capacity and resiliency of the Town of Pelham's assets (such as buildings, vehicles, streetlights and traffic signals, bridges and culverts, sanitary sewer networks, water distribution networks and roads) and services to current and future climate impacts, and to integrate climate change adaptation practices into day-to-day operations. The Plan is supported through the Municipalities for Climate Innovation Program (MCIP), a five-year program funded by Infrastructure Canada and delivered by the Federation of Canadian Municipalities.

Even though the strategy is focused on adaptation, the Town is committed to mitigation practices to reduce GHG emissions through the Conservation and Demand Management Plan. Under the plan, the Town commits to:

- Reductions in energy consumption and greenhouse gas emissions
- Continuous improvement in energy-efficient equipment installations
- Utilization and assessment of renewable energy projects
- Establishment of educational programs in energy demand to help promote behavioural changes

Some of the proposed initiatives include:

- Switching streetlights to LED
- Updating the building policy, ensuring that all Town-owned buildings, both new and/or renovated are LEED Silver certified
- Shifting to renewable energy for energy supply

2. Planning Process

Climate change is a complex phenomenon. As such, the strategies employed at global, national, and regional scales aim to lower greenhouse gas emissions i.e. mitigation and/or aim to tackle the impacts of climate change through adaptation. Mitigation refers to a human intervention to reduce emissions or enhance the sinks of greenhouse gases, whereas adaptation in human systems is the process of adjustment to actual or expected climate and its effects, to moderate harm or exploit beneficial opportunities (IPCC, 2018). Certain measures qualify as both adaptation and mitigation. The IPCC recommends both mitigation and adaptation to combat the ill effects of climate change on natural and human systems.

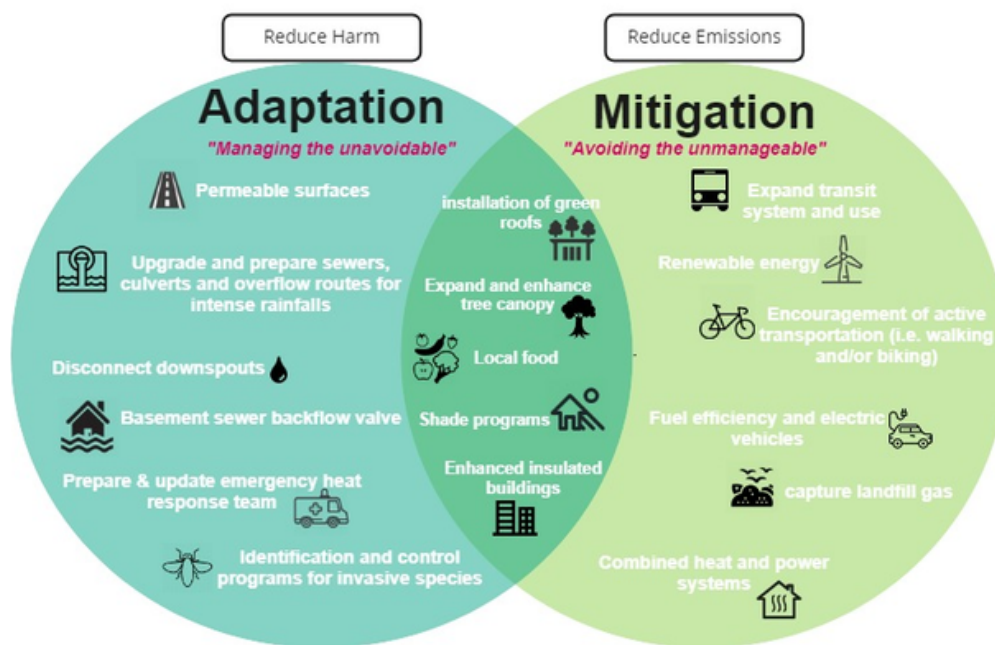


Figure 1: Adaptation, Mitigation and Synergies between them

This plan presents a corporate adaptation planning strategy for the Town of Pelham. The Town recognizes the need for both mitigation and adaptation. In terms of mitigation, the Town's focus lies in improving energy efficiency through promoting green energy, LED streetlights, etc. While extremely crucial in successfully managing the impacts of climate change, an in-depth analysis of mitigation opportunities and challenges is beyond the scope and purpose of this plan.

Adaptation is a process that reduces the negative impacts of climate change and/or takes advantage of new opportunities. Natural Resources Canada indicates that adaptation includes both anticipatory (i.e. actions taken before impacts are observed) and reactive (i.e. actions after impacts have been felt) activities. It recognizes the need for adaptation as some degree of climate change is inevitable even in the best-case scenario and the impacts will affect natural and human systems. It suggests integrating climate into policy and processes as an effective response to tackling climate change. The urgency of adaptation actions and the need to upscale adaptation is acknowledged by the government. In response, adaptation planning is being adopted by municipalities with support from FCM, and Pelham is responding to the initiative by creating a Corporate Climate Change Adaptation Plan (CCCAP).

Climate change is cost-intensive. According to studies by the Insurance Bureau of Canada, more than 50 percent of all property and casualty claims in Canada are flood-related, followed by hail, wind, ice, and fire (Feltmate, 2015). In 2018, insurance payouts increased to \$1.9B per year (Insurance Bureau of Canada, 2019). It is projected that by the 2050s, flooding from climate change could cost between \$1B and \$8B per year for damage to Canada's coasts (Demerse, 2016). Therefore, adaptation planning can secure Canada's future by reducing the financial costs of climate change, human costs by maintaining public health and environmental costs by protecting its natural assets.

According to the Adaptation Gap Report 2020 published by the UNEP (2021), climate change adaptation planning is gaining more relevance among municipalities, cities, and countries. More leaders are recognizing the need to adapt to the changing climate and are officially integrating adaptation plans in policy and planning. Therefore, an increase in the adoption of better adaptation planning practices has been observed. This is an important first step in responding to the changing climate in a structured manner. The Paris Agreement underscores the importance of adaptation planning for “enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change”.

The Town recognizes that the intersection of communities and municipalities fosters an environment that is conducive to the adoption of the climate change adaptation planning process. It creates an amalgamation of bottom-up and top-down management approaches to natural and built resource management in the context of climate change. The bottom-up approach, i.e., increasing participation of communities in adaptation planning to foster environmental stewardship by enhancing community ownership, support, and accountability are fundamental to climate change adaptation planning. The top-down approach involves support from the Town staff and leadership in the provision of resources, expertise, and opportunities to adapt to climate change. Local municipalities are at the forefront of climate change adaptation planning as the impacts of the changing climate are associated with government assets and infrastructure, policy planning and delivering seamless services to the community.



Figure 2: Planning Process for the Town's CCCAP

The Town developed a 5-step plan drawing on ICLEI Canada's Building Adaptive and Resilient Communities (BARC) program for adaptation planning and garnered additional support from Niagara Adapts at Brock University and Federation of Canadian Municipalities (FCM).

Pelham's project planning began in April 2019 with the creation of a climate adaptation team, followed by a council resolution and the formation of the Adaptation Steering Committee by the end of 2019. In 2020, the identification of adaptation actions, stakeholder engagement at two stages of development, and creation of an implementation strategy followed. See [Appendix A](#) for the detailed timeline for the project.

4. Climate Change Projections and Impacts

Climate Change Projections in Pelham

Temperature



- The annual mean temperature from 1976-2005 was 9°C and is expected to increase by 3°C to 15°C between 2021-2050
- Projected warming across seasons with severe warming occurring over fall and winter months
- Expected number of hot days (days > 30°C) increase from 8 days in 1976-2005 to 43 in 2021-2050 projections
- Extremely hot temperatures are projected to rise from 33°C (1976-2005) to 39°C (2100)
- Extremely cold temperatures are projected to become milder from -20°C (1976-2005) to -8°C (2100)
- Heatwaves are projected to increase; more freeze-thaw cycles

Precipitation



- Annual precipitation projected to increase from 884 mm (1976-2005) to 1046 mm in 2021-2050 projection
- Extreme changes in precipitation projected for the spring and winter months by the 2050s
- Number of wet days likely to increase; maximum precipitation on a single day likely to increase

Extreme Weather Events



- Increased intensity, duration, and frequency of heavy rainfall events
- Increased intensity and frequency of winter precipitation (i.e. freezing rain) projected
- Frequent extreme weather events such as thunder, hail or windstorms projected

Note(s): More information is found in [Appendix B](#).

Impacts

The Planning Team identified impacts of climate change on the community through one-on-one interviews with the ASC which were verified by the SAG. 53 climate impact statements were developed and cover different areas/functions of the society. Each statement reflects the cause, impact, and outcome for a particular climate variable. The impacts were observed on Town-owned infrastructure, urban tree canopy cover, public health, the health of ecosystems and community services. Pelham is facing and will continue to face climate change impacts in managing its **Natural Resources and the Environment**, conducting **Public Administration** duties, securing **Public Health and Safety**, sustaining the **Local Economy**, and delivering seamless **Community Services**.



Natural resources and the Environment

Healthy ecosystems are an underlying condition for maintaining Town's natural resources. However, climate change is impacting Town's natural ecosystems. Extreme rainfall and other extreme events damage trees, plants, and aquatic biodiversity. Changes in annual temperatures are causing alterations in agricultural patterns and invasive species infestations which are affecting Town's Urban canopy cover. Summer droughts add stress to existing flora and fauna.



Local Economy

Heavy precipitation is linked to flooding and therefore it impacts infrastructure. It also overburdens stormwater management infrastructure. In addition, there is an increased likelihood of extreme weather events and more winter precipitation. These impacts are causing financial implications for the residents, building owners and municipality budgets. Insurance, equipment, and repair costs are adding financial stress to the economy.



Public Health and Safety

As the temperature becomes more extreme, vulnerable populations face a risk to their health and safety. Heat and cold-related health stress equally impact workers and Town staff that operate in outdoor settings. Extreme weather events are detrimental to the health of workers and residents alike.



Public Administration

Town's physical infrastructure is being impacted due to heavy rainfall, freezing rain, extreme weather events and more rampant freeze-thaw cycles. It is causing resource and time shortages to manage infrastructure and respond to events such as Gypsy Moth infestations. Summer droughts are affecting green infrastructure and its maintenance.



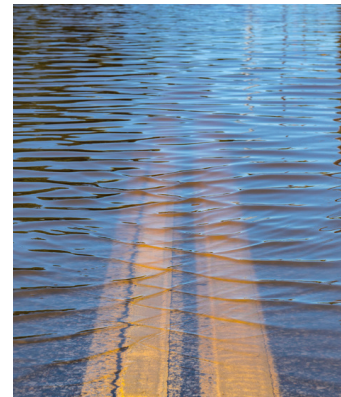
Community Services

Heavy rainfall, heat and extreme weather events lead to disruptions in organizing community events. Vulnerable populations are unable to participate in these events due to health risks. Moreover, many Town facilities and centres temporarily shut down, events stand cancelled due to the seasonal and chronic climate change impacts faced by the Town.

Summary of Projected Impacts

Heavy Rainfall

- Washouts, erosions, and floods result in damage to Town-owned infrastructure and natural assets causing an increase in repair and maintenance costs
- Local flooding impacts the demand for Emergency Response Services (i.e. emergency evacuations and/or increased response time to accidents)
- Heavy rainfall leads to overland flooding of parks, trails etc. causing delays and cancellation of Town events



Freezing Rain

- Winter precipitation (i.e. freezing rain and/or freeze-thaw cycles) present additional maintenance, insurance and/or replacement costs to Town-owned infrastructure and assets
- Winter precipitation leads to potential health and safety hazards to Town staff and residents who use Town roads, trails, sidewalks, or parking lots
- Winter precipitation increases the response time for emergency storm clean-up (i.e. removing debris from roads), limit road access and major routes for public use



Temperature Changes

- Extreme temperatures (i.e. $>30^{\circ}\text{C}$) present additional health and safety risks (i.e. heatstroke, renal/cardiovascular/skin issues, mental health, etc.) to vulnerable populations along with Town staff that operate in an outdoor setting
- Higher annual temperatures lead to large infestations of invasive species, as temperature increases and the survival rate for native tree species decline
- Milder winter temperatures cause overburdening of storm sewer systems resulting in surcharge and runoff from rapid snow melts



Extreme weather Events

- Frequent events of extreme weather (i.e. thunder, hail, and/or windstorms) inflict damage upon Town-owned infrastructure and assets, leading to possible increased replacement and/or maintenance costs
- Extreme weather leads to a higher likelihood of tree mortality, affecting the Town's total urban forest canopy
- Extreme weather events cause service disruptions (i.e. power outages and electrical surges) to Town residents, thereby worsening crises to vulnerable populations (i.e. seniors, children < 5 yrs, or individuals with pre-existing health conditions)



Potential Opportunities

Climate change is negatively impacting the functionality of built, natural and human systems, yet some opportunities could be utilized for the potential benefit of these systems. Even though they are reflected as 'opportunities', climate change remains a much bigger threat to maintaining the life-supporting functionality of natural, built and human systems. For the Town of Pelham, some of the opportunities are listed below:

- Longer construction periods due to an increase in temperature
- Increased ability to conduct outdoor events due to milder winter temperatures
- Increased growing seasons for certain crops



Note(s): More information on climate change impacts can be found in [Appendix C](#).

5. Vulnerability and Risk Assessment

Vulnerability Assessment

Niagara Adapts' Team at Brock University conducted a comprehensive vulnerability assessment for the Town. Vulnerability assessments involve the systematic collection and analysis of information about exposure, sensitivity and adaptive capacity relevant to a system of interest. Vulnerability assessments can be conducted for any system and at any scale. Taking a holistic approach, the vulnerability assessment encompassed biophysical and socioeconomic determinants of vulnerability and adaptive capacity. The assessment provided data on the current state of vulnerability in Pelham and highlighted potential opportunities to build adaptive capacity.

Findings from the analysis revealed a final vulnerability index value of 0.509 for Pelham, where 0 represents highly vulnerable and 1 represents highly robust.

- Exposure and sensitivity indicators from the assessment determined that extreme heat and cold temperatures, along with senior residents and/or individuals with pre-existing health conditions within Pelham are highly vulnerable to climate change.
- Adaptive capacity indicators determined that parks and forest and wetlands ranked high in vulnerability, along with political leadership for climate action, flexibility in institutional decision-making, and the level of community participation in decision-making processes.

These insights provided crucial information on Pelham's core areas of vulnerability to climate change. Combined with the vulnerability and risk assessments carried out by the ASC, these results determined the set of impacts that will need to be incorporated and prioritized into "items of action" for the adaptation plan.

The identified impact statements were further assessed by the ASC for vulnerability to understand service areas and departments that were most susceptible to the ongoing and future climate change impacts affecting the Town. Vulnerability is defined as the susceptibility of a given department to harm arising from climate change impacts. Vulnerability is the function of exposure, the department's sensitivity to climate change and its capacity to adapt to the impacts of climate change (or adaptive capacity).

The components and given formula of a vulnerability assessment can be found below:

$$\text{Vulnerability} = \frac{\text{Exposure} \times \text{Sensitivity}}{\text{Adaptive Capacity}}$$

- **Exposure** = the degree to which a system is exposed to a climatic threat (i.e. floods, ice storms, extreme winds, etc.) which was already identified in impact statements
- **Sensitivity** = the degree to which a system is impacted by a climatic threat
- **Adaptive Capacity** = the ability to easily adjust to climate change, including how to respond to and prepare for climatic threats

1. **Sensitivity Assessment:** The impact statements were assessed by the ASC and the Adaptation Team. The working group determined the sensitivity i.e. if the impact occurs, will it affect the functionality of the department for each impact statement.
2. **Adaptive capacity:** Adaptive capacity refers to the ability of built, natural, or human systems to accommodate changes in climate (including climate variability and climate extremes), to moderate potential damages, to take advantage of opportunities, or to cope with the consequences. The ASC determined Adaptive Capacity i.e. can the department adjust to the projected impact with minimal cost and disruption for each of the impact statements.

A total of **53 impact statements** were assessed through a vulnerability assessment. Based on the vulnerability assessment matrix (**Appendix D**), the 53 impacts showed the following results:

- 7 impacts rank **high** in vulnerability (V4 & V5), meaning the Town's adaptive capacity to adapt to the proposed climatic threats is low and the sensitivity is high.
- 23 impacts rank **medium** in vulnerability (V3), meaning the Town has a moderate adaptive capacity and sensitivity to these impacts
- 23 impacts rank **low** in vulnerability (V2 & V1), meaning the Town's adaptive capacity to adapt to the proposed climatic threats is high and the sensitivity is low.

The ASC reviewed the impacts after having been revised by the SAG, along with the vulnerability report provided by Brock, and further conducted a risk assessment.

*Note(s): More information on Town's Vulnerability Assessment can be found in **Appendix D**.*

Risk Assessment

Risk is a function of the consequence of an impact and the likelihood of its occurrence or more simply:

$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$

Based on the 53 impact statements that were evaluated through a vulnerability assessment, 30 impacts were further investigated through a risk analysis. These 30 impacts were further assessed because they ranked medium to high (V3, V4 or V5) in vulnerability.

1. **Likelihood** is determined by considering the frequency of the impact, i.e., whether the impact is likely to reoccur or is a single event. It considers the both likelihood of impact occurring and the outcome of the impact. Likelihood is the probability of the projected impact occurring and is scored on a scale of L1 to L5 with L1 being 'Rare' and L5 being 'Almost Certain'.
2. **Consequence** is defined as known or estimated consequences (to Environment, Public Administration, Public Safety, Economy, and Community Services) of a particular impact. It caters to the known or estimated consequences (economic, ecological, social, and legal) of a particular climate change impact. A Consequence rating is based on a scale of C1 to C5 where C1 is 'Negligible' and C5 is 'Catastrophic'.

To calculate the risk ratings, likelihood scores were multiplied with consequence scores. Of the 30 statements that were assessed:

- 1 impact statement was categorized as a **high** risk
- 1 impact statement was categorized as a **medium-high** risk
- 14 impact statements were categorized as a **medium** risk
- 11 impact statements were categorized as a **medium-low** risk
- 3 impact statements were categorized as a **low** risk

The statements that indicated high risk, medium-high risk and medium risk were identified as priority impacts. A total of **16 impact statements** were identified as priority impacts which were then used to develop adaptation goals and actions. This ensured that the selected impacts were a priority to the Town as they posed a high risk to a particular municipal component (i.e. Town-owned building, asset, day to day operations, services, etc.).

*Note(s): More information on Town's Risk Assessment can be found in **Appendix D**.*

6. Community Engagement

The Town of Pelham is a dynamic and growing community. The planning team supported the importance of community/stakeholder engagement in building the climate change adaptation plan. As mentioned in the Town's 2019 Strategic Plan, Council's vision is to "work together with the community to strengthen trust, enhance the quality of life and economic well-being for today and for the future". In addition to engaging the interdisciplinary team that was formed at the beginning of the planning process, the Town engaged the community members at two stages of building the plan.

Vulnerability Assessment



The Niagara Adapts Team identified indicators for exposure, sensitivity, and adaptive capacity (which determine vulnerability) through a scholarly literature review and consultation with experts in the field and selected 50 indicators. To ensure that the 50 indicators were highly relevant to Pelham, municipal partner(s) from Pelham prioritized the indicators, from most to least important.

To capture potential vulnerabilities at both the municipal scale and at the household scale, two survey instruments were implemented at the respective scales. At the municipal scale, partners collected relevant materials and consulted members of municipal staff to collect information on specific indicators. Data at the household scale was collected through a public survey. In Pelham, 147 residents participated. The results from the survey provide critical insight into how people in the region are experiencing climate change as well as their potential capacity to adapt.

Stakeholder Engagement Survey on Vision and Goals



A stakeholder engagement survey was conducted in Pelham to generate feedback on the municipality's draft vision and goals for the climate change adaptation plan. The survey received a total of 41 responses from community stakeholders. The feedback played an instrumental role in defining the adaptation vision and goals and contributed to the iterative nature of designing the adaptation plan.

Note(s): More information is located in [Appendix E](#).

7. Vision



The Town of Pelham will reduce, respond to, and recover from, the unique climatic threats posed by climate change, and will embrace the opportunities that position the Town to support sustainable development by promoting cultural assets while protecting our environmental assets



Note(s): More information on the process of identification, modification, and community involvement in shaping the vision can be found in [Appendix E](#).

8. Goals and Actions

Goals

The Town of Pelham identified 8 Goals which can be traced back to the priority impacts identified by the Planning Team. The ASC provided their feedback on the goals which were then circulated to the municipality as a part of community engagement. The overarching goals serve as the guiding principles which aim to connect the broader adaptation Vision to the actual adaptation Actions that the Town will undertake to fulfil its aim of becoming a more climate-resilient community.



Goal 1. Protect community members and outdoor workers from potential health risks related to climate change



Goal 2. Build awareness of climate change impacts and risks among Town's staff and community members



Goal 3. Develop a comprehensive strategy to manage extreme weather events and emergencies



Goal 4. Foster adaptive capacity in the design, construction, and maintenance of Town-owned infrastructure



Goal 5. Preserve, protect, and restore Town's urban and rural forests



Goal 6. Cultivate resiliency to heavy rainfall and flooding events



Goal 7. Streamline Town services to provide sustained support to Pelham community



Goal 8. Mainstream climate change information into Town's planning, policy, and decision-making processes

Note(s): More information on the process of identification, modification, and community involvement in shaping the goals can be found in [Appendix E](#).

Actions

The Town identified 45 adaptation actions which are distributed among the 8 above-mentioned goals. The actions were identified while tracking the priority impacts that are most likely to affect the community. The ASC provided their feedback on the actions and, subsequently, actions were prioritized based on the urgency, importance, environmental, social & economic consequences as well as feasibility criteria. The actions were then categorized under 3 categories. These can be viewed for each action in the implementation schedule under [Appendix F](#).

- Short-term – implementation within 0-3 yrs.
- Medium-term – implementation within 4-7 yrs.
- Long-term – Implementation within 8-10 yrs.

Most of the actions fall under 5 categories:

- Increasing public awareness of the changing climate and its projected impacts
- Increasing technical capacity to better manage the impacts
- Mainstreaming climate change planning in policy and investment decisions
- Increasing the adaptive capacity of built, natural and human systems
- Strengthening community partnerships to increase resiliency in the community

It is also important to highlight that the Planning Team recognized the efforts that are already being made and the actions that are in progress to increase climate resiliency. That said, some of these actions have been included in the plan to strengthen the ongoing implementation along with newly developed actions. The identified and prioritized actions also include both anticipatory (i.e. actions taken before impacts are observed) and reactive (i.e. actions after impacts have been felt) activities.



Goal 1. Protect community members and outdoor workers from potential health risks related to climate change

- 1.1 Create an extreme weather policy to minimize risks to vulnerable populations during extreme events including heavy rainfall, extreme heat, and extreme cold*
- 1.2 Develop a communication strategy to inform the Town residents and staff on road conditions during extreme weather events*
- 1.3 Foster emergency preparedness among Town's staff and community members (e.g. mainstream the 72-hour emergency preparedness guide)*
- 1.4 Design educational and training content to support community members and outdoor staff during extreme weather events*
- 1.5 Increase relief measures for extreme events of heatwaves through providing indoor activities for community members (e.g. pool facilities, cooling centres, recreational facilities)*
- 1.6 Increase operating hours of current facilities available to the residents during extreme heat and extreme cold*
- 1.7 Review (and revise if necessary) the Town's Winter Operations Plan to accommodate the effects of climate change*





Goal 2. Build awareness of climate change impacts and risks among Town's staff and community members

2.1 Review current communication relative to climate change and extreme weather events and incorporate new strategies to benefit the Town's emergency response communication

2.2 Develop educational initiatives that raise awareness on climate change for Pelham residents, businesses, and Town staff, and integrate these initiatives into existing programs, activities, and communications (where possible)

2.3 Enlist the help of community groups and young students in spreading climate literacy through educational campaigns at schools and in the local community

2.4 Create resources for the community to underscore the importance of Low Impact Development, green roofs, creating green spaces (trees and shrubs) and maintaining natural heritage in adapting to climate change impacts

2.5 Foster partnerships with like-minded local organizations to spread awareness on climate change and its impacts to promote adoption of climate change adaptation strategies





Goal 3. Develop a comprehensive strategy to manage extreme weather events and emergencies

3.1 Create and implement robust training strategies for Town staff to deliver an efficient and quick response to extreme weather events

3.2 Prepare for the spike in demand for emergency services during extreme weather events including heavy rainfall, extreme heat, and extreme cold events

3.3 Design an opt-in communication (email, text) alert system to provide extreme weather and climate change updates to the Town residents

3.4 Integrate climate change projections, impacts and actions into emergency response planning and existing training guides





Goal 4. Foster adaptive capacity in the design, construction, and maintenance of Town-owned infrastructure

- 4.1 *Assess the condition of the Town's stormwater management infrastructure and explore opportunities for upgrading or reinstalling infrastructure*
- 4.2 *Incorporate drought-tolerant landscaping design on Town properties*
- 4.3 *Investigate the use of reflective surfaces, cool paving, green facades, and green roofs to minimize the effects of heat on built infrastructure*
- 4.4 *Update the Engineering Design Guide to incorporate projections, impacts and risks of climate change and relevant adaptation strategies*
- 4.5 *Integrate climate change considerations in Capital Asset Management Policy and the development of Capital Asset Management Plan*
- 4.6 *Explore opportunities to integrate Low Impact Development and green technologies in the Town's approach to designing, construction, and maintenance of infrastructure*
- 4.7 *Support the updates to by-laws, zoning regulations, and building codes to accommodate climate change adaptation options*
- 4.8 *Legitimize the use of green infrastructure by incorporating the same in Capital Asset Management Plan and training the staff on the utility and benefits of green infrastructure*





Goal 5. Preserve, protect, and restore Town's urban and rural forests

5.1 Map Town's tree cover to understand the spread of existing tree canopy and develop strategies for expanding the municipal tree canopy target

5.2 Create a combined Forest Strategy and an Emergency Response Strategy to address the impacts of climate change on tree canopy cover and respond to such impacts (e.g. attack of invasive species like Gypsy Moth)

5.3 Conduct analysis for areas under heat stress and use the information to assign new tree plantation sites

5.4 Support partnerships with local/national organizations to enhance preservation, protection and restoration of tree canopy cover and biodiversity

5.5 Focus on Town's green infrastructure of parks and open spaces, green spaces, urban forests, natural heritage areas to explore opportunities to expand the use of similar nature-based solutions to adapt to climate change impacts (e.g. heat stress)





Goal 6. Cultivate resiliency to heavy rainfall and flooding events

- 6.1 Collect baseline information on areas prone to flooding and implement floodproofing measures proactively depending on feasibility and requirement*
- 6.2 Promote the use of green infrastructure tailored to minimize the effects of flooding*
- 6.3 Build on existing strategies to educate the residents on flood preparedness and develop emergency flood relief measures to be deployed in case of extreme flooding*
- 6.4 Re-investigate the feasibility of Town's Sanitary Sewer Backflow Prevention Incentive Program*
- 6.5 Conduct a feasibility study of a downspout and sump pump disconnection program*
- 6.6 Include stormwater mitigation and adaptation strategies in the Engineering Design Guide to support flood management interventions*
- 6.7 Assess, implement and revise (if needed) floodproofing mechanisms employed at Town-owned buildings*





Goal 7. Streamline Town services to provide sustained support to Pelham community

7.1 Develop a plan (e.g. COVID-19 Recovery framework) and train the staff to ensure Town's services are sustainably supported

7.2 Provide training to entire staff on climate change and climate change adaptation

7.3 Invest in new power support systems (e.g. generator for MCC) for Town's built infrastructure to support seamless services during extreme events

7.4 Prepare to accommodate the increase in public service requests for the maintenance of infrastructure after extreme weather events, floods, heat stress, and cold stress





Goal 8. Mainstream climate change information into Town's planning, policy, and decision-making processes

8.1 Declare a climate emergency

8.2 Develop and implement a Green Procurement Policy that would establish guidelines for all Township employees to ensure staff are purchasing products that minimize consumption of energy and water and are more environmentally appropriate

8.3 Develop and implement a corporate Policy on Climate Change Adaptation

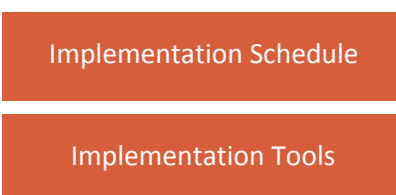
8.4 Continue to monitor climate change projections annually and collect data from other sources that can aid in the implementation of climate change adaptation solutions (e.g. GIS, citizen scientists)

8.5 Incorporate climate change projections and adaptation options in the Town's policies and practices to standardize response on addressing climate change impacts (i.e. Strategic Plan, Community Improvement Plan, Communications Plan, Cultural Master Plan, Engineering Design Guide, Human Resource Policy, Winter Operations Plan etc.)



9. Implementation

The adaptation planning process emphasizes creating a robust implementation strategy (Guyadeen et al., 2019; ICLEI). According to the Adaptation Gap Report 2020 (UNEP, 2021), scaling up implementation is needed to manage climate risk. The report emphasizes closing the adaptation financing gap, i.e., adaptation costs are currently higher than adaptation financing. The Town has a two-fold implementation strategy that addresses some of the above-mentioned concerns. Successful implementation strategy requires a comprehensive schedule and implementation tools. The implementation strategy mobilizes the knowledge accumulated through previous steps and brings the plan from theory to practice. The Town of Pelham's approach to implementation involves two key elements:



Implementation Schedule

Implementation Schedule is a comprehensive strategy to move the decided actions into the execution phase. The schedule is deemed as the 'backbone' of implementation (ICLEI). See [Appendix F](#) for the full Implementation Schedule. It requires certain elements which are described below:

Action: Highlights a particular action under each goal

Description/Scope: Briefly discusses the opportunities, challenges & bandwidth/range of each adaptation option

Lead Department(s): Department(s) leading the adaptation action implementation

Relevant Department(s): Department(s) responsible for supporting the lead department for implementation

Implementation Term: Action to be implemented within short (0-3 yrs.), medium (4-7 yrs.) or long (8-10 yrs.) term

Resource Requirement: Reflects upon anticipated staff requirement (low, medium, high) and budget allocations (\$ -Low, \$\$ - Medium, \$\$\$ - High) required for the action

Implementation Tools

Implementation tools are adopted to align the adaptation planning process with long-term sustainability goals. In essence, the tools help in driving the implementation process (ICLEI). Some of the significant implementation tools that are relevant to the Town's planning are identified below.

- **Stakeholder Engagement:** The plan identified stakeholder engagement as one of the most efficient implementation tools. Pelham is a dynamic community. While the pace of development in the Town is increasing, it also opens a window of opportunity to involve the community members, staff, policymakers, local organizations etc. in adaptation planning. The planning process ensures that community support is both provided and elicited at various points in the implementation process. adaptation vision and goals

- **Fundraising:** Implementation is contingent upon the availability of funds. However, it is not always possible to secure funding from internal budgets. The planning team proposes to include other sources of funding which may include but are not limited to FCM's Green Municipal Funds, partnerships with local universities and NGOs, Federal and Provincial Grants etc.
- **Pilot Projects:** While certain small-scale projects can be implemented without pilot planning, large-scale projects are not as easy to implement. Therefore, pilot projects can be useful in projecting the long-term utility of the action implemented. It also ensures quick support from public and private authorities, budget approvals and resource allocation as the scale and the timeline of the project are pre-determined as opposed to investing in long-term projects with open resource requirements.
- **Communication:** The Plan identifies communication as the cornerstone of adaptation planning. As Pelham ventures into adapting to and mitigating the impacts of climate change, it is of utmost importance to communicate the adaptation planning process, and more broadly cultivate an understanding of climate change and its impacts. Furthermore, it fosters transparency and trust within the community which aids in adaptation planning and implementation. The Plan employs various strategies such as print media (reports, guides etc.), social media (Town's official channels), in-person collaborations (workshops, training etc.) to create more awareness among staff and residents.
- **Integration in Current Plans:** The Town of Pelham has existing plans and guides (Strategic Plan, Natural Heritage Plan, Engineering Design Guide etc.) that could be linked to the climate change adaptation planning process. This may include the integration of relevant adaptation actions and planning processes in the existing documents to maintain seamless implementation planning.
- **Interdepartmental Coordination:** The coordination between various departments is important in adaptation planning (Guyadeen et al., 2019) to align different yet connected practices within the municipality. However, it is challenging to bring different departments on the same page in the context of adaptation planning. Therefore, this Plan encourages interdepartmental cooperation wherever possible.

It is important to highlight that the implementation is meant to be a dynamic process, i.e., it supports continuous updates and additions to the plan based on the progress that has been made in the implementation of the actions. The main advantage of dynamic implementation planning is that it not only serves as a blueprint for current and future action, it also recalibrates itself based on the updated information. In that sense, implementation planning is closely linked to monitoring and evaluation processes which are discussed in the next section.

10. Monitoring and Review

Monitoring the implementation of actions provides further viability to the adaptation planning process. In essence, M&E provides an update on the effectiveness of the implementation plan which is intricately linked to the implementation plan's dynamic nature. Over the years, implementation plans can undergo drastic morphosis based on the information collected and applied through the indicators. Research indicates that monitoring indicators and evaluating outcomes are one of the strongest pillars of adaptation and climate change planning at large (Guyadeen et al., 2020; Meerow & Woodruff, 2020). This is because the climate is constantly changing, and the ability to project climate change impacts is becoming more precise. Moreover, institutional and funding changes can impact the progress of the plan. The COVID-19 pandemic is one of the examples of an external event that can impact the implementation of the climate change plan. Closely associated with M&E is long-term strategic planning to accommodate for uncertainty (Meerow & Woodruff, 2020).

Furthermore, evidence suggests there is a lack of integrating M&E mechanisms in adaptation planning (Adaptation Gap Report 2020, UNEP, 2021). Therefore, engaging in M&E practices periodically ensures that the required changes are made to the implementation plan and it is in alignment with best practices for adaptation planning. For successful implementation over the years, the Town has integrated an M&E plan (Appendix G) as a living document within the adaptation plan.

The plan provides the following information:

Action: Highlights a particular action under each goal

Indicator(s): Indicators selected to monitor the progress of each adaptation action

Lead Department(s): Department(s) involved in collecting the data based on the indicators

Duration: Highlights the time frame for collection and measurement of the indicator (Short-Term: 0-2 yrs., Medium-Term: 2-4 yrs., Long-Term: 4-6 yrs.)

Resource Requirement: Staff requirement (low, medium, high) and budget allocations (\$ -Low, \$\$ - Medium, \$\$\$ - High)

The process followed to select indicators was based on the application of the SMART framework. The indicator(s) selected for each action represent Specific, Measurable, Achievable, Relevant & Time-Bound (SMART) characteristics. Other criteria employed in the selection of indicators involved:

- Process indicators i.e. indicators that monitor the progress of the plan, and outcome indicators evaluate the success of the plan
- Quantitative indicators which are often numerical, ratio or percentage-based and qualitative indicators describe the quality based on opinions or simply yes/no answers

Essentially, the M&E process ensures tracking of adaptive capacity and the achievement of climate change adaptation goals. The review of CCCAP is dependent on the reports provided to the council (i.e. yearly, bi-annually etc.) and on a reassessment of the plan based on new climate science data and the Town's growth and development. It is suggested to reassess the plan in the next 5 years.



Appendices

Appendix A – Timeline of the Project

2019			2020				2021
Apr May Jun Q2	Jul Aug Sep Q3	Oct Nov Dec Q4	Jan Feb Mar Q1	Apr May Jun Q2	Jul Aug Sep Q3	Oct Nov Dec Q4	Jan Feb Q1
<ul style="list-style-type: none"> Establish Climate Adaptation Team Identification of project stakeholders Gather baseline data on the current state of the municipality 	<ul style="list-style-type: none"> Develop Climate Adaptation Steering Committee (ASC) Council resolution to support climate adaptation pledge Climate change impact analysis 	<ul style="list-style-type: none"> Identify Stakeholder Advisory Committee (SAG) Define technical gaps and data Community engagement 	<ul style="list-style-type: none"> Consultation with stakeholders Vulnerability adaptive capacity assessment and report 	<ul style="list-style-type: none"> Identify and prioritize adaptation options Initiate a draft for CCCAP Vulnerability and Risk Assessment 	<ul style="list-style-type: none"> Design and implementation of adaptive management Develop draft low impact guidelines for Engineering Design Manual 	<ul style="list-style-type: none"> Stakeholder engagement for adaptation Review implementation strategy formulation Create an implementation and M&E strategy/plan 	<ul style="list-style-type: none"> Finalize the CCCAP and present it to the council for approval Implementation and Knowledge Mobilization Finalize changes to the Engineering Design Manual

Table 1: Timeline of the Project

Appendix B – Climate Change Projections

Table 2 represents climate change projections for the Town of Pelham with RCP8.5 which indicates a business-as-usual scenario i.e. the assumption that no mitigation policies or measures will be implemented beyond those that are already in force and/or are legislated or planned to be adopted (IPCC, 2018).

According to IPCC, Representative Concentration Pathways (RCPs) are the scenarios that include time series of emissions and concentrations of the full suite of greenhouse gases (GHGs) and aerosols and chemically active gases, as well as land use/land cover. The word representative signifies that each RCP provides only one of many possible scenarios that would lead to the specific radiative forcing characteristics. The term pathway emphasizes the fact that not only the long-term concentration levels but also the trajectory taken over time to reach that outcome are of interest.

- RCP2.6: One pathway where radiative forcing peaks at approximately 3 W m⁻² and then declines to be limited at 2.6 W m⁻² in 2100 (the corresponding Extended Concentration Pathway, or ECP, has constant emissions after 2100).
- RCP4.5 and RCP6.0: Two intermediate stabilization pathways in which radiative forcing is limited at approximately 4.5 W m⁻² and 6.0 W m⁻² in 2100 (the corresponding ECPs have constant concentrations after 2150).
- RCP8.5: One high pathway which leads to >8.5 W m⁻² in 2100 (the corresponding ECP has constant emissions after 2100 until 2150 and constant concentrations after 2250).

Even though the models utilize precision in their calculations, there is inherent uncertainty in climatology. The town has fetched data from reliant resources, but it is important to note that there are limitations in the parameters, structures of the models, the future climate projections/trajectories and even the tools embedded in weather observation instruments.

The Town collected data from climateatlas.ca and climatedata.ca. The data was also drawn from Canadian Centre for Climate Services. In cases where data wasn't available for Pelham, the data for the neighbouring municipality of Welland was considered.

Climate Variable		1976-2005	2021-2050 Projection	2100 Projection
Temperature (°C)	Average/Yr	9°C	12°C	↑ 15°C
	Spring	7°C	8.8°C	↑ 10.7°C
	Summer	20.5°C	22.6°C	↑ 24.8°C
	Fall	10.8°C	13°C	↑ 15°C
	Winter	-3.1°C	-0.8°C	↑ 1.5°C
Extremes (°C)	Heat (max)	33°C	36°C	↑ 39°C
	Cold (min)	-20°C	-13°C	↑ -8°C
	Days/Yr +30°C	8	43	↑ 93
Indices	Cooling Degree Days (CDD)	321	667	↑ 1192
	Heating Degree Days (HDD)	3399	2667	↓ 2022
	Freeze-Free Days (>0°C)	3658	4489	↑ 5520
Precipitation (mm)	Total Annual	884 mm	1046 mm	↓ 983 mm
	Average Spring	224 mm	247 mm	↑ 260 mm
	Average Summer	221 mm	224 mm	↓ 222 mm
	Average Fall	239 mm	246 mm	246 mm
	Average Winter	208 mm	230 mm	↑ 246 mm
Extreme Precipitation (mm)	Average Annual # of Wet Days (>10mm) / Yr	7 days/yr	9 days/yr	9 days/yr
	Average Annual # of Wet Days (>20mm) / Yr	7 days/yr	9 days/yr	9 days/yr
	Maximum Precipitation on a Single Day / Yr	38 mm	40 mm	40 mm
Frost (days)	Frost-Free Season (days)	168 days	207 days	↑ 229 days
	Date of Last Spring Frost	April 21	April 12	↓ April 3
	Date of First Fall Frost	Oct 29	Nov 8	↑ Nov 21
	Average Annual # of Ice Days (below 0°C)	48 days/yr	26 days/yr	↓ 6 days/yr
Tropical Nights	Average Annual # of Tropical Nights (>18°C)	27 days/yr	64 days/yr	↑ 106 days/yr
	Average Annual # of Tropical Nights (>20°C)	10 days/yr	40 days/yr	↑ 85 days/yr
	Average Annual # of Tropical Nights (>22°C)	1 days/yr	18 days/yr	↑ 60 days/yr

Table 2: Climate Change Projections for the Town of Pelham with RCP8.5

Appendix C – Climate Impact Statements

After discussing the climate change projections and the associated impacts, 53 impact statements were identified with associated climatic threat, theme and the departments that were affected by the impact.

ID#	Climatic Threat	Theme	Impact Statement	Legend		Department							
				Directly Impacted	X	Administration Services	Community, Planning & Development	Corporate Services	Fire & By-Law Services	Public Works - Engineering	Public Works- Parks/Beautification	Public Works - Roads	Public Works - General
1	Increase in Precipitation in Winter	Natural Resources and the Environment	An increase in winter precipitation (i.e. freezing rain) can lead to increased exposure to salt on roads, causing adverse effects on tree, plant, and aquatic species							X	O		
2	Increased Heavy Rainfall Events			O			X	X	X				
3	Increase in Intensity/Frequency of Drought					X	X	O					
4	Increase in Annual Temperatures		An increase in annual temperatures can lead to large infestations of invasive species, as minimum temperature increases and the survival rate for native tree species decline		O				X				
5			An increase in annual temperatures may present altered agricultural zones and seasons (i.e. reproductive patterns) for native flora due to a changing climate		X				X				
6	Increase in Temperature Variability in Shoulder Seasons		An increase in temperature variability during shoulder seasons may prolong the time of year in which plant and tree maintenance (i.e. leaf and grass clean up, watering, pruning, etc.) is required						X				
7	More Frequent Events of Extreme Weather		More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to a higher likelihood of tree mortality, affecting the Town's total urban forest canopy			O			X				

8	<i>Increase in Precipitation in Winter</i>	Public Administration	An increase in winter precipitation (i.e. freezing rain) can increase emergency services costs due to increased demand in emergency response time as well as additional training to the Town's emergency response team			X	X						
9	<i>Increase in Precipitation in Winter</i>		An increase in winter precipitation (i.e. freezing rain and/or freeze-thaw cycles) may present additional maintenance, insurance and/or replacement costs to Town-owned infrastructure and assets			X		O	O	O	X		
10			An increase in winter precipitation (i.e. freezing rain) can lead to the closure of Town facilities (i.e. Town Hall, the MCC, public libraries, etc.) and additional costs to the Town due to public safety concerns		O	X	O					O	O
11	<i>Increased Heavy Rainfall Events</i>		An increase in heavy rainfall events (i.e.+ >50 mm/hr) can increase capital and/or operational costs to the Town due to delays in construction for municipal projects			X		O				O	
12			An increase in heavy rainfall events (i.e.+ >50 mm/hr) may present additional maintenance, insurance and/or replacement costs to Town-owned infrastructure and assets		O	X		X	X	X	O	O	
13			An increase in heavy rainfall events (i.e.+ >50 mm/hr) can lead to altered environmental protection zones and increased demand for new and/or altered permits for particular projects		X	X	O	O					
14	<i>Increase in Annual Precipitation</i>		An increase in annual precipitation may present additional costs for Town-related capital projects due to higher ground water tables			X		O					
15	<i>Increase in Intensity/Frequency of Drought</i>		An increase in intensity/frequency of summer droughts may present unexpected maintenance costs and stress to the Town's green infrastructure (i.e. public spaces and local neighbourhoods)		O	X		O	X				
16	<i>Increased Summer Temperatures</i>		An increase in duration and frequency of extreme temperatures (i.e. >30°C) may increase the demand to cool Town-owned facilities, which can subsequently increase energy consumption costs (i.e. hydro and natural gas)		O	X							O
17			An increase in duration and frequency of extreme temperatures (i.e. >30°C) may present additional health and safety-related cases (i.e. heatstroke, renal/cardiovascular/skin issues, mental health, etc.) and costs to the Town, subsequently leading to less time for daily projects and/or tasks to be completed			X			X	X			X
18	<i>Milder Winter Temperatures</i>		An increase in milder winter temperatures may present unexpected costs to the Town due to a higher demand in invasive species management (i.e. maintain and/or respond to particular infestations)			X			X				
19			More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to a surplus of public service requests (i.e. requests for Town staff to maintain or replace Town property as well as provide required services to residents, etc.) and will thereby require more time from, and additional funds for, Town staff to service such requests			X						X	

20	More Frequent Events of Extreme Weather	Public Administration	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may in-directly cause harm (i.e. weather-related car accidents or traumatic injuries such as bruises, cuts, bone fractures, etc.) to Town staff that primarily work outdoors, leading to additional health and safety-related costs and overtime pay			X	O		O	O		O
21			More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may inflict damage upon Town-owned infrastructure and assets, leading to possible increased replacement and/or maintenance costs			X					O	
22	Increase in Precipitation in Winter	Public Health and Safety	An increase in winter precipitation (i.e. freezing rain) can increase the response time for emergency storm clean-up (i.e. removing debris from roads), limit road access and major routes for public use				X	O		X		
23			Although winter precipitation (i.e. freezing rain) raises the demand for road salts, the increase in intensity and frequency of rain can dilute the salt, thereby creating more health and safety hazards to road users (i.e. Town staff and the public)				X			O		
24			An increase in winter precipitation (i.e. freezing rain) can lead to an increased demand for Town staff to provide extreme weather alerts, along with any additional public health and safety information to the public (i.e. no parking on Town streets anytime during winter events when plows and sanders are in operation)	X			X			O		
25			An increase in the frequency of winter precipitation (i.e. freezing rain) can increase the demand for, and "wear and tear" on, Town equipment (i.e. PPE, light and heavy-duty trucks, equipment, etc.) to meet the current demand for Town services (i.e. emergency) and use of assets (i.e. roads, parks, trails, etc.)				X		X	X		
26			An increase in winter precipitation (i.e. freezing rain) can quantify the number of reported workplace injuries (i.e. weather-related car accidents or traumatic injuries such as bruises, cuts, bone fractures, etc.) due to unsafe work conditions				X				O	O
27			An increase in winter precipitation (i.e. freezing rain) can create potential health and safety hazards to Town staff and residents who use Town roads, trails, sidewalks, or parking lots				X					O
28			An increase in winter precipitation (i.e. freezing rain) may increase the likelihood of more intense and frequent blackout and/or brownout incidents, due to possible damage to power lines				X				X	O
29			An increase in heavy rainfall events (i.e. + >50 mm/hr) may lead to local flooding, which can increase the demand for the Town's emergency response services (i.e. emergency evacuations and/or response time to accidents)				X	O		O		O
30	Increased Heavy Rainfall Events		An increase in heavy rainfall events (i.e.+ >50 mm/hr) may lead to overflow of the Town's greywater systems, particularly in rural areas, posing several health and safety hazards		O			X				

31	Increased Summer Temperatures	Public Health and Safety	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may present additional health and safety risks (i.e. heatstroke, renal/cardiovascular/skin issues, mental health, etc.) to vulnerable populations (i.e. seniors, children (<5 yrs., individuals with pre-existing health conditions, etc.) along with Town staff that operate in an outdoor setting				X		X	X		X
32			An increase in duration and frequency of extreme temperatures (i.e. >30°C) may lead to an increased demand for Town staff to provide extreme temperature alerts, along with any additional health and safety information to the public	X								O
33	Extreme Cold Temperatures		An increase in extremely cold temperatures (i.e. > -30°C) may lead to an increased demand for Town staff to provide extreme temperature alerts to the public, along with any additional health and safety information to the public	X							O	
34	More Frequent Events of Extreme Weather		More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to an increase in the Town's emergency response services, particularly for emergency evacuations				X				O	O
35			More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may increase the likelihood of emergency-related scenarios (i.e. car accidents, flooding, prolonged power outages, etc.), resulting in an increase in emergency response time for emergency purposes				X				O	O
36			More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may cause service disruptions (i.e. power outages and electrical surges) to Town residents, thereby worsening crises to vulnerable populations (i.e. seniors, children < 5yrs, or individuals with pre-existing health conditions)				X				O	
37			More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may increase the likelihood of flooding, leading to health and safety implications for the public				X					
38	Increase in Precipitation in Winter	Local Economy	An increase in winter precipitation (i.e. freezing rain) may cause failure to power lines and transmission structures, which may cause severe implications to Town staff and vulnerable populations (i.e. seniors, children (<5yrs), or individuals with pre-existing health conditions)			O	X	O				
39	Increased Heavy Rainfall Events		An increase in heavy rainfall events (i.e.+ >50 mm/hr) may increase the likelihood of overland flooding, causing damage to Town-infrastructure (i.e. roads, buildings, stormwater ponds, culverts, etc.) as well as increasing the rate of exposure to vulnerable areas (i.e. rural areas)		X	O					O	
40	Increase in Annual Precipitation		An increase in annual precipitation may increase the demand for water and sewage networks to accommodate more intense precipitation		X			X				

41	Increased Summer Temperatures	Local Economy	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may present additional damage to Town assets (i.e. roads, sidewalks, parking lots, culverts, etc.), as well as outdoor recreational facilities (i.e. playgrounds and parks), which will lead to an increase in maintenance and/or replacement costs		O	X						O	O
42	Extreme Cold Temperatures		An increase in extremely cold temperatures (i.e. > -30°C) and rainfall intensity can freeze the ground, subsequently leading to flash flooding		X			X					
43	More Volatile Winter Temperatures		More volatile winter temperatures will increase the frequency of freeze-thaw events, which may present additional implications for Town-owned infrastructure (i.e. roads, stormwater ponds, sidewalks, parks, trails, water mains, culverts, etc.) and buildings (i.e. roofs and foundation), leading to an increase in maintenance and replacement costs		O	X						O	
44	Milder Winter Temperatures		An increase in milder winter temperatures may present additional damage to Town assets (i.e. green infrastructure) and will result in ongoing maintenance to respective assets (i.e. invasive species)			X			X				
45			An increase in milder winter temperatures may overburden storm sewer systems resulting in surcharge and runoff from rapid snow melts					X					
46	More Frequent Events of Extreme Weather		More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may present additional damage to Town-owned infrastructure (i.e. roads, sidewalks, buildings, parks, trails, signs, street signs, small equipment, etc.), which will lead to an increase in maintenance and replacement costs			X						X	O
47	Increase in Precipitation in Winter	Community Services	An increase in precipitation during the winter season (i.e. freezing rain) may increase the likelihood of delays or possible cancellations of sport, community and/or private events serviced by Town facilities (i.e. MCC, OPTH)										X
48	Increased Heavy Rainfall Events		An increase in the duration of heavy rainfall events (i.e.+ >50 mm/hr) may manipulate the grounds (i.e. flooding) at public parks and/or trails, which can lead to delays or possible cancellations for Town events			O			O				X
49	Increased Summer Temperatures		An increase in duration and frequency of extreme temperatures (i.e. >30°C) may result in less demand in outdoor recreational activities (such as playgrounds and parks) and increase demand for indoor facilities										X
50			An increase in duration and frequency of extreme temperatures (i.e. >30°C) may result in an increased demand for the Town's outdoor pool facilities and aquatic activities										X
51			Vulnerable or immuno-compromised individuals (i.e. seniors, children (< 5yrs), or individuals with pre-existing health conditions) that actively participate in Town programs and/or events may become more vulnerable to heat stress due to increased summer temperatures (i.e. >30°C)										X



52	Extreme Cold Temperatures	Community Services	An increase in extreme cold temperatures (i.e. > -30°C) may lead to a higher demand for public participation in indoor recreational activities										X
53	More Frequent Events of Extreme Weather		More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to an increase in cancellations or possible delays to outdoor Town events										X

Table 3: Climate Impact Statements

Appendix D – Vulnerability and Risk Assessment

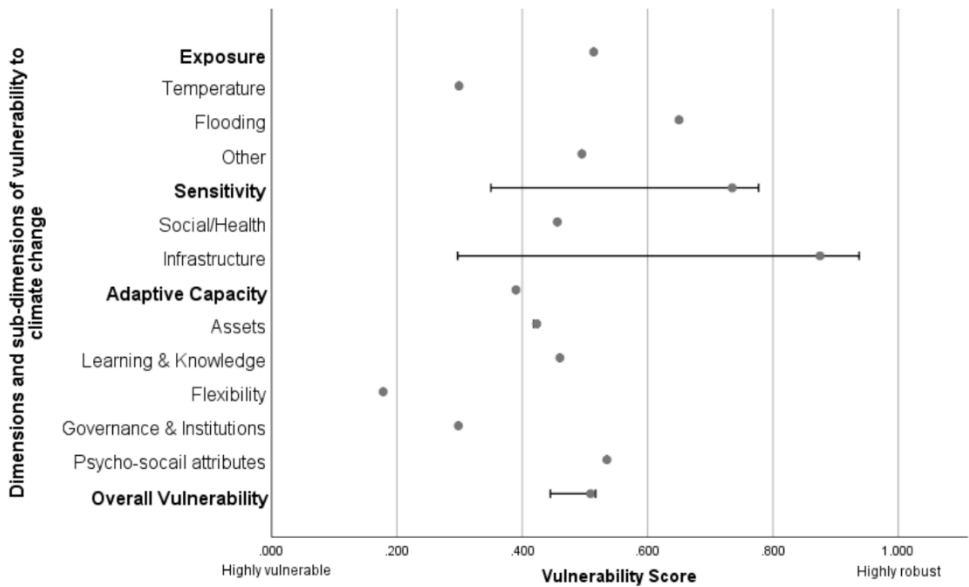
Vulnerability Assessment

Niagara Adapts at Brock University conducted a thorough vulnerability assessment for the Town of Pelham in Fall 2019. Through an extensive literature review and input from the experts, the NA team identified 50 indicators for the Niagara Region which were further ranked in importance (least to most important via a Q-sort) by the municipal staff according to relevance for Pelham.

Vulnerability assessments involve the systematic collection and analysis of information about exposure, sensitivity, and adaptive capacity relevant to a system of interest. A climate vulnerability index is a metric that is derived by combining, with or without weighting, several indicators assumed to represent a vulnerability. A vulnerability index can also identify which dimensions (e.g. exposure, sensitivity, and adaptive capacity) and sub-dimensions of a particular system are the most vulnerable. Data were collected from both primary and secondary sources. Secondary data was collected from sources including Statistics Canada, Environment Canada, climatedata.ca, Niagara Region Public Health, and others. To ensure maximum accuracy in the determination of vulnerability, survey instruments were implemented at both municipal and household scales.

For the analysis process, the data was normalized. Following the normalization process, data were aggregated to create the composite index. Weighted averages were used as a method of data aggregation. Weighting can reflect the local context and importance of certain indicators. Critical values were also taken into consideration. Critical values are indicators that are below a threshold, indicating moderate or greater vulnerability. Finally, it is common that data is unavailable for certain indicators. In instances where data was missing, the vulnerability index was also calculated assuming a pessimistic scenario (in which case, missing indicators were assigned the lowest possible vulnerability rating) and an optimistic scenario (in

which case missing indicators were assigned the highest possible vulnerability rating).



Dimensions and sub-dimensions of vulnerability to climate change across dimensions and ten sub-dimensions for Pelham. The grey dots represent the baseline scenarios. The confidence intervals represent the possible range from pessimistic to optimistic in cases where there is missing data.

For the Town, the overall vulnerability index value for Pelham is 0.509, on a scale from 0 (highly vulnerable) to 1 (highly robust). Exposure and sensitivity indicators from the assessment determined that extreme heat and cold temperatures, along with senior residents and/or individuals with pre-existing health conditions within Pelham are highly vulnerable to climate change. Adaptive capacity indicators determined that parks and forests and wetlands ranked high in vulnerability, along with political leadership, climate action, flexibility in institutional decision-making, and the level of community participation in decision-making processes.

The results provide data on the current state of vulnerability in Pelham, highlight potential opportunities to build adaptive capacity, and shed light on areas of missing data that may be useful to collect in the future. These findings provide critical data to inform the ongoing climate change adaptation planning process.

These results, in partnership with the results from Brock University's Niagara Adapts survey, collectively determined the set of impacts that were prioritized into "items of action" for the adaptation plan.

Note (s):

- **Results of the Household Survey can be found in Appendix E**
- **The complete vulnerability assessment report can be accessed through <https://www.pelham.ca/en/living-here/resources/Documents/NA-Vulnerability-Report---May-20th.pdf>**

53 Impact statements were further analyzed by the ASC for vulnerability.

The breakdown of vulnerability score is as follows:

- 7 impacts rank **high** in vulnerability (V4 & V5), meaning the Town's adaptive capacity to adapt to the proposed climatic threats is low and the sensitivity is high
- 23 impacts rank **medium** in vulnerability (V3), meaning the Town has a moderate adaptive capacity and sensitivity to these impacts
- 23 impacts rank **low** in vulnerability (V2 & V1), meaning the Town's adaptive capacity to adapt to the proposed climatic threats is high and the sensitivity is low

Vulnerability is defined as the propensity or predisposition to be adversely affected. Vulnerability encompasses a variety of concepts and elements including sensitivity or susceptibility to harm and lack of capacity to cope and adapt. The assessments collect information on **the exposure, sensitivity, and adaptive capacity** of a given service area. In the Town's case, a vulnerability assessment can be used, at any scale, to distinguish how vulnerable a sector, service, and/or system is within a municipal department. Once complete, the Town had a better understanding of each municipal department's level of vulnerability to the existing climate change impact caused by a particular climatic threat.

The components and given formula of a vulnerability assessment can be found below:

$$\text{Vulnerability} = \frac{\text{Exposure} \times \text{Sensitivity}}{\text{Adaptive Capacity}}$$

Exposure = the degree to which a system is exposed to a climatic threat (i.e. floods, ice storms, extreme winds, etc.) which was identified with impact statements

Sensitivity = the degree to which a system is impacted by a climatic threat

Adaptive Capacity = the ability to easily adjust to climate change, including how to respond to and prepare for climatic threats

1. In **Step A**, the ASC identified the sensitivity of each department/service area to understand if the functionality of the service area will be impacted or not. The team used a sensitivity scale to assign values from S1 to S5 based on the scale below. Following themes were followed to assess the sensitivity.
 - How exposed is the service area to the impacts of climate change?
 - Is the service area subject to existing stresses?
 - Will climate change cause the demand for a resource or service to exceed its supply or current abilities?
 - Does the service area have limiting factors that may be affected by climate change?
 - Are there measures that are presently in place that can provide a buffer against expected future changes

A. Sensitivity Scale

If the impact occurs, will it affect the functionality of the service area?				
No – Functionality will stay the same (S1)	Unlikely – Functionality will likely stay the same (S2)	Yes – Functionality is likely to get worse (S3)	Yes – Functionality will get worse (S4)	Yes – Functionality will become unmanageable (S5)

2. In the following **Step B**, the ASC assessed the ability of the department to adapt to climate change impacts. The determining factors and the themes engaged for adaptive capacity include economic resources, technology, information and skills, social capital, institutions, and equity. Each department was assessed for its adaptive capacity and was assigned a score from AC1 to AC5 as seen in the Adaptive Capacity Scale below.

B. Adaptive Capacity Scale

Can the service area adjust to the projected impact with minimal cost and disruption?				
No – Will require substantial costs (\$\$\$\$\$) and staff intervention (AC1)	No – Will require significant costs (\$\$\$\$) and staff intervention (AC2)	Maybe – Will require some costs (\$\$\$) and staff interventions (AC3)	Yes – But will require some slight costs (\$\$) and staff intervention (AC4)	Yes – No to little costs (\$) and staff intervention are necessary (AC5)

3. In the final **Step C**, using the sensitivity, adaptive capacity and exposure values, vulnerability score is assigned to each impact and the department.

C. Sensitivity and Adaptive Capacity Matrix

	S1	S2	S3	S4	S5
AC1	V2	V2	V4	V5	V5
AC2	V2	V2	V3	V4	V5
AC3	V2	V2	V3	V4	V4
AC4	V1	V2	V2	V3	V3
AC5	V1	V1	V2	V3	V3

V1 = Low Vulnerability
 V2 = Medium-Low Vulnerability
 V3 = Medium Vulnerability
 V4 = Medium-High Vulnerability
 V5 = High Vulnerability

Risk Assessment

Based on the 53 impact statements that were evaluated through a vulnerability assessment, 30 impacts were further investigated through a risk analysis as they ranked medium to high (V3, V4 or V5) in vulnerability. Of those 30 statements, the following risk scores were observed:

- 1 impact statement was categorized as a **high** risk
- 1 impact statement was categorized as a **medium-high** risk
- 14 impact statements were categorized as a **medium** risk
- 11 impacts were categorized as a **medium-low** risk
- 3 impacts were categorized as a **low** risk

Risk is simply calculated as a cross between likelihood and consequence. It is a function of the consequence of an impact and the likelihood of its occurrence. Risk assessment is done in three steps.

1. In **Step A**, the likelihood of the impact is determined. The underlying theme considered to determine likelihood meant that the ASC considered whether the impact is recurring or a single event. Following the logic, a likelihood rating was assigned from L1 which was *Rare* to L5 which reflected *Almost Certain*.

A. Likelihood Rating

<i>What is the probability of the climate impact occurring?</i>
L1- Rare, unlikely during the next 25 years
L2- Unlikely, may arise once in 10-25 years
L3- Possible, may arise once in 10 years
L4- Likely, may arise about once per year
L5- Almost Certain, could occur several times per year

2. In the next **Step B**, the ASC determined a consequence rating for each of the 30 impacts. Consequence is the known or estimated consequences (to public safety, local economy & growth, community & lifestyle, environment & sustainability, and public administration) of a particular impact. Using the criteria in the table below, the ASC determined a score of C1 which indicated a *negligible* consequence rating to C5 which indicates *catastrophic* consequence rating for each of the 5 themes of Environment, Public Administration, Public Safety, Economy, and Community Services. The scores from each category were used to determine a consequence rating for each impact.

B. Consequence Criteria

Theme 1: Environment	Theme 2: Public Administration	Theme 3: Public Safety	Theme 4: Economy	Theme 5: Community Services
What are the known or estimated consequences of the climatic threat to the respective theme?				
C1- Negligible, no environmental damage	C1- Negligible, minor instances where public administration would be under stress	C1- Negligible, appearance of a threat but not actual harm	C1- Negligible, minor shortfall relative to current forecasts	C1- Negligible, minor areas in which the Town was unable to maintain current services
C2- Minor, minor instances of environmental damage that could be reversed	C2- Minor, isolated instances of public administration being under severe pressure	C2- Minor, serious near misses or minor injuries	C2- Minor, individually significant but isolated areas of reduction in economic performance relative to current forecasts	C2- Minor, isolated but noticeable examples of decline in services
C3- Moderate, isolated but significant instances of environmental damage that might be reversed with intensive efforts	C3- Moderate, public administration would be under pressure on several fronts	C3- Moderate, small number of injuries	C3- Moderate, significant general reduction in economic performance relative to current forecasts	C3- moderate, general appreciable decline in services
C4- Major, severe loss of environmental amenity and a danger of continuing environmental damage	C4- Major, public administration would struggle to remain effective and would seem to be in danger of failing completely	C4- Major, isolated instances of serious injuries or loss of life	C4- Major, regional stagnation such that businesses are unable to thrive and employment does not keep pace with population growth	C4- Major, severe and widespread decline in services and quality of life within the community
C5- Catastrophic, major widespread loss of environmental amenity and progressive irrecoverable environmental damage	C5- Catastrophic, public administration would fall into decay and cease to be effective	C5- Catastrophic, large numbers of serious injuries or loss of lives	C5- Catastrophic, regional decline leading to widespread business failure, loss of employment and hardship	C5- Catastrophic, the Town would be seen as very unattractive, moribund and unable to support its community

3. In the final **Step C**, the likelihood rating and the consequence rating were used to assign a risk score to the impact. The risk scores were interpreted using the risk spectrum mention below.

C. Risk Spectrum



The extreme, very-high, and high-risk impacts demand the most attention even if they can be accommodated as a part of routine operations. Medium spectrum risks are assigned to various managers and are reviewed constantly. As such, **16 impacts** were considered as high to medium risk and required the most attention while building the goals and actions of the adaptation strategy.

Lastly, it is important to reiterate that the vulnerability and risk assessments from the ASC were calculated using a weighted average. The departments that were directly impacted by the impact held a greater weight compared to those who were in-directly impacted.

Below is a consolidated list of Vulnerability & Risk Assessments for the 53 and 30 impacts, respectively.

Vulnerability Assessment

Natural Resources and the Environment

ID#	Impact Statement	Directly Impacted		In-directly Impacted		Opportunity		Department								Vulnerability Score		
			X		O		W	Administration Services	Community, Planning & Development	Corporate Services	Fire & By-Law Services	Public Works - Engineering	Public Works- Parks/Beautification	Public Works - Roads	Public Works - General		Recreation, Culture & Wellness	
2	An increase in heavy rainfall events (i.e.+ >50 mm/hr) can have adverse impacts (i.e. washouts, erosions, floods, etc.) on Town-owned infrastructure and assets (i.e. roads, creeks, curbs and sidewalks, storm sewers, storm ponds, channels, etc.)								O				X	X	X			V4
3	An increase in intensity/frequency of summer droughts may add additional stress to local watercourses (i.e. surface water levels and temperature), which can pose adverse impacts on particular ecosystem services and biodiversity												X	X	O			V4
4	An increase in annual temperatures can lead to large infestations of invasive species, as minimum temperature increases and the survival rate for native tree species decline								O					X				V3
7	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to a higher likelihood of tree mortality, affecting the Town's total urban forest canopy									O				X				V3
1	An increase in winter precipitation (i.e. freezing rain) can lead to increased exposure to salt on roads, causing adverse effects on tree, plant, and aquatic species													X	O			V3
5	An increase in annual temperatures may present altered agricultural zones and seasons (i.e. reproductive patterns) for native flora due to a changing climate								X					X				V2
6	An increase in temperature variability during shoulder seasons may prolong the time of year in which plant and tree maintenance (i.e. leaf and grass clean up, watering, pruning, etc.) is required													X				V2

Table 4: Vulnerability Score for Impact Statements under **Natural Resources and the Environment** Category

Public Administration

ID#	Impact Statement	Department								Vulnerability Score						
		Administration Services	Community, Planning & Development	Corporate Services	Fire & By-Law Services	Public Works - Engineering	Public Works- Parks/Beautification	Public Works - Roads	Public Works - General		Recreation, Culture & Wellness					
	<table><tr><td>Directly Impacted</td><td>X</td></tr><tr><td>In-directly Impacted</td><td>O</td></tr><tr><td>Opportunity</td><td>W</td></tr></table>	Directly Impacted	X	In-directly Impacted	O	Opportunity	W									
Directly Impacted	X															
In-directly Impacted	O															
Opportunity	W															
17	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may present additional health and safety-related cases (i.e. heatstroke, renal/cardiovascular/skin issues, mental health, etc.) and costs to the Town, subsequently leading to less time for daily projects and/or tasks to be completed			X			X	X		X	V3					
12	An increase in heavy rainfall events (i.e.+ >50 mm/hr) may present additional maintenance, insurance and/or replacement costs to Town-owned infrastructure and assets		O	X		X	X	X	O	O	V3					
9	An increase in winter precipitation (i.e. freezing rain and/or freeze-thaw cycles) may present additional maintenance, insurance and/or replacement costs to Town-owned infrastructure and assets			X		O	O	O	X		V3					
19	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to a surplus of public service requests (i.e. requests for Town staff to maintain or replace Town property as well as provide required services to residents, etc.) and will thereby require more time from, and additional funds for, Town staff to service such requests			X					X		V3					
18	An increase in milder winter temperatures may present unexpected costs to the Town due to a higher demand in invasive species management (i.e. maintain and/or respond to particular infestations)			X			X				V3					
21	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may inflict damage upon Town-owned infrastructure and assets, leading to possible increased replacement and/or maintenance costs			X					O		V3					
8	An increase in winter precipitation (i.e. freezing rain) can increase emergency services costs due to increased demand in emergency response time as well as additional training to the Town's emergency response team			X	X						V2					
10	An increase in winter precipitation (i.e. freezing rain) can lead to the closure of Town facilities (i.e. Town Hall, the MCC, public libraries, etc.) and additional costs to the Town due to public safety concerns		O	X	O				O	O	V2					
20	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may in-directly cause harm (i.e. weather-related car accidents or traumatic injuries such as bruises, cuts, bone fractures, etc.) to Town staff that primarily work outdoors, leading to additional health and safety-related costs and overtime pay			X	O		O	O		O	V2					

16	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may increase the demand to cool Town-owned facilities, which can subsequently increase energy consumption costs (i.e. hydro and natural gas)		O	X						O	V2
11	An increase in heavy rainfall events (i.e.+ >50 mm/hr) can increase capital and/or operational costs to the Town due to delays in construction for municipal projects			X		O			O		V2
15	An increase in intensity/frequency of summer droughts may present unexpected maintenance costs and stress to the Town's green infrastructure (i.e. public spaces and local neighbourhoods)		O	X		O	X				V2
13	An increase in heavy rainfall events (i.e.+ >50 mm/hr) can lead to altered environmental protection zones and increased demand for new and/or altered permits for particular projects		X	X	O	O					V2
14	An increase in annual precipitation may present additional costs for Town-related capital projects due to higher groundwater tables			X		O					V2

Table 5: Vulnerability Score for Impact Statements under Public Administration Category

Public Health and Safety

ID#	Impact Statement	Directly Impacted		In-directly Impacted		Opportunity		Department								Vulnerability Score	
			X		O		W	Administration Services	Community, Planning & Development	Corporate Services	Fire & By-Law Services	Public Works - Engineering	Public Works- Parks/Beautification	Public Works - Roads	Public Works - General		Recreation, Culture & Wellness
37	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may increase the likelihood of flooding, leading to health and safety implications for the public						X										V4
22	An increase in winter precipitation (i.e. freezing rain) can increase the response time for emergency storm clean-up (i.e. removing debris from roads), limit road access and major routes for public use						X	O					X				V3
29	An increase in heavy rainfall events (i.e. + >50 mm/hr) may lead to local flooding, which can increase the demand for the Town's emergency response services (i.e. emergency evacuations and/or response time to accidents)						X	O					O			O	V3
31	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may present additional health and safety risks (i.e. heatstroke, renal/cardiovascular/skin issues, mental health, etc.) to vulnerable populations (i.e.						X					X	X			X	V3

	seniors, children <5 yrs., individuals with pre-existing health conditions, etc.) along with Town staff that operate in an outdoor setting											
28	An increase in winter precipitation (i.e. freezing rain) may increase the likelihood of more intense and frequent blackout and/or brownout incidents, due to possible damage to power lines				X				X	O		V3
25	An increase in the frequency of winter precipitation (i.e. freezing rain) can increase the demand for, and "wear and tear" on, Town equipment (i.e. PPE, light and heavy-duty trucks, equipment, etc.) to meet the current demand for Town services (i.e. emergency) and use of assets (i.e. roads, parks, trails, etc.)				X		X	X				V3
35	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may increase the likelihood of emergency-related scenarios (i.e. car accidents, flooding, prolonged power outages, etc.), resulting in an increase in emergency response time for emergency purposes				X				O	O		V3
36	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may cause service disruptions (i.e. power outages and electrical surges) to Town residents, thereby worsening crises to vulnerable populations (i.e. seniors, children < 5yrs, or individuals with pre-existing health conditions)				X				O			V3
26	An increase in winter precipitation (i.e. freezing rain) can quantify the number of reported workplace injuries (i.e. weather-related car accidents or traumatic injuries such as bruises, cuts, bone fractures, etc.) due to unsafe work conditions				X				O	O		V3
23	Although winter precipitation (i.e. freezing rain) raises the demand for road salts, the increase in intensity and frequency of rain can dilute the salt, thereby creating more health and safety hazards to road users (i.e. Town staff and the public)				X				O			V2
27	An increase in winter precipitation (i.e. freezing rain) can create potential health and safety hazards to Town staff and residents who use Town roads, trails, sidewalks, or parking lots				X					O		V2
34	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to an increase in the Town's emergency response services, particularly for emergency evacuations				X				O	O		V2
30	An increase in heavy rainfall events (i.e.+ >50 mm/hr) may lead to overflow of the Town's greywater systems, particularly in rural areas, posing several health and safety hazards		O			X						V2
24	An increase in winter precipitation (i.e. freezing rain) can lead to an increased demand for Town staff to provide extreme weather alerts, along with any additional public health and safety information to the public (i.e. no parking on Town streets anytime during winter events when plows and sanders are in operation)	X			X				O			V2
33	An increase in extremely cold temperatures (i.e. > -30°C) may lead to an increased demand for Town staff to provide extreme temperature alerts to the public, along with any additional health and safety information to the public	X								O		V1
32	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may lead to an increased demand for Town staff to provide extreme temperature alerts, along with any additional health and safety information to the public	X								O		V1

Table 6: Vulnerability Score for Impact Statements under Public Health and Safety Category

Local Economy

ID#	Impact Statement	Directly Impacted		X	Department								Vulnerability Score	
		In-directly Impacted	O	W	Administration Services	Community, Planning & Development	Corporate Services	Fire & By-Law Services	Public Works - Engineering	Public Works- Parks/Beautification	Public Works - Roads	Public Works - General		Recreation, Culture & Wellness
45	An increase in milder winter temperatures may overburden storm sewer systems resulting in surcharge and runoff from rapid snow melts							X						V4
39	An increase in heavy rainfall events (i.e.+ >50 mm/hr) may increase the likelihood of overland flooding, causing damage to Town-infrastructure (i.e. roads, buildings, stormwater ponds, culverts, etc.) as well as increasing the rate of exposure to vulnerable areas (i.e. rural areas)		X	O							O			V3
42	An increase in extremely cold temperatures (i.e. > -30°C) and rainfall intensity can freeze the ground, subsequently leading to flash flooding		X				X							V3
40	An increase in annual precipitation may increase the demand for water and sewage networks to accommodate more intense precipitation		X				X							V3
38	An increase in winter precipitation (i.e. freezing rain) may cause failure to power lines and transmission structures, which may cause severe implications to Town staff and vulnerable populations (i.e. seniors, children (<5yrs), or individuals with pre-existing health conditions)			O	X	O								V3
46	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may present additional damage to Town-owned infrastructure (i.e. roads, sidewalks, buildings, parks, trails, signs, street signs, small equipment, etc.), which will lead to an increase in maintenance and replacement costs			X							X	O		V3
43	More volatile winter temperatures will increase the frequency of freeze-thaw events, which may present additional implications for Town-owned infrastructure (i.e. roads, stormwater ponds, sidewalks, parks, trails, water mains, culverts, etc.) and buildings (i.e. roofs and foundation), leading to an increase in maintenance and replacement costs		O	X							O			V2
41	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may present additional damage to Town assets (i.e. roads, sidewalks, parking lots, culverts, etc.), as well as outdoor recreational facilities (i.e. playgrounds and parks), which will lead to an increase in maintenance and/or replacement costs		O	X							O	O		V2
44	An increase in milder winter temperatures may present additional damage to Town assets (i.e. green infrastructure) and will result in ongoing maintenance to respective assets (i.e. invasive species)			X					X					V2

Table 7: Vulnerability Score for Impact Statements under Local Economy Category

Community Services

ID#	Impact Statement	Directly Impacted		In-directly Impacted		Opportunity		Department								Vulnerability Score	
			X		O		W	Administration Services	Community, Planning & Development	Corporate Services	Fire & By-Law Services	Public Works - Engineering	Public Works- Parks/Beautification	Public Works - Roads	Public Works - General		Recreation, Culture & Wellness
53	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to an increase in cancellations or possible delays to outdoor Town events															X	V5
47	An increase in precipitation during the winter season (i.e. freezing rain) may increase the likelihood of delays or possible cancellations of sport, community and/or private events serviced by Town facilities (i.e. MCC, OPTH)															X	V4
48	An increase in the duration of heavy rainfall events (i.e.+ >50 mm/hr) may manipulate the grounds (i.e. flooding) at public parks and/or trails, which can lead to delays or possible cancellations for Town events				O						O					X	V4
51	Vulnerable or immuno-compromised individuals (i.e. seniors, children (< 5yrs), or individuals with pre-existing health conditions) that actively participate in Town programs and/or events may become more vulnerable to heat stress due to increased summer temperatures (i.e. >30°C)															X	V3
52	An increase in extremely cold temperatures (i.e. > -30°C) may lead to a higher demand for public participation in indoor recreational activities															X	V2
50	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may result in an increased demand for the Town's outdoor pool facilities and aquatic activities															X	V2
49	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may result in less demand in outdoor recreational activities (such as playgrounds and parks) and increase demand for indoor facilities															X	V2

Table 8: Vulnerability Score for Impact Statements under Community Services Category

Risk Assessment

ID#	Impact Statement	Directly Impacted		In-directly Impacted		Opportunity		Department								Overall Risk Score	Overall Risk Ranking	
			X		O		W	Administration Services	Community, Planning & Development	Corporate Services	Fire & By-Law Services	Public Works - Engineering	Public Works- Parks/Beautification	Public Works - Roads	Public Works - General			Recreation, Culture & Wellness
39	An increase in heavy rainfall events (i.e.+ >50 mm/hr) may increase the likelihood of overland flooding, causing damage to Town-infrastructure (i.e. roads, buildings, stormwater ponds, culverts, etc.) as well as increasing the rate of exposure to vulnerable areas (i.e. rural areas)			X	O										O		86	High
22	An increase in winter precipitation (i.e. freezing rain) can increase the response time for emergency storm clean-up (i.e. removing debris from roads), limit road access and major routes for public use									X	O			X			69	Medium-High
29	An increase in heavy rainfall events (i.e. + >50 mm/hr) may lead to local flooding, which can increase the demand for the Town's emergency response services (i.e. emergency evacuations and/or response time to accidents)								X	O				O		O	65	Medium
31	An increase in duration and frequency of extreme temperatures (i.e. >30°C) may present additional health and safety risks (i.e. heatstroke, renal/cardiovascular/skin issues, mental health, etc.) to vulnerable populations (i.e. seniors, children (<5 yrs., individuals with pre-existing health conditions, etc.) along with Town staff that operate in an outdoor setting								X			X	X	X		X	64	Medium
2	An increase in heavy rainfall events (i.e.+ >50 mm/hr) can have adverse impacts (i.e. washouts, erosions, floods, etc.) on Town-owned infrastructure and assets (i.e. roads, creeks, curbs and sidewalks, storm sewers, storm ponds, channels, etc.)			O						X	X	X	X				63	Medium
28	An increase in winter precipitation (i.e. freezing rain) may increase the likelihood of more intense and frequent blackout and/or brownout incidents, due to possible damage to power lines							X							X	O	60	Medium
42	An increase in extremely cold temperatures (i.e. > -30°C) and rainfall intensity can freeze the ground, subsequently leading to flash flooding			X					X								57	Medium
7	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to a higher likelihood of tree mortality, affecting the Town's total urban forest canopy				O						X						57	Medium
53	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to an increase in cancellations or possible delays to outdoor Town events															X	55	Medium

46	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may present additional damage to Town-owned infrastructure (i.e. roads, sidewalks, buildings, parks, trails, signs, street signs, small equipment, etc.), which will lead to an increase in maintenance and replacement costs			X					X	O	43	Medium-Low
19	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may lead to a surplus of public service requests (i.e. requests for Town staff to maintain or replace Town property as well as provide required services to residents, etc.) and will thereby require more time from, and additional funds for, Town staff to service such requests			X					X		40	Medium-Low
1	An increase in winter precipitation (i.e. freezing rain) can lead to increased exposure to salt on roads, causing adverse effects on tree, plant, and aquatic species						X	O			37	Medium-Low
18	An increase in milder winter temperatures may present unexpected costs to the Town due to a higher demand in invasive species management (i.e. maintain and/or respond to particular infestations)			X			X				36	Medium-Low
21	More frequent events of extreme weather (i.e. thunder, hail, and/or wind storms) may inflict damage upon Town-owned infrastructure and assets, leading to possible increased replacement and/or maintenance costs			X					O		35	Low
3	An increase in intensity/frequency of summer droughts may add additional stress to local watercourses (i.e. surface water levels and temperature), which can pose adverse impacts on particular ecosystem services and biodiversity					X	X	O			34	Low
51	Vulnerable or immuno-compromised individuals (i.e. seniors, children (< 5yrs), or individuals with pre-existing health conditions) that actively participate in Town programs and/or events may become more vulnerable to heat stress due to increased summer temperatures (i.e. >30°C)									X	29	Low

Table 9: Risk Scores for Impact Statements

Appendix E – Community Engagement

As a part of Town's Adaptation Planning Strategy, community engagement was given intense weightage while finalizing the CCCAP. The engagement included members from the Planning Team, Municipal Staff and Residents and Public at large. The stakeholder engagement was undertaken at two stages of building the plan.

Vulnerability Assessment

The Niagara Adapts Team conducted a thorough vulnerability assessment for the Town of Pelham. The idea was to conduct a vulnerability assessment that captured a range of relevant systems and scales for Pelham. The Niagara Adapts team identified indicators for exposure, sensitivity, and adaptive capacity which determine vulnerability through a scholarly literature review and consultation with experts in the field and selected 50 indicators. These indicators gauged both the social and the biophysical elements of vulnerability to climate change. To ensure that the 50 indicators were highly relevant to Pelham, municipal partner(s) from Pelham prioritized the indicators, from most to least important. Using the Q sort method, the Town ranked 50 indicators based on their importance and relevance. The yellow indicators represented adaptive capacity, whereas the blue was exposure and the green were sensitivity



Photo: 50 indicators ranked based on importance and relevance

Data for vulnerability assessments included primary as well as secondary data. Secondary data was collected from sources including Statistics Canada, Environment Canada, climatedata.ca, Niagara Region Public Health, and others. To capture potential vulnerabilities at both the municipal scale and at the household scale, two survey instruments were implemented at the respective scales.

- At the municipal scale, partners collected relevant materials and consulted members of municipal staff to collect information on specific indicators.
- Data at the household scale was collected through a public survey. The survey asked questions relative to how the impacts of climate change affect local communities and how people respond to those impacts. Surveys were completed online and in person. In Pelham, 147 residents participated. Niagara Adapts' Climate Change Adaptation Survey, which was readily available on the Town's website and social media platforms (i.e. Instagram, Twitter, and Facebook), emails were sent to Town staff and members on Town-related committees, and advertisements from local newspapers (i.e. the Voice and Niagara this Week) to gain additional numbers for the survey.

The Household Survey results revealed critical information on the respondents' experience with climate change impacts and their opinions on climate change adaptation. Respondents of the household survey were 36% male and 64% female. 57% were between the ages of 18 and 54, and 43% above the age of 55. Some of the critical aspects of the results are outlined in the [fact sheets](#) below.

For the complete report on vulnerability analysis, please visit <https://www.pelham.ca/en/living-here/resources/Documents/NA-Vulnerability-Report---May-20th.pdf>

Assessment of Vulnerability – Fact Sheet



Environmental Sustainability
Research Centre

Niagara Adapts

Climate Vulnerability Fact Sheet

Niagara Adapts Partnership Overview

The impacts of climate change are already being experienced in Niagara and will only intensify in the future. In response, seven municipalities in the region have partnered with Brock University to develop and implement climate adaptation plans. Understanding vulnerability to climate change is a critical component of effective climate adaptation planning.



We asked representatives from each participating municipality what 'adaptation to climate change' means to them. This word cloud summarized their responses.

Vulnerability Assessment

Vulnerability is defined as susceptibility to harm arising from climate change impacts. This factsheet highlights the results from a baseline climate vulnerability survey conducted in the fall 2019.



Surveys were conducted face-to-face and online.

Respondents

1087 people completed the survey

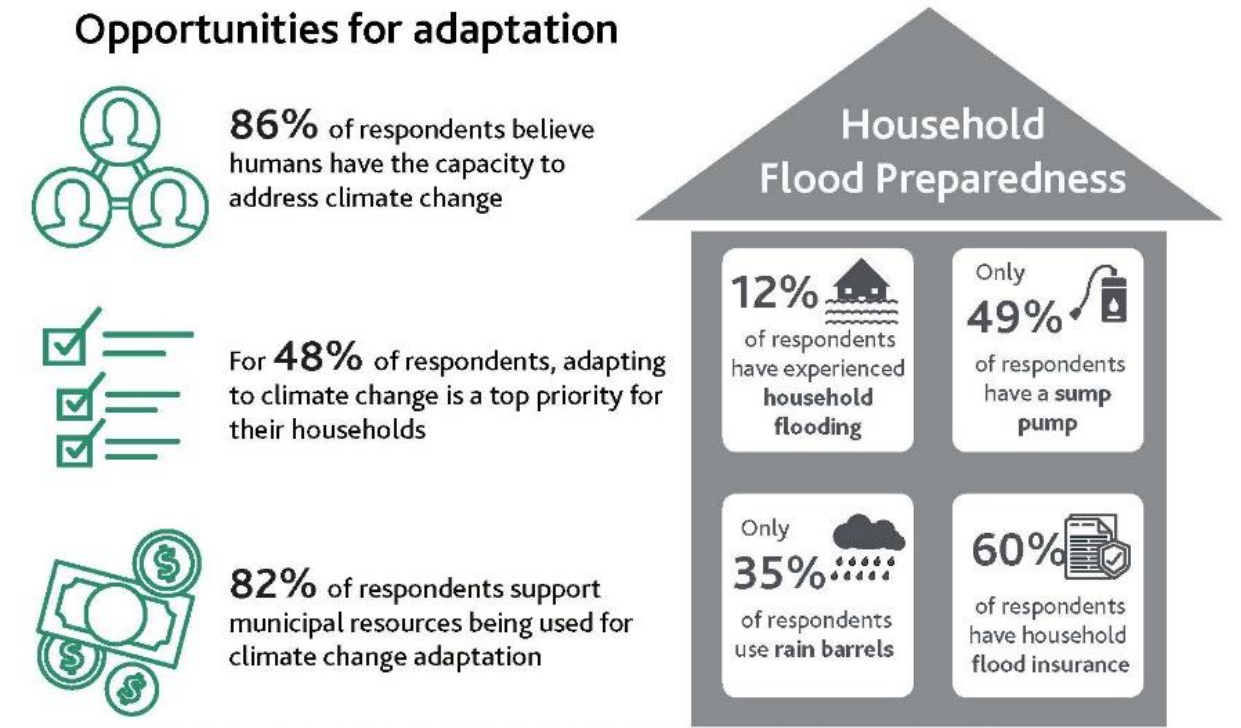
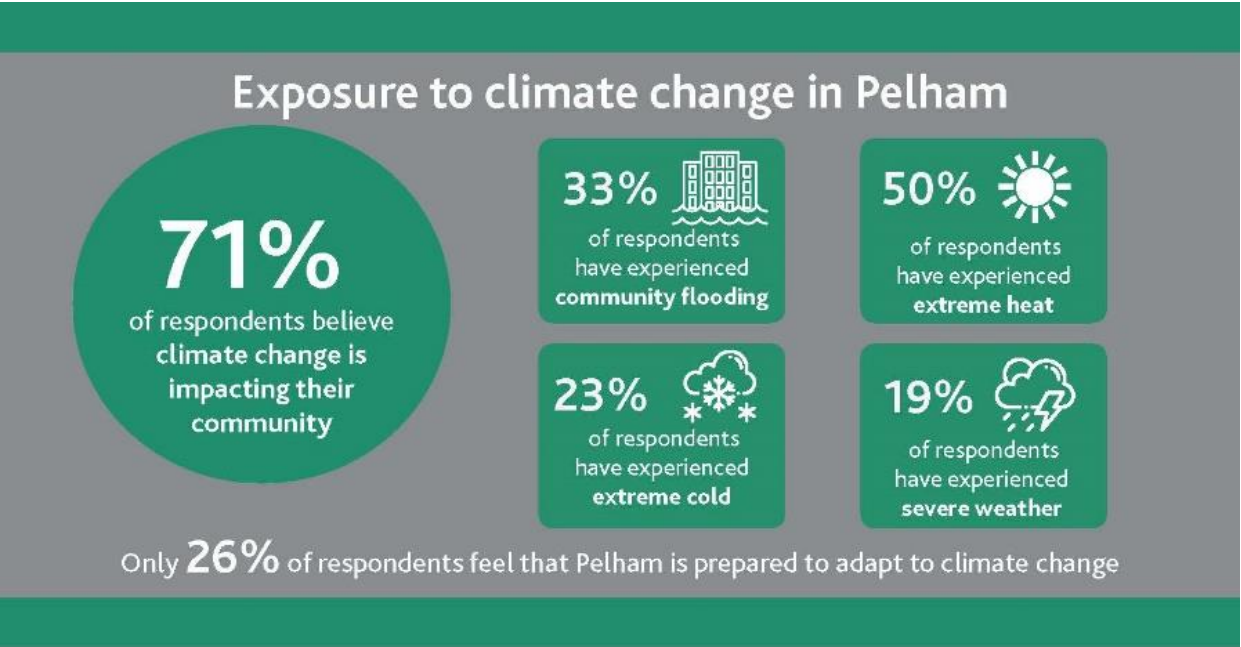


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Note: Percentages reported on this page reflect the 147 people who completed surveys from Pelham.

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Niagara Adapts Program Brief: 2020-05.

Stakeholder Engagement Survey on Vision and Goals

In November and December 2020, a stakeholder engagement survey was conducted in Pelham to generate feedback on the municipality's draft vision and goals for their climate change adaptation plan. The survey was created and distributed using Qualtrics, an online survey platform. Surveys were distributed by Niagara Adapts partners through online advertisements, social media channels, and municipal channels.

The survey provided an opportunity for stakeholders to provide feedback on the draft vision and goals for the final plan. The survey received a total of **41** responses from community stakeholders. The responses and the results are presented in this report to help inform the collaborative planning process.

Demographics

Participants were asked to identify their role in Pelham. These data provide an opportunity to understand which stakeholders are providing feedback in the planning process.

Survey respondents' demographics.

	Number of responses	%
Municipal staff	22	57.89 %
Council member	4	10.58 %
Resident	12	31.58 %
Other	0	0 %

Draft Vision

The draft vision for the Town of Pelham's climate adaptation plan is:

The Town of Pelham will reduce, respond to, and recover from, the unique climatic threats posed by climate change, and will embrace the opportunities that position the Town to grow revenue by promoting cultural assets while protecting our environmental assets.

Stakeholders were asked to rank their level of support for the draft vision and provide qualitative feedback on the draft vision.

Stakeholders' levels of support for the Town of Pelham's draft vision for their climate adaptation plan ($n=35$).

	Number of responses	%
Strongly disapprove	1	2.86 %
Disapprove	3	8.57 %
Neither support or disapprove	5	14.29 %
Support	15	42.86 %
Strongly Support	11	31.43 %

Some of the comments provided include:

- *No more houses and definitely do not tamper with forested areas*
- *The wording “will embrace opportunities that position the Town to grow revenue by promoting cultural assets” is quite objective to whomever is reading it – where does growing revenue for the Town fit in with protecting the environment and reducing climate change? This could loosely be interpreted by decision makers and may lean towards growing revenue over protecting the environment*
- *We should be protecting our environmental assets. Period. Not just embracing opportunities to grow revenue??*
- *This should refer to protect of grey and green infrastructure and protection of the residents and the natural systems. Grow revenue???*
- *Would like enhancement of environmental assets*

Draft Goals

This section outlines the results from the survey for the draft goals for the climate adaptation plan. Stakeholders were asked to rank their level of support for the draft goals and provide qualitative feedback. Their responses are found in this section.

In the draft, there were 9 goals presented to the community for their feedback. The goals are outlined below:

Goal 1: Create and support innovative solutions that help minimize health and safety risks to outdoor workers and community members.

Goal 2: Educate and create community awareness of changing climate conditions and environmental assets with Town staff and the community.

Goal 3: Ensure the Town has a universal response to and recovery from extreme weather events and emergencies.

Goal 4: Increase adaptive capacity in the design, construction, and maintenance of built, natural, and human systems within our municipality.

Goal 5: Cultivate resiliency within the Town’s urban and rural forests and natural landscapes.

Goal 6: Reduce risks relative to heavy rainfall and flooding events.

Goal 7: Diminishing disruption to Town services.

Goal 8: Minimize risks to Town-owned buildings and properties.

Goal 9: Incorporate climate change adaptation into the Town’s policies, plans, procedures, day-to-day operations, and services.

The response rate for each of the goals is summarized in the matrix below:

Goal	No. of votes	Support (%)	Neither support or disapprove (%)	Disapproval (%)
Goal 1	31	90.32	6.45	3.23
Goal 2	31	87.1	12.90	0
Goal 3	31	93.54	6.45	0
Goal 4	31	80.65	19.35	0
Goal 5	31	87.1	12.90	0
Goal 6	31	96.77	3.23	0
Goal 7	33	90.33	9.68	0
Goal 8	31	93.55	6.45	0
Goal 9	31	90.33	9.68	0

Some of the final feedback and concerns received are highlighted in the following comments:

- *I find the objectives and goals to be overly simplistic. The focus of revenue generation is misguided. None of the goals provides an opportunity for revenue. Addressing climate change is a costly venture and a truthful statement addressing that reality would be fitting.*
- *This is so important STOP THE BUILDING for the sake of tax revenue*
- *Environmental protection needs to be at the forefront of any plans- this might mean at the financial risk to the Town- we need to protect the environment at any cost at this point, and it would be nice to see the Town of Pelham leading this initiative to ensure that environmental protection is above financial, political and personal agendas.*
- *I have not seen any of this circulate previously, if it was made available then perhaps distribution methods should be revisited.*
- *Excellent goals and vision*
- *I 100 % support this initiative and hopefully it will come into reality without creating a lot of red tape through the approval process. This cannot cost money, but delay moving forward.*

Overall, Vision received positive feedback and some of the concerns about 'growing revenue' were addressed. For the goals, synergies within the goals were further identified and based on the feedback received, the plan settled for 8 most suitable goals that reflect Town's most urgent and focussed priorities to make Pelham more resilient to the changing climate.

Appendix F – Implementation Schedule

Options	Description/Scope	Lead Department(s)	Relevant Department(s)	Implementation Term	Resource Requirement
1.1 Create an extreme weather policy to minimize risks to vulnerable populations during extreme events including heavy rainfall, extreme heat, and extreme cold	<p>Vulnerable populations (i.e. seniors, children (<5yrs), or individuals with pre-existing health conditions) are prone to extreme distress in conditions of extreme weather events (thunder, hail, storms, heavy rainfall, heatwaves, and cold stress). These events may cause distresses such as (but not limited to) heatstroke, renal/cardiovascular/skin issues, mental health, etc. and place excessive demands on caretakers and health care facilities. The policy may cover the following grounds:</p> <ul style="list-style-type: none">• Collection of baseline information on the leverage points for intervention for the benefits of vulnerable populations• Create support systems for an immediate effect (e.g. buddy systems, dedicated emergency helplines etc.) during and after an emergency event• Create protocols to deal with extreme scenarios such as power outages etc. (e.g. arrange transport to designated refuge buildings)• Train caretakers and staff to deliver targeted response to the needs of vulnerable population during emergency events	<ul style="list-style-type: none">• Fire & By-Law Services• Recreation, Culture & Wellness	<ul style="list-style-type: none">• Administration Services• Communications and Public Relations	Medium-term	Staff: Medium Budget: \$

1.2 Develop a communication strategy to inform the Town residents and staff on road conditions during extreme weather events	<p>Extreme weather events (hail, storms, winds), heavy rainfall, freezing rain and extreme temperatures can affect the conditions of the roads and therefore cause distress to the residents and staff working outdoors. Effective and repetitive communication is like to mitigate any negative impacts of road damages. Communication could likely involve:</p> <ul style="list-style-type: none"> • Road closures due to damage caused by extreme events • Road repair work after the damage caused by an extreme event • Quick and effective mode of communication (e.g. social media, opt-in text/call system as pointed in 3.3) 	<ul style="list-style-type: none"> • Public Works - Roads 	<ul style="list-style-type: none"> • Communications and Public Relations 	Short-term	Staff: Low Budget: \$
1.3 Foster emergency preparedness among Town's staff and community members (e.g. mainstream the 72-hour emergency preparedness guide)	<p>Fostering responsibility among the residents and proper training to the staff can help in fostering emergency preparedness. Community outreach activities centred around emergency event response can help in ensuring collective responsibility during and after emergency events. This could involve multiple levels:</p> <ul style="list-style-type: none"> • Communication on the importance of emergency preparedness to staff and community members can help in increasing effective response • Workshops/events among the residents can bring awareness both about climate change and its impacts along-term with the effective response to such events at the household and neighbourhood scale (e.g. actions to implement 72-hour emergency preparedness guide) • Train the staff to relay knowledge and skills to the residents through the above-mentioned workshops 	<ul style="list-style-type: none"> • Fire & By-Law Services • Recreation, Culture & Wellness 	<ul style="list-style-type: none"> • Communications and Public Relations • Administration Services 	Short-term	Staff: Low Budget: \$\$

1.4 Design educational and training content to support community members and outdoor staff during extreme weather events	<p>The creation of Short-term yet effective educational content that can deliver messages of safety and response during and after an extreme event can resonate with staff and residents alike and can help in supporting the Pelham community</p> <ul style="list-style-type: none"> • Short-term training videos and printed guides • Use of social media to spread awareness among the community 	<ul style="list-style-type: none"> • Fire & By-Law Services • Communications and Public Relations 	<ul style="list-style-type: none"> • Recreation, Culture & Wellness • Administration Services 	Medium-term	Staff: Low Budget: \$
1.5 Increase relief measures for extreme events of heatwaves through providing indoor activities for community members (e.g. pool facilities, cooling centres, recreational facilities)	<p>The increase in temperature leads to an increased requirement of indoor services for the community members. The interventions could include:</p> <ul style="list-style-type: none"> • Increase in indoor recreational facilities • Designating cooling centres to provide heat relief • Increased access to indoor pool facilities • Partner with schools/NGOs interested in providing heat relief support to the Town 	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	<ul style="list-style-type: none"> • Public Works - General • Corporate Services 	Short-term	Staff: Low Budget: \$
1.6 Increase operating hours of current facilities available to the residents during extreme heat and extreme cold	<p>Town buildings can serve as an excellent refuge from extreme heat and cold events. It can also provide refuge in case of power outages during extreme events due to the availability of backup power. An increase in operating hours of these facilities can provide relief to community members to tackle extreme heat and cold waves.</p>	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	<ul style="list-style-type: none"> • Community, Planning & Development • Corporate Services 	Short-term	Staff: Low Budget: \$

1.7 Review (and revise if necessary) the Town's Winter Operations Plan to accommodate the effects of climate change	Freezing rain and extremely cold temperatures may affect the Town's Winter Control Operations. Considering climate change impacts while planning Town's winter operations can provide effective pre-emptive and responsive services to manage the impact of sudden and harsh winter conditions. This could include: <ul style="list-style-type: none">• Integrating climate change projections• Assessing staff requirements and training• Vulnerable area assessments and preparation of a response• Reviewing the use of Salts on the roads as it impacts the safety of both human and natural systems	• Public Works - Roads	• Public Works - General	Short-term	Staff: Low Budget: \$
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2.1 Review current communication relative to climate change and extreme weather events and incorporate new strategies to benefit the Town's emergency response communication	<p>Prior communication and awareness of climate change impacts play an important role in ensuring effective delivery of emergency response during and after the emergency event. The following two levels can be explored:</p> <ul style="list-style-type: none"> • Considering an interdepartmental study to understand the services that are most impacted by the changing climate can help in formulating a uniform response to climate change at the community scale. The Climate change Adaptation Plan is a head start. However, to promote widespread adoption of climate change impacts and its solutions in the strategy of the Town, each department at their micro-level can contribute to areas that can most benefit from such interventions • From a different lens of residents and community members, the communication delivered by the Town on climate change and its impacts plays an important role in legitimizing the adoption of best practices that ensure safety and preparation as well as mitigation of severe impacts of climate change. Reviewing current communication on climate change can provide an insight into areas of improvement for communication 	<ul style="list-style-type: none"> • Fire & By-Law Services 	<ul style="list-style-type: none"> • Administration Services • Communications and Public Relations 	Medium-term	Staff: Low Budget: \$
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2.2 Develop educational initiatives that raise awareness on climate change for Pelham residents, businesses, and Town staff, and integrate these initiatives into existing programs, activities, and communications (where possible)	<p>Education of climate change, vulnerability, risks and exposure can impact the way Pelham responds to the impacts of climate change. Designing and delivering educational campaigns and initiatives promote climate literacy among the population and capitalizes on the potential of each household in adapting to and mitigating climate change impacts. They could be further explored through:</p> <ul style="list-style-type: none"> • Creating interactive content on climate change • Delivering educational workshops on climate change to various groups (residents, businesses, Town staff) 	<ul style="list-style-type: none"> • Administration Services • Recreation, Culture & Wellness 	<ul style="list-style-type: none"> • Communications and Public Relations 	Medium-term	Staff: Low Budget: \$
2.3 Enlist the help of community groups and young students in spreading climate literacy through educational campaigns at schools and in the local community	<p>Students and community groups already engaged in spreading climate change awareness can get more exposure through the Town's platform. Partnering with schools and these groups can enhance their visibility through:</p> <ul style="list-style-type: none"> • Town can provide resources (e.g. venues/social media space/funds) to community groups required to mainstream their campaigns • At schools, Town can partner with administration/teachers to engage the students via organizing competitions/prizes/poster competitions/workshops focussed on climate change 	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	<ul style="list-style-type: none"> • Administration Services 	Short-term	Staff: Low Budget: \$\$

2.4 Create resources for the community to underscore the importance of Low Impact Development, green roofs, creating green spaces (trees and shrubs) and maintaining natural heritage in adapting to climate change impacts	<p>Green infrastructure is an extremely valuable resource in adapting to climate change. These solutions are often flexible in terms of cost, availability, and usage. The Town can invest in creating resources to spread the awareness of such interventions and other green technologies that may provide social, environmental, and economic benefits. It also promotes support for the Town's projects that involve green infrastructure interventions from the public. The typical green infrastructure includes:</p> <ul style="list-style-type: none">• Urban forests• Low Impact Development (LID)• Urban Agriculture• Green Spaces (Parks/Open Spaces)• Green Roofs	<ul style="list-style-type: none">• Public Works - Engineering• Corporate Services		Short-term	Staff: Low Budget: \$
2.5 Foster partnerships with like-minded local organizations to spread awareness on climate change and its impacts to promote adoption of climate change adaptation strategies	<p>Support from like-minded organizations can benefit Town's strategy to spread awareness on climate change impacts. This could involve:</p> <ul style="list-style-type: none">• Support from universities and schools can positively impact the spread of messaging around climate change. Niagara Adapts is one of the ways through which the Town has received support for Climate Change Adaptation Planning.• Similarly, engaging local organizations and Niagara-based groups can help in building awareness for climate change and its impacts in Niagara Region• Importantly, Town can integrate the voices and stories of Indigenous Communities in understanding the role of nature and its integral impact on our lives	<ul style="list-style-type: none">• All Departments		Short-term	Staff: Low Budget: \$

3.1 Create and implement robust training strategies for Town staff to deliver an efficient and quick response to extreme weather events	<p>Understanding climate change impacts and accordingly responding to these impacts can help in the delivery of quick and efficient responses. It may include:</p> <ul style="list-style-type: none"> • Gather data (e.g. through Corporate Climate Change Plan) to assess more vulnerable areas that might require more intervention during and after emergency events • Integrate data-based responses into current training guides and training delivery • Add more sections and drills to accommodate for targeted emergency responses (e.g. vulnerable populations as mentioned in 1.1) 	• Fire & By-Law Services	• Administration Services	Medium-term	Staff: Medium Budget: \$
3.2 Prepare for the spike in demand for emergency services during extreme weather events including heavy rainfall, extreme heat, and extreme cold events	<p>Frequent extreme events can generate more demand for emergency services. Coupled with damage to infrastructure (such as roads, culverts, sidewalks etc.), it might prove challenging to deliver emergency services to the residents in need. To address such challenges, the Town may explore:</p> <ul style="list-style-type: none"> • Securing back-up funds to support the demand • Staff on standby to attend to increased demand • Inventory the equipment (e.g. PPE etc.) to understand the purchasing and maintenance requirement 	• Fire & By-Law Services	• Public Works - General	Medium-term	Staff: Low Budget: \$
3.3 Design an opt-in communication (email, text) alert system to provide extreme weather and climate change updates to the Town residents	<p>An emergency alert system can be effective in keeping the residents and the staff up to date on weather events and emergency responses. Developing such a system will complement the emergency response efforts.</p>	<ul style="list-style-type: none"> • IT Support • Fire & By-Law Services 		Short-term	Staff: Medium Budget: \$\$

<p>3.4 Integrate climate change projections, impacts and actions into emergency response planning and existing training guides</p>	<p>Including climate change impacts and adaptation options in training guides and emergency response planning can standardize the response to these events. The following points can be explored to achieve maximum benefits:</p> <ul style="list-style-type: none"> • Support inter-departmental coordination to increase the uniformity of the response (related to 2.1) • The Corporate Climate Change Adaptation Plan can provide a baseline document to understand climate change projections that can be subsequently incorporated into other guides • The Human Resource Department can ensure uniform implementation of climate change considerations in existing policies and any new policies in the future 	<ul style="list-style-type: none"> • All Departments 		<p>Long-term</p>	<p>Staff: Low Budget: \$</p>
<p>4.1 Assess the condition of the Town's stormwater management infrastructure and explore opportunities for upgrading or reinstalling infrastructure</p>	<p>High functioning stormwater management infrastructure is crucial in preventing the increased risk of floods, stream erosion and maintaining water quality. An investigation into the Town's current infrastructure can help in understanding areas of improvement. The following steps could be initiated:</p> <ul style="list-style-type: none"> • Assess stormwater infrastructure for its functionality • Explore opportunities for the upgrading or reinstalling infrastructure while incorporating stormwater management adaptation options • Stormwater infrastructure design can be updated based on recent policy suggestions in Ontario • Focus on securing funding for the undertaking the project 	<ul style="list-style-type: none"> • Public Works - Engineering • Community, Planning & Development 		<p>Long-term</p>	<p>Staff: Medium Budget: \$\$\$</p>

4.2 Incorporate drought-tolerant landscaping design on Town properties	<p>In the city of Toronto, native plant species and drought-tolerant plants are used for landscaping purposes. Such plants reduce the demand for water consumption during summer months, require lower maintenance and promote ecological diversity. Opportunities for implementing such strategies will prove beneficial. It could include:</p> <ul style="list-style-type: none"> • Spreading awareness in the community on drought-tolerant plant species and their benefits • Purposeful selection of native/drought-tolerant species for landscaping purposes by the Town 	<ul style="list-style-type: none"> • Public Works - Engineering • Community, Planning & Development 		Medium-term	Staff: Low Budget: \$\$
4.3 Investigate the use of reflective surfaces, cool paving, green facades, and green roofs to minimize the effects of heat on built infrastructure	<p>Use of reflective surfaces, cool paving and 'greening' are some of the ways to prevent overheating of the buildings during high-temperature months. The use of green roofs helps in decreasing energy consumption all year round. Green roofs are especially useful in mitigating the urban heat effect, lowering air temperatures, and storing rainwater. This may include:</p> <ul style="list-style-type: none"> • Conducting a research-based study on the benefits of built infrastructure • Explore opportunities and challenges for the adoption of these pathways 	<ul style="list-style-type: none"> • Public Works - Engineering • Community, Planning & Development 	• Corporate Services	Short-term	Staff: Low Budget: \$

4.4 Update the Engineering Design Guide to incorporate projections, impacts and risks of climate change and relevant adaptation strategies	Integrating climate change projections, impacts and suggested adaptation solutions in the Engineering Design Guide is essential in ensuring the uptake and widespread implementation of adaptation options. It is an important first step in knowledge mobilization. The idea is to translate the adaptation options and the underlying scientific information into actionable items that could be adopted by a wide range of stakeholders involved in designing and maintaining the municipal infrastructure.	<ul style="list-style-type: none"> • Public Works - Engineering 		Short-term	Staff: Low Budget: \$
4.5 Integrate climate change considerations in Capital Asset Management Policy and the development of Capital Asset Management Plan	<p>Climate Change impacts are associated with infrastructure design and maintenance and therefore impact sustainable service delivery which is closely associated with asset management. Having these projections and impacts integrated into asset management planning can increase the ability to manage asset failure or reduced asset life, reduced services provided by current assets as well and increase the cost of delivering these services. It also provides an opportunity to impact climate change mitigation decisions like the reduction of greenhouse gases. The stages of integration could include:</p> <ul style="list-style-type: none"> • Taking an inventory i.e. assessment of infrastructure and associated service delivery • Taking stock of local climate change projections • Assessing the vulnerability of assets to climate change • Integrating climate change adaptation and mitigation in financial planning • Implement and monitor the updated asset management practices 	<ul style="list-style-type: none"> • Corporate Services • Public Works - Engineering 		Short-term	Staff: Medium Budget: \$\$

4.6 Explore opportunities to integrate Low Impact Development and green technologies in the Town's approach to designing, construction, and maintenance of infrastructure	Low Impact Development and other green technologies have several advantages in adapting to climate change. These solutions provide multiple societal, economic, and environmental benefits. There are multiple examples of green technologies (mentioned in 2.4). Creating such opportunities is essential in moving towards the adoption of these practices. Moreover, another area of improvement is securing funding and policy support for integrating such practices in infrastructure design.	<ul style="list-style-type: none"> Public Works - Engineering 		Short-term	Staff: Medium Budget: \$\$\$
4.7 Support the updates to by-laws, zoning regulations, and building codes to accommodate climate change adaptation options	Climate Change Adaptation Options in some cases will require supporting the updates to by-laws, zoning regulations and upgrading building codes. This is crucial to ensure fast uptake of these options.	<ul style="list-style-type: none"> Public Works - Engineering Fire & By-Law Services 	<ul style="list-style-type: none"> Community, Planning & Development 	Long-term	Staff: Low Budget: \$
4.8 Legitimize the use of green infrastructure by incorporating the same in Capital Asset Management Plan and training the staff on the utility and benefits of green infrastructure	Green infrastructure can be supported by integrating the same in Capital Asset Management Plan. Understanding green infrastructure and ecosystem services and their relationship to asset management planning will provide much-needed clarity on the subject. This would need inventorying and valuing municipal green infrastructure and understanding asset classification schemes. Training the staff on green infrastructure can impact the uptake and understanding of such approaches in climate change adaptation management. Conducting a cost-benefit analysis of green infrastructure can help in making better investment decisions.	<ul style="list-style-type: none"> Community, Planning & Development Corporate Services 	<ul style="list-style-type: none"> Public Works - Engineering 	Medium-term	Staff: Medium Budget: \$\$\$

5.1 Map Town's tree cover to understand the spread of existing tree canopy and develop strategies for expanding the municipal tree canopy target	Public trees i.e. in parks and streets as well as municipally managed forest areas can be extremely helpful in mitigating and adapting to climate change. In addition to providing relief from the urban heat island effect and absorption of greenhouse gases, these plantations can help in the absorption of urban stormwater and reduce flooding. It is important to look for opportunities for expansion of tree cover which benefits multiple adaptation strategies and to avoid maladaptation. In effect, mapping the current areas with tree cover and spaces that could be used as future plantation sites can provide baseline information. It could also be useful to have a percentage target to meet the expectations at the end of a certain set time for forest policy.	<ul style="list-style-type: none"> • Public Works - Engineering • Corporate Services 		Medium-term	Staff: Low Budget: \$
5.2 Create a combined Forest Strategy and an Emergency Response Strategy to address the impacts of climate change on tree canopy cover and respond to such impacts (e.g. attack of invasive species like Gypsy Moth)	To sustainably manage the forests as well as supporting the emergency response to events such as fires and invasive species manifestation, a comprehensive forest management plan which could include both Forest Strategy and Forest Emergency Response Strategy can be very useful. Climate Change affects the health of forests in various ways especially milder winter temperatures that affect invasive species infestations. A Plan of Action to prevent damage and to prepare for further impacts of higher temperatures on urban and rural forests can be highly beneficial in adapting to these changes.	<ul style="list-style-type: none"> • Public Works - Engineering • Fire & By-Law Services 	• Corporate Services	Medium-term	Staff: Low Budget: \$

5.3 Conduct analysis for areas under heat stress and use the information to assign new tree plantation sites	Using technology to assess areas under higher heat stress can impact decision making for assigning tree plantation sites. This is crucial in adapting to the urban heat island effect. It can also affect the planning of community events based on information gathered on areas under high heat stress as well as influencing policy decisions.	<ul style="list-style-type: none"> • Corporate Services • Public Works - Engineering • Public Works - Parks/Beautification 		Short-term	Staff: Low Budget: \$
5.4 Support partnerships with local/national organizations to enhance preservation, protection and restoration of tree canopy cover and biodiversity	Community partnerships can aid the efforts being undertaken by the municipality to protect the tree canopy. Organizations working at the grassroots level can be supported in various ways by the municipalities, one of them being recognizing their efforts in supporting Pelham urban and rural forests. The resources and expertise available at the organizations (e.g. NPCA) can be of immense benefit to the municipality in achieving the adaptation goals.	<ul style="list-style-type: none"> • Corporate Services • Public Works - Engineering 	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	Medium-term	Staff: Low Budget: \$
5.5 Focus on Town's green infrastructure of parks and open spaces, green spaces, urban forests, natural heritage areas to explore opportunities to expand the use of similar nature-based solutions to adapt to climate change impacts (e.g. heat stress)	Emphasizing green infrastructure as a part of the Town's management of green spaces, parks, urban forests can foster the uptake of these nature-based solutions in managing rural and urban forests.	<ul style="list-style-type: none"> • Public Works - Parks/Beautification • Community, Planning & Development 	<ul style="list-style-type: none"> • Public Works - Engineering 	Short-term	Staff: Low Budget: \$\$

<p>6.1 Collect baseline information on areas prone to flooding and implement floodproofing measures proactively depending on feasibility and requirement</p>	<p>Flooding is a major problem in Niagara Region. As the temperature changes, heavy precipitation dominates weather patterns. As a result, floods are becoming more common and interfering with population safety and infrastructure management. Mapping areas prone to flooding will provide ample opportunity to foster flood preparedness (i.e. ensuring transparent communication to the community, reduce vulnerability by provisions such as sandbags etc.) among the departments at the Town. It requires cooperation from all levels of operation to take stock of their responsibility in proactively managing the flood. Flood preparedness training and planning can prove beneficial in cultivating awareness among the Town staff.</p>	<ul style="list-style-type: none"> • Public Works - Engineering • Public Works - Parks/Beautification 	<ul style="list-style-type: none"> • Community, Planning & Development • Fire & By-Law Services 	<p>Short-term</p>	<p>Staff: Medium Budget: \$</p>
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<p>6.2 Promote the use of green infrastructure tailored to minimize the effects of flooding</p>	<p>Green infrastructure is an opportunity that provides a different, nature-based set of solutions for the municipality to adapt to flood events caused by climate change. These include:</p> <ul style="list-style-type: none"> • Downspout Disconnection • Rainwater Harvesting • Rain Gardens • Bioswales • Permeable Pavements • Green Roofs <p>One specific example is stormwater ponds (traditional stormwater management systems, also classified in gray infrastructure as they can be built for stormwater management) which are beneficial as they not only absorb the runoff rain and snowmelt water and therefore reduce flooding, they also control erosion by checking the amount of water that flows into creeks. However, they require maintenance and supervision from the municipality</p>	<ul style="list-style-type: none"> • Community, Planning & Development • Public Works - Engineering 		Short-term	Staff: Medium Budget: \$\$
<p>6.3 Build on existing strategies to educate the residents on flood preparedness and develop emergency flood relief measures to be deployed in case of extreme flooding</p>	<p>As much as the Town can play an important role in preparing and increasing staff's awareness of flooding events, the community also plays a significant role. There are existing strategies that help the residents to foster flood preparedness. Building on such strategies can aid in the adoption of flood preparedness measures and increased awareness among the residents.</p>	<ul style="list-style-type: none"> • Fire & By-Law Services • Administrative Services 	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	Short-term	Staff: Medium Budget: \$\$

6.4 Re-investigate the feasibility of Town's Sanitary Sewer Backflow Prevention Incentive Program	Conducting a feasibility study of the Town's Sanitary Sewer Backflow Prevention Incentive Program can help in making informed decisions on the program's feasibility, utility, and implementation. The Town has gone through the program cycle. However, it will be useful to understand the outcomes of the program and finding avenues for tangential programs or simply repeating the program to account for the gaps associated with accomplishing the targets.	<ul style="list-style-type: none"> • Corporate Services • Public Works - Engineering 		Short-term	Staff: Low Budget: \$
6.5 Conduct a feasibility study of a downspout and sump pump disconnection program	Downspout and sump pump disconnection is a part of green infrastructure to manage stormwater runoff. Even though the Town encourages downspout and sump pump disconnections, evaluating the scope of running a program could prove quite beneficial. During a flooding event, diverting the runoff water to the property instead of sewers can help in the elimination of sewer overloads. Also, it can reduce pollution of local water bodies and reduce the risk of basement flooding. Accounting for these benefits, a disconnection program would be a solid approach to minimizing sewer overflows and basement flooding.	<ul style="list-style-type: none"> • Public Works - Engineering 	<ul style="list-style-type: none"> • Corporate Services 	Short-term	Staff: Low Budget: \$
6.6 Include stormwater mitigation and adaptation strategies in the Engineering Design Guide to support flood management interventions	Flood management includes various green and gray infrastructure strategies that can be taken into consideration while designing, constructing, and maintaining municipal infrastructure. This practice could be useful in increasing the uptake of solutions, building on existing solutions in the Design Guide and therefore to be better prepared to manage floods.	<ul style="list-style-type: none"> • Public Works - Engineering 		Short-term	Staff: Low Budget: \$

6.7 Assess, implement and revise (if needed) floodproofing mechanisms employed at Town-owned buildings	Floodproofing measures for Town-owned buildings can be beneficial in protecting them from the damage caused by floods. Assessing the existing measures and implementing new measures can save cost incurred later for repair and maintenance.	<ul style="list-style-type: none"> • Corporate Services • Public Works - Engineering 		Short-term	Staff: Low Budget: \$\$
7.1 Develop a plan (e.g. COVID-19 Recovery framework) and train the staff to ensure Town's services are sustainably supported	Planning for recovery from extreme weather events, heavy rainfall and winter precipitation can help in adapting to the negative impacts of these events. A recovery module can help in adhering to best practices for handling extreme events during and after the event. Climate change can manifest slowly in some cases such as invasive species and agricultural changes, therefore having a plan that addresses recovery from slow and fast-paced events can be beneficial for the Town and the residents. The training can ensure that the staff is on the same page to deliver seamless services.	<ul style="list-style-type: none"> • All Departments 		Medium-term	Staff: Medium Budget: \$
7.2 Provide training to entire staff on climate change and climate change adaptation	Integrating climate change risks, projections, impacts and adaptation solutions in the management of the Town's policies can help, but educating the staff on the basics of climate change and adaptation can increase their understanding of the science and impacts of the changing climate.	<ul style="list-style-type: none"> • Public Works - Engineering 	<ul style="list-style-type: none"> • Administration Services 	Medium-term	Staff: Medium Budget: \$

7.3 Invest in new power support systems (e.g. generator for MCC) for Town's built infrastructure to support seamless services during extreme events	Power back-up systems are crucial in providing seamless service during extreme events. These building can be used as supporting centres for vulnerable populations and/or emergency operations in cases of blackouts due to extreme weather events.	• Corporate Services		Short-term	Staff: Low Budget: \$\$\$
7.4 Prepare to accommodate an increase in public service requests for the maintenance of infrastructure after extreme weather events, floods, heat stress, and cold stress	Public service requests for repair and maintenance of infrastructure can increase in the aftermath of extreme events. Accommodating such requests can be overwhelming and cost inducing for the Town staff. However, preparing in advance can mitigate some of the pressures of such requests. It could include: <ul style="list-style-type: none"> • Preparing for increased staff requirements • Securing extra budget for accommodating the costs incurred 	• Public Works - Engineering	• Public Works - General	Short-term	Staff: Low Budget: \$
8.1 Declare a climate emergency	Declaring a climate emergency can benefit the Town's stance and action strategy on climate change as follows: <ul style="list-style-type: none"> • Fosters mobilizing funds, technical resources and grants from organizations • Promotes both climate change mitigation and adaptation options • Supports green jobs, green infrastructure, better environmental practices and community support to increase resilience to climate change 	• All Departments		Short-term	Staff: Low Budget: \$

<p>8.2 Develop and implement a Green Procurement Policy that would establish guidelines for all Township employees to ensure staff are purchasing products that minimize consumption of energy and water and are more environmentally appropriate</p>	<p>Increasing environmental sustainability consideration in the procurement of goods and services presents a significant window of opportunity to adapt to changing climate and reduce the Town's environmental footprint. The Town is utilizing goods and services at a significant scale, and therefore holds the power to foster environmental stewardship by developing and enforcing a green procurement policy that includes the following facets:</p> <ul style="list-style-type: none"> • Consider environmental processes in the procurement cycle while maintaining value for money • Support local/national goods that are promoting environmentally sound practices • Understanding the lifecycle of goods and services provided from manufacturing to acquiring to disposal • Training staff and administration to move towards making such choices • Cost-benefit analysis of goods and services currently used vs. switching to environmentally preferable goods and services 	<ul style="list-style-type: none"> • Corporate Services 	<ul style="list-style-type: none"> • Public Works - Engineering 	<p>Medium-term</p>	<p>Staff: Medium Budget: \$</p>
<p>8.3 Develop and implement a corporate policy on Climate Change Adaptation</p>	<p>The ongoing implementation of the Corporate Climate change Adaptation Plan provides a head start and a window of opportunity to cement the Town's role in climate change mitigation and adaptation. It is an essential step in ensuring that the Town and its residents are supported through and protected from the impacts of climate change. Continued implementation of the Climate Change Adaptation Plan is essential to make Pelham climate resilient.</p>	<ul style="list-style-type: none"> • Public Works - Engineering 		<p>Short-term</p>	<p>Staff: Low Budget: \$</p>

<p>8.4 Continue to monitor climate change projections annually and collect data from other sources that can aid in the implementation of climate change adaptation solutions (e.g. GIS, citizen scientists)</p>	<p>Data play a major role in defining and delivering the response to climate change. With the latest information on climate change, the Town can ensure that the subsequent responses are efficient and tailored to the needs of the area, extreme event or age group. Therefore, collaborating with other departments to obtain data that can aid in the implementation of climate change adaptation solutions can prove to be highly beneficial. In terms of monitoring and evaluation, engaged citizen scientists in outdoor settings (e.g. forests and/or biodiversity) can help in providing data that can also be beneficial to the ongoing monitoring of the implementation of adaptation options. Certain websites such as NPCA GIS Open Data Portal can provide data required for the adaptation planning process.</p>	<ul style="list-style-type: none"> • Corporate Services • Public Works - Engineering 	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	<p>Medium-term</p>	<p>Staff: Low Budget: \$\$</p>
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8.5 Incorporate climate change projections and adaptation options in the Town's policies and practices to standardize response on addressing climate change impacts (i.e. Strategic Plan, Official Plan, Community Improvement Plan, Communications Plan, Cultural Master Plan, Engineering Design Guide, Human Resource Policy, Winter Operations Plan etc.)	The aim of incorporating climate change considerations into the Town's response is directly correlated with integrating information in all of the Town's policies and creating new policies that promote environmental stewardship. As daunting as it seems, the implementation of the above-mentioned adaptation options can provide a starting point to achieve such a goal. It also calls for interdepartmental cooperation to ensure a cohesive response to climate change rather than a fragmented departmental level response. The department level response is great but to achieve a standardized response on Town's behalf, the ability to integrate climate change in all policies and plans is essential and depends on cooperation and consistency of action.	• Administration Services	• All Departments	Long-term	Staff: Low Budget: \$\$
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Table 10: Implementation Schedule

Appendix G – M&E Plan

Options	Indicator(s)	Lead Department(s)	Duration	Resource Requirement
1.1 Create an extreme weather policy to minimize risks to vulnerable populations during extreme events including heavy rainfall, extreme heat, and extreme cold	1.1.1 Progress on extreme weather policy 1.1.2 Number of data points/baseline information collected	<ul style="list-style-type: none"> • Fire & By-Law Services • Recreation, Culture & Wellness 	Short-Term	Staff: Low Budget: \$
1.2 Develop a communication strategy to inform the Town residents and staff on road conditions during extreme weather events	1.2.1 Progress on communication strategy 1.2.2 Number of times communication alerts issued to inform the residents	<ul style="list-style-type: none"> • Public Works - Roads 	Short-term	Staff: Low Budget: \$
1.3 Foster emergency preparedness among Town's staff and community members (e.g. mainstream the 72-hour emergency preparedness guide)	1.3.1 Number of workshops conducted for the staff and residents 1.3.2 Number of communication strategies carried out 1.3.3 Number of areas that showed successful flood preparation and management	<ul style="list-style-type: none"> • Fire & By-Law Services • Recreation, Culture & Wellness 	Short-term	Staff: Low Budget: \$\$
1.4 Design educational and training content to support community members and outdoor staff during extreme weather events	1.4.1 Number of social media posts published to raise awareness on best practices 1.4.2 Number of printed material and videos generated	<ul style="list-style-type: none"> • Fire & By-Law Services • Communications and Public Relations 	Short-Term	Staff: Low Budget: \$
1.5 Increase relief measures for extreme events of heatwaves through providing indoor activities for community members (e.g. pool facilities, cooling centres, recreational facilities)	1.5.1 Number of cooling centres and recreational facilities designated 1.5.2 Number of partnerships forged to provide heat relief programs 1.5.3 Percentage increase in the use of heat relief programs	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	Short-term	Staff: Low Budget: \$
1.6 Increase operating hours of current facilities available to the residents during extreme heat and extreme cold	1.6.1 Changes in operating hours of Town facilities 1.6.2 Percentage increase in the use of facilities outside business hours during extreme heat and cold	<ul style="list-style-type: none"> • Recreation, Culture & Wellness 	Short-term	Staff: Low Budget: \$
1.7 Review (and revise if necessary) the Town's Winter Operations Plan to accommodate the effects of climate change	1.7.1 Progress on Winter Operation Plans review in the context of climate change projections 1.7.2 Number of updates in the plan	<ul style="list-style-type: none"> • Public Works - Roads 	Short-term	Staff: Low Budget: \$

2.1 Review current communication relative to climate change and extreme weather events and incorporate new strategies to benefit the Town's emergency response communication	2.1.1 Study on intra- and inter-departmental responsibility of climate change communication completed 2.1.2 Number of updates generated for climate change communication response	• Fire & By-Law Services	Medium-term	Staff: Medium Budget: \$\$
2.2 Develop educational initiatives that raise awareness on climate change for Pelham residents, businesses, and Town staff, and integrate these initiatives into existing programs, activities, and communications (where possible)	2.2.1 Number of workshops/initiatives designed 2.2.2 Number of workshops/initiatives executed	• Administration Services • Recreation, Culture & Wellness	Medium-term	Staff: Low Budget: \$
2.3 Enlist the help of community groups and young students in spreading climate literacy through educational campaigns at schools and in the local community	2.3.2 Number of partnerships/campaigns supported 2.3.2 Number of schools engaged in raising climate change awareness	• Recreation, Culture & Wellness	Short-term	Staff: Low Budget: \$\$
2.4 Create resources for the community to underscore the importance of Low Impact Development, green roofs, creating green spaces (trees and shrubs) and maintaining natural heritage in adapting to climate change impacts	2.4.1 Number of resources created to understand LID, green technologies, and natural heritage 2.4.2 Number of times resources was shared/downloaded	• Public Works - Engineering • Corporate Services	Short-term	Staff: Low Budget: \$
2.5 Foster partnerships with like-minded local organizations to spread awareness on climate change and its impacts to promote adoption of climate change adaptation strategies	2.5.1 Number of new partnerships created/old partnerships maintained with educational institutions 2.5.2 Number of Indigenous communities/members involved in climate change planning and execution 2.5.3 Number of local organizations i.e. businesses, NGOs, agriculture-based organizations/farmlands engaged	• All Departments	Short-term	Staff: Low Budget: \$
3.1 Create and implement robust training strategies for Town staff to deliver an efficient and quick response to extreme weather events	3.1.1 Updates to current guides and training courses completed 3.1.2 Number of trainings conducted based on newly developed guidelines	• Fire & By-Law Services	Short-Term	Staff: Low Budget: \$
3.2 Prepare for the spike in demand for emergency services during extreme weather events including heavy rainfall, extreme heat, and extreme cold events	3.2.1 Extra budget secured for emergency service response 3.2.1 Extra staff and equipment designated for emergency response	• Fire & By-Law Services	Short-Term	Staff: Low Budget: \$

3.3 Design an opt-in communication (email, text) alert system to provide extreme weather and climate change updates to the Town residents	3.3.1 Opt-in alert system developed 3.3.2 Number of alerts issued to Town residents	<ul style="list-style-type: none"> • IT Support • Fire & By-Law Services 	Short-term	Staff: Low Budget: \$
3.4 Integrate climate change projections, impacts and actions into emergency response planning and existing training guides	3.4.1 Review of emergency response policies in the context of climate change completed 3.4.2 Number of changes accommodated in planning and execution	<ul style="list-style-type: none"> • All Departments • Fire & By-Law Services 	Medium-term	Staff: Low Budget: \$
4.1 Assess the condition of the Town's stormwater management infrastructure and explore opportunities for upgrading or reinstalling infrastructure	4.1.1 Percentage of stormwater infrastructure assessed 4.1.2 Number of upgrades and reinstallations made to the infrastructure	<ul style="list-style-type: none"> • Public Works - Engineering • Community, Planning & Development 	Medium-term	Staff: Medium Budget: \$\$
4.2 Incorporate drought tolerant landscaping design on Town properties	4.2.1 Number of drought-tolerant landscaping designs accomplished 4.2.2 Number of educational resources generated on benefits of drought-tolerant landscaping design	<ul style="list-style-type: none"> • Public Works - Engineering • Community, Planning & Development 	Short-Term	Staff: Low Budget: \$
4.3 Investigate the use of reflective surfaces, cool paving, green facades, and green roofs to minimize the effects of heat on built infrastructure	4.3.1 Percentage of a cost-benefit analysis for the mentioned tools completed 4.3.2 Number of opportunities and challenges identified for the uptake of these tools	<ul style="list-style-type: none"> • Public Works - Engineering • Community, Planning & Development 	Short-term	Staff: Low Budget: \$
4.4 Update the Engineering Design Guide to incorporate projections, impacts and risks of climate change and relevant adaptation strategies	4.4.1 Number of changes made to the Engineering Design Guide 4.4.2 Percentage of the update process completed	<ul style="list-style-type: none"> • Public Works - Engineering 	Short-term	Staff: Low Budget: \$
4.5 Integrate climate change considerations in Capital Asset Management Policy and the development of Capital Asset Management Plan	4.5.1 Number of climate change projections identified to be included in Capital Asset Management Policy 4.5.2 Percent of the integration of climate change projections in Capital Asset Management Policy completed	<ul style="list-style-type: none"> • Corporate Services • Public Works - Engineering 	Short-term	Staff: Medium Budget: \$
4.6 Explore opportunities to integrate Low Impact Development and green technologies in the Town's approach to designing, construction, and maintenance of infrastructure	4.6.1 Study of opportunities available for integrating LID and green technologies conducted 4.6.2 Changes made in the policy process and budget allocations to accommodate LID and green technologies 4.6.3 Number of LID and green technology projects adopted and implemented	<ul style="list-style-type: none"> • Public Works - Engineering 	Short-term	Staff: Medium Budget: \$

4.7 Support the updates to by-laws, zoning regulations, and building codes to accommodate climate change adaptation options	4.7.1 Number of by-laws/regulations/building codes updated to accommodate climate change adaptation options 4.7.2 Number of changes to by-laws/regulations/building codes in progress	<ul style="list-style-type: none"> Public Works - Engineering Fire & By-Law Services 	Medium-term	Staff: Medium Budget: \$
4.8 Legitimize the use of green infrastructure by incorporating the same in Capital Asset Management Plan and training the staff on the utility and benefits of green infrastructure	4.8.1 Percentage incorporation of green infrastructure in Capital Asset Management Plan completed 4.8.2 Number of staff training workshops conducted	<ul style="list-style-type: none"> Community, Planning & Development Corporate Services 	Medium-term	Staff: Medium Budget: \$\$\$
5.1 Map Town's tree cover to understand the spread of existing tree canopy and develop strategies for expanding the municipal tree canopy target	5.1.1 Assessment of Town's tree canopy cover completed 5.1.2 Percentage expansion target designated for tree canopy cover	<ul style="list-style-type: none"> Public Works - Engineering Corporate Services 	Medium-term	Staff: Low Budget: \$
5.2 Create a combined Forest Strategy and an Emergency Response Strategy to address the impacts of climate change on tree canopy cover and respond to such impacts (e.g. attack of invasive species like Gypsy Moth)	5.2.1 Combined Forest Management Plan completed 5.2.2 Percentage reduction in Gypsy Moth infestation	<ul style="list-style-type: none"> Public Works - Engineering Fire & By-Law Services 	Short-Term	Staff: Medium Budget: \$\$
5.3 Conduct analysis for areas under heat stress and use the information to assign new tree plantation sites	5.3.1 Baseline information collected on areas under heat stress 5.3.2 Number/area of new plantation sites designated	<ul style="list-style-type: none"> Corporate Services Public Works - Engineering Public Works - Parks/Beautification 	Short-term	Staff: Medium Budget: \$
5.4 Support partnerships with local/national organizations to enhance preservation, protection and restoration of tree canopy cover and biodiversity	5.4.1 Number of new partnerships formed/old partnerships sustained with organizations/individuals 5.4.2 Number of habitat restoration, protection and preservations projects delivered in consultation with the partners	<ul style="list-style-type: none"> Corporate Services Public Works - Engineering 	Short-Term	Staff: Medium Budget: \$
5.5 Focus on Town's green infrastructure of parks and open spaces, green spaces, urban forests, natural heritage areas to explore opportunities to expand the use of similar nature-based solutions to adapt to climate change impacts (e.g. heat stress)	5.5.1 Number of new green infrastructure solutions implemented (e.g. new parks, open spaces) 5.5.2 Percentage budget allocated for green infrastructure investments	<ul style="list-style-type: none"> Public Works - Parks/Beautification Community, Planning & Development 	Short-term	Staff: Medium Budget: \$
6.1 Collect baseline information on areas prone to flooding and implement floodproofing measures proactively depending on feasibility and requirement	6.1.1 Baseline information (risk to properties, vulnerable communities etc.) on flood-prone areas collected 6.1.2 Number of floodproofing measures designated and implemented in these areas	<ul style="list-style-type: none"> Public Works - Engineering Public Works - Parks/Beautification 	Short-term	Staff: Medium Budget: \$

6.2 Promote the use of green infrastructure tailored to minimize the effects of flooding	6.2.1 Number of new green infrastructure solutions researched and designated specifically to manage floods 6.2.2 Percentage of the budget allocated for flood management with a focus on green infrastructure	<ul style="list-style-type: none"> • Community, Planning & Development • Public Works - Engineering 	Short-term	Staff: Medium Budget: \$
6.3 Build on existing strategies to educate the residents on flood preparedness and develop emergency flood relief measures to be deployed in case of extreme flooding	6.3.1 Number of educational initiatives on flood preparedness organized 6.3.2 Number of times emergency relief measures implemented during extreme flooding	<ul style="list-style-type: none"> • Fire & By-Law Services • Administrative Services 	Short-term	Staff: Medium Budget: \$
6.4 Re-investigate the feasibility of Town's Sanitary Sewer Backflow Prevention Incentive Program	6.4.1 A study on the outcomes of Town's Sanitary Sewer Backflow Prevention Incentive Program completed 6.4.2 Number of new feasible and tangential projects generated	<ul style="list-style-type: none"> • Corporate Services • Public Works - Engineering 	Short-term	Staff: Low Budget: \$
6.5 Conduct a feasibility study of a downspout and sump pump disconnection program	6.5.1 An in-depth cost-benefit analysis of downspout and sump pump disconnection program completed 6.5.2 Number of downspouts and sump pump disconnected with or without program implementation	<ul style="list-style-type: none"> • Public Works - Engineering 	Short-term	Staff: Medium Budget: \$
6.6 Include stormwater mitigation and adaptation strategies in the Engineering Design Guide to support flood management interventions	6.6.1 Changes made to the Engineering Design Guide for flood management 6.6.2 Number of interventions added to the Engineering Design Guide to support flood management	<ul style="list-style-type: none"> • Public Works - Engineering 	Short-term	Staff: Low Budget: \$
6.7 Assess, implement and revise (if needed) floodproofing mechanisms employed at Town-owned buildings	6.7.1 Number of Town-owned buildings assessed for floodproofing 6.7.2 Number of interventions implemented for floodproofing the buildings	<ul style="list-style-type: none"> • Corporate Services • Public Works - Engineering 	Short-term	Staff: Low Budget: \$
7.1 Develop a plan (e.g. COVID-19 Recovery framework) and train the staff to ensure Town's services are sustainably supported	7.1.1 A generic recovery plan developed to minimize disruption to Town services 7.1.2 Number of trainings/modules developed to respond to the short-term, medium-term, and long-term consequences of extreme events	<ul style="list-style-type: none"> • All Departments 	Medium-term	Staff: Medium Budget: \$

7.3 Invest in new power support systems (e.g. generator for MCC) for Town's built infrastructure to support seamless services during extreme events	7.3.1 Budget allocated for new power support systems 7.3.2 Number of power support systems installed	• Corporate Services	Short-term	Staff: Low Budget: \$
7.4 Prepare to accommodate an increase in public service requests for the maintenance of infrastructure after extreme weather events, floods, heat stress, and cold stress	7.4.1 Number of public service requests generated and responded 7.4.2 Number of staff and budget allocated for maintenance of infrastructure after extreme events	• Public Works - Engineering	Short-term	Staff: Medium Budget: \$
8.1 Declare a climate emergency	8.1.1 Official Climate Emergency declared	• All Departments	Short-term	Staff: Low Budget: \$
8.2 Develop and implement a Green Procurement Policy that would establish guidelines for all Township employees to ensure staff are purchasing products that minimize consumption of energy and water and are more environmentally appropriate	8.2.1 Green Procurement Policy completed 8.2.2 Number of times products aligned with the policy purchased	• Corporate Services	Short-Term	Staff: Low Budget: \$
8.3 Develop and implement a corporate policy on Climate Change Adaptation	8.3.1 Corporate Climate Change Adaptation Plan created and approved 8.3.2 Climate Change coordinator/champion identified for continued implementation and monitoring of the plan	• Public Works - Engineering	Short-term	Staff: Low Budget: \$
8.4 Continue to monitor climate change projections annually and collect data from other sources that can aid in the implementation of climate change adaptation solutions (e.g. GIS, citizen scientists)	8.4.1 Climate change projections assessed annually 8.4.2 Number of data sources designated and utilized for collection of baseline information and mentoring data	• Corporate Services • Public Works - Engineering	Short-Term	Staff: Medium Budget: \$
8.5 Incorporate climate change projections and adaptation options in the Town's policies and practices to standardize response on addressing climate change impacts (i.e. Strategic Plan, Community Improvement Plan, Communications Plan, Cultural Master Plan, Engineering Design Guide, Human Resource Policy, Winter Operations Plan etc.)	8.5.1 Number of plans that include climate change considerations and adaptation options 8.5.2 Number of interdepartmental adaptation options identified and integrated across the plans	• Administration Services	Medium-term	Staff: High Budget: \$\$

Table 11: M&E Plan

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The preparation of this plan was completed with assistance from the Government of Canada, the Federation of Canadian Municipalities (FCM) and Brock University. The opinions expressed in this report explicitly derive from the personal views of the authors, and the aforementioned agents that have assisted this report accept no responsibility for them.

Subject: 2020 The Town of Pelham Annual Report**Recommendation:**

**BE IT RESOLVED THAT Council receive Report # 2021-0112-
Corporate Services for the 2020 Town of Pelham Annual Report for
information.**

Background:

The Annual Report is prepared on an annual basis to provide details about the Town's financial performance and accomplishments in 2020. The Annual report includes the Audited Financial Statements along with a detailed financial overview in order to provide an explanation of the financial statements for the residents of Pelham. Five years of statistical information is also included in this report.

2019 was the first year of the Town of Pelham's Annual Report. The 2019 Annual Report received two awards: MarCom Gold for communications; and the Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting for the Annual Report.

Analysis:

The Pelham Finance and Audit Committee reviewed the 2020 Annual Report at the June 9, 2021 meeting. The feedback received was positive stating that the 2020 Annual report with the addition of Department Highlights section made the report more balanced with the financial reporting.

Financial Considerations:

None

Alternatives Reviewed:

None

Strategic Plan Relationship: Financial Sustainability

The Annual Report provides a comprehensive report to the residents of Pelham on the achievements of the Town in 2020 along with financial reporting. It provides transparency and accountability in the Town's strategic goals and financial results.

Consultation:

Deloitte
Pelham Finance and Audit Committee
Senior Leadership Team

Other Pertinent Reports/Attachments:

2020 The Town of Pelham Annual 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

ANNUAL REPORT 2020



For the fiscal year ended December 31, 2020
The Corporation of the Town of Pelham
Ontario, Canada

2020

The Corporation of the Town of Pelham
ANNUAL REPORT
For the fiscal year ended December 31, 2020

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



TABLE OF CONTENTS

INTRODUCTION	4
Greetings from the Mayor and CAO	5
Awards	6
Legislative Authority	7
Pelham Town Council	8
Senior Leadership Team	9
Organizational Chart	10
About Pelham	11
2020 Strategic Priorities	12
Department Highlights	
• CAO	13
• Clerks	14
• Community Planning and Development	15
• Corporate Services	16
• Fire and Bylaw Services	17
• Public Works	18
• Recreation, Culture, and Wellness	19
Pelham Quick Facts	20
FINANCIAL REPORT	21
Message from the Treasurer	22
Financial Management Processes	23
Financial Overview	25
Consolidated Financial Statements	34
• Independent Auditor's Report	35
• Consolidated Statement of Financial Position	37
• Consolidated Statement of Operations	38
• Consolidated Statement of Change in Net Debt	39
• Consolidated Statement of Cash Flows	40
• Notes to the Consolidated Financial Statements	41
• Consolidated Schedule of Library Operations	59
• Consolidated Schedule of Tangible Capital Assets	60
• Consolidated Schedule of Segment Disclosure	62
Trust Funds Financial Statements	64
• Independent Auditor's Report	64
• Statement of Financial Position	66
• Statement of Revenue and Expenses and Change in Fund Balances	67
• Notes to the Financial Statements	68
STATISTICAL REVIEW	69
Five Year Statistical Review	70

INTRODUCTION

- 
- Greetings from Mayor and CAO
 - Awards
 - Legislative Authority
 - Pelham Town Council
 - Senior Leadership Team
 - Organization Chart
 - About Pelham
 - 2020 Strategic Priorities
 - Department Highlights
 - Pelham Quick Facts

GREETINGS FROM

THE MAYOR AND CHIEF ADMINISTRATIVE OFFICER

On behalf of Council and staff of the Corporation of the Town of Pelham, we are pleased to present the Town's 2020 Annual Financial Report. This report provides details about the Town's financial performance and accomplishments in the past year.

The past year was a challenge. Navigating a global pandemic is a unique circumstance and one we hopefully won't need to repeat. Town staff worked diligently throughout the pandemic to minimize the impact COVID-19 had on the Pelham community. The senior leadership team spearheaded the Town's Framework for Reopening during the COVID-19 pandemic which was recognized with a platinum award by the Association of Marketing and Communications Professionals. The framework was the envy of the Region, outlining the many ways the Town of Pelham focused its resources on keeping staff and residents safe when engaging in community activities permissible by the local public health unit.

Financially, as many local businesses were required to reduce capacity, alter service levels, or close completely, the Town worked with the local business community. Whether it was permitting additional space in parking lots for pop-up patios or lobbying the provincial government for funding that would alleviate pressures on the operating and capital budgets, Pelham moved in lockstep with its community through the ups and downs.

Unexpectedly Pelham ran a by-election during the pandemic, which was precedent-setting. Staff in the Clerk's department conducted a safe by-election, bringing out more voters in the 2020 by-election than in the previous 2011 by-election - not held during a pandemic. The safety precautions and related communications put voters at ease that their voting experience would be safe and effective. The by-election was a success by every standard and was featured in Municipal World magazine in January 2021.

No one will forget 2020, but as we look back on the Town's accomplishments in the most uncertain of times, it is evident that Pelham was a regional leader.

We are proud of the work done in 2020 and the many goals accomplished. In the 2019 annual report, we wrote that we were eager to face tomorrow's challenges, not knowing just what was ahead of us. Having gone through the past 12 months, we can confidently say we met those challenges, and the community can be proud of the place they choose to live, work, and play.

Sincerely,

Marvin Junkin
Mayor

David Cribbs
CAO

Dated: May 17, 2021



Marvin Junkin, Mayor



David Cribbs, CAO

Awards



Government Finance Officers Association

Canadian Award for Financial Reporting

Presented to

**The Corporation of the Town of Pelham
Ontario**

For its Annual
Financial Report
for the Year Ended

December 31, 2019

Christopher P. Morill
Executive Director/CEO

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the Town of Pelham for its annual financial report for the fiscal year ended December 31, 2019. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting program requirements, and we are (will be) submitting it to GFOA to determine its eligibility for another award.

The Town is proud of its staff, projects, and festivals that received recognition for their excellence in delivery, usability, and innovation. Strategic priorities have been transformed into award-winning projects and events, including: **MarCom Platinum** (Framework for Reopening during COVID-19), **MarCom Platinum** (Individual Achievement, Strategic Communications), **MarcCom Gold** (2019 Annual Report) and **Festivals and Events Ontario Top 100** (Canada Day the Niagara Way, Christmas in Pelham).



FEO

Canada Day the Niagara Way
Christmas in Pelham



MarCom

Framework for Reopening
Platinum Award



MarCom

Individual Achievement
Strategic communications
Platinum Award



MarCom

Annual Report
Gold Award

LEGISLATIVE AUTHORITY

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

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

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



PELHAM TOWN COUNCIL



Mayor Marvin Junkin



Ward One Councillor
Marianne Stewart



Ward One Councillor
Wayne Olson



Ward Two Councillor
Ron Kore



Ward Two Councillor
John Wink

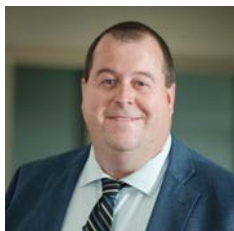


Ward Three Councillor
Llsa Haun



Ward Three Councillor
Bob Hildebrandt

SENIOR LEADERSHIP TEAM



DAVID CRIBBS

CHIEF ADMINISTRATIVE OFFICER



NANCY BOZZATO

CLERK



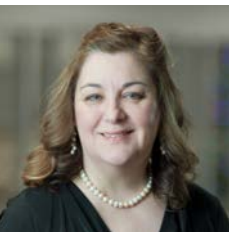
BOB LYMBURNER

FIRE CHIEF AND DIRECTOR OF
BY-LAW SERVICES



JASON MARR

DIRECTOR, PUBLIC WORKS



TERESA QUINLIN

DIRECTOR, CORPORATE SERVICES
AND TREASURER



VICKIE VANRAVENSWAAY

DIRECTOR, RECREATION, CULTURE,
AND WELLNESS



BARBARA WIENS

DIRECTOR, COMMUNITY PLANNING
AND DEVELOPMENT

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

*As of December 31, 2020

ORGANIZATIONAL CHART

Mayor and Council

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

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

Nancy Bozzato, Dipl.M.M.
Town Clerk

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

Bob Lymburner
Fire Chief & Director of
By-Law Services

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

Jason Marr, P.Eng
Director of Public Works

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

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

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

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

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

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

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

ABOUT PELHAM

Vision

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

Values

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

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

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

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

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

Trustworthiness: We are responsible, reliable and dependable.

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

Strategic Priorities

Support a strong organization

Enhance financial sustainability

Enhance communication and engagement

Build strong communities and cultural assets

Develop a risk management framework to prioritize decisions

Grow revenue by promoting cultural assets while protecting environmental assets

2020 Strategic Priorities

#	Priorities	Status
1	New Zoning By-law	Work in Progress
2	Short-Term Rental Policy	Completed
3	Negotiate a collective agreement	Completed
4	Pass by-laws for cannabis	Completed. By-laws under appeal.
5	Invasive Species Policy and Plan	Completed
6	Future of Library	Deferred due to COVID-19
7	Renew and enhance PSR system	Deferred due to COVID-19
8	Proactive communication protocol	Completed
9	Parking initiatives and masterplan + MCC parking strategy	Consultant study underway
10	By-law Enforcement Policy	Deferred due to COVID-19
11	Succession plan	Completed in Feb 2021
12	Heritage Advisory Committee	Completed
13	Whistleblower protection	Completed
14	Capital Asset Management Plan	To be completed in 2021
15	Delegation of Authority By-law	Completed
16	Review/expand AMPs	Completed
17	Update Purchasing Policy; changes re: purchasing/procurement	Deferred due to COVID-19
18	Joint initiatives – purchasing, building, drainage, legal	Completed
19	New Procedural By-law	Completed
20	Sign by-law	Completed
21	Traffic calming and safety measures	Completed
22	Climate change best practice; community education	Deferred due to COVID-19
23	Compensation/performance management and staff recognition	Deferred due to COVID-19
24	Grants	Significant number of grants applied (23)
25	Future of Pelham transit	Pilot project with Niagara Region
26	East Fenwick Secondary Plan	Awaiting input from developer group
27	By-law upgrades and introductions	Completed
28	Introduce mass notification system	Waiting for Niagara Region
29	Voice activation for customer service	Completed
30	Risk management framework	Deferred due to COVID-19

Chief Administrative Office Highlights



The Town of Pelham Chief Administrative Office is focused on...

Leading Town staff and serving as chief advisor to Council.

Services Provided:

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

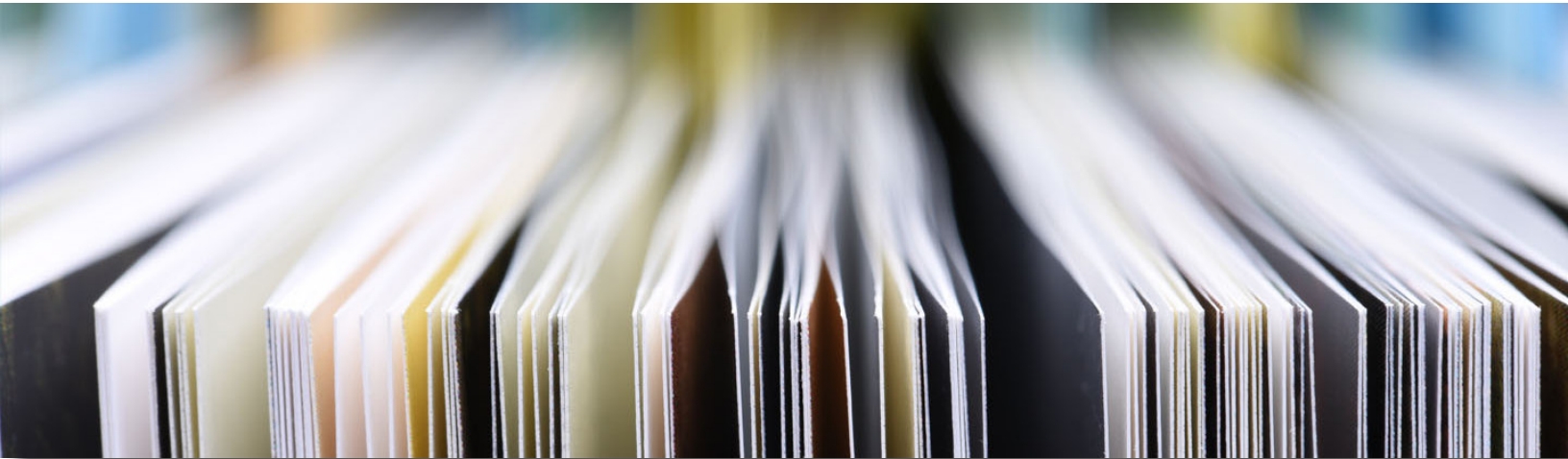
Priorities/Statistics from 2020:

- Negotiated the Town's first Collective Agreement with Public Works staff
- Recruited Town Solicitor as a shared service with two other municipalities

Achievements from 2020:

- Developed succession plan for the Town
- Completed delegation of authority by-law
- Developed Whistleblower Protection policy
- Engaged new benefits provider with cost savings

Clerk's Department Highlights



The Town of Pelham Clerks Department is focused on...

Scheduling Council and General Committee meetings, preparing and circulating agendas and related material, and preparing by-laws and resolutions. The Clerks department strives to help residents navigate by-laws, corporate reports, municipal elections, and Council and Committee meeting agendas and minutes.

Services Provided:

- Civil marriage ceremonies
- Lottery licensing
- Commissioner for taking affidavits
- Facilitate Council and public meetings, including the intake of delegation requests
- Facilitate Committee of Adjustment applications
- Issue licenses and permits (patio, short-term rentals, etc.)
- Deliver the municipal election/ by-elections to the electorate
- Marketing, Communications, Public Relations, and Community engagement
- Digital and print asset creation

Priorities/Statistics from 2020:

- Municipal by-election (enhancing public safety with various new procedures etc.)
- Despite COVID-19, one of the few municipalities offering civil ceremonies in a safe and controlled environment
- Provided electronic Council and Committee meetings (with emphasis on providing public participation)
- On-going communication regarding COVID-19 and business continuity

Achievements from 2020:

- 2020 by-election
- Smooth transition to virtual meetings
- *Municipal World* article on 2020 by-election
- COVID-19 framework for re-opening (Platinum – MarCom Awards)
- Individual Achievement in Communications (Platinum – MarCom Awards)

Fire and Bylaw Services Highlights



The Town of Pelham Fire Services Department is focused on...

Providing emergency services such as fire suppression, rescue, medical assistance, public assistance, fire inspection, fire prevention, fire education. The fire department provides services 24/7 and during this pandemic services have not been reduced.

Services Provided:

- Emergency response
- Fire prevention and smoke alarm programs
- Inspections, permits, investigations
- Co-op participation with our high schools
- Education and kids camp programs
- Community Emergency Management Coordinator and Emergency Operations Centre (EOC) operating out of Station One.
- Parking enforcement and bylaw public education
- Cannabis odour monitoring
- Violations collection, pool permit, sign permit, and importing of fill management

Priorities/Statistics from 2020:

- Maintain training of fire fighters
- Continue recruit training to assist in their NFPA certifications
- Maintain a full-service response to all incidents during the pandemic
- Issued 143 open-air burn permits
- Issued 108 parking violations
- Issued 50 pool permits, 50 sign permits
- Managed COVID-19-related issues: 69 complaints, 17 formal warnings, 315 inspections

Achievements from 2020:

- During COVID-19, training of staff has remained in place
- Operating the Town's EOC for 10 months
- Hired a recruit class of 15
- Upgraded 11 public access Automatic external defibrillators in eight different town locations

Public Works Highlights



The Town of Pelham Public Works Department is focused on...

Four main business units: Roads; Winter Control; Beautification; and Water/Wastewater services. The department is responsible for maintaining a safe and reliable road transportation network, maintaining and providing services to our parks and cultural assets, managing our municipal cemeteries, supplying clean and safe drinking water and providing wastewater services to the residents of the Town of Pelham.

Services Provided:

- Road and winter maintenance
- Engineering and construction services
- Tree canopy maintenance
- Grass cutting and roadside mowing
- Parks and trail maintenance
- Beautification services
- Cemetery management and property maintenance
- Distribution of clean drinking water
- Safe and efficient collection of waste water

Priorities/Statistics from 2020:

- Despite COVID-19 the department was able to deliver \$4.8M in capital projects.
- Operationally performed activities with efficiency to ensure the highest level of service was provided with respect to Road Maintenance, Parks and Trail maintenance, Cemetery Operation, and Water and Wastewater supply and collection.

Achievements from 2020:

- Delivery of a \$4.8M Capital Budget
- Implementation of a Successful Gypsy Moth Policy and Spray Program
- Received a 100 per cent rating from the Ministry of the Environment, Conservation and Parks for the 2020 Distribution System Regulatory Inspection Audit and zero non-conformances in both internal and external Drinking Water Quality Management Standard audits
- Worked diligently to reduce expenditures across multiple divisional operating budgets

Corporate Services Highlights



The Town of Pelham Corporate Services Department is focused on...

Maintaining the financial strength of the municipality by providing transparent, timely financial reporting. The department oversees the information systems used by staff and Council and administers the procurement process for goods and services purchased by the municipality.

Services Provided:

- Preparation of the annual operating, capital and water and wastewater budgets
- All financial reporting to Council, departments, governments, and other external agencies
- Long-term capital forecasting along with debt and reserve forecasting
- Information technology services and procurement services
- Property tax, utility (water and wastewater), and drainage billings
- Grant applications and reporting
- Maintain the asset management plan
- Invoice and payroll processing
- Customer service front-line requests: payments, switchboard, recycle bins

Priorities/Statistics from 2020:

- Implementation of Questica budget software system
- Increased reporting to Council and the province regarding COVID-19
- Due to the pandemic, IT quickly provided support to staff who needed to work remotely and accommodated the needs of Public Health staff for the vaccination centre
- Implemented an IP cloud-based softphone client app that allowed staff who were working remotely the ability to answer, transfer and make outbound calls from their laptop
- DSS (Document Signing Service) was implemented
- Four (4) traffic counter cameras installed at the MCC
- IT facilitated the transition from in person council meetings to a live streaming platform

Achievements from 2020:

- Received 18 grants totalling \$2.6 million, including \$1.3 million of Safe Restart Phase 2 funding
- The 2019 Annual Report received two awards: MarCom Award for communications (Gold) and GFOA Canadian Award for Financial Reporting
- Financial Information Return was submitted prior to the due date for third consecutive year

Recreation, Culture, & Wellness Highlights



The Town of Pelham Recreation, Culture, & Wellness Department is focused on...

Recreation facility operations; enhancing the quality of life for all residents and visitors through programs, activities, and festivals & events.

Services Provided:

- Skating, and fitness services
- Senior Active Living Centre and Active Living lounge
- Facility rentals – parks, halls, ice, gymnasiums, rink pads, etc.
- Health and recreation programs
- Youth programs
- Aquatics and Camps
- Events: Canada Day Celebrations, Christmas in Pelham, Family Day activities
- Pelham Farmers Market
- Pelham Transit - NRT OnDemand launched

Priorities/Statistics from 2020:

- Despite COVID-19 offered virtual Canada Day celebrations
- Despite COVID-19 put on the Santa Claus parade
- Connected coffee house – Culture Days
- Virtual/digital Halloween activities
- Virtual/digital Christmas in Pelham activities
- 500 youth participating in summer camps and programs
- Hosted a new senior's social
- Re-introduced the community guide

Achievements from 2020:

- Recognized for safe Meridian Community Centre reopening plan
- Festivals & Events Ontario – Achievement Award – “Canada Day Niagara Way”
- Festivals & Events Ontario – Achievement Award – “Christmas In Pelham”
- Ontario Recreation Facilities Association – Facility Focus – Meridian Community Centre

Community Planning and Development Highlights



The Town of Pelham Community Planning and Development Department is focused on...

Enhancing the quality of life in Pelham through the provision of development review and compliance functions, building services review and approvals, land use policy development and implementation, zoning by-law review and implementation, heritage planning and municipal drainage.

Services Provided:

- Development review functions for site plans, plans of subdivisions/condominium, official plan and zoning by-law amendments, consents and minor variance applications, heritage permit applications
- Building permit review functions for all types of construction and demolition, i.e. residential, commercial, industrial, institutional, agricultural, etc.
- Policy review and development for compliance with provincial and regional plans and policies
- Municipal drain maintenance

Priorities/Statistics from 2020:

- 284 Building permits issued
- \$60,542,013 value in new construction
- Initiated review of Zoning by-law
- Initiated Comprehensive Parking Strategy

Achievements in 2020:

- Short-term rental policies, regulations and licencing provisions and implementation
- Cannabis Land Use report
- Conversion to electronic application submission for all types of applications
- Allow for temporary exemption of parking requirements for restaurant patios during the pandemic
- Maintain delivery of services during the pandemic

PELHAM QUICK FACTS

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

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

7,287 Number of Households
5.9% Increase in Number of Households (2016-2020)

\$134,479 2020 Estimated Average Household Income* | **3.5% Property Taxes as a % of Household Income**



**AVERAGE
RESIDENTIAL
PROPERTY**

**\$361,445
ASSESSMENT VALUE**

=

**\$4,719
ANNUAL PROPERTY TAX**



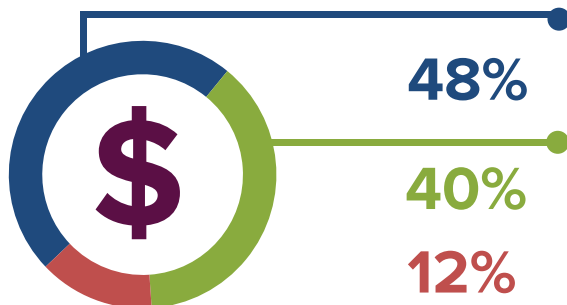
REGION \$2,260



TOWN \$1,906



EDUCATION \$553

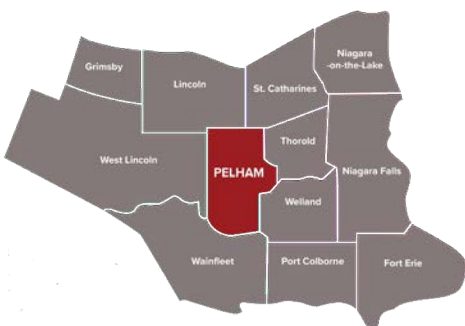


Set by the Niagara Region. Collected by the Town and remitted to the Region.

Set by the Town to provide services.

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

**Source: BMA Management Consulting Inc. Municipal Study 2020*



**126 sq. km
Land Area***



**17,110 Population
(2016 Statistics Canada)**



**144 Population
Density per sq. km***



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

FINANCIAL REPORT



- Message from the Treasurer
- Financial Management Process
- Financial Overview
- Consolidated Financial Statements
- Trust Funds Financial Statements

MESSAGE FROM THE TREASURER



The Town of Pelham (“the Town”) is pleased to present its Annual Financial Report for the year ended December 31, 2020. This report has been prepared by management in accordance with the Municipal Act and the Public Sector Accounting Board (PSAB) of Chartered Professional Accountants (CPA) Canada.

The Annual Financial Report communicates to stakeholders and residents the Town’s 2020 financial performance and information regarding significant policies and processes. The 2020 financial results demonstrate the financial resiliency and sustainability in the Town not only maintaining its financial strength during a pandemic year but also excelling in improving its financial position.

The Town and Niagara Region provide municipal services to Pelham taxpayers. The Niagara Region is exclusively responsible for garbage collection and disposal, water treatment, wastewater services, policing and social services. The Town’s Financial Statements do not include the cost of Niagara Region services.

Pelham’s property tax bill includes levies for the Town, Niagara Region and the Province of Ontario (for education purposes). The Town’s 2020 levy impact on a typical residential property was approximately 40% of the total property tax bill.

Significant time is dedicated to searching for grant opportunities and making grant applications. In 2020, there were over 23 grant applications. One of the significant highlights for the Town in 2020 was receiving \$1.6 million from the Federal and Provincial governments as part of the Safe Restart COVID-19 grant funding program. Pelham was one out of forty-eight municipalities to receive funding under Phase 2 of the program, which required an application. This was the game-changer for alleviating 2020 COVID-19 operating pressures and offsetting \$0.6 million of 2021 operating budget pressures. The funding enabled the Town to cover additional expenditures incurred as a result of the pandemic for personal protective equipment for staff, additional cleaning and establishing a safe work environment for staff. This grant also covered revenue losses in programs, events and facilities rentals. Town staff continued to deliver services to residents despite the challenges faced by the pandemic as a result of the Provincial Emergency directives.

The net debt of the Town decreased from \$33.3 million to \$18.5 million as a result of an increase in financial assets of \$7.2 million and a decrease in financial liabilities of \$7.6 million. Cash increased by \$8.0 million because the Haist arena was sold for proceeds of \$2.4 million and over \$5.2 million of capital projects were deferred to 2021. These deferred projects will be completed in the future and the cash will be used at that time. Surplus land in East Fonthill was sold with proceeds repaying most of a construction bridge loan for the Meridian Community Centre, with a \$3.45 million debenture for the remaining balance. This debenture will be paid with capital donations pledged in future years, and the remainder will be paid for by the tax levy.

The Town’s financial statement surplus of \$16.2 million is primarily a result of the Town assuming three subdivisions resulting in \$4.1 million in contributed tangible capital assets revenues, a \$6.4 million gain on disposal of tangible capital assets held for sale, taxation and planning revenues which exceeded budget due to growth within the Town, and water and wastewater user charges which exceeded budget due to higher consumption during the summer. 2020 was a year like no other year because of the COVID-19 pandemic. What we have learned is that resiliency and strength in leadership was demonstrated by everyone working at the Town. We were able to achieve these exceptional results because of the dedication and hard work by the staff. Maintaining financial strength and sustainability continues to be the focus for the Town of Pelham.

Teresa Quinlin, MBA, CPA, CA

Teresa Quinlin

Director Corporate Services & Treasurer

May 17, 2021

FINANCIAL MANAGEMENT PROCESSES

Financial Management and Control

Budget

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

The 2020 capital budgets were approved by Council on October 21, 2019 and the operating and utility rate supported budgets were approved by Council on November 18, 2019. Pelham's budget is prepared on a modified cash basis in order to ensure the Town collects enough tax revenue to cover its cash needs and meet its obligations. This includes budgeting for any principal debt repayments and any required transfers to or from reserves. Conversely, the Town does not budget for items such as amortization and its annual impact on tangible capital assets or changes in employee future benefit liabilities, which are primarily non-cash items. The Town is required to adjust its presentation of the budget in the financial statements to be in accordance with Canada Public Sector Accounting Standards (PSAS). Note 15 to the financial statements reconciles the approved budget to the budget amounts reported in the financial statements.

Accounting and Internal Controls

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

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

External Audit

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

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

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

Deloitte LLP, Chartered Professional Accountants, was appointed by Pelham Town Council to express an audit opinion on the Town's consolidated financial statements for the year ended December 31, 2020.

FINANCIAL OVERVIEW

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

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

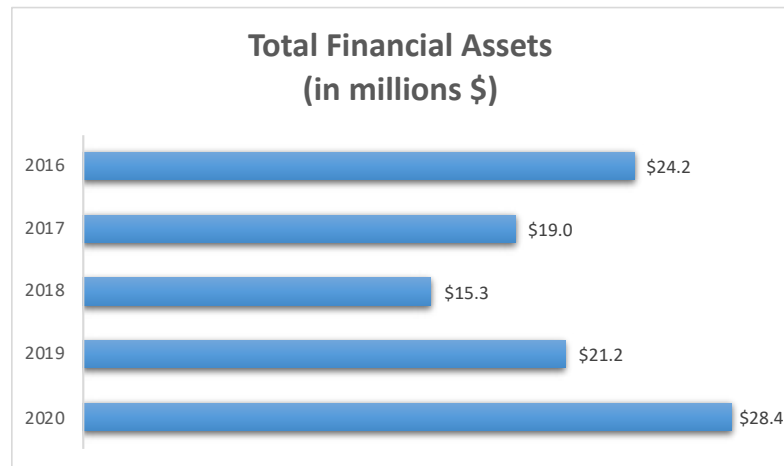
The following is a high-level overview of the 2020 financial results for Pelham.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

The consolidated statement of financial position reports on the Town of Pelham's financial and non-financial assets, liabilities and accumulated surplus at December 31, 2020.

Financial Assets

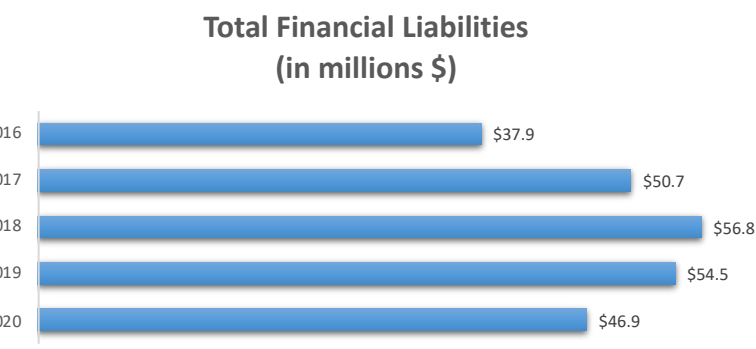
Financial assets in 2020 were \$28.4 million (2019: \$ 21.2 million), a \$7.2 million increase over the prior year. This was primarily due to an \$8.0 million increase in cash and cash equivalents; \$2.4 million of this increase was the result of proceeds from the sale of an arena as well as approximately \$5.1 million of capital projects that were delayed. In addition, cash increased because the Town received Federal/Provincial Safe Restart COVID-19 funding, of which \$0.6 million is being carried forward to 2021. Because the grant funding has been received but the expenditures have not yet been incurred, the cash balance increased. Taxes and user charges receivable increased as a result of higher rates, reduced collections due to COVID-19, and \$0.2 million of supplemental tax revenue included in taxes receivable but not due until 2021. In 2020 accounts receivable decreased, due to collections of \$0.4 million receivable from developers and a \$0.2 million decrease in receivables from the Meridian



Community Centre as a result of the COVID-19 shut-down. Tangible capital assets held for sale were sold in 2020, with the exception of a small parcel of land with a net book value under \$10 thousand which is no longer held for sale. The investment in subsidiary, Peninsula West Power Inc. (PWPI), increased because of equity earnings in the subsidiary. The chart illustrates the 5-year trend in total financial assets.

Financial Liabilities

Liabilities in 2020 were \$46.9 million (2019: \$54.5 million), a \$7.6 million decrease from the prior year. This is mostly due to a \$9.1 million decrease in bank indebtedness, of which \$9.0 million resulted from the repayment of the Infrastructure Ontario construction bridge loan for the Meridian Community Centre. The construction bridge loan was repaid with proceeds from land sales in East Fonthill in the amount of \$4.9 million, substitution of existing CIBC debt financing of \$0.46 million, donations of \$0.19 million, and a \$3.45 million debenture was issued for the remaining balance. Accounts payable increased by \$1.0 million primarily due to an increased demand for building permits toward the end of the year, resulting in higher development charges payable to the Region. Deferred revenue – obligatory reserve funds decreased by \$0.8 million as a result of \$0.6 million of prior year capital grant deferrals being used in the year, as well as development charge expenditures



which exceeded collections by \$0.2 million. Long-term debt increased because of the \$3.45 million debenture issued in the year less principal repayments. Changes in accrued liabilities, other liabilities, deposits, and employee benefit obligations also contributed to the change in financial liabilities in 2020.

The above chart illustrates the five-year trend in total financial liabilities.

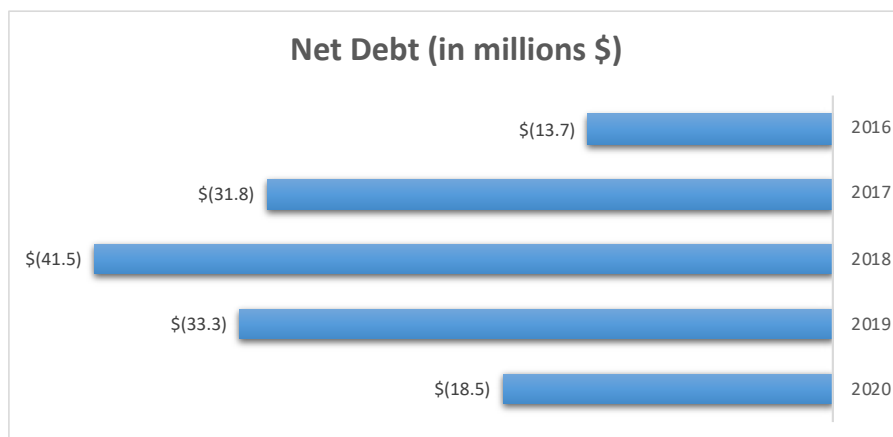
Net Financial Assets (Net Debt)

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

The Town of Pelham ended the year in a net debt position (financial liabilities exceeded financial assets) of \$18.5 million, a decrease in net debt of \$14.8 million from the prior year. This change was the result of an increase in financial assets and a decrease in financial liabilities from 2019.

Net Debt	2020	2019	Change	% Change
Financial assets	\$ 28,435,457	\$ 21,205,264	\$ 7,230,193	34.1%
Less financial liabilities	(46,945,662)	(54,501,475)	7,555,813	-13.9%
Net Debt	\$ (18,510,205)	\$ (33,296,211)	\$ 14,786,006	44.4%

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



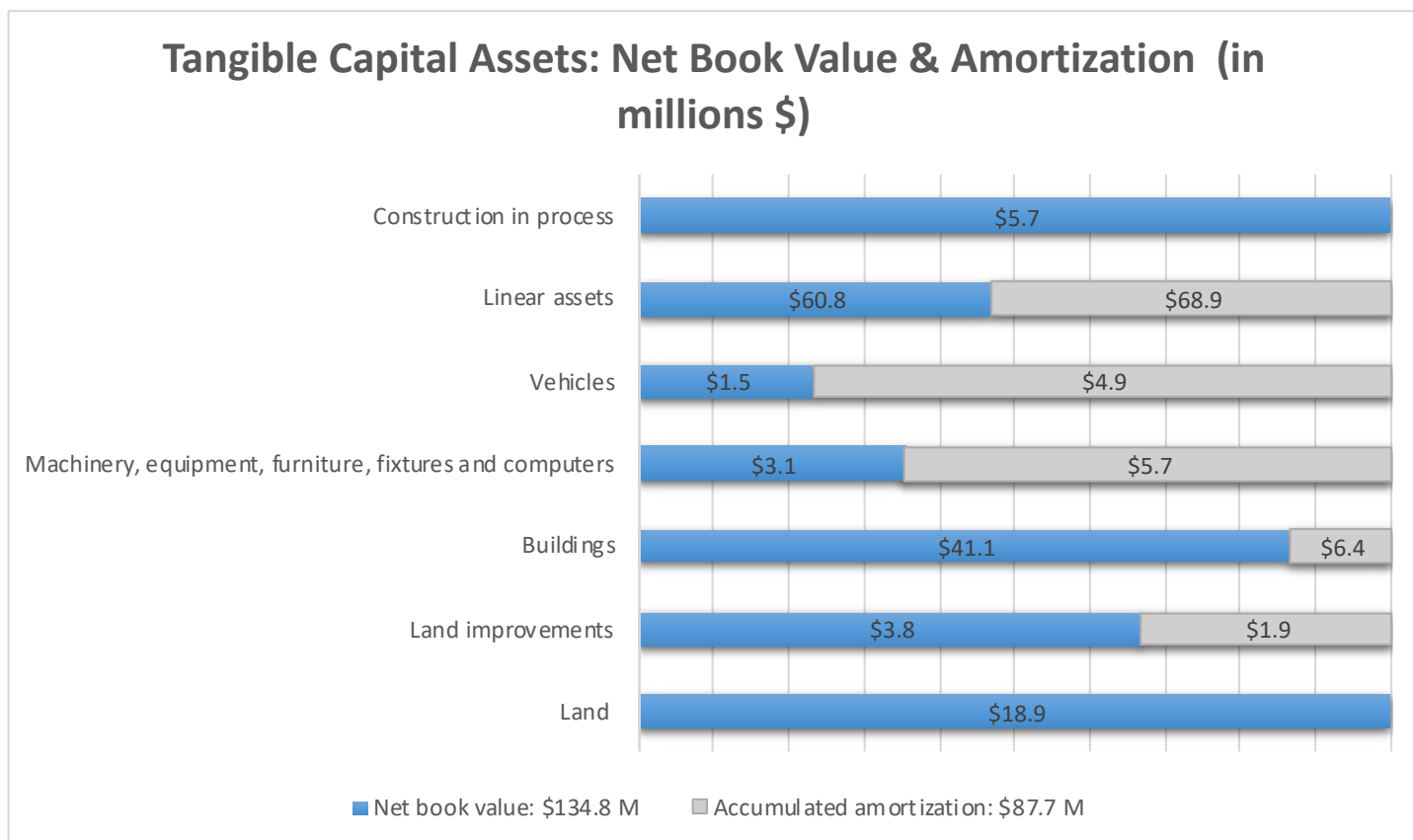
Non Financial Assets

The Town's non-financial assets are comprised mainly of tangible capital assets as well as prepaid expenses. Prepaid expenses decreased compared to 2019 predominantly because the Town's 18-month insurance policy was fully expensed in 2020, with zero months prepaid at the end of 2020 versus twelve months prepaid at the end of 2019.

The net book value of tangible capital assets, as reported in the consolidated statement of financial position, is \$134.8 million and is highlighted by category in the accompanying chart. The total historical costs are \$222.6 million and the total accumulated amortization is \$87.7 million, implying that 39% of the estimated useful life of the Town of Pelham's capital assets has been utilized in the delivery of services. This is impacted by the Meridian Community Centre, which is a new asset with a high dollar value cost, and does not necessarily represent the remaining useful lives of other assets. For example, the historical cost of linear assets, which include roads, water, storm sewer and sanitary sewer distribution networks is \$129.7 million and the accumulated amortization is \$68.9 million, implying that 53% of the estimated useful life of the Town's linear assets have been utilized. A breakdown by category is available below.

During the year the Town of Pelham acquired \$3.9 million of tangible capital assets. In addition, developers contributed \$4.1 million in infrastructure assets from three subdivisions that were assumed by the Town. These contributed tangible capital assets were paid for by the developer and when the subdivisions were assumed they became the responsibility of the Town and were recorded at fair value at the date of contribution.

The total amortization expense, as reported in the statement of operations, amounted to \$5.7 million.

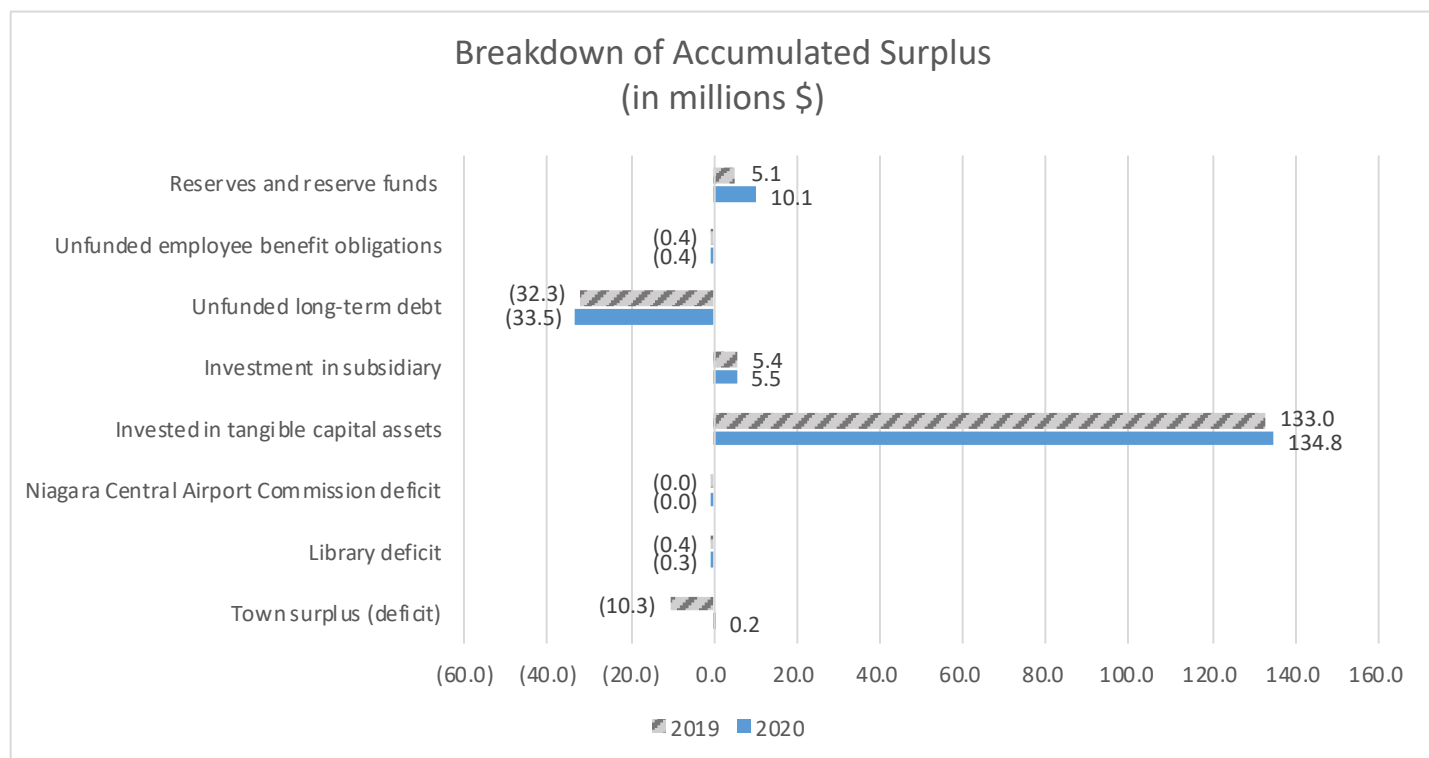


Accumulated Surplus

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

Reserves and discretionary reserve funds, as detailed in Note 9 to the consolidated financial statements, increased approximately \$5.0 million compared to 2019. This was due to increased transfers to reserves, in-year transfers of items such as growth-related revenue from property tax supplemental revenues and planning fees that will be needed to fund future expenditures, a new reserve and a new reserve fund established by Council, Safe Restart Phase 2 COVID-19 funding which must be carried forward and applied to COVID-19 operating pressures in 2021, as well as capital projects which have not yet been completed but are still committed against the reserves. A number of capital projects were delayed due to COVID-19 and the Town has approximately \$5.2 million in projects carrying forward to be completed in 2021 which were budgeted in prior years, of which \$3.4 million will be funded from these reserves. The remaining reserves and reserve funds are needed to fund future planned capital expenditures within the capital forecast, and some, such as the Building Department, Water, and Wastewater, are rate-supported and must be used for expenditures related to their rate charges.

The following chart illustrates the breakdown of accumulated surplus.



CONSOLIDATED STATEMENT OF OPERATIONS

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

Summary of Revenues and Expenses	2020	2019	% Change
Total revenue	40,563,551	30,370,207	33.6%
Total expenses	24,320,850	24,271,476	0.2%
Annual surplus	\$ 16,242,701	\$ 6,098,731	
Accumulated surplus, beginning	100,201,406	94,102,675	
Accumulated surplus, ending	\$ 116,444,107	\$ 100,201,406	

Revenues

Revenues in 2020 were \$40.6 million (2019: \$30.4 million), an increase of \$10.2 million over the prior year. This increase is due to higher revenues from taxation, user charges, grants, contributed tangible capital assets, and a significant gain on the disposal of land held for sale. Other revenue decreased \$0.5 million because of fewer capital donations and lower miscellaneous revenues collected due to cancelled events and facility closures because of COVID-19.

Property taxation for the year was 39% of total revenues, being the Town's most significant source of revenue. Property tax revenue was higher than budget because of supplemental taxation revenue, which is a result of growth in the Town, as well as additions, renovations and class changes that were not previously recorded on the assessment roll and are updated by MPAC.

User charges, including all user charges collected by the Town for items such as water and sewer billings, building permits, and recreation facilities, represented 18% of total revenues. User charges were higher than budget due to an increase in water and sewer usage resulting from a hot dry summer, as well as an increase in planning fees due to growth within the Town. These increases were partially offset by lower than budgeted rental revenues due to COVID-19.

Grants for 2020 were 10% of total revenues, and were higher than budget due to \$0.9 million capital grant revenue which was budgeted in a prior year, \$1.6 million in Safe Restart funding received as a result of COVID-19 and \$0.1 million in Municipal Modernization grant funding announced and received in the year which was unbudgeted.

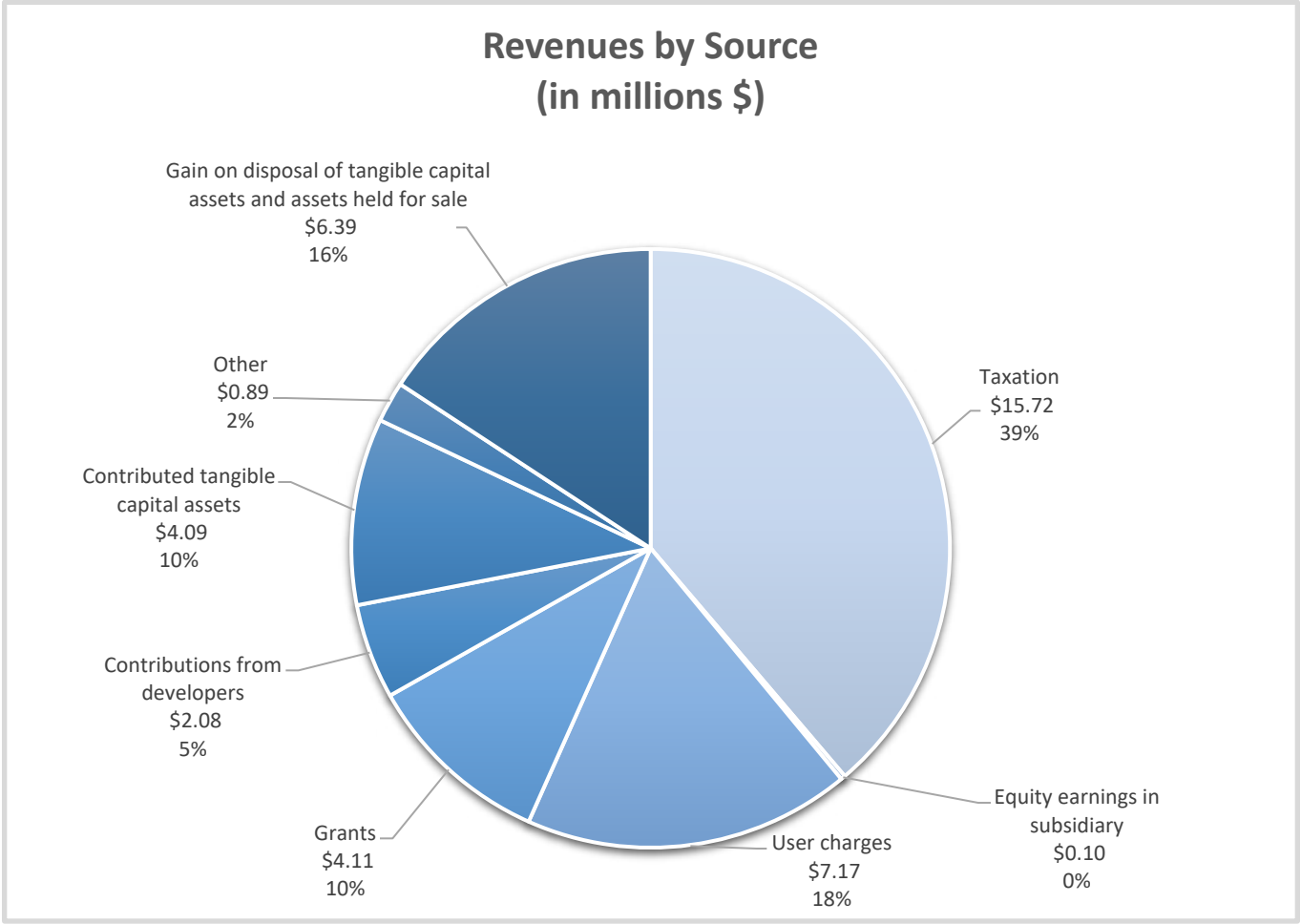
Contributions from developers were 5% of total revenues, and include items such as development charge revenues and parkland dedication revenues. Contributions from developers were lower than budget as a result of delayed capital projects.

Contributed tangible capital assets totalling \$4.1 million were unbudgeted, and resulted from three subdivisions that were assumed by the Town. These are assets contributed to the Town by developers and the revenue is equal to the fair value of the assets assumed, but it is important to note that it does not represent cash received by the Town.

Other revenues, including penalties and interest on taxes, investment income, and donations, were 2% of total revenues. Other revenues exceeded budget because of increased investment income due to the improved cash position, as well as MCC capital donations collected which were budgeted in a prior year. This was partially offset by decreased penalties and interest on taxes which were waived by Council for a portion of the year and decreased other special event and facility revenues due to COVID-19.

Equity earnings in the Town’s subsidiary, PWPI, was below 1% of total revenues, and the gain on disposal on tangible capital assets and assets held for sale was 16% of the total. The Town had a significant gain on a portion of land in East Fonthill and the Haist Street arena land and building which were held for sale.

Below is a breakdown of revenues by source.



Expenses

Expenses in 2020 were \$24.3 million (2019: \$24.3 million), comparable to the prior year.

Of the Town’s total expenses, 16% relate to general government, which includes corporate governance, management, and program support to other departments. General government expenses exceeded budget due to an increase in information technology, facility and PPE costs due to COVID-19, as well as higher insurance and legal costs.

Protection to persons and property is 9% of the total and includes fire, protective inspection and control, emergency measures, and provincial offences. A savings of \$0.1 million in volunteer firefighter points reduced this expense compared to budget.

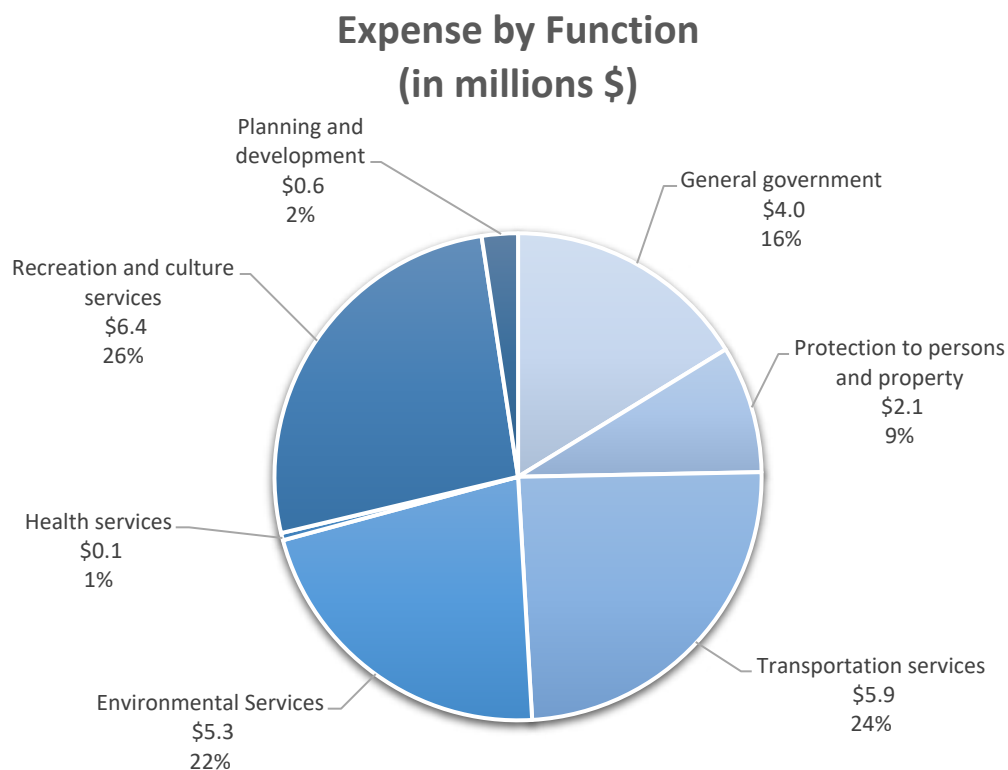
Transportation services, being 24% of the total, includes expenses for roads, winter control, transit, parking, street lighting, and air transportation. Transportation services expenses were lower than budget due to amortization that was \$0.5 million lower than budget. This is the result of \$11.0 million in roads that were fully depreciated in the prior year and delayed capital projects in the current year. This type of fluctuation can result if there was a major road project in the past and the road additions were not fairly equal in amount and useful life from one year to the next. Transportation expenses were also lower than budget due to a new transit pilot agreement with the Region, as well as lower snow removal costs from a mild winter.

Environmental services is 22% of total expenses and is comprised of water and wastewater expenses. Environmental Services expenses were higher than budget due to additional costs for distribution and changes in demand as a result of COVID-19, as well as increased consumption due to summer weather. Health services is 1% of total expenses, and includes the cost of operating and maintaining the cemeteries.

Recreation and culture services is 26% of the Town's total expense and includes parks, recreation programs, recreation facilities, libraries and cultural services. Recreation and culture services expenses were lower than budget, due to lower wages and costs related to facility closures and event cancellations resulting from COVID-19.

Planning and development expenses are 2% of the total and include planning and zoning, commercial and industrial development, residential development, agricultural and reforestation, heritage matters, and municipal drainage.

Below is a breakdown of expenses by function.



Annual Surplus

During 2020, revenues exceeded expenses resulting in a \$16.2 million surplus, a \$10.1 million increase in annual surplus from the prior year. This increase was primarily the result of increased revenues compared to 2019.

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

The Town's accumulated surplus at the end of 2020 was just over \$116.4 million. It is important to note that accumulated surplus cannot be construed as "cash" or "funds available", as the majority of this surplus is for tangible capital assets which are not available to discharge existing liabilities; rather, these assets are used in the provision of Town services.

Consolidated Statement of Change in Net Debt

The consolidated statement of change in net debt provides detailed information on the use or acquisition of non-financial assets and their impact on the net financial position of the Town. Net debt decreased by \$14.8 million in 2020 compared to 2019. This was primarily impacted by the annual surplus as well as the acquisition of tangible capital assets of \$3.9 million, contributed tangible capital assets of \$4.1 million and amortization of tangible capital assets of \$5.7 million.

Consolidated Statement of Cash Flows

The consolidated statement of cash flows shows the impact that transactions had on the Town's cash position during the year. It reconciles the annual surplus to the cash balance reported on the consolidated statement of financial position, and highlights the use of cash for operating, capital, investing, and financing activities. Total operating activities increased cash by \$19.8 million, and this was used for the acquisition of tangible capital assets net of proceeds on disposal of \$3.9 million, as well as to decrease debt by \$7.9 million (net of new debt issuance). The net impact was to increase cash and cash equivalents by \$8.0 million for an ending balance of \$15.9 million.

Trust Funds

The Town also administers trust funds, which are not consolidated with the Town's financial statements. These funds undergo a separate audit and their financial statements are also approved by Council. The financial statements for the Town of Pelham Trust Funds are found in pages 64 to 68 of the annual report. The most significant of these funds relate to Cemetery Care and Maintenance Funds held under the Cemeteries Act (Revised), R.S.O. 1990. Total trust funds administered by the Town at the end of 2020 were \$1.0 million (2019 - \$1.0 million).

Conclusion

In 2020, the Town disposed of land in East Fonthill and used the proceeds to repay most of the construction bridge loan for the MCC, with a \$3.45 million debenture issued for the remaining balance. This was budgeted and planned for in a prior year but the revenue was earned in 2020, which results in revenues significantly above budget on the financial statements. In addition, the Haist Street arena land and buildings were sold and the proceeds were used to replenish the cash that was needed for capital projects committed to in prior years. Three subdivisions were assumed by the Town resulting in \$4.1 million in contributed tangible capital asset revenues, which do not result in a cash surplus but must be recognized in the financial statements to accurately portray the value of the Town's tangible capital assets. Growth within the Town contributed to taxation revenue and planning revenues that exceeded budget for the year, and water and wastewater user charges were higher than budget due to higher consumption during the summer.

Finally, COVID-19 had a significant impact on the Town's operations that is not immediately apparent in the financial statements. Revenues from user charges in many service areas were lower than budget, penalties and interest on taxes were waived for a portion of the year, and additional costs were incurred for health, safety and information technology. However, Safe Restart COVID-19 grant funding from the federal and provincial governments in the total amount of \$1.6 million for 2020 helped alleviate the operating pressures created by the pandemic. This, along with capital grant revenue recognized on projects budgeted in prior years led to grant revenue which exceeded budget by \$2.4 million. Capital projects were delayed due to the pandemic, and this contributed to increased cash and reserve balances at year-end.

At the end of 2020, these items combined resulted in a financial statement surplus of \$16.2 million, debt that decreased by \$7.6 million, cash that increased by \$8.0 million, and reserve balances that are starting to be built up to help pay for future capital outlays.

Consolidated Financial Statements of

CORPORATION OF THE TOWN OF PELHAM

December 31, 2020

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.

Deloitte LLP

Chartered Professional Accountants
Licensed Public Accountants
May 17, 2021

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 include in the consolidated statement of change in net debt.

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

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 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

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.

Deloitte LLP

Chartered Professional Accountants
Licensed Public Accountants
May 17, 2021

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.

STATISTICAL REVIEW



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

General Statistics

	2020	2019	2018	2017	2016
Households*	7,287	7,104	7,064	6,977	6,882
Population**	17,110	17,110	17,110	15,641	15,654
Municipal Workforce Profile					
Full-time Positions	76	74	69	60	66
Part-time Positions	36	37	27	16	12
Seasonal Employees	45	52	54	47	49
Number of Building Permits Issues	286	235	280	476	407
Total Value of Building Permits Issued	\$ 62,695,313	\$ 43,337,503	\$ 68,647,113	\$ 104,245,493	\$ 126,872,861

*Source: MPAC

**Source: Statistics Canada 2018-2020, MPAC 2016-2017

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

(Unaudited)**Taxation Statistics**

	2020	2019	2018	2017	2016
Taxable Assessment					
Residential	2,555,511,770	2,409,606,273	2,291,395,631	2,159,252,964	2,068,323,217
Multi-Residential	17,693,000	17,587,500	17,482,000	17,376,500	18,609,000
New Multi-Residential	544,000	544,000	-	-	-
Commercial	90,345,386	87,823,350	80,870,766	69,478,193	67,849,061
Commercial On-Farm Business	4,700	-	-	-	-
Commercial Excess/Vacant	1,998,111	2,970,845	3,150,670	4,226,954	4,382,972
Industrial	3,998,000	2,968,951	2,919,272	3,812,348	3,663,597
Industrial On-Farm Business	50,000	-	-	-	-
Industrial Excess/Vacant	146,100	132,825	119,550	110,525	93,000
Pipeline	17,467,000	16,854,093	16,213,500	15,421,250	14,900,000
Farmland	169,321,433	157,009,692	143,204,190	131,658,899	124,200,753
Managed Forest	2,897,100	2,701,293	1,961,922	1,774,825	1,748,200
Total Taxable Assessment	2,859,976,600	2,698,198,822	2,557,317,501	2,403,112,458	2,303,769,800
Tax Levy					
Town of Pelham	\$ 14,946,495	\$ 13,674,374	\$ 12,530,627	\$ 11,791,257	\$ 11,063,305
Niagara Region	17,721,535	16,366,191	15,584,260	14,977,327	14,546,094
Education	5,131,790	5,116,884	5,109,284	5,011,531	5,051,132
Total Levy	\$ 37,799,820	\$ 35,157,449	\$ 33,224,171	\$ 31,780,115	\$ 30,660,531
Current Year's Tax Collections*	\$ 36,596,141	\$ 34,245,293	\$ 32,285,504	\$ 30,973,033	\$ 29,777,106
Total Arrears	\$ 1,967,288	\$ 1,751,162	\$ 1,761,963	\$ 1,791,341	\$ 2,210,469
Total Arrears as a Percentage of Current Tax Levy	5.2%	5.0%	5.3%	5.6%	7.2%

Top Ten Largest Corporate Property Taxpayers in 2020

FONTHILL GARDENS INC
 PELHAM PORTFOLIO INC
 NIAGARA PROPERTY INVESTMENTS INC
 968502 ONTARIO INC
 4 HIGH STREET INC
 2004424 ONTARIO INC
 2385746 ONTARIO INC
 FONTHILL PROPERTIES ULC
 1254392 ONTARIO LIMITED
 2772033 ONTARIO INC

% Of Total Industrial and Commercial Assessment 40.4%
 % of Total Taxable Assessment 1.3%

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

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

Consolidated Statement of Financial Position

	2020	2019	2018	2017	2016
Financial Assets					
Cash and cash equivalents	\$ 15,859,111	\$ 7,848,224	\$ 1,280,672	\$ 3,885,925	\$ 9,324,711
Taxes receivable	1,967,288	1,751,162	1,761,963	1,791,341	2,210,469
User charges receivable	800,453	684,278	613,935	597,267	592,086
Accounts receivable	4,315,848	5,012,259	5,735,179	6,512,813	6,753,703
Tangible capital assets held for sale	-	515,697	534,734	885,648	-
Investments in subsidiary	5,492,757	5,393,644	5,383,816	5,312,718	5,293,453
Total financial assets	28,435,457	21,205,264	15,310,299	18,985,712	24,174,422
Financial Liabilities					
Bank indebtedness	1,166,667	10,294,044	15,960,776	2,577,778	1,800,000
Accounts payable and accrued liabilities	5,676,918	4,726,141	3,922,388	9,633,723	7,712,420
Other Liabilities	2,214,306	1,998,225	2,089,727	1,718,632	1,429,957
Deposits and deferred revenue	790,484	851,502	547,392	651,775	1,864,319
Deferred revenue- obligatory reserve funds	3,227,028	3,981,023	3,833,187	3,840,767	3,398,984
Long-term debt	33,465,343	32,252,037	30,088,688	31,905,664	21,310,239
Employee benefit obligations	404,916	398,503	323,027	419,726	399,342
Total Financial Liabilities	46,945,662	54,501,475	56,765,185	50,748,065	37,915,261
Net financial assets (net debt)	(18,510,205)	(33,296,211)	(41,454,886)	(31,762,353)	(13,740,839)
Non-financial assets					
Tangible capital assets	134,849,662	132,979,060	135,235,818	125,637,896	104,132,637
Prepaid expenses	104,650	518,557	321,743	129,401	373,244
Total non-financial assets	134,954,312	133,497,617	135,557,561	125,767,297	104,505,881
Accumulated surplus	\$ 116,444,107	\$ 100,201,406	\$ 94,102,675	\$ 94,004,944	\$ 90,765,042

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

Statement of Financial Position Statistics

	2020		2019		2018		2017		2016	
Acquisition of tangible capital assets, net of construction in process capitalized	\$	3,946,806	\$	4,158,299	\$	15,675,398	\$	27,281,339	\$	15,761,806
Net Long-term Debt	\$	33,465,343	\$	32,252,037	\$	30,088,688	\$	31,905,664	\$	21,310,239
Per Capita	\$	1,956	\$	1,885	\$	1,759	\$	2,040	\$	1,361
Percentage of Town Tax Levy		223.9%		235.9%		240.1%		270.6%		192.6%
Long-term Debt										
Supported by Taxes	\$	18,404,075	\$	16,070,519	\$	12,788,279	\$	13,510,531	\$	14,219,617
Supported by Non-tax Revenue		15,061,268		16,181,518		17,300,409		18,395,133		7,090,622
Net Long-term Liabilities	\$	33,465,343	\$	32,252,037	\$	30,088,688	\$	31,905,664	\$	21,310,239
Debt Charges for the Year										
Principal Payments	\$	2,236,694	\$	1,855,006	\$	1,816,976	\$	1,543,167	\$	1,901,299
Interest Charges	\$	929,241	\$	937,707	\$	914,663	\$	740,632	\$	320,007
Annual Debt Repayment Limit, excluding Treasurer's Adjustments	\$	2,278,215	\$	2,587,339	\$	3,475,545	\$	3,013,683	\$	2,916,140
Accumulated Surplus	\$	116,444,107	\$	100,201,406	\$	94,102,675	\$	94,004,944	\$	90,765,042
Provincial Debt Repayment Limit as a % of Own-source Revenues		25%		25%		25%		25%		25%
Town Net Debt Charges as a % of Own-source Revenues (Existing Debt Only)		13%		13%		13%		12%		6%

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

Consolidated Statement of Operations

	2020		2019		2018		2017		2016	
Revenue by Source										
Taxation	\$	15,724,635	\$	14,342,049	\$	13,003,056	\$	12,468,706	\$	11,648,113
User charges		7,168,751		6,576,964		6,066,122		5,896,406		6,298,719
Grants		4,110,579		1,912,212		1,319,945		968,598		1,117,957
Contributions from developers		2,083,217		2,168,354		2,118,168		3,061,990		1,352,815
Contributed tangible capital assets		4,092,908		-		136,505		-		4,928,757
Other		890,208		1,362,205		1,519,085		1,201,394		819,533
Equity earnings in subsidiary		99,113		63,059		123,087		71,012		91,166
Gain on disposal of tangible capital assets and assets held f		6,394,140		3,945,364		295,500		434,599		11,527
Total revenue by source		40,563,551		30,370,207		24,581,468		24,102,705		26,268,587
Expense by Function										
General government		3,950,174		3,472,230		3,520,358		3,938,935		3,364,145
Protection to persons and property		2,056,453		1,960,146		1,912,943		1,946,632		1,918,954
Transportation services		5,929,468		6,481,990		6,821,947		5,945,354		5,966,156
Environmental services		5,283,920		4,863,889		5,373,591		4,419,347		4,623,560
Health services		117,052		117,015		114,074		125,306		123,481
Recreation and culture services		6,400,982		6,725,057		6,155,062		3,911,721		3,340,816
Planning and development		582,801		651,149		585,762		575,508		466,160
Total expenses by function		24,320,850		24,271,476		24,483,737		20,862,803		19,803,272
Annual Surplus		16,242,701		6,098,731		97,731		3,239,902		6,465,315
Accumulated surplus, beginning		100,201,406		94,102,675		94,004,944		90,765,042		84,299,727
Accumulated surplus, ending	\$	116,444,107	\$	100,201,406	\$	94,102,675	\$	94,004,944	\$	90,765,042
Analysis of Expenses by Object										
Salaries and Wages	\$	8,616,362	\$	8,501,131	\$	7,969,184	\$	8,058,986	\$	7,621,463
Long term debt interest		929,241		937,707		914,663		740,632		320,007
Materials		3,232,968		3,342,740		3,699,352		2,613,257		2,552,918
Contracted services		5,652,634		5,150,691		5,719,633		4,519,006		4,528,841
Rents & Financials		196,627		437,491		386,651		92,946		19,842
External transfers to others		11,791		23,668		23,002		44,546		56,328
Amortization of tangible assets		5,681,227		5,878,048		5,771,252		4,793,430		4,703,873
Total expenses by object	\$	24,320,850	\$	24,271,476	\$	24,483,737	\$	20,862,803	\$	19,803,272



Information on the Town of Pelham is available at:

www.pelham.ca

Direct any inquiries regarding this document to:

The Corporation of the Town of Pelham

Corporate Services Department

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

905-892-2607

Subject: April 2021 Financial Reports**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0093-Corporate Services, April 2021 Financial Reports, for information;

AND THAT Council approve a budget transfer to decrease budgeted grant revenue by \$535,259 and increase budgeted transfer from the working funds reserve by \$535,259 to reflect 2020 Safe Restart COVID-19 funding carried forward to 2021.

Background:

The Corporate Services Department has prepared the attached financial reports, as at April 30, 2021 for the information of Council. The MCC report also includes non-financial indicators such as hydro usage and ridership. Transit reports will now be provided quarterly due to the routine nature of revenue and expenditures during the pilot program with the Region.

Analysis:

Appendix 1 to this report summarizes operating revenues compared to budget as at April 30, 2021, with approximately 33% of the year lapsed. Total revenues were at approximately 33% 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 is seen on the April financial report, and will be evident in May and June as well. Four months of water and wastewater had been billed and are at 29% of budget because consumption tends to be higher in the summer months. The Phase 2 Safe Restart COVID-19 funding has been applied to \$312,442 in lost revenues at the MCC, and \$154,305 to offset the direct COVID-19 expenses incurred to April 30, 2021, for a total of \$466,747 out of the total \$969,149 available for 2021 operating pressures.

The 2021 operating budget included \$602,350 in Safe Restart COVID-19 grant funding, which was an estimate of the funds that would be available to carry forward to 2021. At December 31, 2020, the Town carried forward \$621,259 in Phase 2 Safe Restart COVID-19 funding which must be used to offset COVID-19 operating pressures in 2021. Of this amount, \$86,000 was designated by the Province for 2021 and was deferred, and \$535,259 was designated by the Province for 2020 and was recognized as grant revenue in the 2020 financial statements in accordance with Public Sector Accounting Standards, and transferred to the working funds reserve. Therefore, a budget transfer is required to reflect that funds will be transferred from a reserve rather than recognized as grant revenues. There is no budget impact to this transfer; the amounts are the same but the revenue type is different. It should be noted that because the budget was \$602,350 and the carryforward was \$621,259, there is a favourable variance of \$18,909 as well as an additional \$347,890 in 2021 COVID-19 Recovery Funding announced. All of these funds must be used to offset COVID-19 operating pressures, and they will be needed to alleviate the operating pressures due to lost revenues during the shutdown and increased costs caused by the pandemic.

Appendix 2 to this report summarizes operating expenditures compared to budget at April 30, 2021. Total expenses were at approximately 30% of budget and appeared to be on track. This report includes \$154,305 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 April 30, 2021. MCC revenues were at 14% of budget and trending below budget due to closures from COVID-19 from January 1 to March 2, and again closing on April 3. The date of re-opening for the MCC is unknown at this time (although currently projected for July 25th) and is ultimately dependent on provincial directives.

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 26% 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 contract services and repairs and maintenance, which are anticipated but have not yet been incurred. Phase 2 Safe Restart funding of \$312,442 has been applied based on estimated lost revenues from January to April, resulting in a positive bottom line budget variance of 15%; 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, and there are also tax levy supported debenture payments in June and December. Currently Safe Restart funding applied to the MCC is at 63% 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.

It is difficult to predict the impact of COVID for 2021 and assessing if we have enough Safe Restart grant funding to cover the COVID pressures at this point in time. The key factors depend on the opening of the Meridian Community Centre with its full operations along with all the Recreational programming. The additional unbudgeted funding of \$347,890 will definitely be needed to offset revenue losses and additional expenditures due to COVID.

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 April 30, 2021

Appendix 2 – Monthly Expenditure Report at April 30, 2021

Appendix 3 – Meridian Community Centre Report at April 30, 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 April 30, 2021 (33% of time lapsed)

	Notes	2021			2020	
		Budget	Actual at Apr 30	Actual as a % of Budget	Budget	Actual at Dec 31
Taxation						
General Tax Levy		\$ 15,678,870	\$ 5,174,027	33 %	\$ 14,946,487	\$ 14,946,495
Payments in Lieu		300,471	99,155	33 %	300,471	302,118
Total Taxation	(1)	15,979,341	5,273,182	33 %	15,246,958	15,248,613
Finance Department						
Penalties and Interest		270,000	86,916	32 %	270,000	231,419
Supplemental Taxation Revenues	(2)	175,000	115	- %	200,000	476,022
Transfer from Building Department		81,087	27,029	33 %	79,497	79,497
Ontario Unconditional Grants	(3)	114,800	20,450	18 %	39,800	41,100
Miscellaneous		18,000	6,408	36 %	18,000	22,450
Investment Income	(4)	10,000	33,689	337 %	10,000	26,251
Safe Restart COVID-19 Funding	(5)	602,350	466,747	77 %	-	1,480,702
Total Finance Department		1,271,237	641,354	50 %	617,297	2,357,441
Clerk's Department						
Committee of Adjustment	(6)	36,500	31,145	85 %	36,500	68,698
Miscellaneous		14,250	2,845	20 %	14,250	10,929
Total Clerk's Department		50,750	33,990	67 %	50,750	79,627
Fire and By-law Services						
Fire Department Revenues	(7)	40,786	30,401	75 %	36,450	37,541
By-law and Parking Enforcement		26,800	13,360	50 %	28,138	35,025
Provincial Offences Act Revenue	(8)	25,000	-	- %	25,000	16,570
Total Fire and By-law Services		92,586	43,761	47 %	89,588	89,136
Public Works						
Non-recreation Facilities and Beautification	(9)	20,000	-	- %	49,000	11,764
Aggregate Resource Grant	(10)	40,000	-	- %	25,000	48,836
Miscellaneous	(11)	77,400	11,027	14 %	85,500	94,403
Fonthill/Hillside Cemeteries		76,500	22,577	30 %	76,500	115,009
Total Public Works		213,900	33,604	16 %	236,000	270,012
Recreation, Culture and Wellness						
Recreation and Wellness	(12)	195,100	35,938	18 %	364,520	229,395
Special Events and Festivals	(13)	147,770	17,900	12 %	147,770	15,990
Culture and Community Enhancement	(13)	75,000	-	- %	75,000	2,121
Public Transit	(14)	120,000	50,000	42 %	274,500	253,215
MCC Facility	(15)	420,000	47,904	11 %	786,342	768,595
Total Recreation, Culture and Wellness		957,870	151,742	16 %	1,648,132	1,269,316
Community Planning and Development						
Building Department Revenues	(16)	650,500	366,640	56 %	600,500	621,698
Planning Fees		160,340	52,364	33 %	140,340	238,148
Municipal Drainage		-	-	- %	-	23,889
Total Community Planning and Development		810,840	419,004	52 %	740,840	883,735
Water and Wastewater						
Water Revenues		3,290,641	965,550	29 %	2,948,982	3,166,304
Wastewater Revenues		2,487,167	735,262	30 %	2,161,293	2,310,079
Total Water and Wastewater	(17)	5,777,808	1,700,812	29 %	5,110,275	5,476,383
GRAND TOTAL		\$ 25,154,332	\$ 8,297,449	33 %	\$ 23,739,840	\$ 25,674,263

Appendix 1
Monthly Revenue Report at April 30, 2021 (33% 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 payments for Q1-Q2 have 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) Grants of \$6,000 received for purchase of equipment and \$8,800 for safety training, which will have offsetting expenditures later in the year.
- (8) POA revenues are collected by the Region, and none have been received to date.
- (9) 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.
- (10) Aggregate resource grant is received in September.
- (11) Climate Change grant funding for Q1 not yet received.
- (12) Recreation and wellness revenue related to camps and swim primarily occurs in Q3.
- (13) 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.
- (14) MTO Community Transportation grant received for Q1 and Q2.
- (15) Decreased MCC facility revenues due to COVID-19 closures.
- (16) Increased building permit fees due to growth within the Town. Building department revenues in excess of expenditures will be transferred to its reserve.
- (17) Water and wastewater have been billed for January to April. Consumption tends to be higher in the summer.

Appendix 2
Monthly Expenditure Report at April 30, 2021 (33% of time lapsed)

	Notes	2021			2020	
		Budget	Actual at Apr 30	Actual as a % of Budget	Budget	Actual at Dec 31
Administration Services						
Members of Council	(1)	\$ 269,900	\$ 96,371	36 %	\$ 218,670	\$ 264,598
CAO's Office		337,130	90,746	27 %	277,310	267,172
Human Resources	(2)	101,286	42,587	42 %	86,945	94,482
Marketing and Communication		131,078	38,162	29 %	130,670	111,730
Total Administration Services		839,394	267,866	32 %	713,595	737,982
Clerk's Department						
Clerk's Department and COA		363,413	118,954	33 %	356,450	370,816
Corporate Services						
Finance Department		897,558	258,913	29 %	820,165	1,118,414
Shared Administrative Overhead	(3)	951,699	537,842	57 %	736,043	1,939,928
Shared Information Technology	(4)	586,329	261,779	45 %	514,770	660,781
COVID-19 Direct Expenditures		-	154,305	- %	-	-
Total Corporate Services		2,435,586	1,212,839	50 %	2,070,978	3,719,123
Fire and By-law Services						
Fire Services	(5)	1,585,820	302,291	19 %	1,434,772	1,464,608
By-law and Parking Enforcement		239,230	68,908	29 %	203,928	199,341
Health and Safety		8,030	140	2 %	8,120	3,567
Crossing Guards		50,048	11,435	23 %	48,400	33,769
Animal Control	(6)	37,800	9,400	25 %	36,800	36,900
Total Fire and By-law Services		1,920,928	392,174	20 %	1,732,020	1,738,185
Public Works						
General Administration	(7)	1,261,885	205,779	16 %	1,336,942	1,362,705
Roadway Maintenance		4,408,938	1,598,143	36 %	4,191,665	4,169,359
Non-recreation Facilities and Beautification	(8)	2,451,522	409,865	17 %	2,272,451	2,284,529
Street Lighting		200,000	58,555	29 %	199,789	197,667
Fonthill and Hillside Cemeteries		131,650	36,755	28 %	130,280	169,175
Niagara Central Airport	(9)	27,621	23,307	84 %	27,621	25,327
Total Public Works		8,481,616	2,332,404	27 %	8,158,748	8,208,762
Recreation, Culture and Wellness						
General Administration		270,019	73,141	27 %	371,007	378,685
Recreation and Wellness	(10)	320,031	63,644	20 %	386,775	330,388
Special Events and Festivals	(10)	275,331	31,666	12 %	271,070	132,057
Culture and Community Enhancement	(10)	171,897	25,059	15 %	157,700	55,049
Public Transit	(11)	299,486	150,906	50 %	526,570	374,990
MCC Facility	(12)	1,782,618	429,260	24 %	1,631,749	1,734,169
Libraries		877,164	292,388	33 %	864,218	864,218
Total Recreation, Culture and Wellness		3,996,546	1,066,064	27 %	4,209,089	3,869,556
Community Planning and Development						
Building Department		650,500	216,820	33 %	600,500	621,697
Planning and Zoning		653,978	204,609	31 %	727,810	854,737
Municipal Drainage		34,563	10,630	31 %	60,375	77,025
Total Community Planning and Development		1,339,041	432,059	32 %	1,388,685	1,553,459
Water and Wastewater						
Water		3,290,641	983,857	30 %	2,948,982	3,166,300
Wastewater		2,487,167	789,570	32 %	2,161,293	2,310,080
Total Water and Wastewater		5,777,808	1,773,427	31 %	5,110,275	5,476,380
GRAND TOTAL		\$ 25,154,332	\$ 7,595,787	30 %	\$ 23,739,840	\$ 25,674,263

Appendix 2

Monthly Expenditure Report at April 30, 2021 (33% of time lapsed)

Explanatory Notes:

- (1) Municipal grants to be distributed later in the year and costs for emergency management consultant not yet incurred. To date, expenses for Integrity Commissioner are \$20,000 with \$15,000 budgeted.
- (2) Some HR contract services have been paid up front for the year.
- (3) Prepaid insurance has been expensed for the full year.
- (4) Some software licenses and support fees have been paid in full for the year.
- (5) Volunteer firefighter stipends are paid in November.
- (6) Animal control payments have been made for Q1.
- (7) Significant debenture principal and interest to be paid.
- (8) Costs still to be incurred for major programs such as gypsy moth management, tree maintenance, and municipal grass cutting, as well as debentures.
- (9) Contribution to the airport has been paid for the year, reduced by repayment of \$4,551 for the 2019 Air Race Classic.
- (10) 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.
- (11) Payments have been made to Niagara Region for On-Demand transit services approximately to July.
- (12) Reduced labour costs during temporary facility closure.

Meridian Community Centre
Appendix 3
Actual Results to Budget at April 30, 2021 (33% of time lapsed)

			2021			Actual 2021			
	Notes		Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr
MCC Revenues									
Arena Revenues	(1)		\$ 355,000	\$ 40,441	11 %	\$ 383	\$ (1,430)	\$ 43,270	\$ (1,782)
Multi-Purpose Space Revenues	(2)		36,000	1,184	3 %	866	97	308	(87)
Gymnasium Revenues	(3)		25,000	9,562	38 %	-	-	9,352	210
Programming Revenues	(4)		75,500	-	- %	-	-	-	-
Grants - Other	(5)		42,700	32,664	76 %	21,989	-	-	10,675
Other Rev. - Miscellaneous	(6)		40,800	(9)	- %	(9)	-	-	-
Other Revenues - Advertising	(7)		10,000	-	- %	-	-	-	-
Total Revenues		(a)	585,000	83,842	14 %	23,229	(1,333)	52,930	9,016
MCC Expenditures									
Salaries and Benefits	(8)		1,399,281	329,691	24 %	76,539	78,945	87,937	86,270
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	91,628	26 %	23,383	23,694	23,561	20,990
Natural Gas			65,000	26,724	41 %	6,283	8,018	6,296	6,127
Water	(9)		40,000	11,687	29 %	-	4,685	-	7,002
Telephone			14,060	2,854	20 %	715	714	713	712
Office Supplies			6,650	935	14 %	93	178	519	145
Materials and Supplies	(10)		47,450	19,893	42 %	3,901	2,050	951	12,991
Furniture and Equipment			6,000	-	- %	-	-	-	-
Materials and Supplies - Janitorial			50,000	2,413	5 %	1,186	-	630	597
Fuel			4,850	739	15 %	24	25	392	298
Internet			12,000	3,297	27 %	824	825	824	824
Insurance	(11)		54,594	52,885	97 %	-	-	52,885	-
Contract Services - Janitorial			13,500	2,248	17 %	742	327	313	866
Contract Services - Other			134,131	32,184	24 %	9,824	5,654	7,842	8,864
Repairs and Maintenance			23,500	-	- %	-	-	-	-
Total Expenditures before Debt and Other Items		(b)	2,240,516	587,298	26 %	127,690	127,755	186,167	145,686
Net Surplus (Deficit) before Debt and Other Items		(c)= (a) - (b)	(1,655,516)	(503,456)	30 %	(104,461)	(129,088)	(133,237)	(136,670)
MCC Debt Activity									
Tax Levy Debenture Interest	(12)		(292,129)	(3,136)	1 %	-	(815)	(1,529)	(792)
Tax Levy Debenture Principal	(12)		(251,570)	(15,556)	6 %	(3,889)	-	(7,778)	(3,889)
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	323,370	33 %	80,843	80,843	80,843	80,841
Grants - Safe Restart Covid Funding			494,392	312,442	63 %	-	-	255,721	56,721
Net Debt and Other Items		(d)	920,803	617,120	67 %	76,954	80,028	327,257	132,881
NET SURPLUS (DEFICIT)		(e)= (c) + (d)	\$ (734,713)	\$ 113,664	(15)%	\$ (27,507)	\$ (49,060)	\$ 194,020	\$ (3,789)

Meridian Community Centre

Appendix 3

Actual Results to Budget at April 30, 2021 (33% of time lapsed)

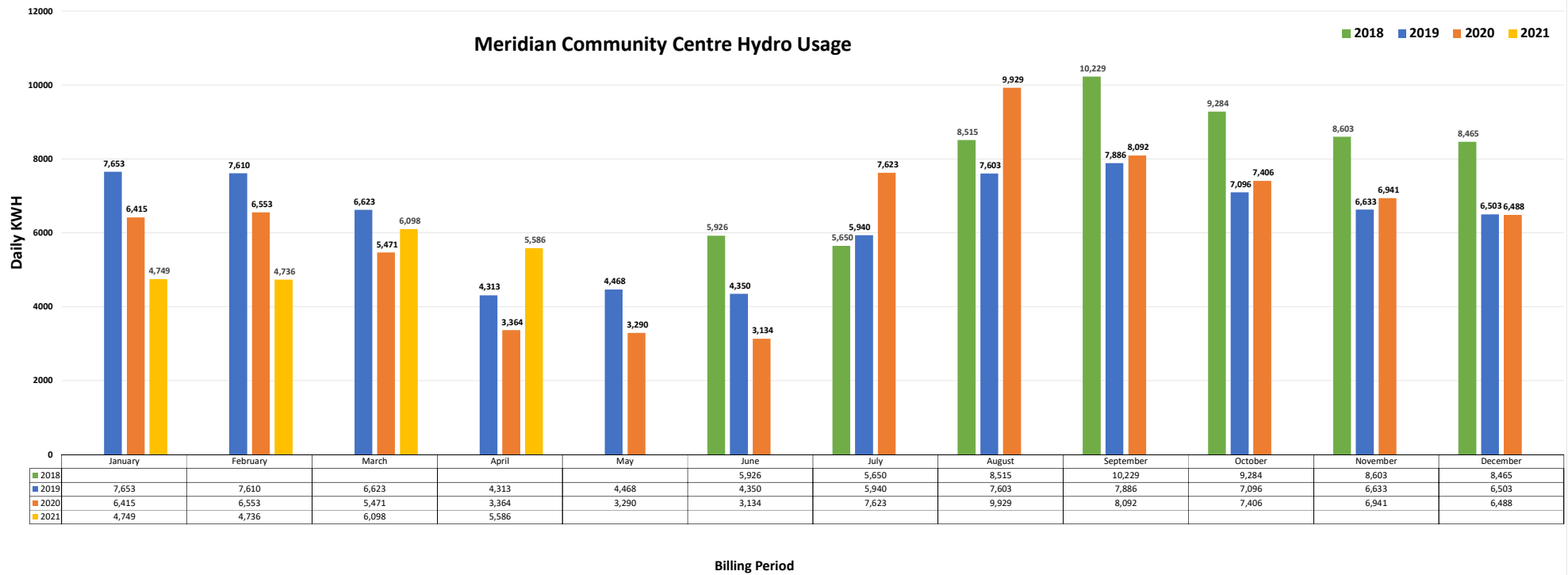
Explanatory Notes:

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, February, and April revenue being very low, but March gymnasium 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 Q2, and additional Senior Active Living Centre Special Grant of \$11,300 received in January, which has offsetting expenditures in April.
- (6) Miscellaneous revenue includes cost recoveries, equipment rentals, event revenue, donations, servery 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, slight increased staffing required for the vaccination clinics held at the MCC, which opened to the public in the month of April.
- (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. Increased costs in April relate to the Senior Active Living Centre Special Grant and are offset by funding.
- (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 April 30, 2021 (33% of time lapsed)

	Hours	Amount
Arena Revenues		
Pelham Minor Hockey Association (PMHA)	5.0	\$ 435
Niagara Centre Skating Club (NCSC)	-	(2,662)
Southern Tier Admirals AAA Hockey	3.0	261
Public Ice	6.0	43
Recreation & Wellness Programming	4.0	141
Arena Revenues Subtotal	18.0	(1,782)
Multi-Purpose Space Revenues		
Room Rentals	-	(50)
Recreation Programming	-	(37)
Multi-Purpose Space Revenues Subtotal	-	(87)
Gymnasium Revenues		
Pelham Panthers Basketball	10.0	210
Grants - Other	-	10,675
TOTAL REVENUES	28.0	\$ 9,016





PORT COLBORNE

Corporate Services Department
Clerk's Division

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

T 905.835.2900 ext 106 F 905.834.5746

E amber.lapointe@portcolborne.ca

May 31, 2021

Town of Pelham
Township of Wainfleet
City of Welland

Sent via E-mail: clerks@pelham.ca
Sent via E-mail: WKolasa@wainfleet.ca
Sent via E-mail: clerk@welland.ca

Re: Resolution – Niagara Central Dorothy Rungeling Airport (NCDRA) Commission

Please be advised that, at its meeting of May 25, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

Whereas Port Colborne Council approved a motion on May 14, 2018, supporting the common position resolution regarding the uptake of governance and the transfer of operating authority of the Niagara Central Dorothy Rungeling Airport (NCDRA) and Niagara District Airport (NDA); and

Whereas the NCDRA Commission can be self sustaining under the new strategic direction and plan;

Therefore it be resolved that the City of Port Colborne 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 Port Colborne Council approves retaining the governance and ownership NCDRA; and

That a copy of this resolution be forwarded to the Town of Pelham, Town of Wainfleet, and City of Welland for consideration and support, and further

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

Sincerely,

Amber LaPointe
City Clerk

ec: Niagara Region
Local Area Municipalities
Leo Van Vliet, Chair of the Niagara Central Dorothy Rungeling Airport Commission



Township of Wainfleet

"Wainfleet - find your country side!"

May 25, 2021

Town of Pelham Clerk
City of Port Colborne Clerk
City of Welland Clerk

SENT ELECTRONICALLY

RE: Resolution – Niagara Central Dorothy Rungeling Airport (NCDRA) Commission

Please be advised that at its meeting of May 11, 2021, the Council of the Corporation of the Township of Wainfleet approved the following resolution:

"THAT correspondence item No. C-136-2021 received from the City of Welland respecting uptake of governance and the transfer or operating authority of the Niagara Central Dorothy Rungeling Airport (NCDRA) and Niagara District Airport (NDA); and

THAT Council direct staff to assemble additional information on the matter to be presented to Council at the next available meeting."

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact the undersigned.

Regards,

Meredith Ciuffetelli
Deputy Clerk

cc: Local Area Municipalities



Township of Wainfleet

"Wainfleet - find your country side!"

June 2, 2021

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

SENT ELECTRONICALLY

RE: Accessibility Issues for Seniors

Please be advised that at its meeting of June 1, 2021, the Council of the Corporation of the Township of Wainfleet approved the following resolution:

"THAT the Council of the Corporation of the Township of Wainfleet hereby endorse and support correspondence received from the Town of Pelham respecting Accessibility Issues for Seniors."

A copy of the original correspondence is attached for reference.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact the undersigned.

Regards,

Meredith Ciuffetelli
Deputy Clerk

cc: Local Area Municipalities

Received May 19, 2021
C-162-2021

May 19, 2021

Ann-Marie Norio, Regional Clerk
Niagara Region
1815 Sir Isaac Brock Way
Thorold ON L2V 4T7
ann-marie.norio@niagararegion.ca

Attention: Ms. Norio,

Item 14.1 Motion re: Accessibility Issues for Seniors

Please be advised that at their regular meeting of May 17, 2021 Council of the Town of Pelham passed the following:

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.

If you require any further information, please contact the undersigned.

Yours very truly,



Holly Willford, BA
Acting Town Clerk

cc. Local Area Municipalities



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

June 2, 2021

File No. 06-84

SENT VIA EMAIL

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

Attention: Ms. Holly Willford, Town Clerk

Re: June 1, 2021 – WELLAND CITY COUNCIL

At its meeting of June 1, 2021, Welland City Council passed the following motion:

“THAT THE COUNCIL OF THE CITY OF WELLAND receives for information and supports the correspondence from the Town of Pelham dated May 19, 2021 regarding Accessibility Issues for Seniors.”

Yours truly,

Tara Stephens
City Clerk

TS:cap

c.c.: - Local Area Municipal Clerks, sent via email



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

Email: skim@grimsby.ca

June 9, 2021

VIA EMAIL

Town of Pelham
20 Pelham Town Square
Fonthill, ON L0S 1E0
hwillford@pelham.ca

Niagara Region, Office of the Clerk
1815 Sir Issac Brock Way
Thorold, ON L2V 4T7
ann-marie.norio@niagararegion.ca

RE: Motion re: Accessibility Issues for Seniors

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on June 7, 2021 passed the following resolution:

CW-21-180

Moved by Councillor Bothwell; Seconded by Councillor Vaine;

Resolved that the correspondence under Administration and Finance in regards to, Town of Pelham, Accessibility Issues for Seniors, be endorsed.

CARRIED

If you require additional information, please do not hesitate to reach out.

Regards,

Sarah Kim
Town Clerk



June 4, 2021

Holly Willford
Acting Town Clerk
Town of Pelham
20 Pelham Town Square, PO Box 400
Fonthill, ON L0S 1E0

Dear Holly Willford:

Sent via E-mail

Re: Motion re: Accessibility Issues for Seniors

Please be advised that City Council at its meeting of June 1, 2021 passed the following motion:

Ordered on the motion of Councillor Wayne Thomson, seconded by Councillor Wayne Campbell that Council endorse and support the resolution from the Town of Pelham regarding accessibility for seniors in the Niagara Region.

Carried Unanimously

I trust that this information will be of assistance.

Sincerely,

Bill Matson
City Clerk



Township of Wainfleet

"Wainfleet - find your country side!"

June 2, 2021

Niagara Region
1815 Sir Issac Brock Way
Thorold, ON L2V 4T7

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

SENT ELECTRONICALLY

RE: Request to Region of Niagara to Delay Official Plan Update

Please be advised that at its meeting of June 1, 2021, the Council of the Corporation of the Township of Wainfleet approved the following resolution:

"THAT the Council of the Corporation of the Township of Wainfleet hereby endorse and support correspondence received from the Town of Pelham respecting a request to the Region of Niagara to Delay Official Plan Update."

A copy of the original correspondence is attached for your reference.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact the undersigned.

Regards,

Meredith Ciuffetelli
Deputy Clerk

cc: Local Area Municipalities

April 23, 2021

Received May 18, 2021
C-158-2021

Ann-Marie Norio, Regional Clerk
Niagara Region
1815 Sir Isaac Brock Way
Thorold ON L2V 4T7
ann-marie.norio@niagararegion.ca

Attention: Ms. Norio,

Item 14.1 Motion re: Request to Region of Niagara to Delay Official Plan Update

Please be advised that at their regular meeting of April 19, 2021 Council of the Town of Pelham passed the following:

WHEREAS the Province of Ontario, through the Planning Act, requires that the Region of Niagara conduct a municipal comprehensive review (MCR) of its Official Plan whereby decisions must be made as to how all of the population and employment growth is to be accommodated in the local municipalities for the years 2031 to 2051;

AND WHEREAS since June 2019 the Province has amended a number of Provincial Statutes and policies that impact how municipalities plan for growth including the following:

- The Provincial Policy Statement,
- A Place to Grow: The Growth Plan for the Greater Golden Horseshoe,
- The Development Charges Act,
- The Planning Act,
- The Environmental Assessment Act, and
- The Conservation Authorities Act;

AND WHEREAS these significant Provincial changes include:

- reduced density targets in new greenfield development from 80 persons and jobs per hectare to 50 persons and jobs per hectare,
- reduced intensification targets from 60% beyond 2031 to 50%,
- setting minimum population and employment growth forecasts that can be exceeded subject to Provincial approval,
- extended the planning horizon from 2041 to the year 2051,
- introduced market demand as a consideration in determining the housing mix, and

- revisions to how municipalities fund growth;

AND WHEREAS these Provincial changes signal an abrupt shift from the emphasis on creating compact and complete communities to a planning regime that facilitates lower density and car dependent communities;

AND WHEREAS several Regions throughout Ontario have declared climate change emergencies and must consider the role of land use planning in their strategies to reduce their greenhouse gas emissions;

AND WHEREAS these Provincial changes create pressure to convert more class 1, 2 and 3 farmland in to urban uses than would otherwise be necessary which is contrary to Niagara's Official Plan as it relates to the protection of the agricultural system in Niagara;

AND WHEREAS ensuring that Ontarians have access to healthy safe food in the future requires thoughtful consideration of the long term impact of converting thousands of acres of prime agricultural lands in the Greater Golden Horseshoe to urban uses;

AND WHEREAS the change of the planning horizon to 2051 by the Province means that future municipal councils and the public will have little power to change decisions where they will grow after 2031 to the 2051 planning horizon;

AND WHEREAS in the rural areas internet service is often poor, making it difficult for rural residents to participate in zoom calls;

AND WHEREAS Niagara Region has adopted a public engagement initiative for the Niagara Official Plan review that includes public surveys, stakeholder input, direct public input and a Planning Advisory Committee;

AND WHEREAS the current pandemic is making effective, in person public consultation impossible at a time when robust, informed public consultation is needed more than ever;

AND WHEREAS the nature of work has evolved in response to the pandemic which may cause long term changes to the assumptions underlying the province's Land Needs Assessment.

NOW THEREFORE BE IT RESOLVED THAT Pelham Council request the Niagara Regional Chair to write to request the Province to allow the Region to delay its final report on

its Official Plan Review until proper, in person, informed consultation with the public has been conducted on the growth concepts and the preferred growth concept;

AND FURTHER THAT the Province be requested to allow the new Regional Official Plan which identifies non-discretionary components of a Regional Urban Structure that support local plans and priorities inside the current urban boundaries, exempt from the requirement for in-person consultation with the public;

AND FURTHER THAT the Province be requested to suspend the timetable for municipal conformity to the Growth Plan and the Provincial Policy Statement to ensure that the public can fully participate in the process of planning their communities for the growth planning period covering 2031 to 2051;

AND FURTHER THAT the Province suspend the deadlines it has set for conformity until the Land Needs Assessment Framework can be revisited to adjust to the significant changes to the nature of work that are reducing office space and parking space needs.

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Niagara's Local Municipalities, the Association of Municipalities of Ontario, the leaders of the Provincial opposition parties, Niagara's MPP's, and the Greater Golden Horseshoe municipalities.

If you require any further information, please contact the undersigned.

Yours very truly,



Holly Willford, BA
Acting Town Clerk

cc. Doug Ford, Premier of Ontario, doug.fordco@pc.ola.org
The Honourable Steve Clark, Minister of Municipal Affairs and Housing steve.clark@pc.ola.org
Sam Oosterhoff, MPP, sam.oosterhoff@pc.ola.org
Jennifer Stevens, MPP, JStevens-QP@ndp.on.ca
Wayne Gates, MPP, wgates-qp@ndp.on.ca
Jeff Burch, MPP, JBurch-QP@ndp.on.ca
Andrea Horwath, Leader of the Official Opposition, ahorwath-qp@ndp.on.ca
Niagara Local Municipalities
Association of Municipalities of Ontario amo@amo.on.ca
Greater Golden Horseshoe
Barb Wiens, Director of Planning of Development



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

Email: skim@grimsby.ca

May 18, 2021

VIA EMAIL

Town of Pelham
20 Pelham Town Square
Fonthill, ON L0S 1E0
hwillford@pelham.ca

Niagara Region
1815 Sir Issac Brock Way
Thorold, ON L2V 4T7
ann-marie.norio@niagararegion.ca

RE: Motion re: Request to Region of Niagara to Delay Official Plan Update

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on May 3, 2021 passed the following resolution:

CW-21-142

Moved by Councillor Bothwell; Seconded by Councillor Sharpe

Resolved that the correspondence under Planning and Development pertaining to Town of Pelham, Request to Region of Niagara to Delay Official Plan Update be received and endorsed;

And further be circulated to Premier Doug Ford, the Honourable Steve Clark, Niagara's local municipalities, AMO, the leaders of the Provincial Opposition parties, Niagara MPP's and the Greater Golden Horseshoe municipalities.

CARRIED

If you require additional information, please do not hesitate to reach out.

Regards,

Sarah Kim
Town Clerk



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

Email: skim@grimsby.ca

ec: Doug Ford, Premier of Ontario, doug.fordco@pc.ola.org
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
steve.clark@pc.ola.org
Sam Oosterhoff, MPP sam.oosterhoff@pc.ola.org
Jennifer Stevens, MPP JStevens-QP@ndp.on.ca
Wayne Gates, MPP wgates-qp@ndp.on.ca
Jeff Burch, MPP JBurch-QP@ndp.on.ca
Andrea Horwath, Leader of the Official Opposition, ahorwath-qp@ndp.on.ca
Niagara Local Municipalities
Association of Municipalities of Ontario amo@amo.on.ca
Greater Golden Horseshoe Municipalities



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, P.O. Box 159, Grimsby, ON L3M 4G3

Phone: 905-945-9634 Ext. 2015 | **Fax:** 905-945-5010

Email: skim@grimsby.ca

June 9, 2021

VIA EMAIL

Town of Pelham
20 Pelham Town Square
Fonthill, ON L0S 1E0
hwillford@pelham.ca

Standing Committee on Health
Sixth Floor, 131 Queen Street
House of Commons
Ottawa, ON K1A 0A6
HESA@parl.gc.ca

**RE: Motion re: Petition to the House of Commons re: Declaration of National
Emergency on Mental Health**

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on June 7, 2021 passed the following resolution:

CW-21-181

Moved by Councillor Sharpe; Seconded by Councillor Dunstall;

Resolved that the correspondence under Administration and Finance in regards to Town of Pelham, Petition to the House of Commons re: Declaration of National Emergency on Mental Health, be endorsed.

CARRIED

If you require additional information, please do not hesitate to reach out.

Regards,

Sarah Kim
Town Clerk

Ministry of Natural Resources and Forestry

Wildlife Research and Monitoring Section
2140 East Bank Drive
DNA Building, c/o Trent University
Peterborough, ON K9L 1Z8

**Ministère des Richesses naturelles et des
Forêts**

Phone: 1-888-574-6656
Fax: 705-755-1559
Email: rabies@ontario.ca

June 11, 2021

In 2021, the Ministry of Natural Resources and Forestry (MNRF) will once again be conducting Oral Rabies Vaccine (ORV) bait distribution and trap-vaccinate-release (TVR) programs in Ontario. Baiting and TVR operations will begin June 28 and continue until the end of October.

The ministry's rabies control operations are essential to public health and to the health of wildlife. With the current COVID-19 outbreak, additional health and safety measures have been put into place using the best available information from Public Health Ontario to deliver this program safely and minimize risks to staff, the public, and wildlife. The ministry will continue to re-evaluate as the response to the COVID-19 outbreak continues.

Please find attached:

- 1) Map of planned baiting area for 2021
- 2) Rabies Vaccine Bait Information Sheet

Per the attached map, rabies vaccine bait distribution will be conducted in rural areas with MNRF aircraft and by hand in urban areas by MNRF wildlife technicians. These are the details of bait distribution work in 2021 (dates are subject to change depending on weather conditions):

- Grey shaded areas will be completed with a combination of Twin Otter airplane and Eurocopter EC130 helicopter. Twin Otter flights will occur from August 16 through to August 22, with Eurocopter EC130 flights occurring August 9 to 13.
- Urban hand baiting, including the use of temporary bait stations, will occur in the brown shaded areas starting June 28 and continue through to the end of October.
- Live trapping and vaccinating wildlife (trap-vaccinate-release) will occur in the areas surrounding Hamilton shaded in yellow starting June 28 and will continue through to the end of October.
- Preventative baiting of the purple shaded areas in eastern Ontario will take place in early August and will take one day to complete.

In addition to the activities mentioned above, MNRF may conduct localized rapid response baiting and trap-vaccinate-release measures, which would take place in the event of a raccoon or fox strain rabies case outside of the planned baiting area.

The ministry is committed to the research, surveillance, control and elimination of the outbreak of rabies in southwestern Ontario to prevent the disease from spreading. Since the start of the rabies

outbreak in 2015, the first of its kind in over a decade, MNRF has taken quick action to protect communities, distributing over six million vaccine baits by air and ground. Rabies cases have decreased by about 50% each year since 2016, and there was a 70 per cent decrease in the number of rabies cases in 2020 from 2019.

In keeping with current World Health Organization guidelines, the 2021 rabies control zone has been reduced as some areas have had no reported cases in over two years. The control zone encompasses an area within 50 km of positive cases that are less than years old (positive cases since July 1, 2019).

Any warm-blooded mammal can contract rabies. If a human contracts rabies and does not receive treatment, the disease is fatal.

The khaki-green coloured bait being distributed by hand and by aircraft is made of wax-fat with an attractant flavour (vanilla-sugar). A label with a toll-free telephone number (1-888-574-6656) and the message "Do not eat" is located on the exterior of the bait, and a plastic package containing the liquid rabies vaccine is embedded in the centre. If found, the bait should not be touched, but left for raccoons, skunks and foxes to consume. (See attached bait identification hand out for detailed description.)

Ontario's rabies vaccine baits have been tested to ensure they are safe for wildlife, people and pets. However, eating a vaccine bait does not replace the regular rabies vaccination provided by a veterinarian for your pet. If your pet has eaten a bait and you are concerned, contact your vet as a precaution.

Ontario's rabies control program is a joint effort that receives important input and contributions from a variety of partners across the province. Partnerships with provincial ministries, federal agencies, regional health units, municipalities, wildlife rehabilitators, licensed trappers, wildlife control agents and Indigenous communities are all key to the continued success of Ontario's rabies control program.

For further information about rabies in Ontario, please visit [Ontario.ca/rabies](https://ontario.ca/rabies) or contact MNRF's rabies information line at 1-888-574-6656.

Larissa Nituch
Rabies Science Operations Supervisor

705-313-2043 (cell)
Larissa.Nituch@ontario.ca

Rabies vaccine bait identification

July 2020

The Ultra-lite vaccine bait, ONRAB®, is used in Ontario for both fox strain and raccoon strain rabies control. Exposure to the bait is not harmful to people or pets; however, in the unlikely event that people or pets come in contact with the vaccine contained in the bait, contacting a doctor or veterinarian as a precaution is recommended.

Bait Ingredients

The bait formula coats the blister pack containing the vaccine. This formula consists of vegetable based fats, wax, icing sugar, vegetable oil, artificial marshmallow flavour and dark-green food grade fat-soluble dye.

Ultra-lite blister-pack (Vaccine Carrier)

This is a polyvinyl chloride (PVC) blister pack (40 mm x 22 mm x 10 mm) which weighs approximately 4.3 grams. The blister pack is a white/clear polyester flocked container with a heat-sealed laminated polyester lidding. The body of the blister pack is embedded in the bait matrix but the green lidding is exposed and has a black warning label printed on it.



Vaccine inside Baits

ONRAB® oral rabies vaccine

Description: a recombinant live virus liquid vaccine

Volume/bait: 1.8 ± 0.1 ml in the blister pack

Other inclusions: vaccine stabilizers

Colour: clear

Target species: skunk, fox, and raccoon

Contact: Wildlife Research and Monitoring Section

rabies@ontario.ca

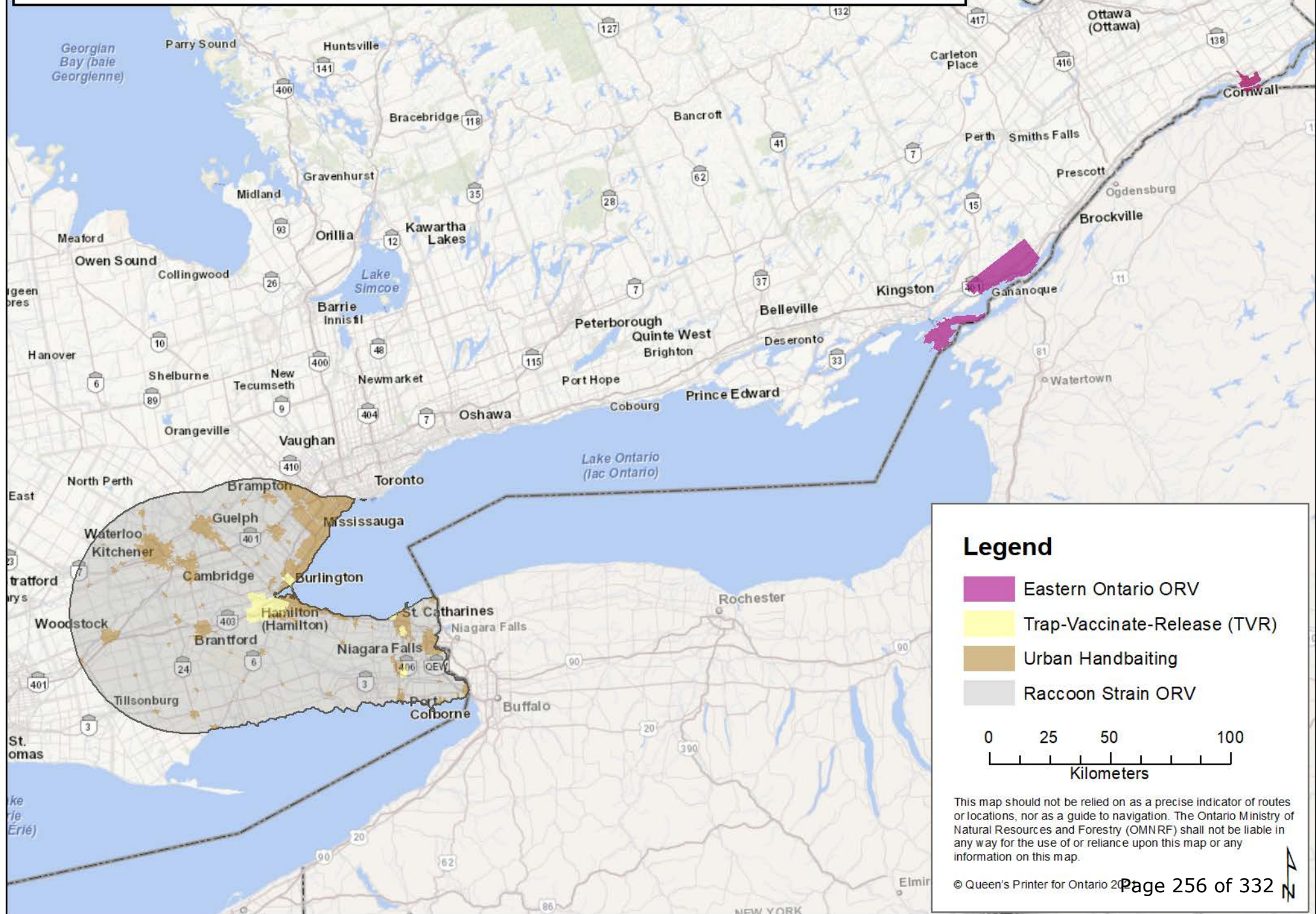
1-888-574-6656

Ontario.ca/rabies

Disponible en français

Ontario Ministry of Natural Resources and Forestry Proposed Rabies Control Operations 2021

Ontario 



June 11, 2021

Re: Streamlined Process for Minor Development Permit Applications

The Niagara Escarpment Commission (NEC) has experienced a significant increase in the number of Development Permit applications over the past year. In order to improve customer service and devote more staff resources to advancing more complex applications we have decided to implement a streamlined process for certain types of applications and are rolling-out this new pilot process within the Region of Niagara and City of Hamilton for areas within the NEC Area of Development Control. Implementation of the new process will commence July 5.

The streamlined process will be applied to minor types of development and re-applications of development previously approved by the NEC based on a set of criteria summarized in Attachment A.

For these Development Permit applications, the NEC will:

- Screen applications against a suite of streamlining criteria.
- Review to ensure NEP policies are met.
- **Not circulate the application for comment to municipalities, agencies and government ministries.**
- Prepare a Staff Report and advance the application for approval under my delegation as Director.
- Issue a Notice of Decision with a 14-day appeal period to municipalities, ministries, agencies and landowners within 120 meters of the development, in a manner consistent with current practice and the requirements of the *Niagara Escarpment Planning and Development Act* (NEPDA).
- If no appeals are received the decision will be confirmed. Any objections or appeals will be directed to the Ontario Land Tribunal.

The wording on NEC Development Permits will continue to make it clear that approvals under other legislation and regulations, e.g., Ontario Building Code, Conservation Authorities Act, municipal by-laws, are still required.

NEC staff will be monitoring implementation of this new process and will be seeking your feedback regarding challenges and opportunities to expand its use. Feel free to contact Nancy Mott (nancy.mott@ontario.ca) or myself if you have any questions or wish to discuss.

Regards,

A handwritten signature in black ink, appearing to read 'Debbie Ramsay', with a stylized flourish at the end.

Debbie Ramsay, RPP MCIP
Director
debbie.ramsay@ontario.ca
phone: 289-242-4998

Attachment A: Criteria for Streamlined Applications

The following preconditions will be applied to all situations:

- Must be a Permitted Use and meet relevant Development Criteria of the Niagara Escarpment Plan.
- Accurate and scalable site plan must be provided
- No compliance issues (i.e. contravention of the NEPDA)
- Not within Conservation Authority (CA) regulated or hazard area (*NEC staff will screen against available CA information*)
- No site alteration, changes in grading or other changes to site attributes or features

Screening Criteria

- ☐ Re-application
 - *Previous approval or Permit lapsed <6 months ago*
 - *Development largely unchanged (minor changes can be considered)*
 - *Prior approval was by NEC Director (i.e., did not require vetting by Commission)*
- ☐ Development is minor in nature
 - *Otherwise exempt under O.Reg 828/90 but for minor technical aspect (e.g.; lot line setback, height, lot coverage)*
 - *Nature of development is minor (e.g.; minor building additions, decks, patios, porches)*
- ☐ Minor infrastructure
 - *Size/scale is minor in nature*
 - *Did not require a Schedule B or C environmental assessment*
 - *Associated with infrastructure previously approved (e.g.; gas main installation associated with recently approved road works under another Development Permit application)*
 - *Infrastructure within an existing/approved development (e.g. plan of subdivision)*

Letter of Opposition

Mr. Mayor and Pelham Councillors

I now had an opportunity to listen to Mr. Green's presentation to Pelham Council on June 7, 2021.

Let me begin by stating that, I have been a geoscientist, by education, training and experience, for 45+ years; studied with students local watersheds from Binbrook to NOTL, including Lake Gibson, Martindale Pond and the whole of Twelve Mile Creek for the past 30 years; and I have been a Provincially accredited Professional Geoscientist licensed to practice geoscience for the past 20+ years.

In his presentation, Mr. Green when asked by Councillor Hildebrandt, admitted that he is not a 'professional' geoscientist nor engineer.

So, would you consider seeing a layperson regarding knee surgery? Or hire a layperson to prepare a land survey? The answers are obvious!

It has become obvious from Mr. Green's/Mason's letters to the City of St. Catharines, articles in the newspaper, presentation to Pelham Council, answers to questions that his statements concerning the 'health' of Twelve Mile Creek and the impact by Cannery Pond are highly suspect. Let me give you just a few examples. He/they claim(s), 1) that 'spring waters' in Marlene Stuart Streit Park run at 12°C year-round, b) that the spring waters emanate from the escarpment, 3) that 22°C is lethal to brook trout, 4) "...water temperatures rose..." (April 27, 2021), 5) that the dam represents "...environmental, economic, and public/private liabilities" (April 27, 2021), and 6) "...the waters that emerge from the headwaters of Twelve Mile Creek are the same water that flow through the City of St. Catharines..." (April 27, 2021). All of these statements are either false, without merit or inflated. Since Mr. Green, who has neither the expertise nor accreditation in watershed geoscience, all of his statements should be disregarded as unsubstantiated and untenable.

From the 2001 photo you can see that Cannery Pond is shaded during the 'hottest' part of a day, thus, minimizing the warming potential; clearly, compared to the water temperature observations of St. Johns Pond as documented by the report of Asadi and Brand (2021). In addition, the pond between 2001(see photo) and today (2021) acts as a trap for sediment, and the water as it tumbles forth from the 'notch' in the dam and down boulders is aerated adding essential dissolved oxygen to the water. All of these are positives and should be considered in any professional scientific evaluation.



There are three issues that need to be addressed but thus far have escaped any detailed scrutiny by this Council as well as by others, namely, 1) Rationale for the Project, 2) Conflict of Interest and 3) Respectful & Fair Play.

Issue 1) Rationale for the Project:

The proponent of this project, TUC-Niagara via its secretary Mr. Green, say that the health of the creek can be improved by taking the pond off-line or creating a diversionary channel around it. This assertion is WITHOUT any hard scientific evidence and thus without any merit, because the submitted pertinent studies were not prepared/supervised by duly accredited professional geoscientists or environmental engineers.

Asadi and Brand (2021) have no vested interest in the ponds or branches of the upper Twelve Mile Creek other than for scientific purposes and for the protection of our natural environment. As such, the results must speak for themselves, and should be in the best interest of the adjacent landowners. Also, most importantly the protection of the Natural Environment, such as Cannery Pond and the upper Twelve Mile Creek, is paramount, because changes and/or modifications can have long-lasting negative repercussions (history is full of such experiments gone wrong).

Issue 2) Conflict of Interest:

Mr. Asadi and Dr. Brand do not stand to benefit in any way from this project – financially or otherwise, other than the protection of a jewel of a watercourse used as a ‘storm water’ overflow by the Town of Pelham.

However, as stated in the St. Catharines Fish Habitat Compensation Project Reports 2021-0099 & 2021-0106, TUC-Niagara, the vigorous proponent for removing or by-passing Cannery Pond, stands to profit from this project by hoping to be made Project Manager by the City of St. Catharines.

Furthermore, the TUC-Niagara webpage lists the NPCA and Niagara College and its associated students and instructors as a long-standing partners.

Issue 3) Respectful & Fair Play

Asadi and Brand (2021) prepared a Scientific Brief for members of Pelham council based on historical water and recent temperature data recorded above and below the pond and stations downstream from it (completed on Friday June 4, 2021). Strangely enough, our report found its way into the hands of Mr. Green of TUC Niagara, without our knowledge or permission, who proceeded in his presentation to Pelham Council on June 7, 2021 to criticize its data and conclusions.

Shame on the person(s) who leaked the document, and shame on Mr. Green to have the audacity, as a layperson, to criticize a professionally-prepared report transmitted to councillors of the Town of Pelham. The Town needs to do better!

We stand by our report and its conclusion and will make it freely available to the MNR, DFO, NCC, City of St. Catharines, adjacent property owners, and others if requested.

Dr. Uwe Brand, P.Geo. (#0400)
[REDACTED] Pelham Street, Fonthill

COMMUNITY BEAUTIFICATION COMMITTEE MEETING MINUTES

MEETING DATE: Wednesday May 27, 2020
4:00 p.m.
Virtual Zoom Meeting

Attendance: Cathy Robins, Committee Secretary
Cynthia Roberts, Committee Vice-Chair
Frances Kuypers
Jennifer Pilzecker, Committee Chair
Lois LaCroix
Louise Morgan

Dave Nicholls, Supervisor of Beautification
Jason Marr, Director of Public Works
Marvin Junkin, Mayor
David Cribbs, CAO

Regrets: Vilma Moretti

- 1. Attendance**
- 2. Moment of Silence for Mike Ciolfi**
- 3. Declaration of Quorum and Call to Order**

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

- 4. Disclosure of Pecuniary Interest and General Nature Thereof**

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

5. Approval of February 26, 2020

That the minutes of the February 26, 2020 Community Beautification Committee meeting be approved as presented.

Moved by: Frances Kuypers

Seconded by: Louise Morgan

Carried.

6. Thank you card – Cynthia Roberts

That the May thank you card be issued to the Overbeeks' building on the northeast corner of Regional Road 20 & Pelham St. Mayor Junkin to provide Cynthia with contact information.

Moved by: Frances Kuypers

Seconded by: Louise Morgan

Carried.

June suggestion is Fonthill library – Lois to advise if gardens have been completed.

Cynthia requires suggestions for July recipient at next meeting.

7. Suggestions for Niagara Region Public Realm Investment Program (PRIP)

Jason advised the committee that the 2020 submission has passed; however the Town of Pelham & Region of Niagara will be installing a gateway feature at southwest corner of Regional Road 20 & Rice Rd as well as trees & benches along the trail on Rice Road.

Jason requested the committee provide recommendations to Town Council in May/June 2021 for the 2021 budget advising that however the amount the Town of Pelham needs to match.

8. Community Beautification Committee Website Update

Jen advised the committee of our webpage posted online: <http://www.pelham.ca/beautification>.

Marc Macdonald is uploading committee minutes, posting thank you cards, and will have a survey up shortly.

9. Review of 2019 Goals & Priorities & Survey Results

THAT the 2019 Goals & Priorities be deferred to the next meeting as the information was not emailed to committee members. The 2019 survey results were review but will be reviewed again at the next meeting.

Moved by: Lois LaCroix

Seconded by: Frances Kuypers

Carried.

10. Unfinished Business

None.

11. New Business

a) Town of Pelham Community Garden Beds Competition

In an effort to recoup some of the debt generated by the pandemic, the Town of Pelham would like to engage the Town of Pelham Community Beautification Committee and the community in planting and maintaining the annual garden beds at 10 locations. This engagement comes in the form of a competition with prize money at the end - plus recognition for efforts.

It is noted, a spending cap for garden bed competitions was discussed. The Committee majority was in favour of no cap during the inaugural year with Louise Morgan dissenting. The Committee agrees to review competition spending caps prior to future competitions.

It was noted that gardens may be planted with a combination of perennials and annuals, including shrubs, if appropriate.

It was noted to remove the picture of tulips from the Garden Bed Competition Rules poster & the Garden Competition Sign poster.

It was noted that the Town of Pelham Beautification Committee should be acknowledged in all correspondence with the Garden Bed Competition.

THAT the garden bed competition become an annual event unless the review deems otherwise.

Moved by: Cynthia Roberts

Seconded by: Frances Kuypers

Carried.

THAT the Pelham Garden Club be involved in future years in the Pelham Garden Bed Competition, OR assist the Beautification Committee in future years.

Moved by: Cynthia Roberts

Seconded by: Frances Kuypers

Carried.

THAT the Hamilton Trillium Award for judging criteria (curb appeal, landscape maintenance, landscape design principles & elements and elements of design) for 2020 be reviewed annually.

Moved by: Frances Kuypers

Seconded by: Lois LaCroix

Carried.

THAT judging will take place on Labour Day 2020 and the winners will be presented at a council meeting later in September.

Moved by: Frances Kuypers

Seconded by: Lois LaCroix

Carried.

THAT this competition meets the goals & aspirations of the Town of Pelham Beautification Committee and that the Committee fully supports this project.

Moved by: Lois LaCroix

Seconded by: Frances Kuypers

Carried.

David is to have the Town of Pelham Press Release, Communications Approach, Competition Rules Poster changes made and sent for review by Jennifer & Cathy prior to posting or advertising.

b) Pelham Garden Club Tree Planting in Centennial Park

Lois inquired to have a memorial tree or shrub planted at Centennial Park for a member of the Pelham Garden Club that recently passed away. Jason to discuss with David and Vickie VanRavensway and will advise with regard to this inquiry.

c) Self-watering Planters

Mayor Junkin advised the committee that the self-watering planters will not be installed this year.

12. Adjournment

THAT this meeting of May 27, 2020 be adjourned at 5:45 p.m. until the next regular meeting scheduled for Wednesday June 24, 2020 at 4:00 p.m.

Moved by: Lois LaCroix

Seconded by: Frances Kuypers

Carried.

Jennifer Pilzecker, Chair

Cathy Robins, Secretary

COMMUNITY BEAUTIFICATION COMMITTEE MEETING MINUTES

MEETING DATE: Thursday, July 2, 2020
4:30 p.m.
Virtual Zoom Meeting

Attendance: Cathy Robins, Committee Secretary
Cynthia Roberts, Committee Vice-Chair
Frances Kuypers
Jennifer Pilzecker, Committee Chair
Lois LaCroix

Dave Nicholls, Supervisor of Beautification
Jason Marr, Director of Public Works
Marvin Junkin, Mayor

Regrets: Louise Morgan
Vilma Moretti

The meeting was delayed by 1 hour due to Zoom meeting access.

1. Attendance

2. Declaration of Quorum and Call to Order

Noting that a quorum was present, Chair Jennifer Pilzecker called the meeting to order at 5:34 p.m.

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. Niagara Region Public Realm Investment Program (PRIP) Gateway Feature

Jason Marr advised the committee that the 2020 submission has passed; Town of Pelham Council would like an endorsement from the Beautification Committee to proceed with landscaping at the northwest corner of Rice Road & Port Robinson Rd and benches, interpretive signage at the northwest corner of Rice Road & Regional Road 20. Trees and shrubs will also be planted along the trail from Regional Road 20 to Rice Road.

That the Community Beautification Committee endorses the PRIP project at Rice Road & Port Robinson Road as presented to the committee.

Moved by: Lois LaCroix
Seconded by: Frances Kuypers

Carried.

That the Community Beautification Committee endorses the PRIP project at Regional Road 20 & Rice Road as proposed to us and that the committee have input into the detailed design phase for the project.

Moved by: Lois LaCroix
Seconded by: Cynthia Roberts

Carried.

5. Thank You Card Recognition Program

That the Community Beautification Committee amends the motion from May minutes to delay the recognition of the Overbeek building at the request of the owner.

Moved by: Frances Kuypers
Seconded by: Cynthia Roberts

Carried.

That 1328 Haist St, Fonhill be acknowledged as the next thank you card recipient.

Moved by: Frances Kuypers
Seconded by: Lois LaCroix

Carried.

That the Pelham Garden Club be recognized for their community garden at the Fonhill Library as the August recipient of the thank you card program.

Moved by: Lois LaCroix
Seconded by: Frances Kuypers

Carried.

That the Overbeek building be acknowledged for the thank you card program in the next 3-4 weeks.

Moved by: Frances Kuypers
Seconded by: Lois LaCroix

Carried.

6. New Business

Town of Pelham Community Garden Beds Competition

Cynthia Roberts advised 4 gardens (Centennial Park, Entrance to Town Hall, Peace sign, North Pelham sign) have been sponsored, 2 have been planted.

7. Adjournment

THAT this meeting of July 2, 2020 be adjourned at 6:30 p.m.

Moved by: Lois LaCroix
Seconded by: Frances Kuypers

Carried.

Jennifer Pilzecker, Chair

Cathy Robins, Secretary

COMMUNITY BEAUTIFICATION COMMITTEE MEETING MINUTES

MEETING DATE: Wednesday February 26, 2020
5:30 p.m.
Town of Pelham Council Chambers

Attendance: Cathy Robins, Committee Secretary
Cynthia Roberts, Committee Vice-Chair
Frances Kuypers
Jennifer Pilzecker, Committee Chair
Lois LaCroix
Louise Morgan

Dave Nicholls, Supervisor of Beautification
Jason Marr, Director of Public Works

Regrets: Vilma Moretti
Mike Cioffi, Town of Pelham Councillor

1. Attendance

2. Declaration of Quorum and Call to Order

Noting that a quorum was present, Vice-Chair Cynthia Roberts called the meeting to order at 5:37 p.m.

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. As Jennifer was not present yet, the committee moved to agenda item #7 New Business. Jason reviewed the Annual Niagara Region Public Realm Investment Program (PRIP).

Jen arrived at 5:45

ACTION: Jason has requested the Community Beautification Committee to provide recommendations with regards to a gateway feature, signage & benches at Regional Rd 20 @ Rice Rd and Rice Rd @ Port Robinson Rd for the 2021 budget. The region will match the base funds.

Jason advised the committee the 2021 Summer Games Pelham will be hosting the cycling road race starting at Regional Rd 20 & Pelham St.

5. Approval of January 22, 2020 and January 28, 2020 Minutes

That the minutes of January 22 & 28, 2020 Community Beautification Committee meeting be approved as presented.

Moved by: Cynthia Roberts

Seconded by: Lois LaCroix

6. Marc Macdonald, TOP Communications & Public Relations Specialist

Marc was not invited as requested in January minutes. Jen advised she will be meeting with Marc to review the website and have all minutes & agenda's posted in the proper areas of website.

Currently all committees have two locations on website (Home/Town hall/Committees and Home/Town hall/Council/Committees. The Terms of Reference should be changed to Feb 4, 2019. All agendas & minutes should be shown in Council meeting section. It was suggested to also have a photo gallery folder showing the monthly thank you card recipients.

7. Thank you card – Cynthia Roberts

The February thank you card will be printed tomorrow. Lois will present to Fire Station #3 Captain Jack. The presentation will be posted in the Voice of Pelham newspaper and the Town's website.

March's suggestion was the Former Happy Place in Pelham St or the Ridgeville shops.

8. Unfinished Business

It was requested to complete a graph of the surveys received in 2019.

The committee will start with surveys at the supper markets in May 2020.

Lois inquired to have a memorial tree, shrub or memorial bench for a member of the Pelham Garden Club that recently passed away. Dave will advise with regard to this inquiry.

9. Adjournment

THAT this meeting of February 26, 2020 be adjourned at 6:32 p.m. until the next regular meeting scheduled for Wednesday March 25, 2020 at 5:30 p.m.

Moved by: Lois LaCroix

Seconded by: Frances Kuypers

Carried.

Jennifer Pilzecker, Chair

Cathy Robins, Secretary

**Pelham Active Transportation Committee
Minutes**

Tuesday, Apr 20, 2021, 6:00 p.m.

Location: via teleconference

1. **Attendance:** Bea Clark (Chair), Brian Baty (Vice Chair), Lisa Gallant (recorder), Rhys Evans, Bob Fish, Dave Nicholson, Barbara Rybiak, Aalijah Khan (MYAC), Councillor John Wink, Regional Councillor Diana Huson. Staff: Jason Marr, Tolga Aydin

Call to Order and Declaration of Quorum

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

2. **Adoption of Agenda**

Additions:

PATC priorities preparation

Car parking at Steve Bauer Trail entrance

Moved by: B. Fish

Seconded by: R. Evans

THAT the agenda for the Apr 20, 2021 meeting be adopted.

Carried

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

Bea is assisting the Town with a couple of unrelated proposals.

4. **Approval of the Minutes**

Moved by: B. Baty

Seconded by: B. Rybiak

THAT the minutes from Mar 16, 2021 meeting be approved.

Carried

6. **Business Arising from Minutes – Mar 16, 2021**

- 6.1 **Trails and Trail Development Discussion**

An informal meeting was held on April 13th to discuss trail development.

Members agreed to further explore trail development, including accessibility considerations, in other jurisdictions with view to regroup in a few weeks. One aspect identified as essential is a map of the Pelham with the trails and pathways identified.

Action: Tolga will provide a list of existing and planned trails and connections.
Bea will schedule another informal meeting.

6.2 Update addition of trails to All Trails

No update.

6.3 Approved PATC Budget 2021

\$2500 was approved for three items e.g., production of resources related to our activities \$500; registration for Share the Road Conference \$750, and \$1250 for committee sponsored community events. Members will review options for PATC promotion and safety items at the next meeting.

Action: Bea will bring forward suggestions and options for consideration.

6.4 MTO – Road Safety Community Partnership program working group update

Weekly ads are appearing in print and online ads, as well as social media. Marc MacDonald will share analytics about the reach of the ads.

6.5 Timing of pedestrian signals update

Bob spoke with Nick Rosetti, Niagara Region and did not receive any information about how the Region's decision for the timing of the signal is informed. There was no opportunity to extend any of the intervals e.g. Station and Hwy 20.

Action:

- Jason will follow-up with Nick about the reduction of timing from 10 to 5 seconds at the Pelham Street/church Hill St. pedestrian crossing.
- Diana and Bob will debrief about the conversation.

6.6 Bicycle Friendly Community Renewal application

Will revisit this item in September to determine if we renew in the Fall or ask for an extension to 2022 due to pandemic circumstances.

6.7 Concerns re Steve Bauer Trail nomenclature

Jason discussed the issue and suggestions with staff and stressed the importance of identification on the trails. Further discussion required.

7 Committee Events and Reports

7.1 Summerfest

Hoping to see this event return in 2022.

7.2 Senior's Advisory Committee

No update.

7.3 Active School Travel

No update.

7.4 Active School Travel walkabouts

No update

8 New Business

8.1 Update on signalized pedestrian crossings, Pelham Street

Staff prepared an information report to Council about various crossings on Pelham Street. Minor safety improvement recommendations were made related to signage and markings. The crossing at Pancake Lane will be rebuilt, in the same configuration, as part of Phase 2 of reconstruction of Pelham Street this year, hopefully with reduced timing of the signal. Investigated use of PXO crossings rather than signalized crossing; the Region did not recommend a PXO crossing for this area.

8.2 Update re snow removal on paved trails

Council passed a motion directing staff to provide a report regarding the costs of snow removal on the paved section of the Steve Bauer Trail, with the intention to include that as part of the 2022 budget. The report goes forward to Council in May.

8.3 Suggestion for a resident survey

Barb suggested a resident survey similar to the one Welland just undertook in conjunction with the development of its Trails Master Plan. Pelham undertook a similar survey when we completed our active transportation master plan. If the PATC undertakes a survey, it would need to identify a clear purpose and a plan for how the information would be used. We will note Welland's survey as a good sample for potential use when we identify a need to solicit public input.

8.4. Car parking at Steve Bauer Trail entrance on Merritt Road

Dave asked if a review of parking needs for this location is required, given likely increased demand resulting from development in this area of Fonthill. Jason noted the importance of this idea and the opportunity to look at parking in this area. Jason will investigate whether an EA is required for the upcoming design the Town will be undertaking for this area. Bob also raised the importance of looking at the safety of the trail crossing, which Jason noted will be considered during the urbanization of this area.

8.5. PATC priorities preparation

Our May or June meeting will include a review of our priorities to assess our progress. Bea will send the priorities with the next agenda.

9.0 Adjournment

Moved by: B. Fish

Seconded by: D. Nicholson

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

The meeting was adjourned at 7:35 p.m.

Upcoming Meetings, 2021

May 18

June 15

September 21

October 19

November 16

December 21

**Cannabis Control Committee
Town of Pelham**

**Minutes of Meeting
Wednesday, April 21, 2021 – 5:00 p.m.
Zoom Video Conference**

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

1. Declaration of Quorum

Chair declared quorum at 5:02 p.m.

2. Approve Agenda

Moved by J. Jeffs, seconded by J. Steele that the agenda of April 21, 2021 be approved.

CARRIED

3. Approve Minutes of February 17, March 24 and April 7, 2021

Moved by C. Baxter, seconded by J. Steele that the minutes of February 17, 2021 be approved, as amended.

Moved by J. Langendoen, seconded by L. Damm that the minutes of March 24 and April 7, 2021 be deferred to the next meeting date.

CARRIED

4. Implementation of Odorous Industry Nuisance By-law (4202-2020)

a. Review of proposed changes with Aird & Berlis and next steps

T. Nohara, D. Cribbs and B. Wiens attended a meeting with Aird & Berlis on April 16 relating to the odour thresholds approved by the committee and the licensing framework provided by staff. Aird & Berlis will merge two documents and propose additional amendments to the exemption of designated growers. Amended documentation is expected within the week.

b. Review Schedule

T. Nohara reviewed progress being made to the schedule by committee and staff.

Regarding requesting the Contingency Odour Mitigation Plan in accordance with the OINBL, it was noted that CannTrust are working with an engineering company relating to their odour mitigation plan and requested additional time to submit their odour mitigation plan to the Town. The Town has not heard back from Redecan.

The Town's odour expert P. Girard has submitted the terms of reference for the ambient neighbourhood odour monitoring program. B. Lymburner has reached out P. Girard to clarify some items and staff are targeting April 30 for issuing of the RFP. Town solicitor is currently drafting the letters to property owners relating to property access for third party odour monitoring.

c. Communication to Stakeholders

T. Nohara will work with M. MacDonald, Communication and Public Relations Specialist in the coming weeks to communicate an update to residents, producers and council members.

The committee is targeting bringing the proposed by-law amendments to council on May 17.

5. Submissions to Health Canada due May 7, 2021

Health Canada drafted a guidance document relating to a designated person and individual registrants growing marijuana for personal use under a doctor's prescription for medical purposes. Health Canada is looking for input on risk factors.

The committee is working on a submission.

6. Next Meeting: May 5, 2021 at 5:00 pm via Zoom.

7. Items for Discussion at Next Meeting

Review of amended documentation by Aird & Berlis.

8. Adjournment

Moved by L. Damm, seconded by J. Langendoen that the meeting be adjourned.

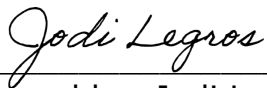
The meeting adjourned at approximately 5:44 p.m.

CARRIED

Signed & Edited by:



Tim Nohara (Chair)



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

Date: Wednesday, May 5, 2021

Time: 4:00pm

Location: Zoom

Attendance: Councillor John Wink, Chair
Councillor Wayne Olson
Councillor Ron Kore
Bill Crumm
Michael Cottenden
David Cribbs, CAO
Teresa Quinlin, Director of Corporate Services/Treasurer
Charlotte Tunikaitis, Deputy Treasurer
Trevor Ferguson, Deloitte Partner of Audit and Assurance
Belinda Ravazzolo, Secretary
Mayor Marvin Junkin (Guest)

Regrets: None

1. Call to Order and Declaration of Quorum

Noting that quorum was present, Chair Wink called the meeting to order at approximately 4:00pm.

The Chair noted that the Mayor might be joining the meeting but will be acting as an observer and not as a participant. He noted that the Mayor would not be joining the Committee during the In Camera portion of the meeting.

2. Approval of Agenda

Moved by Bill Crumm

Seconded by Michael Cottenden

THAT the agenda for the May 5, 2021 regular meeting of the Pelham Finance and Audit Committee be adopted.

Carried

3. Declaration of Pecuniary Interest and General Nature

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

4. Approval of Minutes

The Committee approved the February 10, 2021 minutes.

Moved by Wayne Olson

Seconded by Bill Crumm

THAT the minutes of the February 10, 2021 Pelham Finance and Audit Committee be approved.

Carried

5. Business Arising from Minutes

None

6. New Business.

None

7. Audit**7.1. Presentation by Trevor Ferguson, Deloitte Partner of Audit and Assurance: Report to Audit Committee on 2020 Audit**

Trevor Ferguson, Auditor from Deloitte, made a presentation in regards to the Deloitte Audit Results, a copy of which is available upon request in the Clerks office. The presentation included but was not limited to, an overall review of the audit process and a summary of the results.

Mr. Ferguson commented on the additional layer of complexity added to this year's audit due to it being done virtually. He thanked the Treasurer, Deputy Treasurer and

Corporate Services team for providing all requested documentation electronically and timely.

Mr. Ferguson highlighted some big transactions that happened over the course of the year, being recorded as reasonably sized gains on the statement of operations. There were also some complexities around some of the COVID funding that the Town received over the course of the year and the accounting treatment and revenue recognition of those funds. He noted that it was not an easy year for staff to put financial statements together or for his organization to perform the audit but ensured the audit was performed exactly in accordance with the audit plan.

Mr. Ferguson highlighted Appendix 3 showing one uncorrected misstatement for \$77,000 but fully agreed with management's approach. He explained that the Town received COVID funding that could only be recognized if it was expensed in the year that it occurred. Deloitte believes that it meets the treatment of a capital asset and should be recorded as such but if it was done that way then the Town would not have received the funding. He feels that the amount is not material and does not affect their opinion. Mr. Ferguson stated that he agrees with business approach for the way in which it was handled. Although Mr. Ferguson is required to report this to the Audit Committee as an uncorrected misstatement, he feels that this is not something to worry about and would frankly commend management on the approach that was taken.

Mr. Ferguson noted that although there are a few matters outstanding it is only because Council has yet to approve the financial statements. Management was quick to turnaround the financial statements. Once approved by Council, Deloitte will be able to take care of the outstanding items and issue a clean report.

Mr. Ferguson noted that no significant issues were noted as a result of their testing. With regards to significant accounting policies, judgements and estimates, he was comfortable with the process that management has developing the estimates and the estimates themselves.

Under Communication Requirements and other Reportable Matters, Mr. Ferguson noted most comments indicating nothing to report or none noted.

Mr. Ferguson showed the Committee a copy of the Independence Letter that is not required but they believe is the best practice. The letter indicates that they are independent and thus able to issue an independent auditors report. As required to show the Committee, Mr. Ferguson shared the Draft Management Representation

letter indicating what it is they will be asking management to sign off on, showing no unusual representations in the letter.

Mr. Ferguson asked the Committee if they had any questions with respect to the report. There were no questions asked at that time.

Moved by Bill Crumm

Seconded by Michael Cottenden

THAT the Pelham Finance and Audit Committee receive the 2020 Deloitte Report for information;

Carried

7.2 Management Summary

The Deputy Treasurer shared the Town's financial statements and explained the results with the Committee and staff.

She explained the Safe Restart Funding that is carrying forward to 2021. It was determined that it did not meet the criteria to defer. The revenue came in 2020 but \$535,000 of the funding has gone into the working funds reserve fund and will be used towards COVID pressures in 2021.

There was a slight increase in the Taxes Receivable balance because tax rates were higher. She noted that there was some decline in collections due to COVID-19.

She noted that bank indebtedness has decreased \$9 million. The Infrastructure Ontario Loan was repaid with proceeds of land in East Fonthill, a small amount of debt substitution and a \$3.45 million debenture that was issued in the year, which explains the slight increase in long-term debt.

The Employee Benefit obligation stayed consistent year over year because there was decreased interest, which offset the fact that we had lower premiums.

The Net debt has decreased by \$14.8 million because of the sale of lands and other measures that were taken to pay off debt and build up reserves.

On the income statement, the reason that taxation exceeded budget was because of supplemental revenue. User charges are higher mostly because of water and

wastewater revenues being higher than budget but there were some items below budget like facility rentals because of COVID-19. Grant revenues are significantly above budget. Contributions from developers are lower than budget due to delayed capital projects.

The Deputy Treasurer explained to the Committee the various ways in which COVID-19 affected the budget. She shared the \$16 million surplus was mainly the result of the gain on disposal, the contributed tangible capital assets and the extra grants that were received. Although there was a COVID impact, the Safe Restart grant helped to offset it.

Councillor Olson asked how much the non-tax revenue amounted to in 2020 to which the Deputy Treasurer replied \$4,949,000 in operating revenues based on the budget, excluding water and wastewater revenues, capital revenues, and other PSAB adjustments. He stated that his interest was in the growth amount for setting the tax rate for the following year. She said that the growth number came in at 2.82% for this year and that the Town will not find out what the number will be that will affect 2022 until November of this year.

Mr. Cottenden asked if there was a way to have a ballpark amount in the budget for the Contributed Tangible Capital Assets. The Treasurer responded stating that the Town does not know when those subdivisions will be assumed therefore to put the number in the budget would not be feasible. Mr. Ferguson added that in his experience, other municipalities do not put that in their budget due to its uncertainty and therefore it is industry practice.

The Deputy Treasurer gave an explanation as to why there is a decrease in net debt stating that the Town generated almost \$20 million from operating activities. The money was used to purchase assets and repay debt, leaving the Town with almost \$16 million in cash at the end of the year.

The Treasurer wanted to highlight the Town's general surplus (part of the accumulated surplus) indicating that there was a decrease in the Town's portion from a deficit of \$10 million to a surplus of almost \$230,000. The Deputy Treasurer explained the increase in reserves and reserve funds resulted from about \$5 million in delayed capital projects, some of the in year non-COVID transfers that were transferred in, and some of the Safe Restart funding that will need to be used in 2021.

7.3 Move to In-Camera

Moved by Wayne Olson

Seconded by Michael Cottenden

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

239 (2) (b) – personal matters about an identifiable individual, including municipal employees; and

239 (2) (j) – a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

Carried

7.4 Rise from In-Camera

Moved by Michael Cottenden

Seconded by Bill Crumm

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

WHEREAS the Pelham Finance and Audit Committee received the 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.

Carried

8. Operating Financial Report

Mr. Crumm questioned as to whether or not the Committee needs to go through the December 31, 2020 financial reports given that they just went through the financial statements. The Treasurer said that there is plenty of detail provided and asked if there were any questions of the Committee that she could answer. The Committee decided to not review the Financial Reports dated December 31, 2020 and instead just review the March 31, 2020 reports.

Mr. Cottenden made a suggestion about possibly establishing a threshold of either a dollar value or percentage when making notes. He made a suggestion to refrain from using words like “primarily” or “most” which he feels are subject to interpretation.

Councillor Wink asked the Finance team about the notes and wondered if they would want to establish some thresholds for making notes. The Treasurer stated that they try to give as much information as possible to tell the story but it is up to the Committee. Mr. Cottenden suggested making a generic note for every line that never changes. The Treasurer noted the recommendation.

9. MCC Operating Financial Report

The Committee reviewed the MCC report dated March 31, 2021.

The Treasurer spoke to the fact that the MCC has only been open for 4 weeks during the first 5 months of the year. The COVID grant is offsetting some of the lost revenue, the staff have been decreased and some have been deployed to other areas of the Town. The gyms are being used for vaccination clinics and by the end of May there will be about 7,000 vaccinations happening at the MCC.

The Town received \$347,000 of additional COVID funding that has not been included in the original budget. The Treasurer feels the Town has enough revenue depending on the length of the MCC shut down. As far as other activities in the Town, building permits are going strong and planning is doing well.

The CAO stated that he feels this year will be weaker than last year financially for the MCC with it being closed 5 out of 6 months. He feels that they have learned a lot through the last two shutdowns and this time around, the Town did not stop issuing building permits. There was recently 20 water meters picked up in one day, equaling roughly \$5,000 each in yearly revenue to the Town.

The Treasurer commented about a report taken to Council noting that special events for the Town have been cancelled for 2021. Staff is still looking at doing some events in a safe way with running the swimming program and waiting to see about the opening of the MCC as to what events could happen there.

Councillor Olson wanted to know what the status is on pledge donations and taxes receivables. The Treasurer stated that the Town has roughly a 2% increase in comparison from last year and as for donations, she noted that they are slower coming in due to COVID.

The CAO spoke to the rate of return on taxes stating that the Town makes 1.25% per month or 15% per year on overdue taxes with a 100% collection rate.

10. Transit Operating Financial Report

The Committee reviewed the Transit report dated March 31, 2021.

The Treasurer informed the Committee that Council approved the second year of the pilot project with the Region for the On-Demand Transit Service until August 16, 2022. The cost has come down significantly with the Town's contributed portion decreasing as well. Ridership is lower due to the lockdown.

Councillor Olson asked what the amount of the Regional subsidy was for transit. The CAO informed the Committee that the Town receives more than it is paying for the service. The Treasurer stated that when the Town was running the transit service, it was costing the Town \$250,000 for one bus and another \$400,000 for the second bus, not providing the same level of service that is provided now. She said that there is roughly a savings of \$130,000. The Region is absorbing some of the cost as they are trying to get other municipalities on board and connect with the Regional Transit Plan.

11. Capital Report

The Committee reviewed the Capital report dated March 31, 2021.

The Treasurer noted there was \$8.17 million approved for 2021 capital and carrying forward another \$5.21 million leaving the Town with over \$13 million dollars in capital for 2021. She said the biggest project in 2021 for the Town is the urbanization of Pelham Street between Port Robinson Road and John Street with a total cost of over \$9 million, which is being phased in over four years. The Town did receive a \$4.2 million grant to apply to this project.

She informed the Committee that Public Works is very busy working with Procurement getting many RFPs out to tender.

Mr. Crumm spoke to the fact that construction costs are rising due to COVID and asked the Treasurer if she is seeing any effects of that in the tender results going outside of budget. The Treasurer said that they did not see any increases last year and the RFPs are just going out for this year. She reminded the Committee that if an amount does come in over budget, they have to go back to Council to seek approval. The few that have come back so far have been within budget.

The Deputy Treasurer asked the Committee if they felt that the month-by-month Transit Report is still something that they would like to see as there is a fixed agreement with the Region, for the time being. The Chair commented that although it was worthwhile a few months ago when they were dealing with the Region and possibly an overhaul, he feels he does not need to see it every month now, possibly every 3 months would suffice. Councillor Kore said that he would only like to see it if there were any extra expenses on a particular month. The Treasurer added that the Director of RCW will add the ridership numbers to her Committee of the Whole reports to Council. Councillor Olson said that he was fine with receiving the report every quarter as well. He questioned why Pelham does not have use of the handicap transit while it is used over the rest of the Region. The Treasurer offered to follow up with the Director of RCW to inquire.

Moved by Ron Kore

Seconded by Michael Cottenden

THAT the Pelham Finance and Audit Committee receive the Operating, MCC, Transit and Capital reports dated December 31, 2020, for information.

Carried

Moved by Wayne Olson

Seconded by Bill Crumm

THAT the Pelham Finance and Audit Committee receive the Operating, MCC, Transit and Capital reports dated March 31, 2021, for information.

Carried

12. Reserves

The Deputy Treasurer shared the Reserve and Reserve Fund Report and Reserves Appendices. She noted that although there is quite a significant jump in numbers showing improvement, she wanted to point out that it is all spoken for and mostly committed to delayed capital projects, with some improvement due to the non-COVID transfers that were transferred into reserves. The Town is still a long way away from the target that was set when establishing the Reserve and Reserve Fund Policy.

Councillor Kore asked how much surplus land the Town still owns. The Treasurer stated the only parcel of land remaining is at the MCC that Council put on hold for future parking.

The Treasurer reiterated that the Town is still \$8.4 million short in reserves that was established in the Town's Reserve and Reserve Fund Policy. She stressed that although the Town is moving in the right direction, more money needs to be put towards the reserves.

The Deputy Treasurer highlighted capital grants that were deferred last year then used this year as being part of the reason the obligatory reserves decreased year over year. She stated that the Town spent more than collected in development charges in 2020 and that is why the balance decreased from the beginning of the year to the end. She noted that the Town is not in control of timing of development so it is difficult to plan.

The Treasurer added that it was not until September 2020 that the Town collected enough DC revenue to cover the DC debt. The DC debt payments are \$1.6 million, which is the minimum that needs to be collected every year.

Mr. Crumm commented that the Town is moving in the right direction and the movement was rather expedited this year because the Town was able to take advantage of some one-offs. He suggested adding another column to the Summary of all reserves indicating what the target would have been for each of the reserves as per the Reserve Policy. This may show a level of measurement to compare where the Town is at to where it should be. The Treasurer thought that this would be a good thing to add at budget time.

The Deputy Treasurer reviewed the 2020 Building Department report with the Committee. She explained that the Building Department report is required by regulation to bring to Council and part of the purpose is to make sure that Council has information about direct and indirect costs of running the Building Department. She noted that the Building Department has to be self-sustaining covering all costs for operation through revenues. Year over year they were just slightly over budget on revenues.

Moved by Michael Cottenden

Seconded by Ron Kore

THAT the Pelham Finance and Audit Committee receive the 2020 Reserves Report and the 2020 Building Department Report for information.

Carried

13. Financial Risks

The Treasurer stated that most of the COVID implications were discussed when going through the first quarter reports but wanted to emphasize that the Town was very fortunate to receive additional grant funding which needs to be used, as the third wave was not anticipated. At the end of last year, the Town purchased many PPE supplies for the MCC to use up some of the grant money. She is hoping that there can be some savings this year to offset that. Last year there were more one-time expenses such as the purchase of staff laptops for working from home. The loss of revenue at the MCC is hitting the Town harder this year but staff is hoping to make up some revenue if both rinks are available to open again for the summer at the MCC.

Chair Wink commented about the Town receiving compensation for use of the two gyms at the MCC for vaccination. The Treasurer explained that the Town is not receiving compensation. The CAO added that the Region has asked all of its partners to track their costs associated with running the clinics because the province has implied that they may compensate them after the fact. The Town is documenting in the anticipation of receiving additional money.

Chair Wink asked if the Town would be able to utilize the gyms for recreational use come September 2021. The CAO informed the Committee that the Town has entered into a deal with the Region for the use of one of the two gyms to December 31, 2021. Assuming that the MCC can open, the Town would divide the other gym with one half being used for vaccinations and the other for recreational use.

Mr. Cottenden asked if the ice was still in the rinks at the MCC. The Treasurer confirmed that there was and the CAO added that the agreement states that once open, the Town can operate the rinks whether or not the clinics are in operation.

Chair Wink questioned where the summer camps will run. The Treasurer said that they could run out of the Accursi or Kinsmen Rooms as well as the outside courtyard. They will most likely need to downsize the programming to accommodate. The CAO said assuming

that the Town can run the camps; the Director of RCW is looking at other venues including Old Pelham Town Hall.

Mr. Crumm asked when the Committee would receive the health/financial indicators from the Ministry. The Deputy Treasurer indicated that last year, it was received in December of 2020.

Mr. Crumm said that it was impressive to see the funding that the Town received and wondered if the FIR had anything to do with it. He believes that what was received was a testament to the level of work that went into it.

14. Unfinished Business

None.

15. Next Meeting

The next Pelham Finance and Audit Committee meeting is scheduled for Wednesday, June 9, 2021.

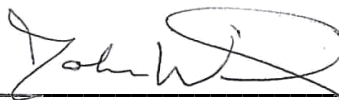
16. Adjournment

Moved by Ron Kore

Seconded by Michael Cottenden

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

Carried



Chair, John Wink



Executive Assistant to CAO/Mayor, Belinda Ravazzolo

Subject: 2022 Budget Schedule**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2021-0085-Corporate Services – 2022 Budget Schedule;

AND THAT Council approve the 2022 Budget Schedule.

Background:

The attached 2022 Budget Schedule details the progression of the budget process to completion for capital, operating, and water and wastewater.

Analysis:

The capital budget process has been scheduled for completion in December 2021 to enable staff to plan and prepare for 2022. The operating and water and wastewater budgets have been scheduled for completion in January 2022.

The Pelham Finance and Audit Committee will review the 2022 budgets prior to the Council presentation of the budgets.

The proposed 2022 Budget Schedule will act as a guide to help the Corporate Services Department plan budget events during the course of the budget process. The situation surrounding the COVID-19 pandemic is changing rapidly, and its impact on the 2022 budget is uncertain at this time. Should issues arise which affect the ability to meet the dates indicated, a revision to the schedule may be required. Any items of this nature will be brought forward for Council's information and approval.

The location of the meetings, and whether they will be physical or electronic, will be determined in the future in keeping with the best health information available.

Financial Considerations:

There are no financial considerations with respect to this report.

Alternatives Reviewed:

Council could choose a later date for approval of the 2022 capital, operating and water and wastewater budgets. This would result in delayed planning for procurement and 2022 operations for staff.

Strategic Plan Relationship: Strong Organization

A schedule that guides the budget process will allow staff to plan and prepare, communicate anticipated timelines to the public, and will facilitate co-operation with all departments.

Consultation:

The Clerk's Department has been consulted regarding budget meeting dates.

Other Pertinent Reports/Attachments:

Appendix 1: 2022 Budget Schedule

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

2022 Budget Schedule

DATE	PURPOSE
Tuesday, September 13, 2021 5:30pm	Public Meeting To receive input into Town's 2022 Budget
Monday, November 8, 2021	Draft Capital, Operating and Water & Wastewater Budgets Available for Council & Pelham Finance and Audit Committee Review
Wednesday, November 24, 2021 4:00pm	Draft Capital, Operating and Water & Wastewater Budgets Finance and Audit Committee Review
Monday, November 29, 2021 5:30pm	Capital Budget Special Meeting Presentation at General Committee
Tuesday, December 14, 2021 5:30pm	Operating and Water & Wastewater Budgets Special Meeting Presentation at General Committee
Monday, December 20, 2021 5:30pm	Capital Budget Consideration for Approval at Council
Monday, January 24, 2022 5:30pm	Operating and Water & Wastewater Budgets Consideration for Approval at Council

Subject: Green and Inclusive Community Buildings Grants**Recommendation:**

BE IT RESOLVED THAT Council receive Report # 2021-0114- Corporate Services – Green and Inclusive Community Buildings Grant;

AND THAT Council approve the two grant applications for a new Library at the Meridian Community Centre, and the retrofit of Town Hall for public restrooms and event facilities with the Green and Inclusive Community Buildings Grants.

Background:

On October 7, 2019 Council received report# 2019-0099-Corporate Services and approved the grant submission of the ICIP: Community, Culture and Recreation Stream. One of projects that was listed on this grant application included the construction of public restrooms and event facilities at Town Hall and renovations to the Pelham Library in Fonthill. On October 28, 2019 a verbal update was provided to Council that this grant application would include a \$8 Million request for building an addition to the Meridian Community Centre (MCC) for the Pelham Library instead of a renovation to the existing library. The Town has not been official notified as to the status of these requests. The Ministry grant portal shows these projects are still opened under review.

In April 2021, Infrastructure Canada issued the Green and Inclusive Community Buildings (GICB) fund. This is a federal government initiative. It is a five-year \$1.5 billion fund which aims to build more community buildings and improve existing ones, particularly in areas with populations experiencing higher needs while also making buildings more efficient, lower carbon, more resilient and higher performing.

The grant program supports green and accessible retrofits, repairs and upgrades of existing public community buildings and the construction of new publicly accessible

community buildings that serve high-needs, underserved communities across Canada.

The deadline for applications:

- Continuous intake for projects with a value <\$3 million, non-competitive, criteria based

- July 6, 2021 for projects with a value between \$3 million and \$25 million, competitive process

Projects that begin sooner will receive a higher score.

There are two types of projects: retrofits and new buildings.

1. Retrofits of community buildings:

- \$860 million available

- To be completed between April 1, 2021 and March 31, 2026

- Federal funding is 80/20 for retrofits <\$10 million

- Federal funding is 60/40 for retrofits \$10 million or more

- Green retrofit measures are those that renovate, upgrade, and/or repair aspects of a physical building in a way that improves environmental outcomes.

- All retrofit project applicants will be required to submit their building's structural information, energy profile, and GHG emissions using the RETScreen® Expert software. The software is free to download.

2. New construction of community buildings:

- \$430 million available

- To be completed between April 1, 2021 and March 31, 2026

- Federal funding is 60/40 for new builds <\$10 million

- Federal funding is 50/50 for new builds between \$10 million and \$25 million

- New builds must be of a building/asset that is open and accessible to the public and that will provide non-commercial services to the community.

\$150 million has been allocated to projects for Indigenous communities.

Municipalities, regions, provinces public sector, Indigenous groups, non-profits all eligible to apply. Multiple applications allowed.

Buildings NOT eligible: Administrative buildings, Hospitals, fire stations, police station, EMT stations, day care centres, shelters, Multi-unit housing and hospices.

Analysis:

The Town would like to resubmit the two projects relating to the new library addition at the MCC and build a carbon zero addition; and also retrofit Town Hall to make it more efficient while adding on the public restrooms and event facility.

The Town has had discussions with Petroff, the Architect firm that designed the MCC to receive a quote to help the Town complete the technical section of the grant application. They have already prepared a schematic drawing of the library addition in order to see how the addition will fit at the MCC for the grant application in November 2019.

Financial Considerations:

The cost to the Town for the retrofit to Town Hall is 20% of the cost. For the new library addition, the cost will be 40% to the Town. The sale of the existing library will offset the Town's cost, so the net impact to the Town will be zero.

Alternatives Reviewed:

The alternative is to retrofit the existing library and not build a new library.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

Funding, if approved, will allow the Town to upgrade and improve the infrastructure for less money, in a shorter time frame. This infrastructure will support population health and quality of life.

Consultation:

Pelham Public Library Board
Director Public Works
Director Recreation, Culture and Wellness
Petroff Architects

Other Pertinent Reports/Attachments:

None

Prepared and Recommended by:

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

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA

Chief Administrative Officer

Subject: Mandatory Face Covering By-law Extension
2021**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2021-0103 –
Mandatory Face Covering Bylaw Extension;**

**AND THAT Council hereby resolves to extend the Mandatory Face
Covering By-law 4270(2010), as amended, until the revocation,
repeal or removal of requirements related to the wearing of face
coverings prescribed by orders issued by the Province pursuant to
the *Reopening Ontario Act, 2020, S.O. 2020;***

**AND THAT the Town Clerk be directed to prepare the necessary by-
law amendment extending the requirement for mandatory face
coverings in the Town of Pelham for consideration at the next
Regular Council meeting.**

Background:

In March of 2020 a pandemic was declared due to the outbreak of COVID-19. In an effort to slow the spread of the virus on August 10, 2020, Council for the Town of Pelham passed By-Law No. 4270(2020) requiring mandatory face coverings in enclosed public places.

On September 21, 2020, Council extended the Mandatory Face Covering By-law until December 7, 2020 by resolution.

On October 19, 2020, Council passed By-law Amendment No. 4285(2020) extending the By-law to include common areas of residential apartment buildings and condominium buildings.

On December 7, 2020, Council further passed By-law Amendment No. 4295(2020) to further extend the mandatory face covering bylaw which is due to expire on August 31, 2021.

On March 25, 2021, Niagara Regional Council voted to extend The Niagara Region's Temporary Face-covering By-law to expire when Provincial requirements no longer require mandatory face coverings in all enclosed public spaces within the Niagara Region. The Regional By-law aligns with face covering orders issued by the Province of Ontario under the *Reopening Ontario Act, 2020*. S.O. 2020. c.17.

Pursuant to the *Reopening Ontario Act*, amended order O. Reg 364/20, the use of masks or face coverings is mandatory in all public spaces, workplaces and vehicles that operate as part of a business or organization. Face coverings must fit securely to an individual's head, be made of at least two layers of tightly woven material and be large enough to cover the nose, mouth and chin.

Analysis:

The Town of Pelham is committed to the health and safety of its residents, visitors and in the fight against COVID-19. Staff recommend the Town's Mandatory Face Covering By-Law be amended to expire when Provincial requirements no longer require mandatory face coverings in all enclosed public spaces within the Niagara Region.

The proposed amendment is intended to align the Town of Pelham's By-law with the Niagara Region's Face Covering By-law and orders issued by the Province under the *Reopening Ontario Act*.

It is important to remember that COVID-19 continues to be a significant public health concern, which has been exacerbated by the spread of COVID-19 variants. While Niagara's vaccination efforts continue, it is important to follow the public health measures to stop the spread of COVID-19 including physical distancing, hand hygiene and wearing a proper face covering in public spaces.

Financial Considerations:

There are no financial considerations impacted by this report.

Alternatives Reviewed:

Should Council adopt the recommendation as proposed, Council would have the option of repealing the Mandatory Face-covering By-law prior to the revocation, repeal or removal of Provincial requirements by way of Council resolution.

As an alternative, Council could impose a date of extension. This alternative would require Council to direct staff to prepare the necessary bylaw citing the preferred date of extension. Should Council wish to proceed with this direction, the

recommended date of extension is December 20, 2021. If deemed necessary, staff would provide an additional report seeking further extension.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

While this amendment will not specifically make the community stronger, it is intended to protect the health, safety and well-being of residents and visitors while assisting in reducing the spread of COVID-19.

Consultation:

The Niagara Regional Mandatory Face Covering By-law and the *Reopening Ontario Act*, amended order O. Reg 364/20 was reviewed.

B. Lymburner, Community Emergency Management Co-Coordinator was consulted for this report.

Other Pertinent Reports/Attachments:

None.

Prepared and Recommended by:

Sarah Leach, B.A
Deputy Clerk

Prepared and Submitted by:

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

Subject: Amendment to Procedural By-Law to Permit Continued Electronic Participation in Meetings until March 31, 2022 – Report No. 2020-0110-Clerks

Recommendation:

BE IT RESOLVED THAT Council receive Report #2020-0110-Clerks – Amendment to Procedural By-Law to Permit Continued Electronic Participation in Meetings until March 31, 2022;

AND THAT the proposed amendments to the Town of Pelham Procedural By-law as outlined in Appendix 1, be approved, thereby facilitating electronic meetings participation until March 31, 2022 for Council, Special Council, Committee of Adjustment, Committee of Council and Advisory Committees;

AND THAT the Clerk be directed to present the necessary By-law at the next Regular Meeting of Council on July 26, 2021.

Background:

The *Municipal Emergency Act* was enacted by the Province on March 19, 2020, amending the *Municipal Act, 2001* provisions regarding electronic participation to allow participation electronically to count toward quorum, and to permit Members of Council to participate in closed session meetings electronically in circumstances when an emergency has been declared.

On March 23, 2020 Council for the Town of Pelham amended the Town's Procedure By-law 4107(2019) to provide for electronic meetings during a declared emergency, in accordance with the new *Municipal Act, 2001* provisions.

On July 21, 2020, the Province made further amendments to the *Municipal Act, 2001*, through the enactment of Bill 197, the *COVID-19 Economic Recovery Act, 2020*. Amendments provided authority to permit members of municipal councils to continue to participate electronically in both open and closed meetings and be counted toward quorum, even in the absence of a declared emergency. The

amendments allow municipalities to provide that a member of council, of a local board, or of a committee of either of them, can participate electronically in a meeting and may be counted in determining whether or not a quorum of members is present, and can participate electronically in a meeting that is open or closed to the public.

On March 23, 2020 Council amended the Town's Procedural By-law to allow for electronic meeting participation during a declared emergency, by Amending By-law No. 4217 (2020).

On May 4, 2020 Council amended the Town's Procedural By-law to include additional electronic meeting procedures by Amending By-Law No. 4231(2020).

On August 10, 2020 Council amended the Town's Procedural By-law to allow for a continuation of electronic meeting participation until December 31, 2020 by Amending By-law No. 4269(2020).

On December 7, 2020 Council further amended the Town's Procedural By-law to allow for a continuation of electronic meeting participation until August 31, 2021 by Amending By-law No. 4296(2020).

This report seeks Council approval to allow electronic participation in meetings to be permitted until March 31, 2022. Approval of this report will provide public notice that the Town intends to amend the Town's Procedural By-law to allow for electronic participation to at least March 31, 2022.

It is noted, should the COVID-19 pandemic situation warrant, there would be no obligation to meet electronically, but without the provision being included in the Town's Procedural By-law, meeting virtually would not be permitted after August 31, 2021.

Analysis:

Throughout the year of 2021 the Province has issued a variety of restrictions due to the COVID-19 pandemic, including but not limited to, declaring a provincial emergency and issuing stay at home orders.

Currently the Province is implementing a stepped approach to reopening, based upon population vaccination targets and infection rates. Regions will enter Step 1 when 60% of adults have received one dose of the COVID-19 vaccination. Step 2 may be entered when 70% of adults have received one dose of the COVID-19 vaccination and 20% are fully vaccinated. Step 3 may be entered when 70-80% of

adults have received one dose of the COVID-19 vaccination and 25% of adults are fully vaccinated.

The Niagara Region is expected to enter the Provincial Step 1 on Friday June 11, 2021. Step 1 restrictions include, but are not limited to, encouraging continued work from home, wearing masks or face coverings indoors and outdoor gathering are limited to 10 people. Public health advice still recommends physical distancing, cleaning or disinfecting, working remotely and staying home when ill. Additionally, the Niagara Region will remain under the Section 22 Order of the *Health Protection and Promotion Act* during Step 1. These additional measures are implemented regionally by the Medical Officer of Health.

The current Council Chamber configuration does not allow for all Members of Council and the Senior Leadership Team to physically attend meetings while adhering to physical distancing requirements. Furthermore, given the requirement for individuals to stay home or work remotely when ill, there is potential that even when in-person meetings resume it would be challenging to achieve a quorum particularly during the cold and flu season.

It is recognized that as vaccinations increase and the COVID-19 virus threat decreases, the proposed recommendation and by-law amendment would not preclude Council or its Committee's from in-person meeting participation, when appropriate. When safe, Council would have the ability to introduce a *hybrid approach*, with the Mayor, 2 Councillors and the Clerk attending in person, with the balance of Councillors and the Senior Leadership Team attending electronically. This *hybrid approach* could be implemented when the Region enters Step 3 of the Provincial reopening plan. This aligns with the Province opening indoor gatherings. As limited in-person attendance will be available, any Councillor wishing to attend in-person would have to make these arrangements with the Clerk several days in advance of meeting. Notice to the Clerk will allow the Clerk's Department to ensure appropriate distancing can be maintained.

As the Province reopens and Public Health allows for larger gatherings indoors, certainly the *hybrid approach* could evolve and allow for more Councillors or staff to attend physically, in-person. This flexible approach will allow Councillors or staff who prefer to attend meetings electronically the continued option to do so, while allowing those who prefer to attend in-person this option.

Staff recognize the importance of establishing a new normal and balancing the ability to meet in-person, while respecting the health and safety of others. As the Province continues to reopen and large gatherings indoors are allowed, staff can consider using the Accursi Room at the Meridian Community Centre to facilitate

Council and Public Meetings. The Accursi Room is currently being retrofitted to provide livestreaming technology and therefore could be used in the future to conduct such meetings.

Over the coming months, the Clerk's Department will continue to monitor procedural by-laws of the Niagara Region and other area municipalities to determine meeting best practices for the future.

Staff recommend Council approve extending the ability to meet electronically until March 31, 2022. As the COVID-19 pandemic situation continually changes over time this ensures Council can continue to meet to conduct Town business.

Financial Considerations:

There are no financial implications to continuing with virtual meetings of Council and Committees.

Alternatives Reviewed:

Council can decide to not permit electronic participation in meetings to continue past August 31, 2021, which would require personal attendance at meetings of Council and all Committee effective September 1, 2021. This is not recommended as it conflicts with current public health advice given the inability to physically distance within the Council Chambers for all Members of Council and the Senior Leadership Team.

Council can decide to extend electronic participation of meetings to continue to a date other than March 31, 2022. Council could consider extending electronic participation to dates, such as: December 31st, 2021, August 31st, 2022 or permanently.

Strategic Plan Relationship: Risk Management

Staff continue to recommend the continuation of the electronic model of Council and Committee meetings to minimize the risk to the health and well-being of Council, staff and residents.

Consultation:

B. Lymburner, Community Emergency Management Co-Coordinator was consulted for this report.

The Clerk's Department conducted a review of local area municipalities' procedural by-laws, including the Niagara Region. The Niagara Region and Town of Grimsby have approved electronic meeting participation one year from the termination of the Provincial Declaration of Emergency and have provided direction to staff to report back to Council options for permanent electronic participation prior to the expiry of one year of the termination of the said declaration. Other area municipalities allow electronic participation based on a color code system or when the province or municipality has declared an emergency.

Other Pertinent Reports/Attachments:

A copy of the proposed by-law, in Draft, is appended.

Prepared and Recommended by:

Holly Willford, B.A.
Town Clerk

Prepared and Submitted by:

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

THE CORPORATION OF THE
TOWN OF PELHAM
BY-LAW ##### (2021)

Being a by-law to amend By-law No. #4107(2019), as amended, and By-law No. 4107(2019, as amended, being by-laws to govern the proceedings of the Town of Pelham Council, its Committees, the conduct of its members and the calling of meetings, to provide for Electronic Meeting Participation for the Council of the Town of Pelham, the Committee of Adjustment and Advisory Committees.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, section 238 provides that a municipality shall establish a procedure by-law to govern meetings;

AND WHEREAS The Corporation of the Town of Pelham has enacted Procedure By-law #4107(2019), as amended;

AND WHEREAS on July 21, 2020, *Bill 197, COVID-19 Economic Recovery Act*, received royal assent and includes provisions to amend the *Municipal Act 2001*, to allow members of municipal councils to continue to participate electronically in both open and closed meetings and be counted toward quorum, even in the absence of an emergency;

AND WHEREAS Section 239(3.1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that the applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law;

AND WHEREAS The Corporation of the Town of Pelham considers it desirable to be able to continue to hold Council meetings electronically for the foreseeable future;

NOW THEREFORE the Council of The Corporation of the Town of Pelham **ENACTS** as follows:

1. THAT Procedure By-law #4107(2019), as amended, be and is hereby amended, as follows:

Section 13 (vi) repealed and replaced with the following:

- vi) Electronic participation by more than one Member/member shall only be permitted **until March 31, 2022** in consideration of the public health advice to limit the spread of COVID-19;
2. THAT By-law No. 4217(2020) be and is hereby amended as follows:

Section 7 repealed and replaced with the following:

- 7) Notwithstanding Section 11, that Section 8(iv) of By-law 4107(2019) is amended to provide that the Agenda and supporting material for any meeting convened up to and including **March 31, 2022** be provided no later than 4:30 p.m. five (5) business days prior to the Meeting, including the date of the meeting (e.g. for a Monday meeting, agenda released on the Tuesday prior); and that the agenda be limited to a 300 maximum page capacity, save and except instances where a single report or attachment exceeds 200 pages.
3. THAT By-law #4107(2020), as amended, be amended to repeal and replace all reference to August 31, 2021, with "**March 31, 2022**" with respect to electronic meetings;

4. This By-law is enacted accordance with section 238(3.4) of the *Municipal Act, 2001*, as amended, and shall hereby come into effect as of the date and time of its passing, and shall be deemed repealed and no longer in force at 12:01 a.m. on **April 1, 2022**, unless otherwise extended or repealed by Council.

Enacted, signed and sealed this 26th day of July, 2021 A.D.

MAYOR MARVIN JUNKIN

CLERK HOLLY WILLFORD

DRAFT

Subject: New Region of Niagara Official Plan, Growth Projections and Urban Land Needs

Recommendation:

BE IT RESOLVED THAT Council receive Report #2021-0108 for information;

AND THAT Council endorses the growth allocation for Pelham of 9,500 people, 2,300 jobs and 4,100 households to the year 2051;

AND THAT Council endorses the 25% intensification target for the Town of Pelham;

AND THAT Council endorses the land needs assessment of 40ha of additional urban land for the Town of Pelham;

AND THAT Council endorses that portion of Area 1 as identified in Report 2021-0108 that is not included in the Greenbelt Plan area and that portion of Area 2 as identified in Report 2021-0108 that is east of Pelham Street to the Welland border and west of Pelham Street to a depth of 130m be considered by the Region of Niagara for future urban boundary expansion;

AND THAT a copy of this Report be provided to the Region of Niagara for information.

Background:

The Region of Niagara initiated a comprehensive review of its Official Plan in 2017 and as part of that process, the Region is required to update the Official Plan and bring it in conformity with the Provincial Plans and be consistent with the Provincial Policy Statement (PPS). The new Niagara Official Plan (NOP) will be a long range planning document that will be implemented over a 30 year planning horizon to 2051, which conforms with the time frame established in the provincial plan, A Place to Grow, Growth Plan for the Greater Golden Horseshoe (Growth Plan).

Regional Planning staff presented a report and along with appended background reports and draft policies on certain sections of the proposed NOP to Regional Planning and Economic Development Committee on May 12th and at the same time, the information was released publically. The Region is now seeking feedback on their proposed approach specifically relating to the growth projections and land needs analysis by July 2, 2021 recognizing that there will be further opportunities to have input on the proposed NOP later in the fall 2021 and winter of 2022. The Region's staff report and appendices can be found at the following link and are not appended to this report due to their length: <https://www.niagararegion.ca/official-plan/consolidated-policy-report.aspx>.

The Regional staff report was seeking a decision from Regional Council with regards to an approach for mapping the natural heritage system across the region along with providing a policy direction on that approach. At the same time, the Region released background reports and some draft policies that had been prepared as they relate to:

- growth allocation and land needs
- housing affordability
- climate change
- employment lands
- transportation
- district and secondary plans
- archaeology
- hamlet boundary review
- regional structure
- watershed planning
- agriculture
- mineral aggregate resources
- infrastructure
- urban design
- settlement area boundary review
- technical mapping updates

With regards to the policy direction and approach for mapping the natural heritage system, Regional Council directed staff to prepare mapping based on option 3B and 3C, with a final decision to be made once the Region has had an opportunity to review the mapping and understand the distinction between these two options. This work will be undertaken by the Region during the summer and fall months.

In addition to circulating the draft policy directives to local municipalities, agencies, stakeholders and anyone who has expressed an interest, Regional staff are holding public information sessions to present and discuss key policy directives with the public on the new NOP on June 9th, 10th, 16th, 17th and 23rd and will be seeking public input during these public information sessions as well. As indicated, there will also be further opportunity to provide feedback and input during the fall of 2021 and early winter of 2022 as the project moves forward with the development of a complete policy document.

At this time, the Region is seeking specific input on the growth allocations and land

needs contained in Appendix 3 of PDS17-2021 and are asking that comments be provided to them by July 2, 2021 as they are proposing to have a report with final recommendations to Regional Council on these items in August 2021.

Analysis:

The Region of Niagara Official Plan was initially approved in two stages in the early 1980s with the urban area approved in by the then Ontario Municipal Board in 1981 and the agricultural area approved in 1983. Since then, the Plan has had a number of amendments and has been updated on numerous occasions based on specific requests for amendments and as Provincial Plans and new Provincial Policy were introduced, however it has not been comprehensively reviewed in its entirety since its initial approval.

The new NOP is proposed to be divided into seven chapters. Chapter 1 will be the Introduction and include the proposed Pillar Statements and Directives as follows.

<p>EXCEPTIONAL development and communities - Well planned, high quality development in appropriate locations that improves our communities, while protecting what is valuable;</p> <ul style="list-style-type: none"> • Niagara must proactively manage growth by strategically locating it. We must utilize tools such as District Plans, Secondary Plans, and intensification strategies to allow places to evolve, while being sensitive to established areas. • Urban design plays an important role in ensuring our communities are aesthetically pleasing and functional as they evolve. • Growth must take place in a manner that creates resilient communities and does not negatively impact the Natural Environment System. 	<p>DIVERSE housing types, jobs and population - A wide mix of housing types and employment opportunities that attract diverse populations to Niagara across all ages, incomes and backgrounds;</p> <ul style="list-style-type: none"> • Niagara must diversify its housing stock to address affordability and meet market needs. To manage growth and remain competitive, Niagara must address the diversity of its housing. • A competitive employment sector that offers a wide range or variety of employment options will attract people to live in the Region. • Residential and employment areas should be connected by active transportation linkages and serviced by sustainable green infrastructure, to help address our changing climate.
<p>THRIVING agriculture and tourism - A prosperous agricultural industry and world-class tourism opportunities that grow our economy and elevate the Niagara experience.</p> <ul style="list-style-type: none"> • The Agricultural System objectives and policies support agricultural uses, 	<p>RESILIENT urban and natural areas - Areas rich in biodiversity that mitigate and adapt to climate change while strengthening Niagara's ability to recover from extreme weather events.</p> <ul style="list-style-type: none"> • Niagara is the most biodiverse region in Ontario and includes the Niagara

<p>normal farm practices, and diversification of activities to ensure the industry continues to prosper in Niagara.</p> <ul style="list-style-type: none"> • A world class tourism industry built on diverse and accessible attractions, including, amongst many, Niagara Falls, Niagara on the Lake, and the grape & wine industry. 	<p>Escarpment World Biosphere Reserve. The physical and biotic features of the Region provide the character that defines it. The NOP is guided by policies and objectives that prioritize the protection and enhancement of the natural environment system.</p> <ul style="list-style-type: none"> • In addition to biodiversity, natural areas need to be protected for air purification and assisting with water quality and retention. • Niagara's urban and natural areas must be resilient to address our changing climate. • Growth needs to be supported by public transit, active transportation, sustainable and green infrastructure and energy efficient development.
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Chapter 2 will be titled Growing Region and will include the growth allocations and land needs assessment, the Regional structure including the identification of strategic growth areas, built up areas and greenfield areas, and housing policies to address the need for a greater supply of housing and to address housing affordability.

Chapter 3 will be titled the Sustainable Region and will include policies with regards to the natural heritage and the environment, watershed planning and climate change.

Chapter 4 will be titled the Competitive Region and it will include policies to manage economic prosperity across the Region including policies that support agriculture and the agri-food sector and diversification of agricultural uses, employment area policies and aggregate extraction policies.

Chapter 5 will be titled the Connected Region and will provide policies that address the connections within and between communities including transportation and infrastructure policies.

Chapter 6 will be titled the Vibrant Region and will include policies for the framework of district and secondary plans, urban design and archaeology and cultural heritage resources.

Chapter 7 will be the Implementation section that will include performance indicators, monitoring strategies, roles and coordination across the Region, complete application requirements, phasing and site specific policies.

A key factor influencing the development of the new NOP is the Provincial Growth Plan: A Place to Grow, a Growth Plan for the Greater Golden Horseshoe that was updated in 2019. This Plan updated the growth projections for the Region of Niagara to a 30-year time horizon to 2051 from 2041 and the intensification targets in the built boundary was also increased from 40% to 50% through this Plan. The allocation of population and employment growth across the local municipalities of the Region and the establishment intensification and density targets for greenfield and built up areas to accommodate growth are key elements to determining the land needs required to accommodate the future growth, and together these elements will shape the communities across Niagara for the next 30 years and form the basis of the new NOP. The Region of Niagara is responsible for the allocation growth, establishing the minimum density and intensification targets and determining urban land needs and urban boundaries for local municipalities across the Region through its Official Plan.

Population, Household and Employment Growth

According to the Provincial Growth Plan, Niagara Region must plan for a minimum population of 674,000 people and 272,000 jobs to 2051. The Region retained Hemson Consulting Ltd. which undertook the demographic and land needs analysis to allocate future growth to the local municipalities using a market based approach and from that analysis it was determined how the population and employment growth will be allocated across the Region as follows with the Town of Pelham highlighted:

2021-2051 Population, Household and Employment

Forecast Allocation by Municipality

Municipality	Population		Households		Employment	
	2021	2051	2021	2051	2021	2051
Fort Erie	33,930	48,050	14,150	21,510	10,530	17,430
Grimsby	30,300	37,000	11,470	16,070	10,690	14,670
Lincoln	26,860	35,660	9,590	14,190	11,390	15,960
Niagara Falls	97,220	141,650	38,520	58,740	37,780	58,110
Niagara-on-the-Lake	19,970	28,900	7,910	12,500	11,800	16,690
Pelham	19,320	28,830	7,150	11,280	4,810	7,140
Port Colborne	19,250	23,230	8,210	10,500	5,910	7,550
St. Catharines	140,250	171,890	58,550	78,320	61,780	81,010
Thorold	24,440	39,690	9,230	15,660	8,530	12,080
Wainfleet	7,000	7,730	2,580	3,040	1,400	1,830
Welland	56,210	73,000	23,610	32,340	18,030	28,790
West Lincoln	16,370	38,379	5,330	14,060	4,660	10,480
Niagara Region	491,120	674,000	196,300	288,200	187,110	272,000

Based on this information, Pelham is anticipated to grow in population by over 9500 people and employment growth of over 2300 jobs over the next 30 years. In order to accommodate this growth, greenfield areas are to be developed at a minimum density of 50 persons and jobs/ha and 50% of growth (intensification) is to be directed to existing built-up areas in accordance with the Provincial Growth Plan: A Place to Grow, a Growth Plan for the Greater Golden Horseshoe. Intensification refers to new development or redevelopment within built up areas and can include a range of housing types. The NOP will direct growth based on greenfield densities and intensification targets in built up areas using the principles of complete communities, compact built form and transit supportive development to achieve a range of housing mix and choice, improved housing affordability, having high quality urban design and an efficient use of infrastructure and transportation systems. Local municipalities through their individual official plans are responsible for the policy direction of how the growth will occur in their municipalities in compliance with the density and intensification targets in the NOP.

Density Rate

The Region is proposing to maintain the minimum density rate of 50 persons and jobs/ha for greenfield areas and is not proposing to increase this density target above the minimum target established in the Provincial Growth Plan: A Place to Grow, a Growth Plan for the Greater Golden Horseshoe. Within strategic growth areas however, the density targets will be higher as follows:

Municipality	Minimum Density Target
Downtown St. Catharines Urban Growth Centre	150 people and jobs/ha to 2031
GO Transit Station Areas in St. Catharines, Lincoln, Niagara Falls and Grimsby	125 people and jobs/ha to 2051
Downtown Welland Regional Growth Centre	125 people and jobs/ha to 2051
Brock and Glendale Niagara District Plans	100 people and jobs/ha to 2051

Pelham does not have a strategic growth area and therefore the minimum greenfield density target of 50 persons and jobs/ha will apply to Pelham's new growth areas. This is no change from the current density target.

Intensification Rate

The Region proposes to establish intensification rates for each municipality based on an assessment of each municipality's capacity to accommodate growth, the geographic context of each municipality and existing constraints as follows:

Proposed Municipal Intensification Rates by Municipality

Municipality	Built Up Area
Fort Erie	50.0%
Grimsby	98.0%
Lincoln	80.0%
Niagara Falls	50.0%
Niagara-on-the-Lake	25.0%
Pelham	25.0%
Port Colborne	30.0%
St. Catharines	95.0%
Thorold	25.0%
Wainfleet	0.0%
Welland	60.0%
West Lincoln	13.0%
Niagara Region	56.0%

The Region is proposing a minimum intensification rate for Pelham of 25% with the average across the Region being 56%. Town staff feel that a 25% intensification rate for Pelham is achievable and helps minimize the impact of urban boundary expansions on the surrounding agricultural areas while still balancing the growth needs of the Town and the desire to protect stable neighbourhoods. Having the varying intensification rates across the local municipalities recognizes each municipality's ability to accommodate growth, for example those municipalities that have little greenfield area available to them and are surrounded by the Greenbelt Plan and Niagara Escarpment Plan areas have much higher intensification rates, i.e. Grimsby, Lincoln and St. Catharines and it is recognized that the majority of their growth will be within the existing built-up areas and strategic growth areas, whereas municipalities that have greenfield area available, such as Pelham, will have a lower intensification rate.

Together, the density targets and intensification rates are aimed at using land and infrastructure efficiently in order to minimize the impact of potential urban area boundary expansions and to protect agricultural lands and natural areas while building complete communities, compact built form and transit supportive development aimed at achieving a range of housing mix and choice, improved housing affordability, high quality urban design and an efficient use of infrastructure and transportation systems to minimize the burden on the taxpayer.

Housing Unit Growth

Based on the market demand approach for housing in Niagara, the Region has determined that the new housing mix on average across the Region be comprised of 46% single/semi-detached units, 27% townhouse units, and 27% as apartment units to accommodate this growth over the next 30 years. Generally speaking, the built-up areas across the Region will have a greater concentration of density and affordable housing and the greenfield areas will have the greater share of lower density development. In order to accommodate the future growth, the Region has determined the following housing unit mix is required to accommodate growth in Niagara:

Housing Unit Growth by Type by Municipality 2021-2051

Municipality	Single/Semi	Townhouse	Apartment	Total
Fort Erie	4,060	2,700	600	7,360
Grimsby	120	1,350	3,130	4,600
Lincoln	1,590	1,540	1,470	4,600
Niagara Falls	11,980	5,090	3,150	20,220
Niagara-on-the-Lake	3,050	910	630	4,590
Pelham	2,390	1,070	680	4,140
Port Colborne	1,690	430	170	2,290
St. Catharines	3,040	4,500	12,230	19,770
Thorold	4,890	2,390	170	6,430
Wainfleet	450	0	0	460
Welland	3,590	2,450	2,690	8,730
West Lincoln	6,030	2,390	310	8,730
Niagara Region	41,880	24,800	25,220	91,900

Pelham is expected to have just over 4,100 additional new housing units or 4.5% of the new housing units across the Region over the 30-year period. The majority of Pelham's new housing units (57.7%) will be single/semi-detached built form and townhouses will comprise 25.8% and apartments will comprise 16.4% of the new housing units over the 30-year time period.

Employment Growth

With respect to employment growth, that will occur in the built up and greenfield areas of the Region as well as within designated employment areas. There are four employment categories:

- Major office employment which is free standing office building of 1,858 m² (20,000 ft²) or more.
- Population related employment which is employment with urban areas except major office and is mainly retail, institutional and urban work at home employment

- Employment land employment is all urban industrial type employment areas excluding major office
- Rural employment is all employment occurring in the rural areas of the Region.

The majority of population related employment and half of the major office will occur in the built up and greenfield urban areas and the remainder of the major office employment and employment land employment will occur in designated employment areas.

Pelham does not have any designated employment land areas, as a result the employment growth in Pelham will occur in the built up and greenfield areas and will consist primarily of population related growth and limited office growth. Pelham's rural employment growth will consist primarily of agriculture and agricultural related employment opportunities.

Land Needs Assessment

Based on the allocation of growth, the density and intensification targets and analysis of the current available land urban land supply across the Region, the Region completed a lands needs assessment in accordance with the provincial methodology. The following provides a summary of lands needs to accommodate both residential and employment growth across the Region to 2051:

Land Need Assessment Summary by Municipality

Municipality	New Community Area Land Need (ha)	New Employment Area Land Need (ha)
Fort Erie	105	130
Grimsby	5	0
Lincoln	0	15
Niagara Falls	260	(35)
Niagara-on-the-Lake	0	(25)
Pelham	40	0
Port Colborne	(175)	(120)
St. Catharines	15	30
Thorold	(160)	(55)
Wainfleet	0	0
Welland	0	(10)
West Lincoln	370	50
Niagara Region	460	(20)

On average across the Region there is a need for an additional 460ha of urban land with West Lincoln and Niagara Falls in the greatest need and there is an oversupply of 20ha of designated employment lands. While some municipalities in the Region

have an oversupply of urban residential and employment lands, the Region has identified that Pelham has a need for 40ha of new urban land to accommodate Pelham's allocated growth according to their land need analysis and Pelham does not require any new designated employment area lands. Pelham's 40ha land needs represent 8.7% of the Region's urban land needs.

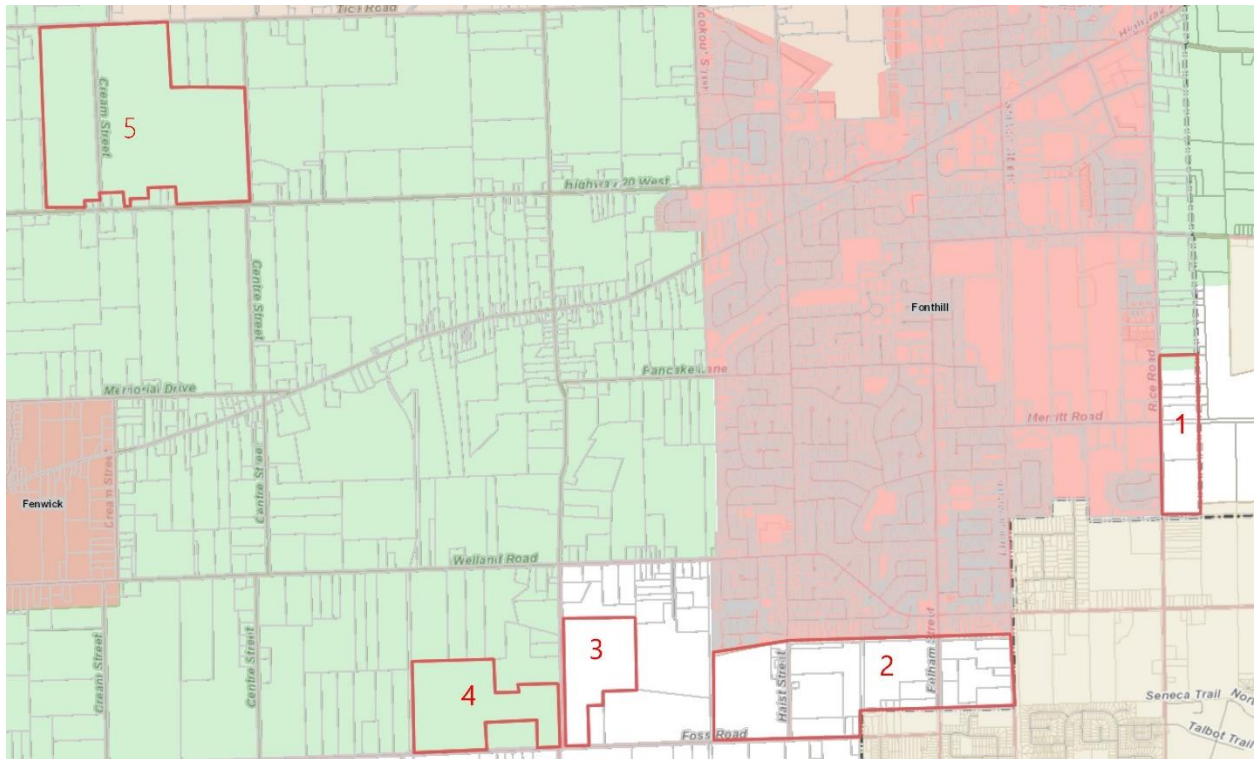
The Region is seeking input on this land needs assessment from the local municipalities and depending on the input received, there may be some adjustments of these numbers. The Region is hopeful that they can achieve alignment with the local municipalities on the land needs assessment. Having reviewed the analysis undertaken and based on an understanding of the methodology undertaken to determine the land needs, Town staff can endorse the 40ha land needs for Pelham.

Requests for Urban Area Boundary Expansion

The Region is responsible for establishing the urban area boundary for municipalities through its Official Plan. In considering potential areas for urban area boundary expansion to accommodate future growth needs, the Region has also developed assessment criteria for the review of urban boundary expansion requests. The assessment criteria flow from policies and criteria established in Provincial Plans and the Provincial Policy Statement and is found in Appendix 18.2 in the Region Report PDS 17-2021.

During this Regional Official Plan review and update process, the Region has received requests for urban boundary expansion in the Town of Pelham in 5 areas. The Region has determined that requests that involve land in the Greenbelt Plan and Specialty Crop lands will not be considered, along with requests for land that is not contiguous with existing urban areas and requests that involve municipalities that do not have a need for additional urban lands.

The Region has determined that Pelham has a need for 40ha of additional urban land in order to accommodate future growth needs and therefore requests for urban area boundary expansions may be considered for Pelham. The 5 areas in Pelham where requests for inclusion in the urban area boundary include the following properties outlined in red on the map below:



Based on the first level of assessment criteria for urban area boundary expansions, a majority of Area 1 could be considered for urban boundary expansion; the northern half of 1307 Rice Road is located in the Greenbelt Plan area (area coloured in green in the map above) and could not be considered for urban area boundary expansion, while the remainder of Area 1 could be considered. Area 2 could be considered as potential candidate area for urban area boundary expansion, while Area 3, 4 and 5 would not be considered as they are not contiguous to the existing urban area and Area 4 and 5 are also in the Greenbelt Plan area. Those areas that could be considered for urban area boundary expansion, i.e., the majority of Area 1 and Area 2 would still be subject to meeting the individual site assessment criteria for inclusion in the urban area boundary to the satisfaction of the Region.

It is noted that Area 1 and Area 2 combined exceed the 40ha land needs identified for Pelham so if the urban area is to be expanded in these locations, it would be less than the combined area of Area 1 and 2. That portion of Area 1 that could be considered for urban area boundary expansion is approximately 16ha in size and Area 2 is approximately 74ha. It is noted that a portion Area 2 west of Pelham Street contains natural heritage features including significant woodlands and a provincially significant wetland that would be constraints on future urban development whereas the area of east of Pelham Street does not have these constraints.

From a high level, that portion of Area 2 that is east of Pelham Street could be given consideration for inclusion in the urban area boundary as it does not contain any constraints as well as that portion of Area 1 that is not within the Greenbelt Plan area. That portion of Area 2 that is west of Pelham Street to a depth of approximately 130m could be considered, as this would allow both sides of Pelham Street within Area 2 to be potentially included in the expanded urban area which is logical. Combined, these areas would be approximately 40ha in area which would be consistent with the land needs identified for Pelham.

Conclusions:

The development of a new NOP is a significant undertaking and will set the long range planning for the Region over the next 30 years. The Region is required to have the new NOP adopted by July 1st, 2022. The Province, through the Ministry of Municipal Affairs and Housing is the approval authority of the new NOP and the new NOP must conform to Provincial Plans and be consistent with the PPS. Regional staff continue to finalize background studies, collect data and prepare and revise draft policies with the goal of having a complete consolidated draft of the new NOP released by the end of 2021 for review and comment and further public consultation.

Local municipalities are required to have their official plans brought into conformity with the new Region NOP within one year of new NOP being approved; this too will be a significant undertaking for each of the local municipalities and the outcome of which will shape each community.

At this time, the Region is seeking specific input on the 30-year growth projections, land needs analysis and related intensification targets and later in the fall of 2021 and winter of 2022 there will be further opportunities to have input on draft NOP and the specific areas that the Region will be endorsing for urban area boundary expansions.

Town Planning staff endorse the growth allocation of an additional 9500 people, 2300 jobs and 4100 housing units for Pelham to the year 2051 along with the intensification target of 25% for Pelham and the overall Regional intensification target of 56%. Staff advise that reducing the intensification targets results in a corresponding increase in urban land needs which means more land is needed to be added to the urban area boundary and that in turn has the ripple effect of negatively impacting agricultural and natural heritage areas, alternatively the density targets would have to be increased to minimize the impact on the agricultural area. Together, the density targets and intensification rates are aimed at using land and infrastructure efficiently in order to minimize the impact of

potential urban area boundary expansions and to protect agricultural lands and natural areas while building complete communities, compact built form and transit supportive development aimed at achieving a range of housing mix and choice, improved housing affordability, achieving a high quality urban design and providing an efficient use of infrastructure and transportation systems to minimize the burden on the taxpayer.

Further, Town staff can support the land needs analysis that identified the need for 40ha of additional urban land for Pelham and from a high level can endorse the inclusion of Area 1 that is not within the Greenbelt Plan area and a portion of Area 2 that is on the east of Pelham Street to the Welland boundary and the west side of Pelham Street to a depth of 130m being within a proposed urban area boundary expansion subject to meeting the individual site assessment criteria.

Finally, it is important to note that Regional staff looked holistically across the Region in conducting the growth projection allocations and land needs assessment and this work was completed to align and integrate with other Regional initiatives such as the Water and Waster Master Plans and Transportation Master Plans and that the new NOP will ultimately set the framework for planning across the Region for 30 years. Changes to the growth allocations and land needs assessment could also impact on these other Regional initiatives.

Other Pertinent Reports/Attachments:

Refer to Region of Niagara PDS 17-2021 at the following link:

<https://www.niagararegion.ca/official-plan/consolidated-policy-report.aspx>

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

The Corporation of the Town of Pelham

By-law No. 4357(2021)

Being a By-law to Exempt Blocks, 31, 32, 33, 34 and 36 on Plan 59M-476 from Part Lot Control

**Saffron Meadows Phase 2 (Hert Inc.)
File No. PLC 01-2021**

WHEREAS the Council of the Corporation of the Town of Pelham deems that the lands described in Section 1 of this by-law should be exempted from the provisions of Section 50 (5) of the *Planning Act* since such lands are to be used for street townhouse dwelling units as permitted by Zoning By-law No. 1136 (1987), as amended;

NOW THEREFORE, the Council of the Corporation of the Town of Pelham enacts as follows:

1. **THAT** the provisions of Section 50 (5) of the *Planning Act, R.S.O. 1990, c.P.13 as amended* shall not apply to the lands described as follows:

- (a) Blocks 31, 32, 33, 34 and 36 on Plan 59M-476, being Parts 1 – 14 on Reference Plan 59R-16939, Parts 1 – 8 on Reference Plan 59R-16940 & Parts 1 – 8 on Reference Plan 59R-16938, respectively,

for the purpose of creating 21 lots for street townhouse dwelling units as follows:

- 1) Parts 5, 6 and 10 on Reference Plan 59R-16939
- 2) Parts 7 and 8 on Reference Plan 59R-16939
- 3) Parts 9 and 10 on Reference Plan 59R-16939
- 4) Parts 11 and 12 on Reference Plan 59R-16939
- 5) Parts 13 and 14 on Reference Plan 59R-16939
- 6) Part 1 on Reference Plan 59R-16940
- 7) Part 2 on Reference Plan 59R-16940
- 8) Part 3 on Reference Plan 59R-16940
- 9) Part 4 on Reference Plan 59R-16940
- 10) Part 5 on Reference Plan 59R-16940
- 11) Part 6 on Reference Plan 59R-16940
- 12) Part 7 on Reference Plan 59R-16940
- 13) Part 8 on Reference Plan 59R-16940
- 14) Part 1 on Reference Plan 59R-16939
- 15) Part 2 Reference Plan 59R-16939
- 16) Part 3 Reference Plan 59R-16939
- 17) Part 4 Reference Plan 59R-16939
- 18) Parts 1 and 2 on Reference Plan 59R-16938
- 19) Parts 3 and 4 on Reference Plan 59R-16938
- 20) Parts 5 and 6 on Reference Plan 59R-16938
- 21) Parts 7 and 8 on Reference Plan 59R-16938

2. **THAT** in accordance with Section 50 (7.3) of the *Planning Act, R.S.O, 1990, c.P, 13 as amended*, this By-law shall expire three years from the date of the registration of this By-law in the Land Registry Office at which time Section 50 (5) of the *Planning Act R.S.O 1990* shall apply to those lands in the registered plan described in Section 1 of this by-law.

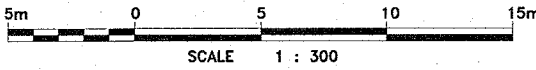
3. **THAT** upon final passage of this by-law, the Town Clerk shall cause this By-law to be registered in the local Land Registry Office.

Enacted, signed and sealed this
21st day of June, 2021.

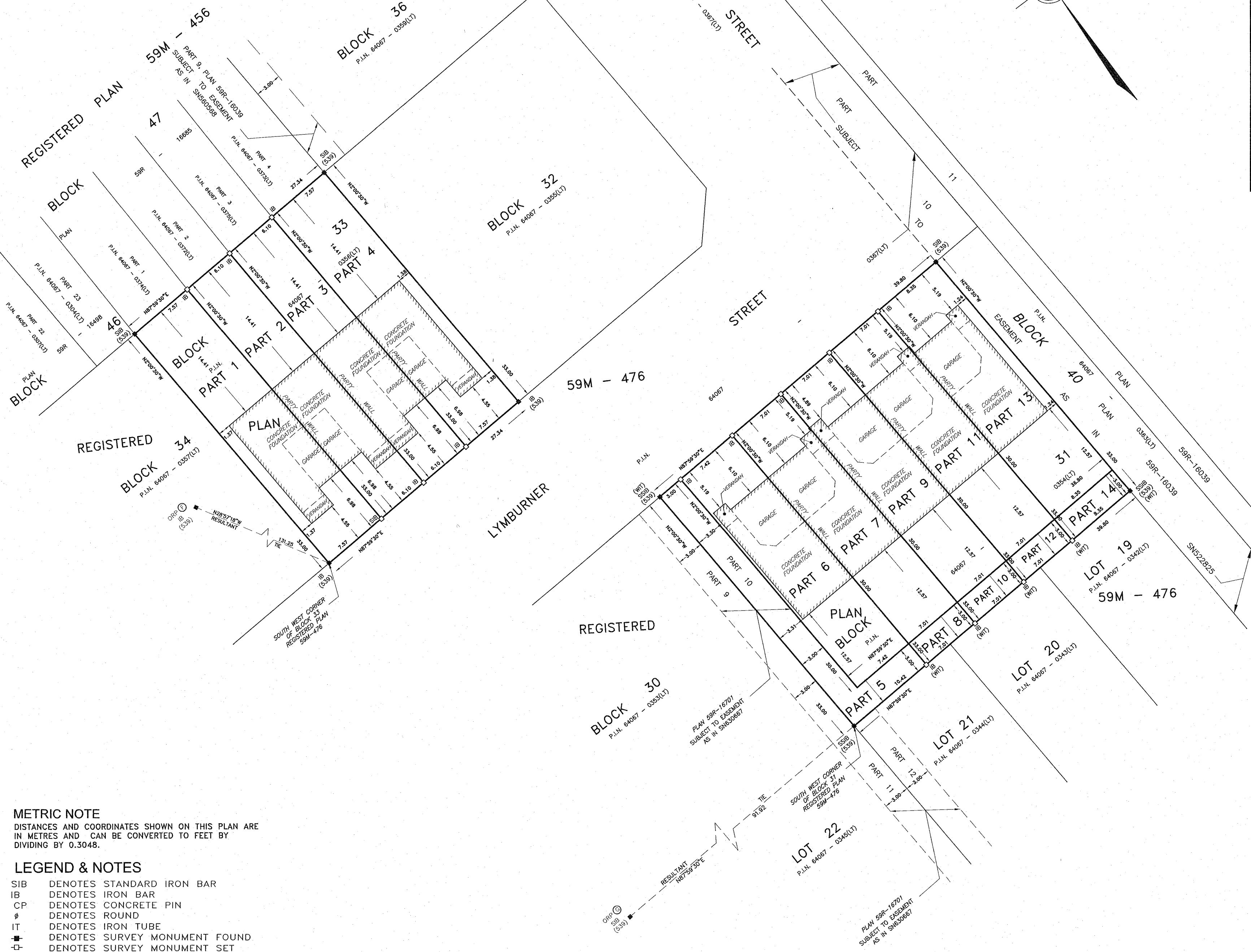
Mayor: Marvin Junkin

Clerk: Holly Willford

PLAN OF SURVEY OF
OF BLOCKS 31 AND 33
REGISTERED PLAN 59M - 476
TOWN OF PELHAM
REGIONAL MUNICIPALITY OF NIAGARA



KIRKUP MASCOE URE SURVEYING LTD.
ONTARIO LAND SURVEYORS



METRIC NOTE
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE
IN METRES AND CAN BE CONVERTED TO FEET BY
DIVIDING BY 0.3048.

- LEGEND & NOTES**
- SIB DENOTES STANDARD IRON BAR
 - IB DENOTES IRON BAR
 - CP DENOTES CONCRETE PIN
 - Ø DENOTES ROUND
 - IT DENOTES IRON TUBE
 - DENOTES SURVEY MONUMENT FOUND
 - DENOTES SURVEY MONUMENT SET
 - OU DENOTES ORIGIN UNKNOWN
 - 1339 DENOTES W. A. MASCOE, O.L.S.
 - 539 DENOTES D. G. URE, O.L.S.
 - WIT DENOTES WITNESS

DEPOSITED UNDER THE LAND
TITLES ACT.

APRIL 12, 2021
DATE

RECEIVED AND DEPOSITED
April 15, 2021
DATE

WILLIAM A. MASCOE
ONTARIO LAND SURVEYOR

REPRESENTATIVE FOR THE LAND
REGISTRAR FOR THE LAND
TITLES DIVISION OF NIAGARA
SOUTH (No. 59)

SCHEDULE				
PART	BLOCK	PLAN	P.I.N.	AREA
1	ALL OF BLOCK 33	REGISTERED PLAN 59M-476	ALL OF 64067-0356(LT)	249.8 m²
2				201.3 m²
3				201.3 m²
4				249.8 m²
5	ALL OF BLOCK 31	REGISTERED PLAN 59M-476	ALL OF 64067-0354(LT)	121.2 m²
6				222.6 m²
7				210.3 m²
8				21.0 m²
9				210.3 m²
10				21.0 m²
11				210.3 m²
12				21.0 m²
13				250.5 m²
14				25.0 m²

PART 5, 8, 10, 12 AND 14 ARE SUBJECT TO EASEMENT AS IN SN630667

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORPs) : UTM ZONE 17, NAD83 (ORIGINAL) (1997.0).		
COORDINATE VALUES ARE TO URBAN ACCURACY PER SEC. 14 (2) OF ONTARIO REGULATION 216/10.		
ORP	NORTHING	EASTING
F	4766423.66	640766.64
G	4766255.79	640772.53
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

BEARING NOTE

BEARINGS ARE GRID, DERIVED FROM GPS OBSERVATIONS
ON OBSERVED REFERENCE POINTS F AND G USING THE
CAN-NET VRS NETWORK AND ARE REFERRED TO THE
CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE)
NAD 83 (CSRS) (1997).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY
MULTIPLYING THE COMBINED SCALE FACTOR OF 0.99982.

SURVEYOR'S CERTIFICATE

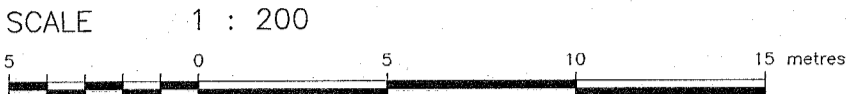
- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND
IN ACCORDANCE WITH THE SURVEYS ACT, THE
SURVEYORS ACT, THE LAND TITLES ACT, AND
THE REGULATIONS MADE UNDER THEM.
 - THE SURVEY WAS COMPLETED ON THE 12TH
DAY OF APRIL, 2021.

APRIL 12, 2021
DATE

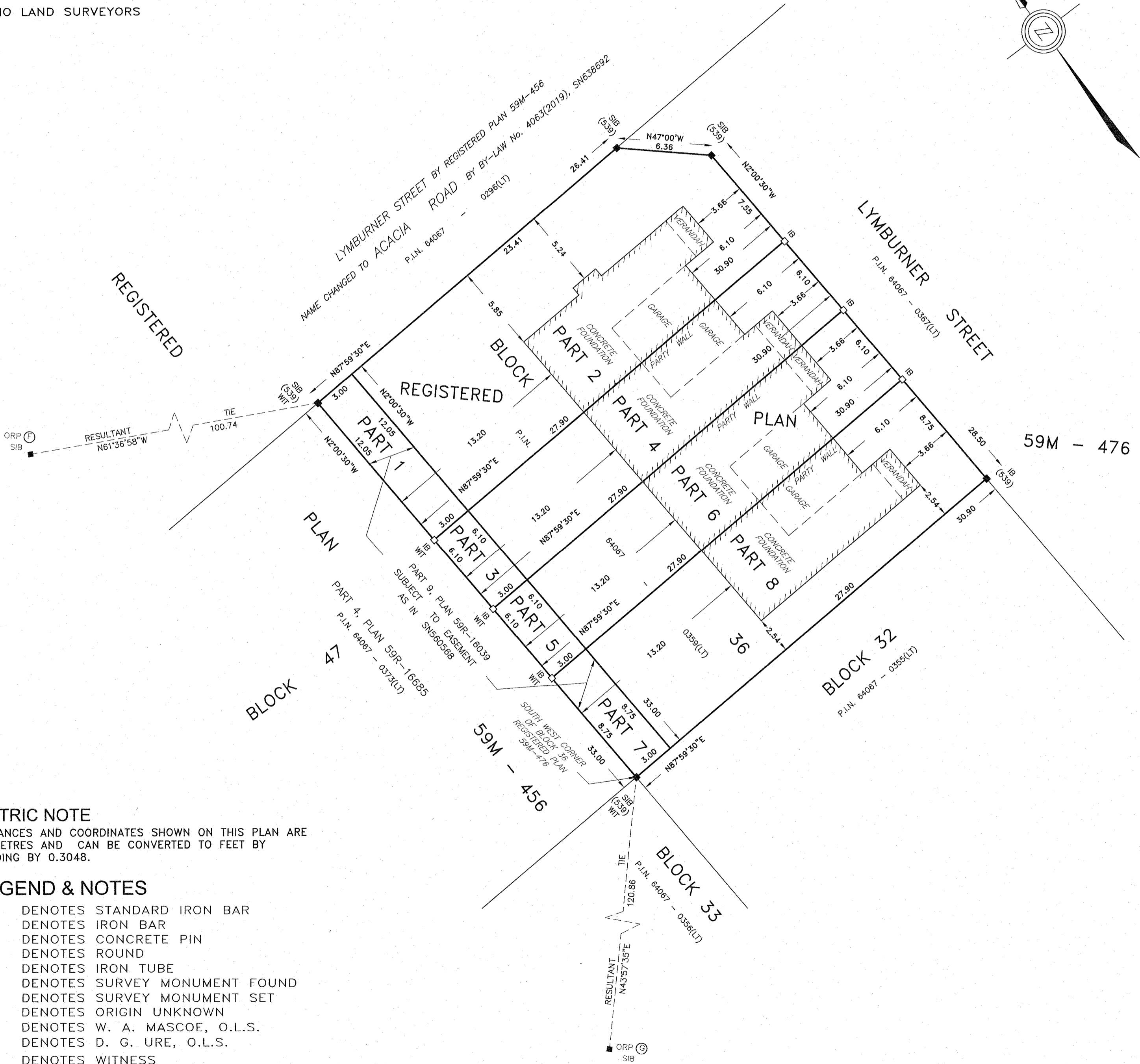
WILLIAM A. MASCOE
ONTARIO LAND SURVEYOR

KIRKUP MASCOE URE
SURVEYING LTD.
49 EASTCHESTER AVENUE, ST. CATHARINES, ONTARIO L2P-2Y6
TELEPHONE (905) 641-1007, FAX : (905) 641-4424
E-MAIL: bill@niagarasurveyors.com

PLAN OF SURVEY OF
OF BLOCK 36
REGISTERED PLAN 59M - 476
TOWN OF PELHAM
REGIONAL MUNICIPALITY OF NIAGARA



KIRKUP MASCOE URE SURVEYING LTD.
ONTARIO LAND SURVEYORS



METRIC NOTE
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

LEGEND & NOTES

- SIB DENOTES STANDARD IRON BAR
- IB DENOTES IRON BAR
- CP DENOTES CONCRETE PIN
- Ø DENOTES ROUND
- IT DENOTES IRON TUBE
- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- OU DENOTES ORIGIN UNKNOWN
- 1339 DENOTES W. A. MASCOE, O.L.S.
- 539 DENOTES D. G. URE, O.L.S.
- WIT DENOTES WITNESS

DEPOSITED UNDER THE LAND
TITLES ACT.

APRIL 12, 2021

DATE

William A. Mascoe

WILLIAM A. MASCOE
ONTARIO LAND SURVEYOR

PLAN 59R- 16938

RECEIVED AND DEPOSITED

April 15, 2021

DATE

R. Lane

REPRESENTATIVE FOR THE LAND
REGISTRAR FOR THE LAND
TITLES DIVISION OF NIAGARA
SOUTH (No. 59)

SCHEDULE

PART	BLOCK	PLAN	P.I.N.	AREA
1	ALL OF BLOCK 36	REGISTERED PLAN 59M-476	ALL OF 64067-0359 (LT)	36.2 m²
2				326.2 m²
3				18.3 m²
4				170.2 m²
5				18.3 m²
6				170.2 m²
7				26.3 m²
8				244.1 m²

PARTS 1, 3, 5 AND 7 ARE SUBJECT TO EASEMENT AS IN SN560568

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORPs) : UTM ZONE 17,
NAD83 (ORIGINAL) (1997.0).

COORDINATE VALUES ARE TO URBAN ACCURACY PER
SEC. 14 (2) OF ONTARIO REGULATION 216/10.

ORP	NORTHING	EASTING
ⓕ	4766423.66	640766.64
ⓐ	4766255.79	640772.53

COORDINATES CANNOT, IN THEMSELVES, BE USED TO
RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON
THIS PLAN.

BEARING NOTE

BEARINGS ARE GRID, DERIVED FROM GPS OBSERVATIONS
ON OBSERVED REFERENCE POINTS F AND G USING THE
CAN-NET VRS NETWORK AND ARE REFERRED TO THE
CENTRAL MERIDIAN OF UTM ZONE 17 (81° WEST LONGITUDE)
NAD 83 (CSRS) (1997).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY
MULTIPLYING THE COMBINED SCALE FACTOR OF 0.99982.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND
IN ACCORDANCE WITH THE SURVEYS ACT, THE
SURVEYORS ACT, THE LAND TITLES ACT, AND
THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 12TH
DAY OF APRIL, 2021.

APRIL 12, 2021

DATE

William A. Mascoe

WILLIAM A. MASCOE
ONTARIO LAND SURVEYOR

KIRKUP • MASCOE • URE

SURVEYING LTD.

49 EASTCHESTER AVENUE, ST. CATHARINES, ONTARIO L2P-2Y6
TELEPHONE (905) 641-1007, FAX : (905) 641-4424
E-MAIL bill@niagarasurveyors.com

DATE: APRIL 12, 2021

FILE: 20-0244_R-PLAN-BLOCK 36

SCALE 1 : 250

5 0 5 15 metres

DATE _____

WILLIAM A. MASCOLE
ONTARIO LAND SURVEYOR

RECEIVED AND DEPOSITED

R Lane

PART	BLOCK	PLAN	P.I.N.	AREA	
1	ALL OF BLOCK 32	REGISTERED PLAN 59M-476	ALL OF 64067-0355(LT)	271.9 m ²	
2				188.5 m ²	
3				188.5 m ²	
4				360.7 m ²	
5	ALL OF BLOCK 34		ALL OF 64067-0357(LT)	254.1 m ²	
6				201.3 m ²	
7				201.3 m ²	
8				254.1 m ²	

ORP	NORTHING	EASTING
⑦	4766423.66	640766.64
⑧	4766255.79	640772.53

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING THE COMBINED SCALE FACTOR OF 0.99982.

I CERTIFY THAT:

- APRIL 12, 2021

DATE _____

ONTARIO LAND SURVEYOR

49 EASTCHESTER AVENUE, ST. CATHARINES, ONTARIO L2P-2Y6
TELEPHONE (905) 641-1007, FAX : (905) 641-4424
E-MAIL bill@niagarasurveyors.com

FILE: 20-0244_R-PLAN-BLOCK 32 & 34

Page 329 of 332

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE
IN METRES AND CAN BE CONVERTED TO FEET BY
DIVIDING BY 0.3048.

SIB	DENOTES	STANDARD IRON BAR
IB	DENOTES	IRON BAR
CP	DENOTES	CONCRETE PIN
Ø	DENOTES	ROUND
IT	DENOTES	IRON TUBE
■	DENOTES	SURVEY MONUMENT FOUND
-O-	DENOTES	SURVEY MONUMENT SET
OU	DENOTES	ORIGIN UNKNOWN
339	DENOTES	W. A. MASCOE, O.L.S.
539	DENOTES	D. G. URE, O.L.S.
WIT	DENOTES	WITNESS

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW 4358(2021)

Being a by-law to amend By-law No. 4299(2020), as amended, to establish 2021 Fees and Charges to be collected by the Corporation of the Town of Pelham;

And to amend Schedule "1", Recreation & Culture Services to provide for Meridian Community Centre Arena Advertising Fees.

WHEREAS the *Municipal Act, 2001, S.O 2001, c.25*, provides that a municipality may pass by-laws imposing fees or charges on any class of persons; and,

AND WHEREAS By-law No. 4299(2020), as amended by By-law No. 4339(2021), establishes the 2021 Fees and Charges to be collected by the Corporation of the Town of Pelham;

WHEREAS the Corporation of the Town of Pelham deems it expedient to provide for Fees and Charges as they relate to Meridian Community Centre Arena Advertising for the Corporation of the Town of Pelham;

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

- (1) THAT Schedule '1' to By-law #4299(2020), as amended by By-law No. 4339(2021), be further amended as follows, detailed in the attached schedule, as it relates to Meridian Community Centre Arena Advertising Rates:

Ice Resurfacer \$2,000.00 per side/year

Accipiter Arena Advertising
Add – On Ice - \$750.00 per ice season/year
Add – Boards - \$1000.00 per year

Duliban Arena Advertising
Add – On Ice - \$750.00 per ice season/year
Add – Boards - \$800.00 per year

ENACTED, SIGNED AND SEALED THIS
21st DAY OF June, 2021 A.D.

MAYOR MARVIN JUNKIN

TOWN CLERK, HOLLY WILLFORD



Recreation & Cultural Services

Arena Rentals (continued)	2021
Special Skating	
Shinny Hockey Drop-In	\$5.31
Women's Hockey – Learn To Play Drop-In	\$5.31
Women's Hockey – Learn To Play Program + Shinny Combo (12 weeks)	\$88.50
Adult Learn To Skate (10 classes)	\$61.95
Ticket Ice	\$5.31
Summer Floor Rates – hourly	
Hourly - Adult	\$54.00
Hourly – Youth	\$35.00
Daily Event	\$527.00
Daily - Youth	\$343.00
Event Electrical System Includes ESA inspection	\$1000.00
MCC Arena Advertising	
Accipiter Arena	
On Ice (Per Ice Season/Year)	\$750.00
Boards (Per Year)	\$1,000.00
Duliban Insurance Arena	
On Ice (Per Ice Season/Year)	\$750.00
Boards (Per Year)	\$800.00
Ice Resurfacer (Per Side/Year)	\$2,000.00

THE CORPORATION OF THE
T O W N O F P E L H A M
BY-LAW #4359(2021)

Being a by-law to adopt, ratify and confirm the actions of the Council at its regular meeting held on the 21st day of June 2021;

AND to repeal Policy S201-02 Accessibility Policy to be replaced with S100-13 Accommodation Policy.

WHEREAS Section 5 (3) of the Municipal Act, S.O. 2001, Chapter M.25, as amended, provides that, except if otherwise authorized, the powers of Council shall be exercised by by-law;

AND WHEREAS it is deemed desirable and expedient that the actions of the Council as herein set forth be adopted, ratified and confirmed by by-law;

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

- (1) (a) The actions of the Council at its meeting held on the 21st day of June, 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) That Policy S201-02 Accessibility Policy be repealed and replaced with Policy S100-13 Accessibly Policy, as recommended on June 7, 2021 at Regular Council.
- (3) 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.
- (4) Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of the Corporation of the Town of Pelham to all documents necessary to give effect to the above-mentioned actions.
- (4) THAT this by-law shall come into force on the day upon which it is passed.

READ, ENACTED, SIGNED AND SEALED
THIS 21st DAY OF JUNE 2021 A.D.

MAYOR MARVIN JUNKIN

TOWN CLERK HOLLY WILLFORD