

REGULAR COUNCIL AGENDA

C-11/2022 - Regular Council

Tuesday, June 7, 2022

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

1.1. Land Recognition Statement

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

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 and CAO

B. Lymburner, Community Emergency Management Co-Ordinator
D. Cribbs, Chief Administrative Officer
 - 4.2. Delegations
 - 4.2.1. Niagara Region - New Regional Official Plan 8 - 34

David Heyworth, Official Plan Policy Consultant -
Niagara Region
 - 4.3. Report of Regional Councillor
5. Adoption of Minutes
 - 5.1. RC-10/2022 - Regular Council - May 16, 2022 35 - 48
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 49 - 49

1. PCOW-04/2022 - May 9, 2022 - Special Committee of the Whole, Public Meeting under the Planning Act
 - 8.2. Minutes Approval - Committee 50 - 53

1. PCOW-04/2022 - May 9, 2022 - Special Committee of the Whole, Public Meeting under the Planning Act
 - 8.3. Staff Reports of a Routine Nature for Information or Action

8.3.1.	December 2021 Financial Reports, 2022-0129- Corporate Services	54 - 75
8.3.2.	2021 Reserve and Reserve Fund Report, 2022-0130- Corporate Services	76 - 95
8.3.3.	2021 Year-end Building Department Report, 2022- 0127-Corporate Services	96 - 98
8.3.4.	Grants update from 2019 to 2022, 2022-0131- Corporate Services	99 - 107
8.4.	Action Correspondence of a Routine Nature	
8.4.1.	Pelham Audit and Finance Committee - Recommendation Letter	108 - 144
8.5.	Information Correspondence Items	
8.5.1.	Parking in Ridgeville	
8.5.1.1.	Heather Hamilton Correspondence re: Parking in Ridgeville at Canboro & Effingham	145 - 145
8.5.1.2.	Lise Daniel Correspondence re: Ridgeville Parking	146 - 146
8.5.1.3.	Bobbi Lococo Correspondence re: Ridgeville Parking	147 - 148
8.5.2.	Niagara Region re: Voluntary Russian Sanction Request May 19, 2022	149 - 150
8.5.3.	Niagara Peninsula Conservation Authority re: European Water Chestnut	151 - 172
8.6.	Regional Municipality of Niagara - Action Items	
8.7.	Committee Minutes for Information	
8.7.1.	Cannabis Control Committee Minutes April 6, 2022	173 - 175

February 16, 2022

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. Volunteer Firefighter Insurance, 2022-0126-Chief Administrator Officer **183 - 190**

10.2.2. Triple Majority Vote re Potential New Regional Health Bylaw, 2022-0134-Chief Administrator Officer **191 - 219**

11. Unfinished Business

12. New Business

13. Presentation and Consideration of By-Laws **220 - 273**

1. By-law 4466(2022) - Being a by-law to provide for updated schedule of assessments, updated schedule of assessment for future maintenance and schedule of actual costs for Big Creek Drain System. (first and second reading)

2. By-law 4459(2022) - Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located at 952 Foss Road (east side of Victoria Avenue, between Foss Road to the north and Sumbler Road to the south), legally described as Part of Lot 18, Concession 11, former Township of Pelham, now Town of Pelham with the site-specific Agricultural-51 (A-51) zone. Spinosa. File No. AM-01-2022

3. By-law 4460(2022) - Being a By-law to declare the Town-owned lands described in Schedule "A", attached to and forming part of this By-Law, surplus to the needs of the Municipality and therefore available for disposition (Lands Between Webber Road and Chantler Road being Part of Lot 14, Concession 13 in the Town of Pelham, designated as Parts 8-15, 17-20 on Plan 59R-9440)

4. By-law 4461(2022) - Being a By-law to authorize the sale of Town-owned lands to Michael and Julie Korolyk or successors in title, the lands being described on Schedule "A" appended hereto and to authorize the mayor and Clerk to execute all necessary documents to complete the transaction

5. By-law 4462(2022) - Being a By-law to designate private roadways as fire routes along which no parking of vehicles or motor vehicles shall be permitted.

6. By-law 4463(2022) - Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands on the north side of Port Robinson Road, east of Station Street, legally described as Part of Lot 167, Geographic Township of Thorold, Part of Lots 17, 18 & 19 Plan 717, Town of Pelham, from the Residential Multiple 1 – 263 (RM1-263) and Residential Development (RD) zones to a site specific Residential 2 (R2-322) zone. Hummel Properties Inc. File No. AM-07-21

7. By-law 4464(2022) - Being a by-law to adopt an Amendment to the Official Plan for the Town of Pelham Planning Area. Amendment No. 14. Summersides Village. File no. OP-AM-02-21

8. By-law 4465(2022) - Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located at 690 Quaker Road, in the Town of Pelham from the Neighbourhood Commercial (NC) zone to the Residential Multiple 1 (RM1-321) zone with a holding provision zone. Upper Canada Consultants. File No. AM-11-2021

9. By-law 4467(2022) - Being a by-law to appoint a Court of Revision on the Big Creek Municipal Drain System.

14. Motions and Notices of Motion

14.1. Notice of Motion - Mayor Junkin

Honouring Jane Haist

14.2. Motion - Councillor Olson re: Ridgeville Parking

Mover: Councillor Olson

Seconder: Mayor Junkin

WHEREAS staff have been previously directed by Council for the Town of Pelham to prepare a by-law regulating parking at the Meridian Community Centre and other properties owned by the Town of Pelham;

AND WHEREAS the draft municipal parking study presented to Council by RV Andersons at the April 4, 2022 Regular Council Meeting indicates that the Ridgeville parking options are consistently being exceeded;

AND WHEREAS Council for the Town of Pelham believe expanded parking options would immediately improve the competitive position of important local enterprises;

AND WHEREAS the Town of Pelham owns a parcel of land on the southeast corner of the intersection of Effingham and Canboro currently being used for storage and structures associated with water filling;

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Pelham directed staff to provide a report to Council which details options for expanding the use of these lands to provide parking options for the Shops of Ridgeville;

AND THAT staff are further directed to assess the cost of incorporating Low Impact Development ("LID") characteristics into the design and cost of any potential parking lot, including but not limited to permeable pavement, specialized storm water features and potential use of botanical features to reduce runoff;

AND THAT staff are further directed to draft any closed session companion report they deem necessary or appropriate to address legal ramifications and/or cost valuations of the lands in question;

AND THAT the said report or reports are to be delivered to Council by July 25, 2022.

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

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

(c) - proposed or pending disposition of land by the municipality - (1 item - File L07-2021-05-S - Property Located in Ward 1)

18. Rise From In Camera

19. Confirming By-Law

274 - 274

20. Adjournment

Official Plan Update

Town of Pelham

June 7, 2022

new niagara official plan



OUR NATURAL ENVIRONMENT SYSTEM

Improved mapping of the Region's natural heritage features and water resources



OUR RESPONSE TO CLIMATE CHANGE

Prioritize climate change throughout the plan to achieve sustainable and resilient communities.



OUR HOUSING MIX

Support a diverse range of dwelling types to addresses affordability and market demand.



OUR ECONOMIC COMPETITIVENESS

Identified areas that are protected for long-term investment in employment uses.



OUR PLANNING FRAMEWORK

Clearer policies for local implementation and coordination with Regional planning.

niagara 2051 review



vision and pillar statements

Exceptional

development and communities



Diverse

housing types, jobs and population



Thriving

agriculture and tourism

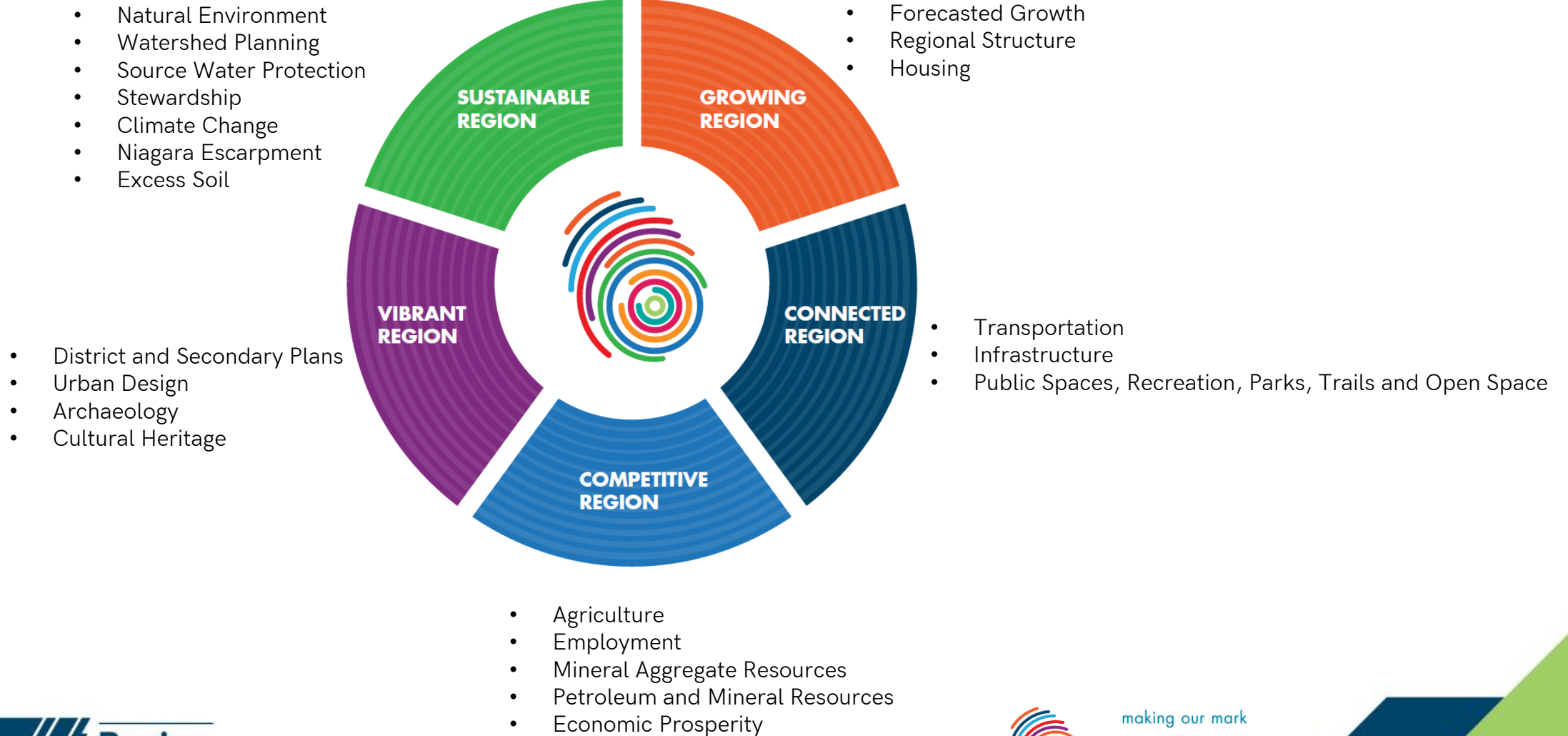


Resilient

urban and natural areas



official plan chapters



climate change

Policies across the Niagara Official Plan support the transition to **net-zero, climate-resilient communities**.

Support built form and land use patterns that use land efficiently and reduce transportation emissions



Enhance carbon sinks that store and sequester carbon



Mitigate hazards and coordinate with emergency management



Support conservation and energy reduction



Enhance the adaptive capacity of infrastructure



official plan purpose



what we protect



natural environment system

s. 3.1

Regional Council selected the strongest option for environmental protection for incorporation into the draft consolidated Official Plan.

The Region's integrated Natural Environment System will include:

1

Key hydrologic features (wetlands, watercourses, etc.)

4

Provincial natural heritage systems

2

Key hydrologic areas and other water resource features to be informed by watershed planning

5

Linkages and buffers

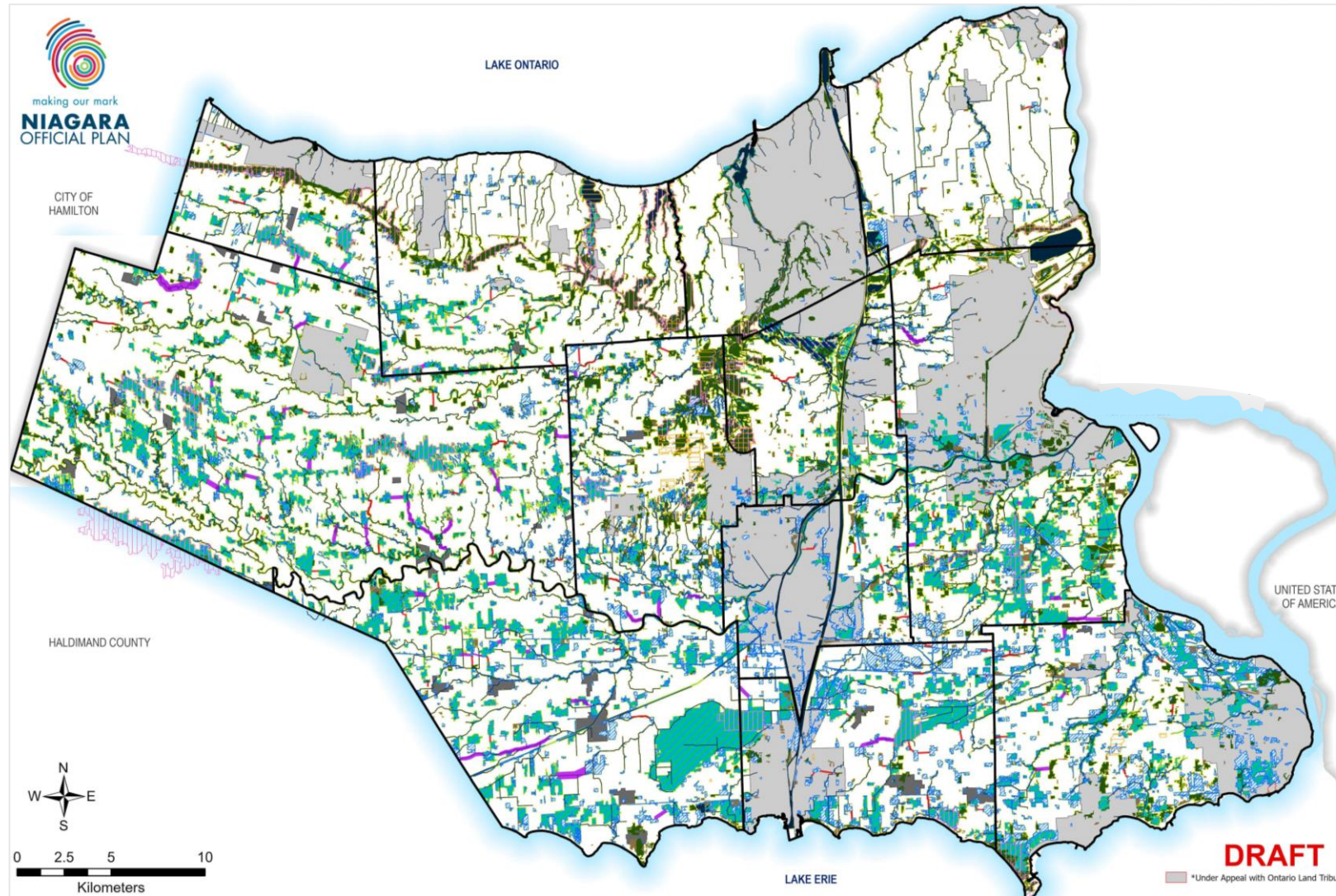
3

Key natural heritage features (woodlands, valleylands, etc.)

6

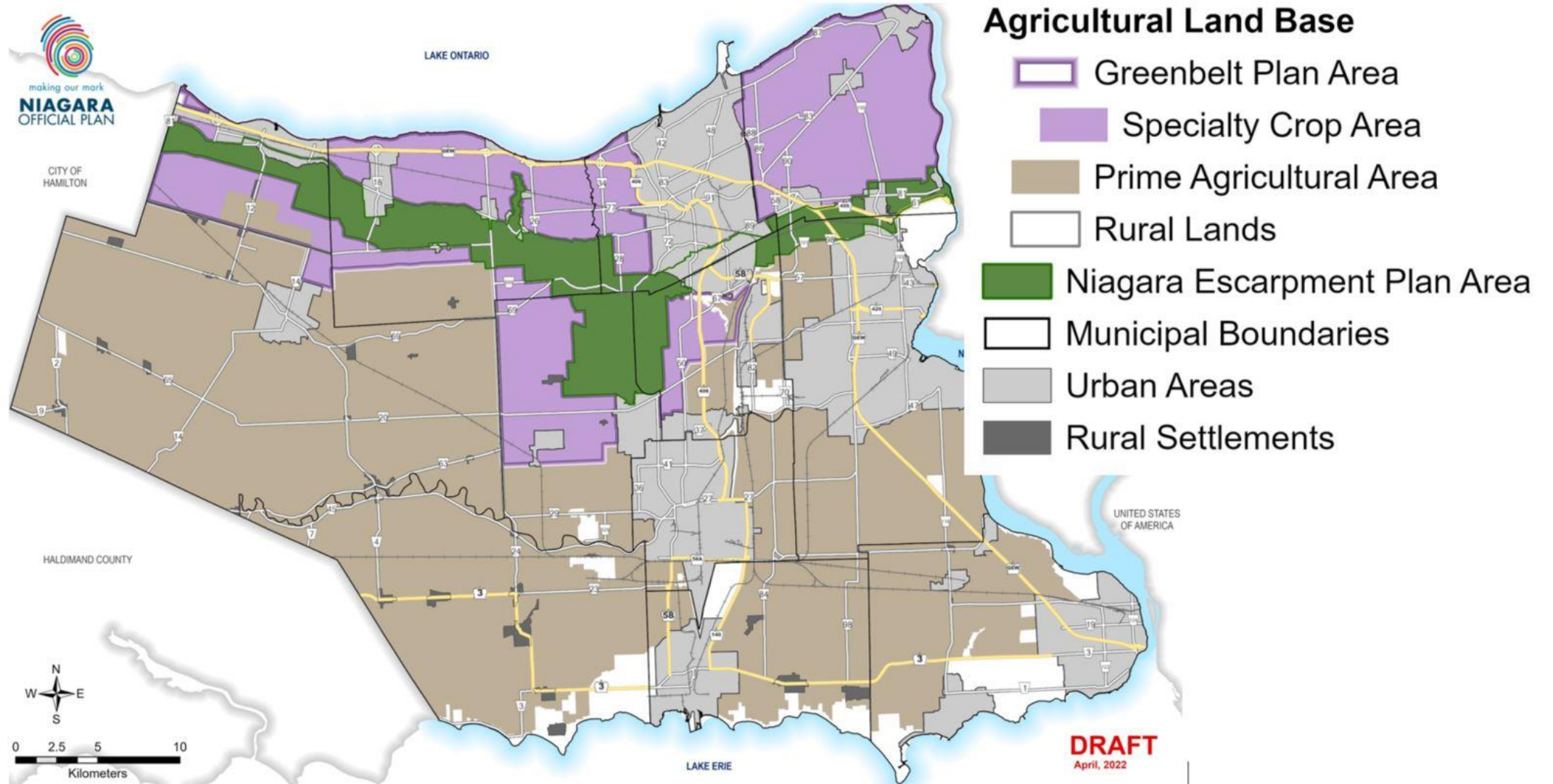
Supporting features and areas, enhancement areas





LEGEND

- Settlement Area
- Medium and Large Linkages
- Small Linkages
- Life Science ANSI
- Earth Science ANSI
- Significant Woodlands
- Other Woodlands
- Other Wetlands and Non Provincially Significant Wetlands
- Provincially Significant Wetlands
- Waterbodies
- Inland Lakes
- Mapped Vegetation Protection Zones/Buffers



how we grow

The Niagara Official Plan will strategically direct forecasted growth to make efficient use of existing infrastructure and built-up areas, while addressing overall housing need.

202k

increase in
population
between 2021
and 2051

85k

increase in
employment
between 2021
and 2051

60%

of housing
directed to
existing built-up
areas

1%

regional land base
added to settlement
areas

growth forecast and intensification targets

Population and Employment Forecasts by
Local Municipality

Municipality	Population	Employment
Fort Erie	48,050	18,430
Grimsby	37,000	14,960
Lincoln	45,660	15,220
Niagara Falls	141,650	58,110
Niagara-on-the-Lake	28,900	17,610
Pelham	28,830	7,140
Port Colborne	23,230	7,550
St. Catharines	171,890	79,350
Thorold	39,690	12,510
Wainfleet	7,730	1,830
Welland	83,000	28,790
West Lincoln	38,370	10,480
Niagara Region	694,000	272,000

Niagara Region Intensification Targets by Local
Municipality

Municipality	Units	Rate
Fort Erie	3,680	50%
Grimsby	4,500	98%
Lincoln	8,895	90%
Niagara Falls	10,100	50%
Niagara-on-the-Lake	1,150	25%
Pelham	1,030	25%
Port Colborne	690	30%
St. Catharines	18,780	95%
Thorold	1,610	25%
Wainfleet	0	0%
Welland	10,440	75%
West Lincoln	1,130	13%
Niagara Region	62,005	60%

how we grow

SETTLEMENT AREAS

intensification target of 60%
in built-up areas



EMPLOYMENT AREAS

identified for long-term
protection



STRATEGIC GROWTH AREAS

accommodate approximately
30% of Region's growth



HOUSING

housing mix + targets and
tools for affordable housing



adjusting boundaries

The Region is responsible for determining whether settlement area boundary expansions are needed to accommodate growth.

LAND NEED

- Dependent on regional land need forecasts.

CRITERIA

- Subject to a comprehensive evaluation.

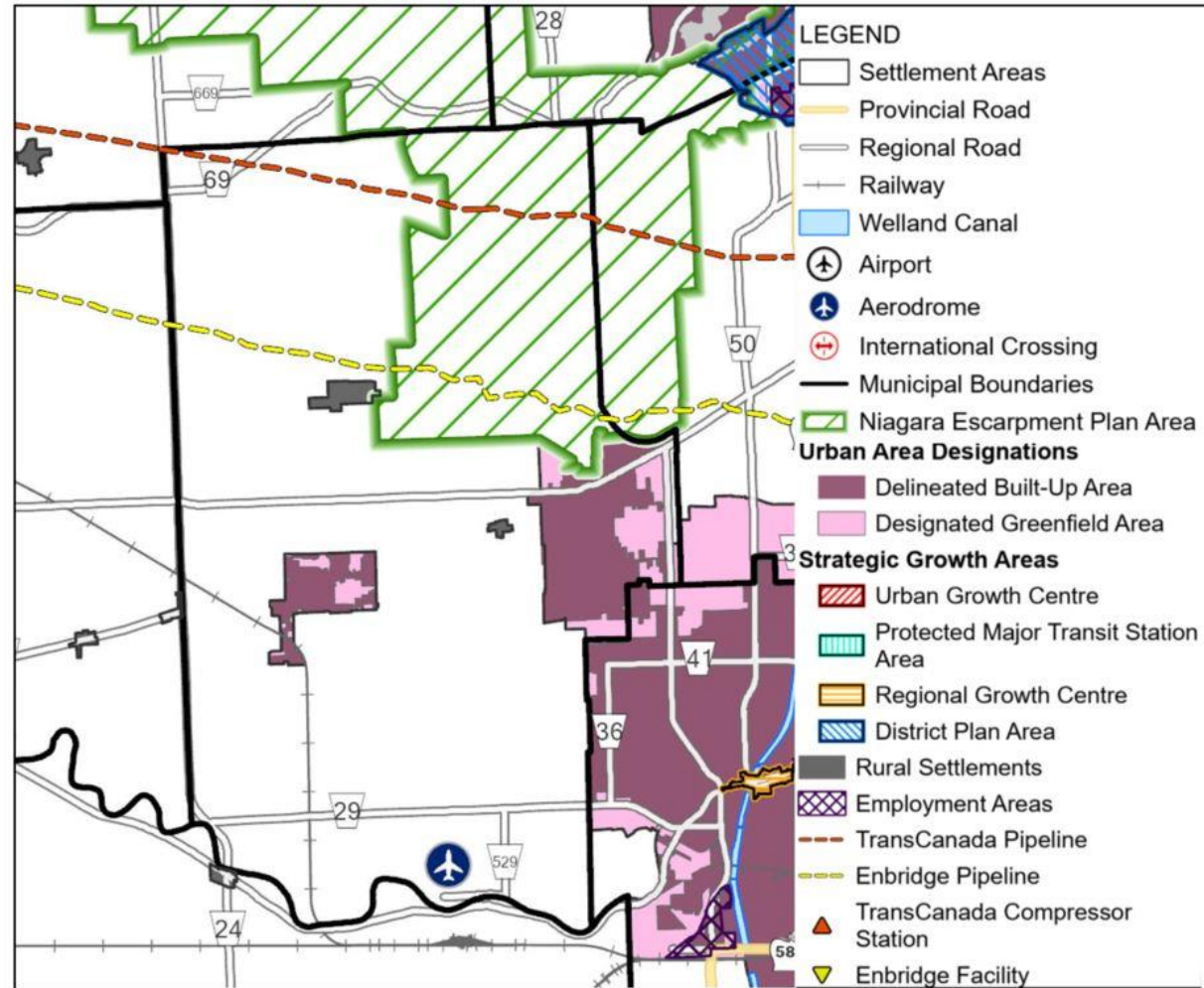
TIMING

- Permitted only during the new Official Plan.

Technical adjustments and rationalizations are also included for Provincial conformity, to correct mapping errors, and to recognize existing conditions.



regional structure



land need assessment

Regional Land Need (March 2022)

Community Area	+785 hectares
Employment Area	+260 hectares
Rural Area	+115 hectares

Outside of urban area land need, the new Official Plan includes:

1,400 + | ha of Greenbelt Protected Countryside

3,300 + | ha of Growth Plan Prime Agricultural Area

38,000 + | ha of Provincial Natural Heritage system

urban area evaluation criteria



Land Use

- ☐ Complete communities
- ☐ Land needs
- ☐ Surrounding neighbourhoods



Aggregates

- ☐ Aggregate operations



Sanitary Services

- ☐ Existing treatment plant(s)
- ☐ Sanitary servicing
- ☐ Environmental impact



Agriculture

- ☐ Soil classification
- ☐ Livestock operation(s)
- ☐ Agri-food network



Transportation

- ☐ Major road access
- ☐ Existing/local road networks
- ☐ Public transit
- ☐ Active transportation



Water Services

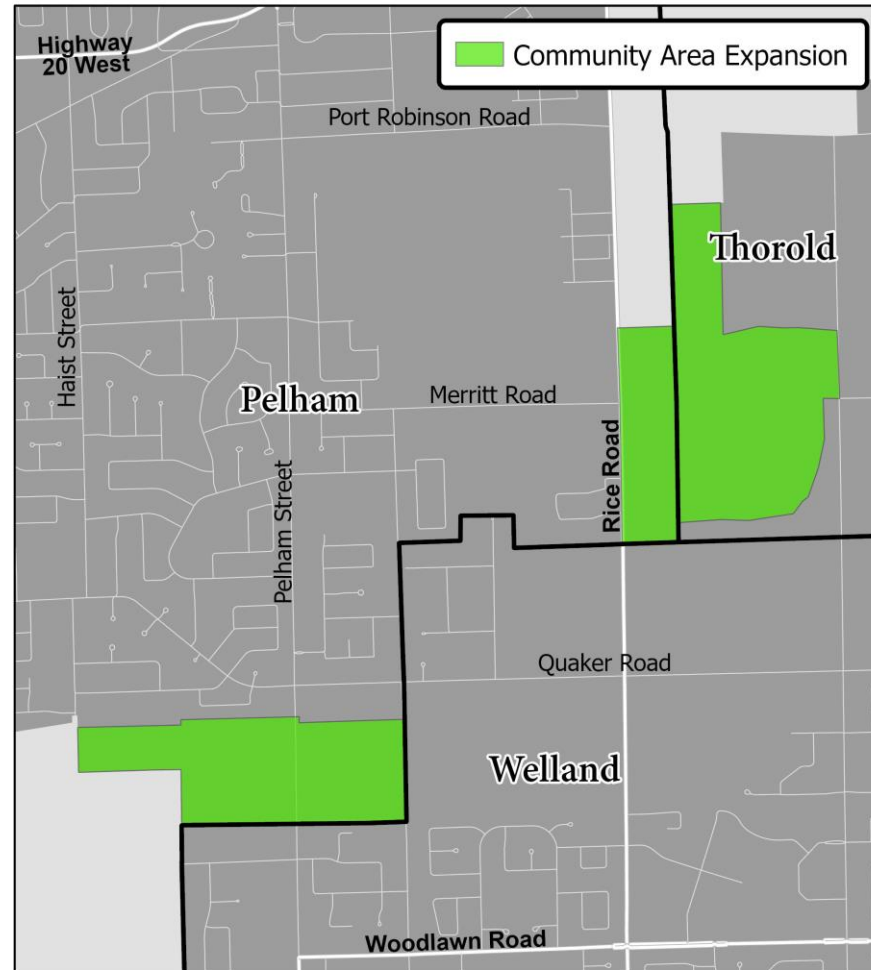
- ☐ Municipal water servicing
- ☐ Future connections
- ☐ Environmental impact



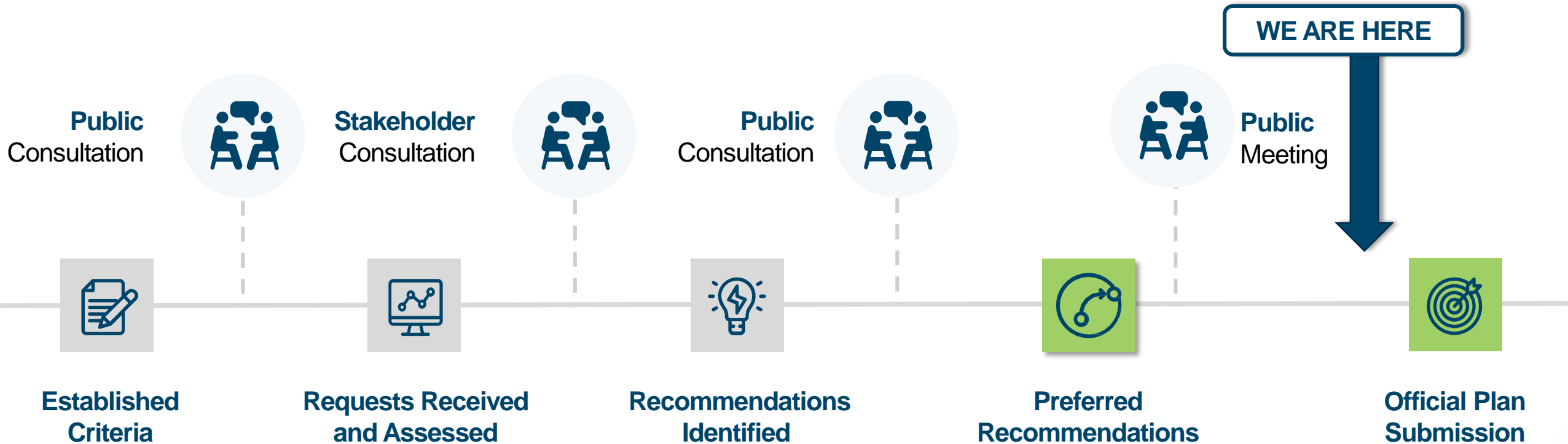
Environment


- ☐ Natural heritage features
- ☐ Fragmentation
- ☐ Watershed impacts
- ☐ Water quality
- ☐ Species at risk
- ☐ Topographic impacts

urban expansion



settlement area boundary review process





the systems that provide for them



District and Secondary Plans

Neighbourhood level plans that envision the types of land uses to be developed within a specified area and the improvements needed to realize that vision.



Urban Design

Policies and/or guidelines that outline the scale, form, and design standards used for a community's built form, streetscape, and public realm.



Infrastructure & Transportation Policies

Policies that identify how infrastructure will support where and how we grow and provide a sustainable transportation system that accommodates forecasted growth.



Sub-Watershed Planning

Comprehensive approach to protecting the Natural Environment System while planning for development.

outcomes



Affordable housing opportunities.



Climate change adaptation and mitigation.



Efficient use of infrastructure.



Investments in public amenities.



Protection of natural and rural systems.



Support for economic development.

implementation

- The NOP is not a static document. After adoption it can be updated to address changing trends, policy performance and impact of innovation or outcomes from future work.
- The NOP will monitored to address policy performance.
- The Region is developing guidelines to assist local municipalities with bringing their Official plans in to conformity.

official plan timeline

**NOVEMBER and
DECEMBER 2021**

- Employment Conversions
- SABR
- Natural Environment

**JANUARY and
FEBRUARY 2022**

- Consolidated Official Plan Release
- Public Information Centres
- SABR Comment Deadline

**MARCH and
APRIL 2022**

- Statutory Public Open House and Public Meeting (April)

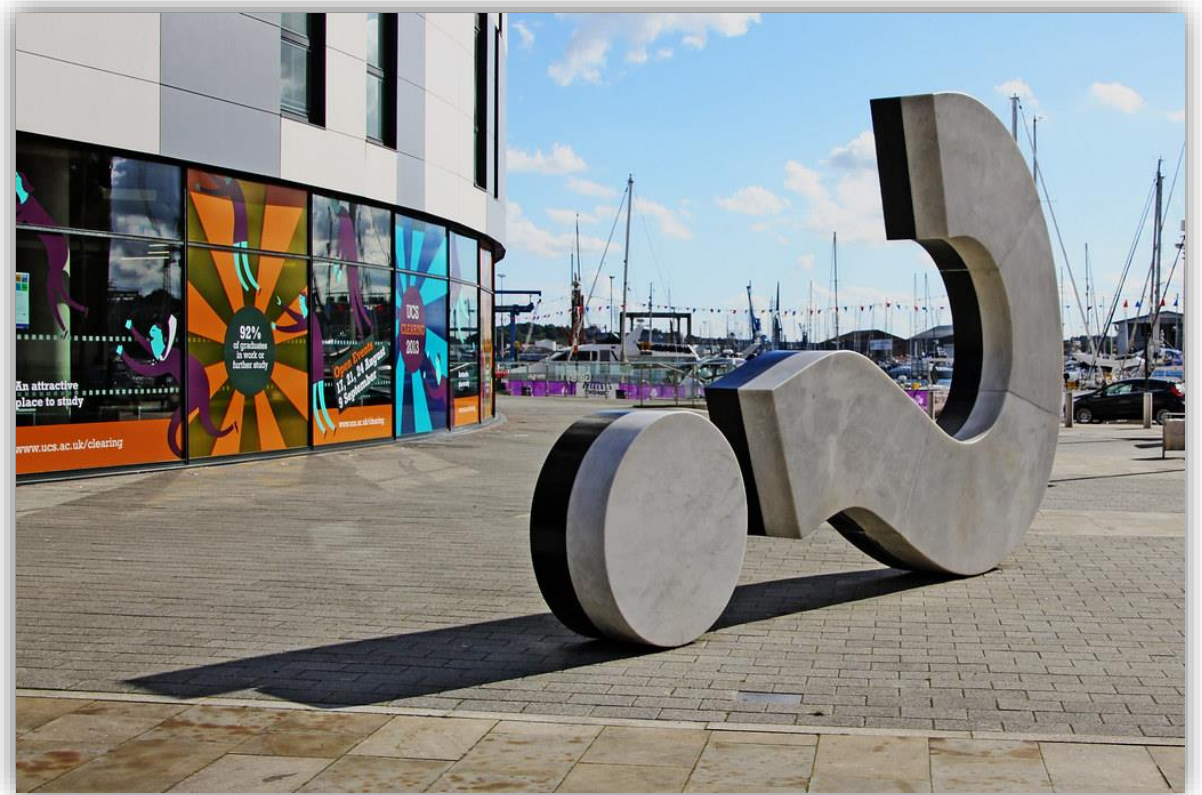
**MAY and
JUNE 2022**

- Assess Comments Received
- Recommendation Report to Council (June)

**JULY
2022**

- Deadline for Provincial Approval

Questions?



Name: <u>Dave Heyworth</u>	
Address: <u>Region of Niagara 1815 Sir Isaac Brock Way</u>	
Postal Code: <u>L2V 4T7</u>	Telephone #: _____
Email Address: <u>david.heyworth@niagararegion.ca</u>	
The Council Chambers is equipped with a laptop and projector. Please Check your audio/visual needs: <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Speaker <input type="checkbox"/> Internet Connection	
PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION: Regular Council: 1 st and 3 rd Monday of the month; 5:30 p.m. (except summer schedule) DATE: <u>June 7, 2022</u>	
Please identify the desired action of Council that you are seeking on this issue: <u>For information - Niagara Official Plan</u> <u>Update on proposed Plan.</u>	
I have never spoken on this issue before. Key points of my deputation are as follows: (Presentation must accompany the request) <u>Update on proposed Niagara</u> <u>Official Plan.</u>	
<p>In accordance with the Procedure By-law, Requests to Appear before Council with respect to a matter already on Council's Agenda shall submit a written request to the Clerk no later than 12:00 noon, eight business days prior to the meeting of Council. Delegation requests to address Council on matters not already on the Agenda of Council must be submitted at least fourteen (14) days before the date and time of the Meeting of Council. Delegations shall only be heard at regular Meetings of Council, unless specifically invited by Council to a Meeting of a Committee of Council.</p> <p>All requests must include a copy of the presentation materials as detailed in the deputation protocol. Failure to provide the required information on time will result in a deferral or denial. Delegations are limited to ten (10) minutes.</p> <p>I have read and understand the deputation protocol included with this form; and, that the information contained on this form, including any attachments, will become public documents and listed on Town Meeting Agendas and on the Town's website. I also understand that as a participant of this meeting, I will be recorded and further understand that this recording will be posted to the Town of Pelham's YouTube Channel.</p> <p>I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to hwillford@pelham.ca in accordance with the deadlines outlined above.</p>	
Signature: <u>Dave Heyworth</u>	Date: <u>May 9, 2022</u>

DEPUTATION PROTOCOLS:

The Town of Pelham is an Open, Welcoming and Inviting Community, committed to supporting the strategic theme of ensuring that we are an engaged Community. To assist in achieving this goal, a Deputation Protocol has been developed to allow residents to make their views known to Council, based on the requirements of the Town of Pelham Procedural By-law. The views of interested citizens are valued and input is welcome, along with comments and constructive suggestions. Council must consider a large number of issues and concerns at any given time, thus the following protocol is observed:

Before:

- ✓ Please provide Clerk with a final and complete copy of your presentation to be included on the agenda for the meeting. MS PowerPoint is preferred. Failure to provide the final presentation will result in the deferral of your delegation.
- ✓ Presentations will be livestreamed. Therefore any PowerPoint presentation should move forward with your speaking points for the ease of the online public audience.
- ✓ Please arrive at the meeting by 5:15 p.m.

During:

- ✓ When called upon, please proceed immediately to the podium.
- ✓ Please keep your presentation brief and to the point. The maximum allowable time is 10 minutes.
- ✓ Please, only discuss the matters indicated on your submission and present in a respectful, temperate manner.
- ✓ If appearing as a group, please designate a spokesperson.
- ✓ Rules of decorum apply during your delegation in accordance with the Procedural By-law.

After:

- ✓ Upon completion of your presentation, please remain in position to allow for questions from Council members.

In Addition:

- ✓ Thank you for participating in this public meeting process.
- ✓ Your submission will form part of the public record on this matter.
- ✓ Deputation will not be permitted on items that are or have been subject of a Public Meeting under the Planning Act. Persons should present such concerns and opinions at the scheduled public meeting.

This form may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is collected under the legal authority of the Municipal Act, S.O. 2001 c.25, as amended and may be publicly released. Questions should be directed to the Clerk, 905.892.2607, ext. 315.

REGULAR COUNCIL MINUTES

Meeting #: C-10/2022 - Regular Council
Date: Monday, May 16, 2022
Time: 5:30 PM
Location: Town of Pelham Municipal Office - Council
Chambers
20 Pelham Town Square, Fonthill

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

Staff Present: David Cribbs
Bob Lymburner
Jason Marr
Teresa Quinlin-Murphy
Vickie vanRavenswaay
Barbara Wiens
Holly Willford
Sarah Leach
Mike Zimmer
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 5:30 pm.

1.1 Land Recognition Statement

Councillor Olson read the land acknowledgement into the record.

2. Approval of Agenda

Moved By Councillor Wayne Olson

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the agenda for the May 16, 2022 Regular meeting of Council be adopted, as circulated.

Amendment: Moved By Councillor Wayne Olson

Seconded By Councillor Bob Hildebrandt

THAT the agenda be amended to:

- **Add the addendum, being item number 4.2.3.1 - Big Creek Drain System Presentation Materials from Consultant; and**
- **Move items 10.2.1 - Special Event Permit Application, 10.2.2 - Big Creek Municipal Drain System Assessment Schedules Update Engineer's Report and 10.2.3 - Recommendation for Draft Plan of Subdivision, Official Plan and Zoning By-law Amendments Summersides Village, to be heard after item 4.2 - Delegations**

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

Carried (7 to 0)

Motion as Amended: Moved By Councillor Bob Hildebrandt
Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT the agenda for the May 16, 2022 Regular meeting of Council be adopted, as amended.

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

Carried (7 to 0)

3. Disclosure of Pecuniary Interests and General Nature Thereof

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

4. Hearing of Presentation, Delegations, Regional Report

4.1 Presentations

4.1.1 COVID-19 Pandemic Update – CEMC and CAO

Fire Chief Lymburner and Mr. David Cribbs, CAO provided Council an update with respect to the COVID-19 pandemic.

Moved By Councillor Lisa Haun

Seconded By Councillor Marianne Stewart

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

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

Carried (7 to 0)

4.2 Delegations

4.2.1 Hummel Properties Inc. - Summersides Village

Ms. Sarah Premi and Ms. Jennifer Vida provided Council a verbal presentation with respect to new information regarding the Summersides Village development. Ms. Premi and Ms. Vida answered various questions of Council.

Moved By Councillor Ron Kore

Seconded By Councillor John Wink

BE IT RESOLVED THAT Council receive the presentation from Sarah Premi of Sullivan Mahoney LLP and Jennifer Vida of Hummel Properties with respect to Summersides Village, for information.

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

Carried (7 to 0)

4.2.2 The Fenwick Market - Special Event Application and Itinerant Sellers By-law Exemption Request

Ms. Katie Dyson and Ms. Olivia Settle provided Council a presentation with respect to the Fenwick Market they are organizing.

Moved By Councillor John Wink

Seconded By Councillor Marianne Stewart

BE IT RESOLVED THAT Council receive the presentation from Katie Dyson and Olivia Settle, Event Organizers for The Fenwick Market with respect to event approval and Itinerant Sellers By-law exemption, for information.

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

Carried (7 to 0)

4.2.3 Big Creek Drain System - Consultant Presentation

Mr. Neal Morris from K. Smart Associates provided Council a presentation with respect to the Big Creek Drain System Assessment Schedules and updated engineers Report.

Moved By Councillor Lisa Haun

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive the presentation from Mr. Neal Morris the Town's Big Creek Drain System Consultant, for information.

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

Carried (7 to 0)

4.2.3.1 Big Creek Drain System Presentation Material from Consultant

4.3 Report of Regional Councillor

5. Recommendation for Draft Plan of Subdivision, Official Plan and Zoning By-law Amendments - Summersides Village, 2022-0119-Planning

Moved By Councillor Ron Kore

Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council receives Report # 2022-119 – Recommendation for Draft Plan of Subdivision, Official Plan and Zoning By-Law Amendments – Summersides Village for information as it pertains to File Nos. 26T19-02-2021, OP-AM-02-2021 & AM-07-2021;

AND THAT Council directs Planning staff to prepare the by-law for approval of the Official Plan amendment for Council's consideration;

AND THAT Council directs Planning staff to prepare the by-law for approval of the Zoning By-law amendment for Council's consideration;

AND THAT Council approves the Draft Plan of Subdivision, attached as Appendix A, subject to the conditions in Appendix B.

For (4): Mayor Marvin Junkin, Councillor Wayne Olson, Councillor Marianne Stewart, and Councillor John Wink

Against (3): Councillor Lisa Haun, Councillor Bob Hildebrandt, and Councillor Ron Kore

Carried (4 to 3)

6. Special Event Permit Application - The Fenwick Market, 2022-0123-Clerks

Moved By Councillor John Wink

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2022-0123 – Special Event Permit Application – The Fenwick Market, for information;

AND THAT Council authorize and direct the Town Clerk to issue a Special Event Permit for the Fenwick Market event running from June 25th to June 26th, 2022, subject to the approval of the Town Clerk, Director of Public Works, Director of Community Planning and Development, Fire Chief, and any other applicable agency, upon receipt of satisfactory drawings, plans, permits, or other such documents as requested;

AND THAT the Special Event Permit include any such conditions of approval as requested by the said approval departments and or agencies;

AND THAT Council waive all licensing and fee requirements pursuant to By-Law No. 3186(2011) for craft vendors only in lieu of a \$150.00 Fire Inspection Fee, payable to the Town of Pelham prior to the issuance of the permit.

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

Carried (7 to 0)

7. Big Creek Municipal Drain System Assessment Schedules Update Engineer's Report, 2022-0116-Planning

Moved By Councillor Lisa Haun

Seconded By Councillor Marianne Stewart

BE IT RESOLVED THAT Council receive Report #2022-0116 – Big Creek Municipal Drain System Assessment Schedule Update Engineer's Report, for information;

AND THAT Council direct staff to prepare the necessary by-law for provisional approval of the Engineer's Report and to present it at the next Council meeting for two readings;

AND THAT Council appoint 3 members from Council to sit on the Court of Revision being _____, _____ and _____;

AND THAT Council direct Town staff to contact staff at the City of Welland and Township of West Lincoln to appoint one member each to the Court of Revision;

AND THAT Council direct Town staff to schedule the Court of Revision in accordance with the *Drainage Act* requirements.

Amendment: Moved By Councillor Ron Kore

Seconded By Councillor John Wink

THAT the motion be amended to include “Mayor Junkin, Councillor Olson and Councillor Hildebrandt” within the third paragraph.

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

Carried (7 to 0)

Motion as Amended: Moved By Councillor Ron Kore

Seconded By Councillor John Wink

BE IT RESOLVED THAT Council receive Report #2022-0116 – Big Creek Municipal Drain System Assessment Schedule Update Engineer’s Report, for information;

AND THAT Council direct staff to prepare the necessary by-law for provisional approval of the Engineer’s Report and to present it at the next Council meeting for two readings;

AND THAT Council appoint 3 members from Council to sit on the Court of Revision being Mayor Junkin, Councillor Olson and Councillor Hildebrandt;

AND THAT Council direct Town staff to contact staff at the City of Welland and Township of West Lincoln to appoint one member each to the Court of Revision;

AND THAT Council direct Town staff to schedule the Court of Revision in accordance with the *Drainage Act* requirements.

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

Carried (7 to 0)

8. Adoption of Minutes

Moved By Councillor Marianne Stewart

Seconded By Councillor John Wink

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

1. RC-09/2022 - Regular Council - May 3, 2022

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

Carried (7 to 0)

- 9. Business Arising from Council Minutes**
- 10. Request(s) to Lift Consent Agenda Item(s) for Separate Consideration**

Councillor Hildebrandt requested item 8.5.2 (11.5.2) be lifted for separate consideration.

- 11. Consent Agenda Items to be Considered in Block**

Moved By Councillor Ron Kore

Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT the Consent Agenda items as listed on the May 16, 2022 Council Agenda be received and the recommendations contained therein be approved, save and except item 8.5.2:

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

8.3.1. Release Municipal Interest In Lands - Parts 2, 5, 7 and 13 on 59R-4029, 2022-0117-Clerks

BE IT RESOLVED THAT Council receive Report #2022-0117-Clerks - Release Municipal Interest In Lands Part of the Original Road Allowance between Lots 9 and 10, Concession 1, designated as Parts 2, 5, 7 and 13 on 59R-4029, for information;

AND THAT Council authorize and direct the Clerk and Mayor to execute the Consent to release interest in land legally described as Part of the Original Road Allowance between Lots 9 and 10, Concession 1, designated as Parts 2, 5, 7 and 13 on 59R-4029, and any other necessary documents to enact and facilitate same.

8.3.2. 2022 Winter Operations Report, 2022-0122-Public Works

BE IT RESOLVED THAT Council receive Report #2022-0122 2022 Winter Operations Report, for information.

8.5. Information Correspondence Items

8.5.1. Mountainview Building Group Comments re: Summersides Village Plan of Subdivision

BE IT RESOLVED THAT Council receive correspondence from Mountainview Building Group dated April 21, 2022 regarding the Summersides Village Plan of Subdivision, for information.

~~8.5.2. Leigh Whyte, PLW Consulting Comments re: 1 Pancake Lane Zoning By-law Amendment~~

~~BE IT RESOLVED THAT Council receive correspondence from Leigh Whyte, PLW Consulting Comments regarding the 1 Pancake Lane Zoning By-law Amendment, for information.~~(lifted)

8.5.3. Niagara Peninsula Conservation Authority Board of Directors Meeting Highlights

BE IT RESOLVED THAT Council receive the April 22, 2022 Board of Directors Meeting Highlights from the Niagara Peninsula Conservation Authority, for information.

8.5.4. Peninsula West Power Inc. - Notice of Annual General Meeting of Shareholders

BE IT RESOLVED THAT Council receive the Peninsula West Power Inc. - Notice of Annual General Meeting of Shareholders, for information.

8.5.5. Niagara Region Correspondence

8.5.5.1. Development Applications Monitoring Report - 2021 Year End

BE IT RESOLVED THAT Council receive correspondence and Report PDS 4-2022 from the Niagara Region regarding Development Applications Monitoring Report - 2021 Year End, for information.

8.5.5.2. 2021 Census Series: Population and Dwelling Counts

BE IT RESOLVED THAT Council receive correspondence and Report PDS 9-2022 from the Niagara Region regarding 2021 Census Series: Population and Dwelling Counts, for information.

8.5.5.3. Proposed Niagara Official Plan

BE IT RESOLVED THAT Council receive correspondence and Report PDS 149-2022 from the Niagara Region regarding Proposed Niagara Official Plan, for information.

8.7. Committee Minutes for Information

8.7.1. Committee of Adjustment Minutes

BE IT RESOLVED THAT Council receive meeting minutes dated March 1, 2022 from the Committee of Adjustment, for information.

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

Carried (7 to 0)

12. Items for Separate Consideration, if Any

12.1 Leigh Whyte, PLW Consulting Comments re: 1 Pancake Lane Zoning By-law Amendment

Moved By Councillor Ron Kore

Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council receive correspondence from Leigh Whyte, PLW Consulting Comments regarding the 1 Pancake Lane Zoning By-law Amendment, for information.

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

Carried (7 to 0)

13. Presentation & Consideration of Reports

13.1 Reports from Members of Council:

13.2 Staff Reports Requiring Action

13.2.1 Recommendation Report for Zoning By-law Amendment (AM-01-2022) - 952 Foss Road, 2022-0120-Planning

Moved By Councillor Wayne Olson

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report # 2021- 0120 – Recommendation Report for Application AM-01-2022 – 952 Foss Road Zoning By-Law Amendment, for information;

AND THAT Council direct Planning staff to prepare the By-law for approval of the Zoning By-law amendment application AM-01-2022 to amend the zoning from A-51 (Agricultural-51) to site-specific Agricultural (Agricultural-exception) and A (Agricultural) for Council’s consideration.

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

Carried (7 to 0)

13.2.2 Recommendation Report for Zoning By-law Amendment - 690 Quaker Road, 2022-0121-Planning

Moved By Councillor Marianne Stewart

Seconded By Councillor Ron Kore

BE IT RESOLVED THAT Council receives Report #2022-121 – Recommendation for Zoning By-Law Amendment Application – 690 Quaker Road, for information as it pertains to File No. AM-11-2021;

AND THAT Council direct Planning staff to prepare the by-law for approval of the Zoning By-law Amendment for Council's consideration.

Amendment: Moved By Councillor Bob Hildebrandt
Seconded By Councillor Lisa Haun

THAT the motion be amended to include:

AND THAT Council direct staff to require a 1.5m planting strip, being coniferous trees, not less than a 7 feet in height, adjacent to the north property line and the reduction to the planting strip only permitted on the west property line to continue to permit the neighboring garage to encroach.

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

Carried (7 to 0)

Motion as Amended: Moved By Councillor Bob Hildebrandt
Seconded By Councillor Lisa Haun

BE IT RESOLVED THAT Council receives Report #2022-121 – Recommendation for Zoning By-Law Amendment Application – 690 Quaker Road, for information as it pertains to File No. AM-11-2021;

AND THAT Council direct staff to require a 1.5m planting strip, being coniferous trees, not less than a 7 feet in height, adjacent to the north property line and the reduction to the planting strip only permitted on the west property line to continue to permit the neighboring garage to encroach.

AND THAT Council direct Planning staff to prepare the by-law for approval of the Zoning By-law Amendment for Council's consideration.

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

Carried (7 to 0)

13.2.3 Challenges in Fleet Procurement, 2022-0118-Public Works

Moved By Councillor Wayne Olson

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2022-0118 Challenges in Fleet Procurement and Supply Disruption, for information;

AND THAT Council APPROVE the budget increase of \$20,560 to the capital project VEH 07-22 Baseball Diamond Grooming Tractor;

AND THAT Council direct the \$20,560 additional expenditure for project VEH 07-22 to be funded from the Fleet Capital Reserves;

AND THAT Council hereby waive the requirements of the Town's Purchasing Policy S402-00 and direct staff to proceed with a non-competitive acquisition pursuant to Section 25 "Acquisition Where There Are Special Circumstances" of the Purchasing Policy;

AND THAT Council direct staff to obtain three quotes for the purchase of VEH-01-22 Electric Vehicle;

AND THAT Council authorize and direct staff to proceed with the quote staff deems reasonable and economical;

AND THAT Council commit, in principle, to the next two years (2023 & 2024) of the twenty year Fleet Capital Budget so that staff may tender critical fleet purchases in 2022 for delivery in 2023 and 2024.

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

Carried (7 to 0)

14. Unfinished Business

15. New Business

16. Presentation and Consideration of By-Laws

Moved By Councillor John Wink

Seconded By Councillor Ron Kore

BE IT RESOLVED THAT the Council of the Town of Pelham, having given due consideration to the following By-law 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-law:

- 1. By-Law No. 4452(2022) - Being a by-law to appoint Hannah Nicholls (Officer #120) as By-law Enforcement Officer, Property Standards Officer and Provincial Offences Officer for the Corporation of the Town of Pelham.**
- 2. By-Law No. 4453(2022) - Being a By-law to repeal and replace By-law 4237(2020) being a by-law to regulate the keeping and maintenance of property within the Town of Pelham, known as the Clean Yards By-law.**
- 3. By-Law No. 4454(2022) - Being a By-law to regulate and control noise in the Town of Pelham and to repeal By-law No. 3130(2010) as amended by By-law No. 3324 (2012) and By-law No. 3808(2016)**
- 4. By-Law No. 4455(2022) - Being a by-law to Delegate Authority to the Chief Administrative Officer for Certain Acts During a "Lame Duck" Period**
- 5. By-law 4456(2022) - Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located on the north side of Pancake Lane, west of Pelham Street, legally described as Part of Lot 1, Concession 8, township of Pelham and Part 1 on RP 59R-15899 in the Town of Pelham. The Zoning By-law Amendment rezones the lands from the Institutional (I) zone to the following site-specific zone: Residential Multiple 2 – 316 (RM2-316). Top End Construction Inc. File No. AM-07-2020**
- 6. 4457(2022) - Being a by-law to authorize the Mayor and Clerk to enter into an Indemnity Acknowledgement Agreement with the Regional Municipality of Niagara in the Province of Ontario, for the temporary waste collection arrangement of Summersides Mews Development.**

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

Carried (7 to 0)

17. Motions and Notices of Motion

17.1 Notice of Motion - Councillor Olson

Councillor Olson introduced his motion with respect to parking in Ridgville which will be on the agenda at the next regular meeting of Council.

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

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

20. Resolution to Move in Camera

Moved By Councillor Lisa Haun

Seconded By Councillor John Wink

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

(c) - proposed or pending disposition of land by the municipality - (1 item - File L07-2019-02-S - Property Located in Ward 1)

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

Carried (7 to 0)

21. Rise From In Camera

Moved By Councillor Bob Hildebrandt

Seconded By Councillor Wayne Olson

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

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

Carried (7 to 0)

Moved By Councillor Wayne Olson

Seconded By Councillor Ron Kore

BE IT RESOLVED THAT Council direct the Town Clerk to prepare and present a property-specific Surplus Land By-Law for Council's consideration with respect Town owned lands between Webber Road and Chantler Road being Part of Lot 14, Concession 13 in the Town of Pelham, designated as Parts 8-15, 17-20 on Plan 59R-9940 (the "subject lands");

AND THAT Council direct staff to provide notice the subject lands are to be declared surplus by advertising on the Town's website;

AND THAT Council direct the Town Clerk to prepare and present for Council's consideration a By-Law Authorizing the Sale of the subject lands for a sale price of \$230,000.

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

Carried (7 to 0)

Moved By Councillor Lisa Haun
Seconded By Councillor Marianne Stewart

BE IT RESOLVED THAT the Chief Administrative Officer be and is hereby authorized to undertake the directions provided during the In Camera meeting of May 16th, 2022.

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

Carried (7 to 0)

22. Confirming By-Law

Moved By Councillor Marianne Stewart
Seconded By Councillor 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. 4458(2022) to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 16 day of May, 2022.

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

Carried (7 to 0)

23. Adjournment

The meeting was adjourned at 7:25pm.

Moved By Councillor Bob Hildebrandt
Seconded By Councillor John Wink

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for June 7, 2022 at 5:30 pm.

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

Carried (7 to 0)

Mayor: Marvin Junkin

Town Clerk: Holly Willford

Recommendations of the Public Meeting under the *Planning Act* held May 9, 2022 – PCOW-04/2022

BE IT RESOLVED THAT COUNCIL HEREBY approves the following Recommendations Resulting from the Public Meeting under the Planning Act meeting of May 9, 2022:

- 1. THAT the agenda for the May 9, 2022 Public Meeting under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.**
- 2. THAT Committee receives Report #2022-115 for information as it pertains to File Nos. OP-AM-01-2021 & AM-04-2021;**

AND THAT Committee direct Planning staff to prepare the Recommendation Report on this topic for Council's consideration.

- 3. THAT Committee receive the applicant's presentation for information.**
- 4. THAT this Special Committee of the Whole, Public Meeting Under the Planning Act, be adjourned.**

Committee of the Whole Meeting
Public Meeting under the Planning Act
Minutes

Meeting #: PCOW-04/2022
Date: Monday, May 9, 2022
Time: 5:30 PM
Location: Town of Pelham Municipal Office - Council Chambers
20 Pelham Town Square, Fonthill

Members Present: Mayor Marvin Junkin, Councillor Bob Hildebrandt,
Councillor Ron Kore, Councillor Wayne Olson, Councillor
Marianne Stewart, Councillor John Wink

Staff Present: Holly Willford, Barbara Wiens, Shannon Larocque, Sarah
Leach

1. Call to Order and Declaration of Quorum

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

1.1 Land Recognition Statement

The Mayor read the Pelham Land Recognition Statement into the record.

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

2. Adoption of Agenda

Moved By Councillor Ron Kore

THAT the agenda for the May 9th, 2022 Public Meeting Under the Planning Act, Special Meeting of Committee of the Whole, be adopted as circulated.

For (6): Mayor Marvin Junkin, Councillor Bob Hildebrandt, Councillor Ron Kore, Councillor Wayne Olson, Councillor Marianne Stewart, and Councillor John Wink

Carried (6 to 0)

3. Disclosure of Pecuniary Interest and General Nature Thereof

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

4. Planning Act Application: 120 Meridian Way - OP-AM-01-2021 & AM-04-2021

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

4.1 Planning Report

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

4.1.1 Information Report - Official Plan and Zoning By-law Amendment Applications - 120 Meridian Way, 2022-0115-Planning

4.2 Applicant's Presentation

The Agent, Ms. Nancy Frieday provided a short presentation to further explain the application. A copy is available through the Clerk.

4.3 Public Input

Ms. Leach, Deputy Clerk, stated there were no pre-registered members of the public. Ms. Leach indicated she checked the clerks@pelham.ca email address at 5:57 pm and confirmed no e-mails has been received with regard to the subject application. Ms. Leach indicated the public portion of the application could be closed. The Committee agreed to close the public portion of the meeting and move to Committee input.

4.4 Committee Input

A Member of Council asked the size of the units and whether they would be for rent or for sale. Mr. Wayne Harrison, Architect, indicated that the units range from 585 square metres to 650 square metres. He stated six two-bedroom units would exist on each floor of 30 units. Ms. Nancy Friday, Agent, stated that the units are condominiums for sale.

A Member of Council requested consideration be given to electric vehicle charging stations, geodesic heating and permeable surfaces. A Member of Council added they would like to see sustainable construction, noting the future goal of zero emission design. Mr. Harrison stated that the Building Code now requires a higher standard of efficiency.

A Member of Council asked if any one bedroom units will be fully accessible. Mr. Harrison indicated that the Building Code requires 15% of the units to be barrier-free. The Member asked if fully accessible units could be provided upon request. Ms. Claudia Salgado, Builder, noted the difference between barrier-free units and handicapped compliant units. She indicated that handicapped compliant customization may be accommodated upon request at the preliminary stage of construction.

A Member of Council asked that the applicant consider increasing the barrier-free parking from two spaces. Stating that parking is a premium in Town, the Member further asked that notice be posted in all common areas indicating that parking is prohibited

at the Meridian Community Centre for occupants and/or visitors. Ms. Frieday responded that the number of barrier-free parking spaces can be increased and that signage in common areas is feasible.

A Member of Council asked how many levels the underground parking would there be. Ms. Frieday stated one level. The Member asked where water would be diverted to. Ms. Barb Wiens, Director of Community Planning and Development stated that the water will be diverted to the catchment area in the Wellspring facility on Wellspring Way, eventually draining into the Welland Canal.

A Member of Council asked how many doctors' offices are proposed. Ms. Frieday responded that the 1100 square metres of space has not yet been divided.

A Member of Council stated that one parking space per unit was inadequate. The Member recommended a minimum of two parking spaces per unit.

4.5 Presentation of Resolutions

Moved By Councillor Wayne Olson

THAT Committee receives Report #2022-115 for information as it pertains to File Nos. OP-AM-01-2021 & AM-04-2021;

AND THAT Committee directs Planning staff to prepare the Recommendation Report on this topic for Council's consideration.

For (6): Mayor Marvin Junkin, Councillor Bob Hildebrandt, Councillor Ron Kore, Councillor Wayne Olson, Councillor Marianne Stewart, and Councillor John Wink

Carried (6 to 0)

Moved By Councillor Marianne Stewart

THAT Committee receive the applicant's presentation for information.

For (6): Mayor Marvin Junkin, Councillor Bob Hildebrandt, Councillor Ron Kore, Councillor Wayne Olson, Councillor Marianne Stewart, and Councillor John Wink

Carried (6 to 0)

5. Adjournment

The meeting was adjourned at 6:23 pm.

Moved By Councillor Bob Hildebrandt

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

For (6): Mayor Marvin Junkin, Councillor Bob Hildebrandt, Councillor Ron Kore, Councillor Wayne Olson, Councillor Marianne Stewart, and Councillor John Wink

Carried (6 to 0)

Mayor: Marvin Junkin

Deputy Clerk: Sarah Leach

Subject: December 2021 Financial Reports**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2022-0129-Corporate Services, December 2021 Financial Reports, for information.

Background:

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

Analysis:

Appendix 1 to this report summarizes operating revenues compared to budget as at December 31, 2021, with 100% of the year lapsed. Total revenues were at approximately 106% of budget. COVID-19 Recovery Funding of \$347,890 was received for assistance toward costs of recovering from the pandemic, which had prolonged shutdowns in 2021. The financial impact from the closure of facilities and cancellation/modification of programs that resulted from COVID-19 are evident in Recreation, Culture and Wellness revenues, and Safe Restart COVID-19 funding carried forward from 2020 was applied to lost revenues and other operating pressures. The MCC was used as a Vaccination Centre from April to December 2021, and cost recoveries of \$291,452 were reimbursed; \$3,300 for IT costs, \$34,651 to the Fire Department for clinic support, and \$253,501 for cleaning, materials and supplies, and use of space at the MCC.

Finance Department revenues were 144% of budget, primarily because of supplemental taxation revenues that were above budget due to growth within the Town, higher penalties and interest on tax arrears, additional interest income due to higher cash balance from reserves and delayed capital projects, and COVID-19 Recovery Funding. Administration and Clerk's Departments revenues were above budget due to grant funding received for shop local promotion initiatives and Committee of Adjustment fees which fluctuate and are dependent on applications received. Fire and By-law Services revenues were above budget due to the vaccine clinic reimbursement applied to associated costs. Public Works Department revenues were above budget primarily due to cemetery fees. Recreation, Culture

and Wellness Department revenues exceeded budget because of increased demand for camp enrollments, the reimbursement for the vaccine clinics, and arena revenues which recovered toward the end of the year and were higher for the last five months of 2021 than they were the last five months of 2019, prior to the pandemic. Community Planning and Development revenues were above budget due to fees in the building and planning departments as a result of growth within the Town. Water and Wastewater revenues were slightly above budget due to higher consumption.

Appendix 2 to this report summarizes operating expenditures compared to budget at December 31, 2021. Total expenses were at approximately 106% of budget. Most expenditures are in line with budget and detailed explanations of variances are found on the report. Specific identifiable savings or excess revenues were transferred to reserves by the Treasurer in accordance with the Delegation of Authority by-law, most of which are detailed in the report. \$274,248 was transferred to the HR Capacity Building Reserve in accordance with Council direction. The primary reason for the transfer is staff vacancies which continue to be problematic as the turnover of staff has put a lot of strain on existing staff, in addition to increasing training costs and decreasing productivity.

Corporate Services expenditures exceeded budget by approximately \$769,000. This is comprised of shared COVID-19 direct costs of \$230,900, increased legal and consulting costs of \$134,500, and reserve transfers of approximately \$461,700, slightly offset by insurance savings of \$25,700, a rebate from the WSIB Excellence Program of \$19,600, and other minor savings. Reserve transfers relate to \$167,400 to the Parks Reserve, \$128,300 in COVID-19 Recovery Funding carried forward to 2022, \$147,000 to Land Acquisition as per policy, and \$19,000 in general Town surplus due to cost mitigations and savings. Building Department expenditures were significantly above budget due to a surplus of \$242,331 which must be transferred to its reserve.

Appendix 3 summarizes the revenues and expenditures related to the MCC at December 31, 2021. MCC revenues were at 172% of budget because the budget was prepared on the assumption that revenues would be low due to COVID-19. However there was \$253,501 in cost recovery for running the vaccination clinics, increased demand for camp enrollments, and arena revenues for the last five months of the year were higher than levels prior to the pandemic. MCC expenses were at 92% of budget, as a result of reduced wages from the facility closure and lower hydro rates, which are partially offset by other increased expenses. Lost revenues during the closure and direct COVID-19 costs were funded with Safe Restart COVID-19 funding carried forward. As a result of increased revenues at the end of the year, \$185,100 was transferred to the MCC Reserve to help repay the

debenture that is earmarked to be partially funded by pledged donations, and \$185,100 to the Facilities Reserve to help pay for future facility maintenance costs.

Appendix 4 summarizes revenues and expenditures related to Pelham Transit. The total revenue is at 100% of budget. Total expenditures are at 101% of budget due to a minor variance from staff training time. Effective August 17, 2020, the Niagara Region took over the service delivery of the transit with on-demand service by a third party provider VIA. Ridership of 4,376 for 2021 was 9% higher than 2020.

Appendix 5 is the capital report for 2021 budgeted capital projects and prior years' carryforward of capital projects. The total amount spent and committed for 2021 capital projects of \$7,168,769 is 76% of the 2021 adjusted budget of \$9,374,936. Of the carryforward amounts prior to 2021, 48% of the carryforward budget has been spent in the amount of \$2,455,826. Capital projects that will be carried forward to 2022 total \$8,123,409. The deferral of most of these projects relates to the effect of the COVID-19 pandemic; and \$1,827,523 relates to the Foss Rd wastewater and road reconstruction project being deferred to 2023.

Financial Considerations:

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

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Strong Organization

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

Consultation:

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

Other Pertinent Reports/Attachments:

Appendix 1 – Monthly Revenue Report at December 31, 2021

Appendix 2 – Monthly Expenditure Report at December 31, 2021

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

Appendix 4 – Transit Report at December 31, 2021

Appendix 5 – Capital Report at December 31, 2021

Prepared by:

Charlotte Tunikaitis, CPA, CA
Manager Financial Services & Deputy Treasurer

Prepared and Recommended by:

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Prepared and Submitted by:

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Chief Administrative Officer

Appendix 1

Monthly Revenue Report at December 31, 2021 (100% of time lapsed)

	Notes	2021			2020	
		Budget	Actual at Dec 31	Actual as a % of Budget	Budget	Actual at Dec 31
Taxation						
General Tax Levy		\$ 15,678,870	\$ 15,678,884	100 %	\$ 14,946,487	\$ 14,946,495
Payments in Lieu		300,471	304,304	101 %	300,471	302,118
Total Taxation		15,979,341	15,983,188	100 %	15,246,958	15,248,613
Finance Department						
Penalties and Interest		270,000	302,903	112 %	270,000	231,419
Supplemental Taxation Revenues	(1)	175,000	237,224	136 %	200,000	476,022
Transfer from Building Department	(2)	81,087	99,502	123 %	79,497	79,497
Grants	(3)	114,800	101,642	89 %	39,800	41,100
Miscellaneous	(4)	18,000	31,678	176 %	18,000	22,450
Investment Income	(5)	10,000	72,632	726 %	10,000	26,251
Transfer from HR Capacity Building Reserve	(6)	-	24,701	- %	-	-
COVID-19 Grant Funding	(7)	602,350	954,812	159 %	-	1,480,702
Total Finance Department		1,271,237	1,825,094	144 %	617,297	2,357,441
Administration and Clerk's						
Committee of Adjustment	(8)	36,500	79,807	219 %	36,500	68,698
Clerk's Miscellaneous		14,250	15,799	111 %	14,250	10,929
Marketing Grants	(9)	-	10,000	- %	-	-
Total Administration and Clerk's		50,750	105,606	208 %	50,750	79,627
Fire and By-law Services						
Fire Department Revenues	(10)	40,786	89,357	219 %	36,450	37,541
By-law and Parking Enforcement		26,800	28,857	108 %	28,138	35,025
Provincial Offences Act Revenue		25,000	26,826	107 %	25,000	16,570
Total Fire and By-law Services		92,586	145,040	157 %	89,588	89,136
Public Works						
Non-recreation Facilities and Beautification		20,000	20,761	104 %	49,000	11,764
Aggregate Resource Grant		40,000	38,064	95 %	25,000	48,836
Miscellaneous		77,400	77,298	100 %	85,500	94,403
Fonthill/Hillside Cemeteries		76,500	104,858	137 %	76,500	115,009
Total Public Works		213,900	240,981	113 %	236,000	270,012
Recreation, Culture and Wellness						
Recreation and Wellness	(11)	195,100	282,409	145 %	364,520	229,395
Special Events and Festivals	(12)	147,770	40,054	27 %	147,770	15,990
Culture and Community Enhancement	(12)	75,000	43,373	58 %	75,000	2,121
Public Transit		120,000	120,008	100 %	274,500	253,215
MCC Facility	(13)	420,000	790,007	188 %	786,342	768,595
Total Recreation, Culture and Wellness		957,870	1,275,851	133 %	1,648,132	1,269,316
Community Planning and Development						
Building Department Revenues	(14)	650,500	938,220	144 %	600,500	621,698
Planning Fees	(15)	160,340	184,013	115 %	140,340	238,148
Municipal Drainage		-	8,256	- %	-	23,889
Total Community Planning and Development		810,840	1,130,489	139 %	740,840	883,735
Water and Wastewater						
Water Revenues		3,290,641	3,356,467	102 %	2,948,982	3,166,304
Wastewater Revenues		2,487,167	2,539,281	102 %	2,161,293	2,310,079
Total Water and Wastewater		5,777,808	5,895,748	102 %	5,110,275	5,476,383
GRAND TOTAL		\$ 25,154,332	\$ 26,601,997	106 %	\$ 23,739,840	\$ 25,674,263

Appendix 1

Monthly Revenue Report at December 31, 2021 (100% of time lapsed)

Explanatory Notes:

- (1) The majority of supplemental revenue is collected June through November and exceeded budget for the year.
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.
- (2) Increased transfer from Building Department required due to impact of approved salary grid movement.
- (3) OMPF payments for Q1-Q4 received; OCIF grant funding applied to the Asset Management Analyst position lower than budget due to allocation to water and wastewater.
- (4) Fees for ownership changes and tax certificates exceeded budget for the year, as well as \$3,300 in cost recoveries from the vaccination clinic within this department.
- (5) Significant increase in operating interest earned due to higher cash balance from delayed capital projects as well as increasing reserve balances.
- (6) Transfer from reserve for compensation grid review for non-unionized staff.
- (7) 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 during the year. Therefore total funding available to offset COVID-19 operating pressures for 2021 was \$969,149. \$14,337 was applied to Library direct COVID-19 costs and \$826,494 was applied to Town direct costs, lost revenues, and other operating pressures during 2021 due to prolonged shutdown periods. \$128,318 has been transferred to the Working Funds reserve to help offset COVID-19 operating pressures in 2022.
- (8) Committee of Adjustment revenue fluctuates from year to year depending on applications received.
- (9) Grant received from Region of Niagara to support Shop/Buy Local initiatives.
- (10) Grants of \$6,000 received for purchase of equipment and \$8,800 for safety training, which have offsetting expenditures. \$34,651 received as recovery of costs related to the vaccination clinics, which have offsetting expenditures.
- (11) Camp revenues exceeded budget for 2021. \$11,314 in Senior Active Living Centre special grant funding, which was announced subsequent to budget, has offsetting expenditures.
- (12) Due to COVID-19 some events, including Summerfest, were cancelled, while others were modified and/or held virtually. Significant lost revenues but there were some expenditure savings to help offset.
- (13) \$253,501 in unbudgeted cost recoveries with regard to the vaccination clinics. In addition, public ice rentals, which were negligible for the first half of the year, saw a significant increase when the facility reopened for the latter part of the year.
- (14) Increased building permit fees due to growth within the Town. Building department revenues in excess of expenditures were transferred to its reserve.
- (15) Continued growth within the Town resulted in revenues which exceeded budget for the year and were transferred to the parks reserve to be applied to future growth-related costs.

Appendix 2

Monthly Expenditure Report at December 31, 2021 (100% of time lapsed)

	Notes	2021			2020	
		Budget	Actual at Dec 31	Actual as a % of Budget	Budget	Actual at Dec 31
Administration Services						
Members of Council	(1)	\$ 269,900	\$ 275,170	102 %	\$ 218,670	\$ 264,598
CAO's Office		337,130	325,243	96 %	277,310	267,172
Human Resources	(2)	104,140	137,086	132 %	86,945	94,482
Marketing and Communication		131,078	124,733	95 %	130,670	111,730
Total Administration Services		842,248	862,232	102 %	713,595	737,982
Clerk's Department						
Clerk's Department and COA	(3)	363,413	405,598	112 %	356,450	370,816
Corporate Services						
Finance Department	(4)	897,558	1,054,394	117 %	820,165	1,118,414
Shared Administrative Overhead	(5)	945,755	1,441,451	152 %	736,043	1,939,928
Shared Information Technology	(6)	586,330	703,084	120 %	514,770	660,781
Total Corporate Services		2,429,643	3,198,929	132 %	2,070,978	3,719,123
Fire and By-law Services						
Fire Services	(7)	1,585,820	1,635,205	103 %	1,434,772	1,464,608
By-law and Parking Enforcement	(8)	239,230	239,767	100 %	203,928	199,341
Health and Safety		8,030	7,792	97 %	8,120	3,567
Crossing Guards	(9)	50,048	32,305	65 %	48,400	33,769
Animal Control		37,800	37,601	99 %	36,800	36,900
Total Fire and By-law Services		1,920,928	1,952,670	102 %	1,732,020	1,738,185
Public Works						
General Administration		1,261,885	1,254,708	99 %	1,336,942	1,362,705
Roadway Maintenance	(10)	4,408,938	4,477,589	102 %	4,191,665	4,169,359
Non-recreation Facilities and Beautification	(11)	2,454,612	2,427,926	99 %	2,272,451	2,284,529
Street Lighting		200,000	199,770	100 %	199,789	197,667
Fonthill and Hillside Cemeteries		131,650	130,643	99 %	130,280	169,175
Niagara Central Airport	(12)	27,621	19,942	72 %	27,621	25,327
Total Public Works		8,484,706	8,510,578	100 %	8,158,748	8,208,762
Recreation, Culture and Wellness						
General Administration	(13)	270,019	274,159	102 %	371,007	378,685
Recreation and Wellness	(14)	320,031	369,117	115 %	386,775	330,388
Special Events and Festivals	(15)	275,331	167,495	61 %	271,070	132,057
Culture and Community Enhancement	(15)	171,897	145,141	84 %	157,700	55,049
Public Transit		299,486	301,079	101 %	526,570	374,990
MCC Facility	(16)	1,782,618	1,984,324	111 %	1,631,749	1,734,169
Libraries		877,164	877,164	100 %	864,218	864,218
Total Recreation, Culture and Wellness		3,996,546	4,118,479	103 %	4,209,089	3,869,556
Community Planning and Development						
Building Department	(17)	650,500	938,220	144 %	600,500	621,697
Planning and Zoning	(18)	653,978	679,171	104 %	727,810	854,737
Municipal Drainage	(19)	34,563	40,372	117 %	60,375	77,025
Total Community Planning and Development		1,339,041	1,657,763	124 %	1,388,685	1,553,459
Water and Wastewater						
Water	(20)	3,290,640	3,356,467	102 %	2,948,982	3,166,300
Wastewater	(20)	2,487,167	2,539,281	102 %	2,161,293	2,310,080
Total Water and Wastewater		5,777,807	5,895,748	102 %	5,110,275	5,476,380
GRAND TOTAL		\$ 25,154,332	\$ 26,601,997	106 %	\$ 23,739,840	\$ 25,674,263

Appendix 2

Monthly Expenditure Report at December 31, 2021 (100% of time lapsed)

Explanatory Notes:

- (1) Expenses for Integrity Commissioner were \$46,553 with \$15,000 budgeted, partially offset by reduced municipal grants due to COVID-19 related event cancellations.
- (2) Additional costs for recruitment; any recruitment costs which did not have offsetting savings through vacancies were funded from the HR Capacity Building Reserve at year-end. Approximately \$24,700 for compensation grid review for non-unionized staff was transferred.
- (3) Due to COA revenues which exceeded budget, \$33,400 was transferred to the Planning Reserve for future related expenditures, and \$10,000 to the election reserve, due to Clerk's department staff time required.
- (4) Due to supplemental revenues and other growth-related finance department revenues above budget, \$167,400 was transferred to the Parks Reserve for future growth-related costs.
- (5) Shared expenditures exceeded budget by \$495,700. This is comprised of shared direct COVID-19 costs of \$107,300 and increased legal and related consulting costs of \$134,500, offset by insurance savings of \$25,700 and a WSIB rebate of \$19,600 for the WSIB Excellence Program due to initiatives of the HR department. In addition \$128,300 in COVID-19 Recovery Funding was transferred to the Working Funds Reserve for 2022, \$147,000 transferred to the Land Acquisition Reserve as per policy, and a net operating surplus after all year-end adjustments and reserve transfers of \$19,020.
- (6) IT costs directly related to COVID-19 totaled \$123,600.
- (7) Additional staffing costs of \$34,700 related to the vaccination clinics which were recovered, as well as \$14,800 materials and equipment purchased with offsetting grant funding.
- (8) Contracted services for external odour monitoring below budget; \$34,800 excess transferred to reserves.
- (9) Savings on crossing guard wages due to school closures early in the year.
- (10) Savings of \$57,700 on materials, catchbasin cleaning, and pavement markings transferred to reserve.
- (11) Savings of \$96,000 on utilities, repairs and maintenance, and bank loan interest have been transferred to reserve. The 2022 Operating Budget for utilities was adjusted to reflect recent year actuals.
- (12) Contribution to the airport paid for the year, reduced by repayment of \$4,551 for the 2019 Air Race Classic and interest on loans.
- (13) Savings of \$38,400 on various materials and supplies have been transferred to the Parks Reserve.
- (14) Increased costs of staffing for camps and swim due to COVID-19, offset by increased camp revenues as well as increased cost of materials and supplies offset by Senior Active Living Centre special grant funding.
- (15) Due to COVID-19 some events, including Summerfest, were cancelled, while others were modified and/or held virtually. Lost revenues were offset by expenditure savings.
- (16) \$185,100 was transferred to the MCC Reserve to future debenture payments and \$185,100 to the Facilities Reserve for future repairs and maintenance.
- (17) Surplus of \$255,675 transferred to Building Department Reserve.
- (18) Includes additional reserve transfer of \$23,700 to Planning Reserve due to growth-related revenues that are needed to offset future costs.
- (19) Includes \$8,300 transferred to Municipal Drainage Reserve due to unbudgeted grant collected.
- (20) Contracted services from the Region were above budget for water and below budget for wastewater. Any surplus (deficit) in water and wastewater must be transferred to (from) their respective reserves at year-end. There was a \$134,756 deficit for water and a \$106,215 surplus for wastewater.

Meridian Community Centre
Appendix 3
Actual Results to Budget at December 31, 2021 (100% of time lapsed)

	Notes		2021			Actual 2021											
			Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MCC Revenues																	
Arena Revenues	(1)		\$ 355,000	\$ 481,974	136 %	\$ 383	\$ (1,430)	\$ 43,270	\$ (1,782)	\$ -	\$ -	\$ 43,531	\$ 99,206	\$ 50,849	\$ 77,787	\$ 89,349	\$ 80,811
Multi-Purpose Space Revenues	(2)		36,000	21,606	60 %	866	97	308	(87)	-	-	1,665	(367)	2,447	5,148	7,865	3,664
Gymnasium Revenues	(3)		25,000	42,797	171 %	-	-	9,352	210	-	-	-	3,580	4,032	7,513	9,474	8,636
Programming Revenues	(4)		75,500	115,292	153 %	-	-	-	-	-	-	55,077	54,563	5,652	-	-	-
Grants - Other	(5)		42,700	54,014	126 %	21,989	-	-	10,675	-	-	10,675	-	-	10,675	-	-
Other Rev. - Miscellaneous	(6)		40,800	287,428	704 %	(9)	-	-	-	724	83	1,133	4,515	2,929	5,846	13,106	259,101
Other Revenues - Advertising	(7)		10,000	800	8 %	-	-	-	-	-	-	-	-	-	-	-	800
Total Revenues		(a)	585,000	1,003,911	172 %	23,229	(1,333)	52,930	9,016	724	83	112,081	161,497	65,909	106,969	119,794	353,012
MCC Expenditures																	
Salaries and Benefits	(8)		1,399,281	1,173,266	84 %	79,481	84,062	87,937	78,211	83,033	88,810	105,250	113,933	97,318	93,834	100,066	161,331
Professional Development			10,900	7,580	70 %	2,648	2,640	2,854	-	-	-	-	610	(2,136)	882	61	21
Associations and Memberships			5,000	1,981	40 %	1,528	-	450	-	-	-	-	-	(1,498)	611	546	344
Travel			3,600	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Hydro			350,000	353,361	101 %	23,383	23,694	23,561	20,990	25,907	31,004	37,624	47,110	34,107	35,501	26,554	23,926
Natural Gas	(9)		65,000	79,458	122 %	6,283	8,018	6,296	6,127	5,735	5,070	5,449	7,933	8,132	6,235	7,807	6,373
Water			40,000	45,342	113 %	-	4,685	-	7,002	-	7,276	-	10,219	-	7,230	-	8,930
Telephone			14,060	8,720	62 %	715	714	713	712	715	711	713	712	712	702	757	844
Office Supplies			6,650	6,894	104 %	93	178	519	145	164	818	465	397	1,049	2,225	287	554
Materials and Supplies	(10)		47,450	141,069	297 %	3,901	2,050	951	12,991	7,954	3,636	3,900	3,178	(1,720)	67,899	7,338	28,991
Furniture and Equipment			6,000	-	- %	-	-	-	-	-	-	-	-	-	-	-	-
Materials and Supplies - Janitorial	(11)		50,000	11,048	22 %	1,186	-	630	597	46	155	830	2,092	817	807	1,629	2,259
Fuel			4,850	5,505	114 %	24	25	392	298	24	25	296	889	1,027	823	722	960
Internet			12,000	9,891	82 %	824	825	824	824	824	825	824	824	824	825	824	824
Insurance			54,594	52,885	97 %	-	-	52,885	-	-	-	-	-	-	-	-	-
Contract Services - Janitorial	(11)		13,500	16,546	123 %	742	327	313	866	1,000	2,990	1,792	2,737	1,856	1,426	1,479	1,018
Contract Services - Other	(12)		134,131	148,400	111 %	9,824	5,654	7,842	8,864	3,734	9,216	20,509	8,969	13,384	12,029	18,816	29,559
Repairs and Maintenance			23,500	8,405	36 %	-	-	-	-	-	-	-	-	946	4,945	-	2,514
Total Expenditures before Debt and Other		(b)	2,240,516	2,070,351	92 %	130,632	132,872	186,167	137,627	129,136	150,536	177,652	199,603	154,818	235,974	166,886	268,448
Net Surplus (Deficit) before Debt and Other		(c)= (a) - (b)	(1,655,516)	(1,066,440)	64 %	(107,403)	(134,205)	(133,237)	(128,611)	(128,412)	(150,453)	(65,571)	(38,106)	(88,909)	(129,005)	(47,092)	84,564
MCC Debt Activity																	
Tax Levy Debenture Interest	(13)		(292,129)	(284,450)	97 %	-	(815)	(1,529)	(792)	(138,796)	(1,534)	(24,234)	(2,173)	-	24,687	(138,558)	(706)
Tax Levy Debenture Principal	(13)		(251,570)	(251,570)	100 %	(3,889)	-	(7,778)	(3,889)	(105,492)	(3,889)	(3,889)	(3,889)	-	(7,777)	(107,189)	(3,889)
Development Charge Revenue	(14)		630,063	630,063	100 %	317,023	-	-	-	-	-	313,040	-	-	-	-	-
Development Charge Debenture Interest	(14)		(360,268)	(360,268)	100 %	(183,203)	-	-	-	-	-	(177,065)	-	-	-	-	-
Development Charge Debenture Principal	(14)		(269,795)	(269,795)	100 %	(133,820)	-	-	-	-	-	(135,975)	-	-	-	-	-
Pre-MCC RCW and Facility Net Costs			970,110	970,110	100 %	80,843	80,843	80,843	80,843	80,843	80,843	80,843	80,843	80,843	80,843	80,843	80,837
Transfer (to)/from MCC Reserve	(15)		-	(379,677)	- %	-	-	-	-	-	-	-	-	-	-	-	(379,677)
Grants - Safe Restart Covid Funding	(16)		494,392	514,796	104 %	-	-	255,721	56,721	53,949	29,115	-	-	101,255	(18,832)	-	36,867
Net Debt and Other Items		(d)	920,803	569,209	62 %	76,954	80,028	327,257	132,883	(109,496)	104,535	52,720	74,781	182,098	78,921	(164,904)	(266,568)
NET SURPLUS (DEFICIT)		(e)= (c) + (d)	\$ (734,713)	\$ (497,231)	68 %	\$ (30,449)	\$ (54,177)	\$ 194,020	\$ 4,272	\$ (237,908)	\$ (45,918)	\$ (12,851)	\$ 36,675	\$ 93,189	\$ (50,084)	\$ (211,996)	\$ (182,004)

Meridian Community Centre

Appendix 3

Actual Results to Budget at December 31, 2021 (100% 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. The facility reopened again on July 16, 2021 with restrictions. Since April, the MCC was used as a vaccination centre, starting with the gymnasiums from April to July 30 and then the Accursi Room from July 30 to December 31. Over 73,000 vaccinations were administered at the MCC in 2021.

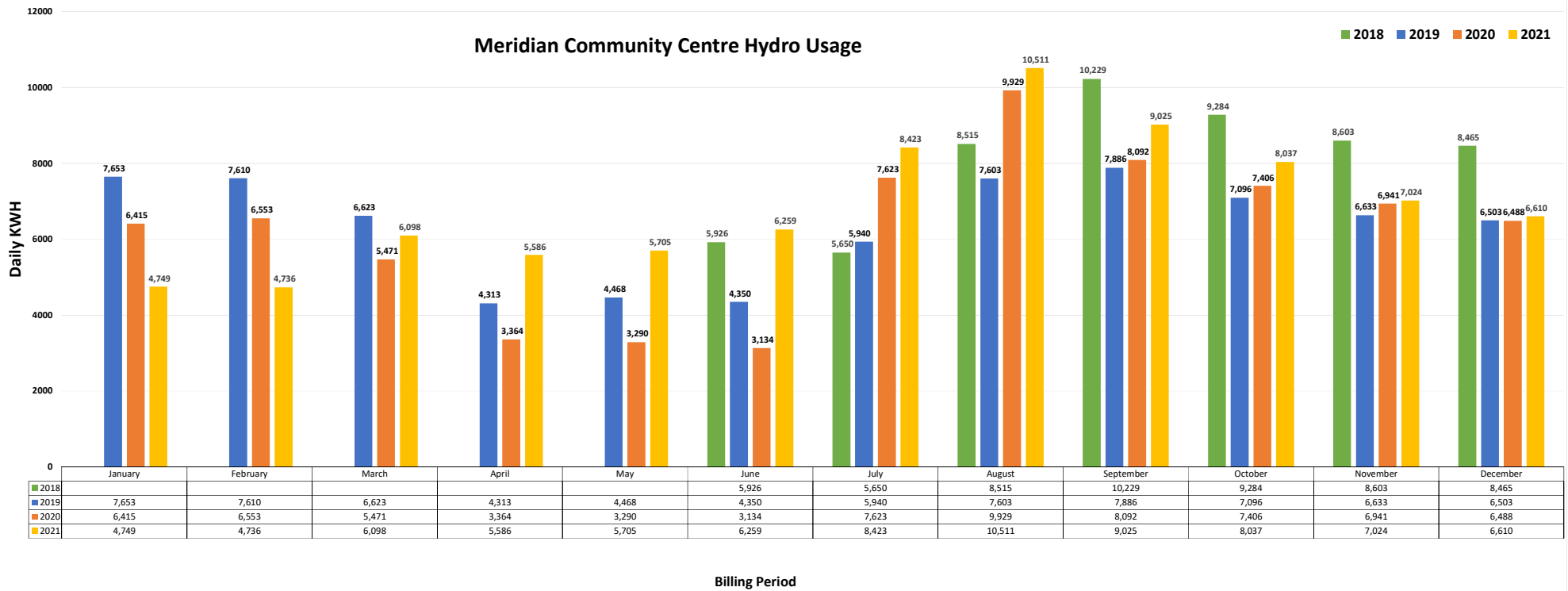
- (1) No arena revenue earned during closure; Safe Restart funding was applied to offset COVID-19 operating pressures. Arena revenues of \$398,002 from August to December exceeded revenues earned over the same time period in 2019, prior to the pandemic, of \$322,000.
- (2) Minimal multi-purpose space revenues while facilities were unavailable due to COVID-19. From July 30 to December 31, the Accursi Room was dedicated as a Vaccination Centre resulting in lost revenues for room rental and programming.
- (3) The impact of the COVID-19 closure resulted in very low revenue, but March gymnasium revenues were 37% of budget for the year. From April to July 2021, both gyms were used for the vaccination centre, resulting in lost revenues.
- (4) The majority of camp revenue is earned in the summer and exceeded budget for the year.
- (5) Senior Active Living Centre grant monies received, and additional Senior Active Living Centre Special Grant of \$11,300 received in January, which had offsetting expenditures in April.
- (6) Miscellaneous revenue includes cost recoveries, equipment rentals, event revenue, donations, server sales, and other items that are individually too small to classify separately. For December, it also includes \$253,501 in cost recoveries related to the vaccine clinics for items such as cleaning costs, protective floor covering, space rental, and supplies.
- (7) Advertising revenue not earned during facility closure and minimal due to impact of the pandemic.
- (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. Increased staffing during the summer due to camps. There were three pays in December.
- (9) Higher natural gas usage and rates.
- (10) COVID-19 direct costs of \$74,787, which were being tracked separately for reporting purposes, were adjusted in October and December. Increased costs in April relate to the Senior Active Living Centre Special Grant and are offset by funding.
- (11) Extra janitorial and cleaning were charged to COVID-19 direct costs and grouped with Materials and Supplies.
- (12) Additional security costs required at the MCC.
- (13) Tax levy debenture payments for the MCC are due in June and December and are paid before the end of the previous month. CIBC loan payments occur throughout the year. This report excludes principal payments of \$142,135 and interest payments of \$66,897 which were fully funded by donations. These debenture payments and funding will be added to the 2022 reports in accordance with the approved budget format.
- (14) Development charge debenture payments for the MCC occur in January and July.
- (15) Excess revenues earned have been transferred to reserves; \$185,100 to the MCC Reserve to assist with future debt payments and \$185,100 to the Facilities reserve for required future maintenance costs.
- (16) \$514,796 in Safe Restart COVID-19 funding was applied to lost revenues and increased cleaning and screening costs, net of any amount reimbursed for the vaccination clinics. The funding applied exceeded budget because the shutdown period at the start of the year was longer than anticipated at time of budget preparation.

Meridian Community Centre - Revenue by Major Customer & Activity

Appendix 3

For the month ended December 31, 2021 (100% of time lapsed)

	Hours	Amount
Arena Revenues		
Pelham Minor Hockey Association (PMHA)	173.8	\$ 24,706
Niagara Centre Skating Club (NCSC)	60.5	8,954
Pelham Junior Hockey Club	22.5	3,411
Southern Tier Admirals AAA Hockey	29.0	14,578
Public Ice	160.3	22,579
School Ice	9.0	1,316
Recreation & Wellness Programming	116.0	5,267
Arena Revenues Subtotal	571.1	80,811
Multi-Purpose Space Revenues		
Room Rentals	34.3	661
Recreation Programming	465.3	3,003
Multi-Purpose Space Revenues Subtotal	499.6	3,664
Gymnasium Revenues		
Pelham Panthers Basketball	313.3	6,704
Other	79.5	1,932
Gymnasium Revenues Subtotal	392.8	8,636
Miscellaneous	28.0	259,101
Advertising	-	800
Other Revenues Subtotal	28.0	259,901
TOTAL REVENUES	1,491.5	\$ 353,012



	Notes	2021			Actual 2021											
		Budget	Actual YTD Total	Actual as a % of Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Revenues																
Grants - Provincial	(1)	\$ 120,000	\$ 120,000	100 %	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 20,000
Other Revenues		-	8	- %	-	-	-	-	-	-	6	-	-	2	-	-
Total Revenues		120,000	120,008	100 %	25,000	-	25,000	-	-	25,000	6	-	-	2	25,000	20,000
Expenditures																
Salaries and Benefits	(2)	117,586	120,748	103 %	9,823	10,396	9,599	9,838	8,822	12,890	8,252	8,567	10,416	9,247	9,319	13,579
Materials and Supplies		-	570	- %	-	-	-	-	-	-	-	-	570	-	-	-
Contract Services - Bus		178,000	177,974	100 %	51,917	-	-	59,333	-	-	-	-	-	(269)	59,933	7,060
Interdepartmental Transfers	(3)	3,900	1,787	46 %	-	-	-	-	-	-	-	-	-	-	-	1,787
Total Expenditures		299,486	301,079	101 %	61,740	10,396	9,599	69,171	8,822	12,890	8,252	8,567	10,986	8,978	69,252	22,426
NET SURPLUS (DEFICIT)		\$ (179,486)	\$ (181,071)	101 %	\$ (36,740)	\$ (10,396)	\$ 15,401	\$ (69,171)	\$ (8,822)	\$ 12,110	\$ (8,246)	\$ (8,567)	\$ (10,986)	\$ (8,976)	\$ (44,252)	\$ (2,426)
Ridership 2021	(4)		4,376		248	223	349	311	326	387	440	409	389	496	446	352
Ridership 2020			4,006		796	737	551	71	51	84	91	153	322	335	526	289

Explanatory Notes:

- (1) MTO Community Transportation grant of \$100,000 received; provincial gas tax revenue of \$20,000.
- (2) There were three pays in June and December.
- (3) Interdepartmental transfers are allocations of costs from other department, such as facilities. These are recorded at year-end based on actual results and were lower than budget due to the change related to the partnership with Niagara Region.
- (4) Ridership lower due to impact of COVID-19. On August 17, 2020, Pelham Transit entered into a partnership with Niagara Region Transit to provide On-Demand transit services under a one-year pilot agreement. This pilot agreement has been extended to August 16, 2022. Ridership statistics for August and September 2021 have been restated in comparison to the previous report because of corrections needed due to the change to a new database.

Town of Pelham										Appendix 5	
2021 Capital Projects - Fourth Quarter Reporting		Cost Centre		Expenditures					Status	Carryforward to 2022	
				Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)			Actual and Committed as a % of Revised Budget
As at December 31, 2021											
INFORMATION TECHNOLOGY											
IT 01-21	Annual Equipment PSAB adds/replacements.	100180		32,000	32,000	-	3,875	3,875	12%	In progress.	28,125
IT 02-21	Innovation Technology.	100181		40,000	40,000	-	257	257	1%	In progress.	39,743
IT 03-21	Barracuda Spam Firewall.	100182		7,500	7,500	-	-	-	0%	Not yet started.	7,500
IT 04-21	MFA (Multi Factor Authentication) or 2FA Software.	100247		3,500	3,500	-	-	-	0%	Not yet started.	3,500
IT 05-21	Winfluid Server and Software Upgrade.	100248		9,000	9,000	4,752	4,620	9,372	104%	In progress.	4,248
IT 06-21	Cloud-managed network security appliance upgrade.	100249		10,000	10,000	10,411	-	10,411	104%	Completed.	-
Total Information Technology				102,000	102,000	15,163	8,752	23,915	23%		83,116
FIRE & BY-LAW SERVICES											
FD 01-21	Bunker Gear.	200117		35,000	35,000	33,062	-	33,062	94%	Completed.	-
FD 03-21	Replacement of Car 1.	200119		60,000	60,000	57,192	-	57,192	95%	Completed.	-
FD 04-21	Auto x Equipment Upgrade 1 Station.	200121		20,000	20,000	17,294	-	17,294	86%	Completed.	-
FD 05-21	Replacement of SCBA Air System Station 1.	200123		70,000	70,000	-	-	-	0%	Deferred to 2022. Items received in January 2022	70,000
Total Fire & By-Law Services				185,000	185,000	107,548	-	107,548	58%		70,000
FACILITIES											
FAC 01-21	Concrete & Asphalt Repairs - Various Facilities.	300508		150,000	150,000	113,019	-	113,019	75%	Completed.	-
FAC 02-21	Centennial Park Electrical Upgrades (Switch Gear inside).	300509		10,000	10,000	366	8,550	8,916	89%	In progress.	9,634
FAC 03-21	Old Pelham Town Hall - Foundation and Brick Repairs.	300510		25,000	25,000	-	22,500	22,500	90%	Defer to 2022.	25,000
FAC 04-21	Marlene Stewart Streit Park Electrical upgrades.	300512		30,000	30,000	366	5,150	5,516	18%	In progress.	29,634
FAC 05-21	Clockwork Systems - Video Cameras for MCC.	300516		50,000	50,000	-	-	-	0%	In progress.	50,000
FAC 06-21	Electric Vehicle charging station -	300519		25,000	25,000	-	-	-	0%	Defer to 2022.	25,000
FAC 08-21	Fire Station #1 Design Consultant.	300523		50,000	50,000	3,109	-	3,109	6%	Feasibility Study only	46,891
Total Facilities				340,000	340,000	116,860	36,200	153,060	45%		186,159

Town of Pelham										Appendix 5	
2021 Capital Projects - Fourth Quarter Reporting		Cost Centre		Expenditures					Status	Carryforward to 2022	
				Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)			Actual and Committed as a % of Revised Budget
As at December 31, 2021											
ROADS											
RD 01-21	Bridge Replacement Program: Sixteen Road (50m East of Maple).	300585		600,000	600,000	493,064	-	493,064	82%	Completed.	-
RD 02-21	Concrete Repair & Replacement Program.	300586		80,000	80,000	62,330	-	62,330	78%	In progress.	17,670
RD 03-21	Culvert Replacement Program.	300587		60,000	60,000	-	-	-	0%	Deferred to 2022.	60,000
RD 04-21	Engineering.	300590		25,000	25,000	5,017	4,027	9,044	36%	In progress.	16,806
RD 05-21	Road Base and Surface Repair Program.	300592		150,000	150,000	152,408	-	152,408	102%	Completed.	-
RD 06-21	Road Rehabilitation.	300593		500,000	500,000	430,591	-	430,591	86%	In progress.	69,409
RD 08-21	Sign Retro-Reflectivity Assessment.	300596		15,000	15,000	15,264	-	15,264	102%	Completed.	-
RD 09-21	Stormwater Facility Maintenance Repairs.	300597		20,000	20,000	499	510	1,009	5%	In progress.	19,501
RD 10-21	Streetlights and Traffic Signal Maintenance.	300598		55,000	55,000	41,088	26,192	67,280	122%	In progress.	13,912
RD 11-21	Easement for Station Street storm outlet (previously RD 08-17).	300601		35,000	35,000	-	-	-	0%	Deferred to 2022.	35,000
RD 12-21	Roadside Ditching Program.	300603		71,690	71,690	45,048	50,040	95,088	133%	In progress.	26,642
RD 13-21	Road Reconstruction - Pelham St: Port Robinson Rd to John Street. Connected to WTR 02-21.	300604		3,892,500	3,892,500	2,754,638	785,916	3,540,554	91%	In progress.	1,451,208
RD 14-21	Sulphur Springs Rd Rehabilitation - Site 1 & Site 2.	300605		170,000	170,000	830	86,745	87,575	52%	In progress.	169,170
RD 15-21	Lookout Street Urbanization.	300607		105,431	105,431	-	-	-	0%	Completed.	-
RD 16-21	Design - Pelham St: Phase 3 and 4.	300612		135,000	160,840	20,089	139,865	159,954	99%	Council report #2021-0151 increased budget from reserves. In progress.	140,751
RD 17-21	Effingham Street Safety Signage Improvements.	301025		44,500	44,500	34,437	-	34,437	77%	Completed.	-

Town of Pelham										Appendix 5	
2021 Capital Projects - Fourth Quarter Reporting		Cost Centre		Expenditures					Status	Carryforward to 2022	
				Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)			Actual and Committed as a % of Revised Budget
As at December 31, 2021											
RD 18-21	Design for Road Rehabilitation - Effingham St: Highway 20 to Tice.	301028		50,000	53,570	13,579	40,226	53,805	100%	Council report #2021-0151 increased budget from reserves. In progress.	39,991
RD 19-21	Erosion Mitigation Project Storm Pond Outlet Hwy 20 & Rice Road			-	70,000					Deferred to 2022	70,000
Total Roads				6,009,121	6,108,531	4,068,882	1,133,521	5,202,403	85%		2,130,060

Town of Pelham										Appendix 5	
2021 Capital Projects - Fourth Quarter Reporting		Cost Centre		Expenditures					Status	Carryforward to 2022	
				Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)			Actual and Committed as a % of Revised Budget
As at December 31, 2021											
FLEET											
VEH 01-21	Combined lease payments.	300871		32,340	32,340	34,074	-	34,074	105%	Completed.	-
VEH 02-21	Seasonal summer fleet rental.	300872		25,200	25,200	-	-	-	0%	In progress.	25,200
VEH 03-21	Seasonal winter fleet rental.	300873		25,550	25,550	20,166	330	20,496	80%	In progress.	5,384
VEH 04-21	Landscape Tractor (Replaces 2000 Kubota M4700).	300879		60,000	60,000	46,386	-	46,386	77%	Completed.	-
VEH 05-21	Gang Mower 14' (Replaces unit 720 - 2004 Landpride Mower).	300881		25,000	25,000	22,302	-	22,302	89%	Completed.	-
VEH 07-21	Purchase one-tonne truck.	300989		90,000	90,000	-	60,085	60,085	67%	In progress. Delivery in 2022.	90,000
Total Fleet				258,090	258,090	122,928	60,415	183,343	71%		120,584
CEMETERIES											
CEM 01-21	Fonthill Cemetery - exit lighting /emergency lighting in maintenance shop.	400013		5,000	5,000	-	-	-	0%	Completed out of operating \$250	-
Total Cemeteries				5,000	5,000	-	-	-	0%		-
WASTEWATER											
WST 01-21	Sanitary Lateral Replacement Program (5 laterals).	700178		80,000	80,000	76,057	-	76,057	95%	Completed.	-
WST 02-21	Sanitary Sewer Inspection, CCTV and Flushing Program.	700179		115,000	115,000	52,523	-	52,523	46%	Completed.	-
WST 03-21	Sanitary I/I Study Program - Planned Replacements and Rehabilitation.	700180		100,000	100,000	-	75,000	75,000	75%	In progress.	100,000
WST 04-21	Sanitary Sewer Capital Construction Repairs.	700181		60,000	60,000	-	-	-	0%	Not needed in 2021. All work caught up with prior year funding.	-
Total Wastewater				355,000	355,000	128,580	75,000	203,580	57%		100,000
WATER											

Town of Pelham										Appendix 5	
2021 Capital Projects - Fourth Quarter Reporting		Cost Centre		Expenditures					Status	Carryforward to 2022	
				Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)			Actual and Committed as a % of Revised Budget
As at December 31, 2021											
WTR 01-21	Water System Repair Equipment.	700274		30,000	30,000	26,257	-	26,257	88%	Completed.	-
WTR 02-21	Pelham St Watermain Replacement - Port Robinson Rd to John St. Connected to RD 13-21.	700275		80,000	80,000	85,054	5,377	90,431	113%	Completed.	-
WTR 03-21	Clare Avenue Watermain Replacement - development driven.	700276		250,000	250,000	16,936	52,857	69,793	28%	In progress. Construction to be done 2022.	233,064
WTR 06-21	Watermain Extension to Service Splash Pad at MSSP.	700353		200,000	200,000	-	178,134	178,134	89%	In progress. To be completed in spring 2022.	302,386
WTR 04-21	Station St: Hurricane Rd to Hwy 20, Watermain Replacement.	700277		175,000	175,000	-	-	-	0%	Deferred to 2022.	175,000
WTR 05-21	Neptune Software Upgrade.	700352		14,000	14,000	-	-	-	0%	In progress.	14,000
Total Water				749,000	749,000	128,247	236,368	364,615	49%		724,450

Town of Pelham										Appendix 5	
2021 Capital Projects - Fourth Quarter Reporting		Cost Centre		Expenditures					Status	Carryforward to 2022	
				Original Budget	Revised Budget	Actual	Committed	Total (Actual & Committed)			Actual and Committed as a % of Revised Budget
As at December 31, 2021											
PARK FACILITIES											
PRK 01-21	MSSP - Splash Pad.	500188		491,815	491,815	2,933	486,671	489,604	100%	In progress	488,882
PRK 02-21	Simplistic Lines - Line painter.	500190		10,000	10,000	6,787	1	6,788	68%	Completed.	-
PRK 03-21	Playground Turf Repair.	500192		5,000	5,000	1,221	-	1,221	24%	Completed.	-
PRK 04-21	Harold Black Park Drainage Improvement.	500194		13,000	13,000	10,362	1,975	12,337	95%	Completed.	-
PRK 05-21	General Park Furniture (Benches/Picnic Tables/Receptacles).	500195		10,000	10,000	10,176	-	10,176	102%	Completed.	-
PRK 06-21	Centennial Park Soccer Field #1 Fence.	500196		25,000	25,000	23,143	-	23,143	93%	Completed.	-
PRK 07-21	Centennial Park Diamond 3 Lighting.	500198		145,000	145,000	-	-	-	0%	Deferred to 2022	145,000
PRK 08-21	Centennial Park - Splash Pad.	500242		350,000	350,000	8,080	328,434	336,514	96%	In progress	341,920
Total Park Facilities				1,049,815	1,049,815	62,702	817,081	879,783	84%		975,802
COMMUNITY PLANNING & DEVELOPMENT											
PLN 01-21	Lot 177 Environmental Impact Study.	600122		45,000	45,000	-	-	-	0%	Not yet started.	45,000
PLN 02-21	Vision and Design for Town Square.	600138		20,000	20,000	-	-	-	0%	In progress.	20,000
PLN 03-21	Comprehensive Parking Study	600139		60,000	60,000	27,656	7,642	35,298	59%	In progress.	26,325
PLN 04-21	Future Urban Land Needs Analysis.	600141		20,000	20,000	-	-	-	0%	Not required.	20,000
PLN 05-21	East Fenwick Secondary Plan.	600142		10,000	10,000	-	-	-	0%	Not yet started.	10,000
Total Community Planning & Development				155,000	155,000	27,656	7,642	35,298	23%		121,325
LIBRARY SERVICES											
LIB 01-21	Computer Services Development.	500278		17,500	17,500	5,344	-	5,344	31%	In progress.	12,156
Total Library Services				17,500	17,500	5,344	-	5,344	31%		12,156
MUNICIPAL DRAINAGE											
DRN 01-21	Ridgeville and Nunn Municipal Drains Update to Assessment Schedule.	600140		50,000	50,000	-	9,880	9,880	20%	In progress.	50,000
Total Municipal Drainage				50,000	50,000	-	9,880	9,880	20%		50,000
TOTAL AS PER 2021 APPROVED BUDGET				\$ 9,275,526	\$ 9,374,936	\$ 4,783,910	\$ 2,384,859	\$ 7,168,769	76%		\$ 4,573,652

Town of Pelham											Appendix 5	
Prior Year's Carry Forward Capital Projects - Fourth Quarter Reporting		Cost Centre		Expenditures						Status	Carryforward to 2022	
				Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)			Total to date as a % of Carry Forward
As at December 31, 2021												
INFORMATION TECHNOLOGY												
IT 04-19	Backup Generator for IT Server Room (Town Hall)	100165		46,000	-	46,000	15,088	-	15,088	33%	In progress.	30,912
IT 01-20	Computer and Hardware Repair and Replacement	100170		32,000	-	32,000	-	11,633	11,633	36%	In progress.	20,367
IT 02-20	Tab Fusion Electronic Enhancement	100171		25,000	5,079	19,921	-	-	-	0%	In progress.	19,921
IT 03-20	Financial Reporting Software	100172		40,000	36,888	3,112	-	-	-	0%	In progress.	3,112
IT 05-20	Innovation Technology	100174		40,000	-	40,000	-	37,626	37,626	94%	In progress.	40,000
Total Information Technology				183,000	41,967	141,033	15,088	49,259	64,347	46%		114,312
ROADS												
RD 01-17	Summersides: Station to Wellspring (E. Fonthill)	300254		2,088,774	973,677	15,169	854	11,901	12,755	84%	In progress.	14,315
RD 12-18	Stormwater Facility Maintenance - Station, Timber Creek	300436		70,000	47,713	22,287	-	-	-	0%	Completed.	-
RD 02-19	Concrete Repair & Replacement Program	300461		110,000	77,423	32,577	32,985	-	32,985	101%	Completed.	-
RD 08-19	Pelham Street Storm and Road Reconstruction - connected to RD 01-16 and WTR 03-19.	300467		2,436,055	2,038,521	397,534	235,960	3,632	239,592	60%	Completed.	-
RD 10-19	Stormwater Facility Maintenance	300469		30,000	14,577	15,423	-	-	-	0%	In progress.	15,423
RD 14-19	Sulphur Spring Drive Repair	300473		250,000	-	250,000	254,400	-	254,400	102%	Completed.	-
RD 01-20	Bridge Design Program - Balfour St and 16 Road	300490		100,000	16,250	83,750	54,913	25,547	80,460	96%	In progress.	28,837
RD 02-20	Roadside Ditching	300491		75,000	69,036	5,964	7,035	-	7,035	118%	Completed.	-
RD 03-20	Road Reconstruction - Pelham St: College St to Port Robinson Rd - connected to WTR 01-20	300492		1,079,519	795,886	283,633	187,404	72,054	259,458	91%	In progress.	96,229
RD 04-20	Bridge/Culvert Appraisal (legislated) - Retaining Walls and Easements	300493		20,000	12,509	7,491	-	-	-	0%	Completed.	-
											Completed. Savings on this project to be allocated to RD 13-21.	
RD 06-20	Culvert Replacement	300495		60,000	24,912	35,088	-	-	-	0%		35,088
RD 07-20	Effingham Storm Design - Hwy 20 to Canboro	300496		50,000	-	50,000	-	-	-	0%	Deferred to 2022.	50,000
RD 08-20	Engineering	300497		35,000	6,670	28,330	15,284	1,500	16,784	59%	In progress.	13,046
RD 10-20	Road Rehabilitation	300499		450,000	188,703	261,297	152,153	-	152,153	58%	Completed.	-
											Deferred to 2023 as part of Niagara Region project	
RD 12-20	Stormsewer Extension - Along Quaker	300501		200,000	-	200,000	-	-	-	0%		200,000
RD 13-20	Sulphur Springs Rd Rehabilitation - Site 1 & 2	300502		300,000	-	300,000	136,698	165,000	301,698	101%	In progress.	163,302
RD 14-20	Station Street Storm Pond	300503		300,000	-	300,000	15,001	126,328	141,329	47%	In progress.	284,999
RD 15-20	Foss Resurfacing (linked to WST 06-20)	300504		500,000	-	500,000	-	-	-	0%	Deferred to 2023.	500,000
											In progress. To be tendered spring 2022.	
RD 17-20	Rice Road Landscaping Feature	300506		48,120	-	48,120	-	-	-	0%		48,120
Total Roads				8,202,468	4,265,879	2,836,661	1,092,687	405,962	1,498,649	53%		1,449,359

Town of Pelham											Appendix 5
Prior Year's Carry Forward Capital Projects - Fourth Quarter Reporting		Cost Centre	Expenditures							Status	Carryforward to 2022
			Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)	Total to date as a % of Carry Forward		
As at December 31, 2021											
FACILITIES											
FAC 03-18	Tice Road Operations Centre - Man Door Repairs, insulation and vapour barrier in north bay - FCA Critical 2016	300405	37,000	29,970	7,030	5,564	-	5,564	79%	Completed.	-
FAC 03-19	Municipal Building - foundation, structural, waterproofing, exterior / interior painting - FCA Critical 2016	300448	55,000	36,077	13,148	11,377	-	11,377	87%	Completed.	-
FAC 01-20	Concrete & Asphalt Repairs - Various Facilities	300475	10,000	3,278	6,722	6,840	-	6,840	102%	Completed.	-
FAC 02-20	Masonry Repairs - Highland Ave, Hillside/Fonthill Cemetery	300476	30,000	-	30,000	-	-	-	0%	In progress.	30,000
FAC 03-20	Facility Condition & Accessibility Assessment	300477	75,000	-	75,000	41,548	7,616	49,164	66%	Completed.	-
FAC 04-20	Tice Road Operations Centre - Electrical Upgrades	300478	6,500	4,393	2,107	-	-	-	0%	Completed.	-
FAC 08-20	Centennial Park Hydro Service	300482	15,000	12,415	2,585	-	-	-	0%	Completed.	-
FAC 10-20	Flag Poles	300483	6,000	3,765	2,235	2,380	-	2,380	106%	Completed.	-
Total Facilities			234,500	89,897	138,827	67,709	7,616	75,325	54%		30,000
FLEET											
VEH 04-20	Combination Snow Plow & Spreader Unit - replaces Truck 420	300487	320,000	-	320,000	249,908	-	249,908	78%	Completed.	-
VEH 05-20	Work Truck - Replaces Truck 127	300488	35,000	-	35,000	35,704	-	35,704	102%	Completed.	-
Total Fleet			355,000	-	355,000	285,612	-	285,612	80%		-
WASTEWATER											
WST 04-18	Foss Road Upgrade existing sewer from 350 to 450mm diam	700156	592,800	65,277	38,236	-	29,637	29,637	78%	In progress. Waiting for CP Rail's approval.	527,523
WST 01-19	Design - Church Street Upgrade - connected to WST 05-20 and CC 700182 (2022 Project for \$1.5M to do the Church Street work)	700162	60,000	31,792	28,208	13,538	1,000	14,538	52%	In progress. Waiting for CP Rail's approval.	14,670
WST 05-19	Sanitary Sewer Capital	700166	80,000	16,311	63,689		36,518	36,518	57%	In progress.	63,689
WST 01-20	Sanitary I/I Study Program - Planned Replacements and Rehabilitation	700170	100,000	-	100,000	61,671	51,446	113,117	113%	In progress.	38,329
WST 02-20	Sanitary Lateral Replacement Program (5 laterals)	700171	60,000	-	60,000	-	60	60	0%	Not required.	-
WST 03-20	Sanitary Sewer Inspection, CCTV and Flushing Program	700172	74,000	59,750	14,250	-	103	103	1%	Completed.	-
WST 04-20	Sanitary Sewer	700173				-	-	-		Completed.	-
WST 05-20	Church St Sanitary Upgrades - Permits and Reports - connected to WST 01-19 and CC 700182 (2022 Project for \$1.5M to do the Church Street work	700174	50,000	42,871	7,129	-	-	-	0%	In progress. Waiting for CP Rail's approval.	7,129
WST 06-20	Foss Rd - Sanitary Sewer Installation (linked to RD 15-20)	700175	800,000	-	800,000	-	-	-	0%	Deferred to 2023	800,000
Total Wastewater			1,816,800	216,002	1,111,511	75,209	118,764	193,973	17%		1,451,340

Town of Pelham											Appendix 5	
Prior Year's Carry Forward Capital Projects - Fourth Quarter Reporting		Cost Centre		Expenditures						Status	Carryforward to 2022	
				Original Budget	Prior Years Actual	Carry Forward Amount	Actual	Committed	Total (Actual & Committed)			Total to date as a % of Carry Forward
As at December 31, 2021												
WATER												
WTR 01-18	Backflow Prevention Program	700158		50,000	13,985	36,015	-	-	-	0%	In progress.	36,015
WTR 02-18	Station Street: Hwy 20 to Port Robinson, Watermain Replacement - trench only	700159		847,652	817,162	30,490	-	(286)	(286)	-1%	Completed.	-
WTR 01-20	Pelham St Watermain Replacement: College St to Port Robinson Rd - connected to RD 03-20	700176		13,122	7,948	5,174		-	-	0%	Completed.	-
WTR 02-20	Water System Repair Equipment	700177		30,000	8,326	21,674		-	-	0%	Completed.	-
Total Water				940,774	847,420	93,354	-	(286)	(286)	0%		36,015
PARK FACILITIES												
PRK 05-19	Centennial Park Electrical Upgrades	500176		13,500	11,635	1,865	-	-	-	0%	Completed.	-
PRK 03-20	River Estates Park Development	500184		300,000	-	300,000	-	275,000	275,000	92%	In progress.	300,000
PRK 04-20	Turf Repair	500185		5,000	-	5,000	5,088	5,000	10,088	202%	Completed.	-
Total Park Facilities				318,500	11,635	306,865	5,088	280,000	285,088	93%		300,000
COMMUNITY PLANNING & DEVELOPMENT												
PLN 01-19	Complete East Fenwick SP	600117		20,000	6,269	13,731	-	13,731	13,731	100%	In progress.	13,731
PLN 02-19	Complete Zoning By-law	600118		20,000	-	20,000	-	9,537	9,537	48%	In progress	20,000
PLN 01-20	Community Benefits Charge Strategy	600119		40,000	-	40,000	-	-	-	0%	Not yet started.	40,000
Total Community Planning & Development				80,000	6,269	73,731	-	23,268	23,268	32%		73,731
MUNICIPAL DRAINAGE												
DRN 01-20	Replace Farm Culverts	600120		30,000	-	30,000	-	-	-	0%	In progress.	30,000
DRN 02-20	Update Assessment Schedule for Big Creek Drain	600121		65,000	-	65,000	-	29,850	29,850	46%	In progress.	65,000
Total Municipal Drainage				95,000	-	95,000	-	29,850	29,850	31%		95,000
Grand Total				\$ 12,226,042	\$ 5,479,070	\$ 5,151,982	\$ 1,541,393	\$ 914,433	\$ 2,455,826	48%	Pre-2021 Projects	\$ 3,549,757
											2021 projects	\$ 4,573,652
											Total	\$ 8,123,409

Subject: 2021 Reserve and Reserve Fund Report**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2022-0130-Corporate Services 2021 Reserve and Reserve Fund Report, for information;

AND THAT Council direct the 2021 Annual Treasurer's Statement of Reserve Funds for Development Charges and 2021 Annual Treasurer's Parkland Dedication Reserve Fund Statement be made available to the public upon request.

Background:

This report provides information about reserve and reserve fund balances as at December 31, 2021, based on transfers to and from those reserves and reserve funds as approved by Council. Reserves and reserve funds are important long-term financial planning tools for municipalities, and are used to set aside funds for future purposes. The guiding principles in the Town's Reserve and Reserve Fund Policy S400-08 ("the Policy") are adherence to statutory requirements, promotion of financial stability and flexibility, provision for major capital expenditures, and liquidity.

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

1. Obligatory reserve funds are created when a senior government statute or agreement requires that revenue received for special purposes be segregated from the general revenues of the municipality and must be segregated in liquid assets. (Note 4 to the financial statements)
2. Discretionary reserve funds are created by Council to set aside revenue for a future expenditure and must be segregated in liquid assets. (Note 8 to the financial statements)
3. Non-discretionary reserves are created by Council as an appropriation from net revenue and/or cost savings and are non-tax supported. Drawdowns from non-discretionary reserves must be for expenditures related to their revenue source. (Note 8 to the financial statements)

4. Discretionary reserves are created by Council as an appropriation from net revenue and/or cost savings and are tax supported. Transfers to and from these reserves can be approved for any purpose at the discretion of Council. (Note 8 to the financial statements)

2021 Reserve and Reserve Fund Year-end Balances

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

Parkland Dedication Reserve Fund Statement

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

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

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

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

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

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

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

Development Charge Reserve Fund Statement

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

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

Appendix A10 is the Annual Treasurer's Statement of Reserve Funds for Development Charges, as of December 31, 2021.

Analysis:

Reserves and Reserve Funds

The reserve balances as presented in appendices A1 to A10 are separated by category as reported for financial statement purposes. Total reserves and reserve funds at the end of 2021 were \$18,892,991 (see Note 4 and Note 8 to the financial statements). This balance includes the land acquisition reserve which is in a deficit position (negative balance), meaning that transfers from the reserve have exceeded transfers to the reserve and the positive balance will need to be restored. The airport reserve of \$2,955 is not reported as part of Pelham's unconsolidated reserve balances, and obligatory deferred revenue in the financial statements includes \$29,838 to be transferred to the Cemetery Care and Maintenance Trust.

Total reserves and reserve funds at December 31, 2020 were \$13,348,541. The increase in reserve balances compared to the prior year are a result of capital projects which are approved, but will be completed in the future, a significant

improvement in Development Charge collections which had dropped significantly the first year of the pandemic, the in-year operating transfers of specific excess revenues and savings identified by the Treasurer in accordance with the Delegation of Authority By-law, and the Building Department rate-supported surplus, which was transferred to reserve in accordance with the Policy. The Working Funds Reserve was drawn down as planned due to \$535,259 in Safe Restart COVID-19 funding carried forward from 2020 and used in 2021. There is \$128,318 of remaining COVID-19 Recovery Funding being carried forward into 2022.

It is important to note that the vast majority of the Town's reserve and reserve fund balances have been committed to fund capital projects approved by Council, and therefore the reserve balances which are available to be spent are lower than the 2021 year-end balance. Of the total reserves and reserve funds, approximately \$4 million represents projects previously approved compared to \$4.2 million in 2020, primarily because of projects delayed due to COVID-19. The Building Department Reserve Fund of \$1.7 million is rate-supported and can only be used for related expenditures. Many other reserves and reserve funds, including the CIP, Elections, Library, Meridian Community Centre, and Volunteer Firefighter Life Insurance have been set aside for purposes which are not capital in nature, but are earmarked and committed for future expenditures. The remaining reserves and reserve funds are needed for planned future capital expenditures, as outlined in the forecast in the Capital Budget.

Reserves and reserve funds, excluding obligatory reserve funds, as found in appendix A1 have a total year-end balance of \$13,868,359 (excluding commitments for projects previously approved by Council but not completed). The target balance for the reserves and reserve funds as presented to the Audit Committee along with the Policy was \$14,899,594 based on preliminary estimates using historical amortization and capital forecasts. Capital projects already approved and carrying forward which will be funded from these reserves and reserve funds total approximately \$4.8 million compared to \$3.4 million in 2020, an increase of \$1.4 million because of capital projects delayed primarily due to COVID-19. Even though the reserves and reserve funds balance has improved significantly from prior year, the Town is still \$5.8M short of the target balance as stated in the Policy.

The Town is in progress toward completing the Capital Asset Management Plan, which will give a more thorough and fulsome forecast and inform the reserve and reserve fund targets moving forward. The 2022 budget included a small increase in tax-levy supported transfers to reserves of approximately \$238,000, the Building Department transfer to reserve was budgeted to decrease by \$83,000 and water and wastewater rate-supported transfers to reserves were budgeted to decrease by

\$12,000. The long-term financial plan will involve continued investment in reserves to allow for greater financial flexibility and sustainability.

The development charge (DC) obligatory reserve fund in appendix A10 shows the total balance of funds held as found in Note 4 to the financial statements, as well as the detailed breakdown of each service area.

The 2021 Development Charge Update Study, passed with By-law 4431-2022, involved some changes in order to comply with legislation, including combining indoor and outdoor recreation to form Parks and Recreation Services, and having a Growth Studies service area rather than Administration. As the by-law was passed in 2022, these changes will be reflected on the 2022 Annual Treasurer's Statement of Reserve Funds for Development Charges.

The General Government, Indoor Recreation, and Water DC reserve funds are in a deficit (negative) position, which means that they are borrowing from other service areas until they are replenished. Intra-fund lending within the DC obligatory reserve fund is permissible in accordance with the Policy 4.2 e) i), and interest is being paid from the deficit DC obligatory reserve funds to the other DC obligatory reserve funds. The interest paid appears as a negative number and interest received appears as a positive number on the "Accrued Interest" line. DC collections for indoor recreation are expected to increase when the DC background study and indoor recreation service standard ceiling is updated. A DC background study update was completed in 2021 and approved in 2022, and regular updates will be required in the future. Deficits in one service area can also occur when capital projects are completed early within the 10-20-year horizon of the DC study, and will be expected to be recovered in future years.

In 2021, \$3,256,177 of development charges were collected. This was significantly higher than total DC expenditures, including debt and capital expenditures, of \$1,810,913. This is partly a result of improved collections which had dropped significantly in 2020 due to COVID-19, as well as timing of development which can be somewhat unpredictable. In addition, DC collections are expected to increase when the DC background study is updated as discussed above.

Cash Position

As of December 31, 2021, the Town's cash and cash equivalents totaled \$18,850,877 and bank indebtedness related to operations was \$1,033,333, for a net operating cash position of \$17,817,544. This means that technically there is not sufficient cash so that reserves are represented by cash assets and this is primarily due to the Investing in Canada Infrastructure Program grant receivable of \$1.86 million. The funds were spent on the capital project in 2021 and the Town is

expecting to collect the receivable in 2022, resulting in a timing difference. In the prior year, reserves were represented by cash assets at year-end. However, it must be noted that there are other items which have contributed to the increased cash balance, including increased deposits held in trust due to development, and therefore even once the receivables are collected, a portion of the increased operating cash is not related to reserves and reserve funds. There are other changes to non-cash assets and liabilities which have contributed to increased cash as well as well, as outlined in the Town's Consolidated Statement of Cash Flows in the financial statements.

Appendix A1 summarizes the subcategories of reserves and discretionary reserve funds. Discretionary reserve funds of \$5,068,480 found on appendix A1 as well as obligatory reserve funds of \$5,054,470 found in Note 4 to the financial statements require the physical segregation of money or liquid assets. The total of these reserve funds, being \$10,122,950, must be kept separately within the Town's bank accounts and adjusted by June 30, 2022 in accordance with the Policy 4.2 c) iv).

Investment of Reserves and Reserve Funds

In prior years, some of the reserves and reserve funds were represented by non-cash assets. As the cash is being replenished, funds are being invested in short-term investments and savings accounts to allow for flexibility in meeting capital requirements as well as debenture payments funded by the Development Charge Reserve Fund. During 2021, reserves and reserve funds were invested at an average rate of 0.8% vs 1.1% in 2020. Total interest earned by reserves and reserve funds was \$95,886. This interest is lower than the prior year due to the impact of COVID-19 on interest rates. In future years, funds could be locked in longer-term at higher rates, but at present the Town requires liquid assets to fund capital projects and financial liabilities, and current long-term interest rates have decreased significantly due to the impact of COVID-19. Interest is generally allocated to reserves and reserve funds annually at year-end based on the average rate of interest as determined by the Treasurer multiplied by the previous year-end balance. Interest earned on obligatory deferred revenue related to development charges is allocated in accordance with the by-law and for obligatory deferred revenue related to grants in accordance with the agreement.

Trust Funds

The Town has three Trust Funds for Cemetery Care and Maintenance, Bradshaw Estate, and the Library Trust. The total fund balance for those trusts at December 31, 2021 was \$1,108,089. The statement of financial position and the statements of revenue and expenses and changes in fund balances are found in the Town's financial statements, pages 32-34. These balances are separate from the reserves and reserve funds discussed above and have not been included in this report.

Financial Considerations:

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

Alternatives Reviewed:

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

Strategic Plan Relationship: Financial Sustainability

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

Consultation:

Not applicable.

Other Pertinent Reports/Attachments:

Appendix A1 – Reserve (Deficit) Summary

Appendix A2 – Reserve (Deficit) Schedule – General Government

Appendix A3 – Reserve (Deficit) Schedule – Protection Services

Appendix A4 – Reserve (Deficit) Schedule – Transportation Services

Appendix A5 – Reserve (Deficit) Schedule – Health Services

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

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

Appendix A8 – Reserve (Deficit) Schedule – Environmental Services

Appendix A9 – Parkland Dedication Capital Fund Transfers

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

Prepared by:

Charlotte Tunikaitis, CPA, CA
Manager Financial Services/Deputy Treasurer

Prepared and Recommended by:

Teresa Quinlin-Murphy, FCPA, FCA, MBA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

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

Town of Pelham
Reserve (Deficit) - Summary
for the year ended December 31, 2021

		Additions							Reductions						
	Opening Balance	Transfers operating	Land proceeds	Dividends / grants	Surplus distribution	Capital donations	Interest	Total	Transfer to				Total	Ending Balance	
									Operating	Capital	Debenture	Reserve			
Building Department	1,404,644	171,839			242,331		13,344	427,514	(99,502)	(8,616)			(108,118)	1,724,040	1
Cemetery	42,590	35,600						35,600	-				-	78,190	3
CIP	243,603	65,000						65,000	(12,083)	-			(12,083)	296,520	3
Elections	75,943	25,000			-			25,000	(2,488)	-			(2,488)	98,455	3
Fire Service	607,582	315,000					4,709	319,709	-	(50,356)			(50,356)	876,935	1
Fleet	1,028,724	418,176					7,973	426,149	-	(320,076)			(320,076)	1,134,797	1
HR Capacity Building	339,363	274,248						274,248	(24,701)				(24,701)	588,910	3
IT	76,430	146,100			-			146,100	-	(30,251)			(30,251)	192,279	3
Land acquisition	(1,176,452)	191,860						191,860	-	-			-	(984,592)	3
Library	293,821	-			102,153		2,277	104,430	-	(5,344)			(5,344)	392,907	1
Meridian Community Centre	429,384	185,100				224,912		410,012	-	-	(209,032)		(209,032)	630,364	3
Municipal Building Facilities	156,831	619,800					1,215	621,015	-	(184,569)			(184,569)	593,277	1
Municipal Drainage	16,831	27,300						27,300	-	-			-	44,131	3
Parks & Recreation	55,904	327,765					433	328,198	-	(62,578)			(62,578)	321,524	1
Physician Recruitment	25,705	2,000						2,000	-	-			-	27,705	3
Planning	256,765	105,400						105,400	-	(27,656)			(27,656)	334,509	3
Roads	3,046,895	2,460,610						2,460,610	-	(1,933,078)			(1,933,078)	3,574,427	3
Volunteer FF Life Insurance	12,500	12,500						12,500					-	25,000	1
Water	946,119	641,297					8,988	650,285	(136,836)	(128,246)		-	(265,082)	1,331,322	2
Wastewater	1,418,665	741,007		15,000	106,215		13,477	875,699	-	(178,806)			(178,806)	2,115,558	2
Working Funds	819,665	-		168,676	19,020			187,696	(535,260)	-			(535,260)	472,101	3
Total	10,121,513	6,765,602	-	183,676	469,719	224,912	52,417	7,696,326	(810,871)	(2,929,577)	(209,032)	-	(3,949,479)	13,868,359	

Note 1: Total discretionary reserve funds requiring physical segregation of money or liquid assets	\$	5,068,480
Note 2: Total non-discretionary reserves prohibiting discretion to transfer to/from other reserves		3,446,880
Note 3: Total discretionary reserves		5,352,999
	\$	13,868,359

	DISCRETIONARY RESERVES AND RESERVE FUNDS										DEFERRED REVENUE - OBLIGATORY RESERVES				
	Working Funds Reserve	CIP Reserve	Physician Recruitment Reserve	Elections Reserve	Meridian Community Centre Reserve	Information Technology Reserve	Municipal Building/ Facilities Reserve Fund	HR Capacity Building	Volunteer Firefighters Life Insurance	Land Acquisition Reserve	Development Charges (A10 for detail)	Ontario Community Infrastructure Fund (OCIF)	Provincial Gas Tax (Transit)	Federal Gas Tax	Total
Balance at Dec. 31, 2020	819,665	243,603	25,705	75,943	429,384	76,430	156,831	339,363	12,500	(1,176,452)	1,554,407	265,855	50,127	-	2,873,361
Reserve Additions															
Transfer from operating		65,000	2,000	25,000	185,100	146,100	619,800	274,248	12,500	191,860					1,521,608
Surplus allocation 2021	19,020														19,020
MCC capital donations					224,912										224,912
COVID-19 Recovery funding carrying forward to 2022	128,318														128,318
Earned revenue											3,256,177				3,256,177
Government transfers												483,112	58,854	1,064,308	1,606,274
Interest							1,215				27,202	1,644	534	1,522	32,117
PWPI dividends	40,358														40,358
Total Additions	187,696	65,000	2,000	25,000	410,012	146,100	621,015	274,248	12,500	191,860	3,283,379	484,756	59,388	1,065,830	6,828,784
Reserve Reductions															
Transfer to operating	(535,260)	(12,083)	-	(2,488)	-	-	-	(24,701)	-	-	(13,058)	(19,075)	(20,000)	-	(626,665)
Transfer to capital	-	-	-	-	-	(30,251)	(184,569)	-	-	-	(167,835)	(731,536)	-	(493,065)	(1,607,256)
Transfer to debenture					(209,032)						(1,587,270)				(1,796,302)
Transfer to library											(42,750)				(42,750)
Total Reductions	(535,260)	(12,083)	-	(2,488)	(209,032)	(30,251)	(184,569)	(24,701)	-	-	(1,810,913)	(750,611)	(20,000)	(493,065)	(4,072,973)
Balance at Dec. 31, 2021	472,101	296,520	27,705	98,455	630,364	192,279	593,277	588,910	25,000	(984,592)	3,026,873	-	89,515	572,765	5,629,172

	DISCRETIONARY RESERVE FUNDS		
	Fire Equipment Reserve Fund	Building Department Rate Stabilization Reserve Fund	Total
Balance at Dec. 31, 2020	607,582	1,404,644	2,012,226
Reserve Additions			
Transfer from operating	315,000	171,839	486,839
Operating surplus		242,331	242,331
Interest	4,709	13,344	18,053
<i>Total Additions</i>	319,709	427,514	747,223
Reserve Reductions			
Transfer to Town for administration		(99,502)	(99,502)
Transfer to capital	(50,356)	(8,616)	(58,972)
<i>Total Reductions</i>	(50,356)	(108,118)	(158,474)
Balance at Dec. 31, 2021	876,935	1,724,040	2,600,975

	DISCRETIONARY RESERVES AND RESERVE FUND		
	Roads Reserve	Fleet Reserve Fund	Total
Balance at Dec. 31, 2020	3,046,895	1,028,724	4,075,620
Reserve Additions			
Transfer from operating	2,454,550	403,000	2,857,550
Surplus in Winter Control (30320)	6,060		6,060
Interest		7,973	7,973
Proceeds on sale of vehicles		15,176	15,176
<i>Total Additions</i>	<i>2,460,610</i>	<i>426,149</i>	<i>2,886,759</i>
Reserve Reductions			
Transfer to capital	(1,933,078)	(320,076)	(2,253,154)
Balance at Dec. 31, 2021	3,574,427	1,134,797	4,709,225

	DISCRETIONARY RESERVE
	Cemetery Reserve
Balance at Dec. 31, 2020	42,590
Reserve Additions	
Transfer from operating	35,600
Reserve Reductions	
Transfer to capital	0
Balance at Dec. 31, 2021	78,190

	DISCRETIONARY RESERVE FUNDS		DEFERRED REVENUE - OBLIGATORY RESERVE FUND	Total
	Parks and Recreation Reserve Fund	Library Board Reserve Fund	Parkland Dedication (see A9 for capital detail)	
Balance at Dec. 31, 2020	55,904	293,821	1,322,911	1,672,636
Reserve Additions				
Transfer from operating	327,765			327,765
Earned income			765,370	765,370
Interest	433	2,277	12,568	15,278
2021 library surplus		102,153		102,153
<i>Total Additions</i>	328,198	104,430	777,938	1,210,566
Reserve Reductions				
Transfer to capital	(62,578)	(5,344)	(765,370)	(833,292)
Balance at Dec. 31, 2021	321,524	392,907	1,335,479	2,049,910

	DISCRETIONARY RESERVES		
	Planning Reserve	Municipal Drainage Reserve	Total
Balance at Dec. 31, 2020	256,765	16,831	273,596
Reserve Additions			
Transfer from operating	105,400	27,300	132,700
Reserve Reductions			
Transfer to capital	(27,656)	0	(27,656)
Balance at Dec. 31, 2021	334,509	44,131	378,640

NON-DISCRETIONARY RESERVES			
	Water	Wastewater	Total
Balance at Dec. 31, 2020	946,119	1,418,665	2,364,784
Reserve Additions			
Transfer from operating	641,297	741,007	1,382,304
2021 operating surplus		106,215	106,215
Interest	8,988	13,477	22,465
CSO Grant		15,000	15,000
<i>Total Additions</i>	650,285	875,699	1,525,984
Reserve Reductions			
Transfer to operating	(136,836)	0	(136,836)
Transfer to capital	(128,246)	(178,806)	(307,052)
<i>Total Reductions</i>	(265,082)	(178,806)	(443,888)
Balance at Dec. 31, 2021	1,331,322	2,115,558	3,446,880



TOWN OF PELHAM

Reserve Schedule

2021 Parkland Dedication Capital Fund Transfers

Eligible Services

A9

Capital Project and Description	Parkland Dedication Obligatory Reserve Fund	Other Revenue and Funding Sources	Total
Collection of receivable	(765,370)		(765,370)
Total	(765,370)	-	(765,370)

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

Description	Services to which the Development Charge Relates									Total
	Non-Discounted Services					Discounted Services				
	Related to a Highway	Water	Wastewater	Storm Water	Protection ⁴	General Government ⁶	Recreation Services ⁵		Library	
							Outdoor	Indoor		
Opening Balance, January 1, 2021	178,420	(725,515)	1,607,870	22,516	155,437	(73,935)	1,551,438	(1,119,598)	(42,228)	1,554,407
Plus:										
Development Charge Collections	1,682,395	206,587	485,766	-	62,452	122,624	285,125	316,798	94,430	3,256,177
Accrued Interest	3,122	(12,696)	28,138	394	2,720	(1,294)	27,150	(19,593)	(739)	27,202
Repayment of Monies Borrowed from Fund and Associated Interest ¹										
Sub-Total	1,685,517	193,891	513,904	394	65,172	121,330	312,275	297,205	93,691	3,283,379
Less:										
Amount Transferred to Capital (or Other) Funds ²	710,192	188,626	26,931	-	91,381	82,419	38,551	630,063	42,750	1,810,913
Amounts Refunded										
Amounts Loaned to Other D.C. Service Category for Interim Financing Credits ³										
Sub-Total	710,192	188,626	26,931	-	91,381	82,419	38,551	630,063	42,750	1,810,913
Closing Balance, December 31, 2021	1,153,745	(720,250)	2,094,843	22,910	129,228	(35,024)	1,825,162	(1,452,456)	8,713	3,026,873

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

² See Attachment 1 for details

³ See Attachment 2 for details

⁴ Service category includes: Police Services and Fire Services

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

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

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

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

Capital Fund Transactions	Gross Capital Cost	D.C. Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. By-Law Period			Post D.C. By-Law Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
General Government											
Sub-Total - General Government	13,058	13,058	-	-	-	-	-				
Services Related to a Highway											
RD 18-20 Urbanization of Lookout Street 300507	105,431	105,431	-	-	-	-	-	-	-	-	-
Parks and Recreation											
PRK 08-21 Centennial Park Splash Pad 500242	8,079	5,212	-	-	-	-	2,867	-	-	-	-
Fire Protection											
FD 03-31 Replacement of Fire Chief's Car 200119	57,192	57,192									
Library Services											
Library Materials	47,500	42,750	-	-	-	-	-	4,750	-	-	-

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

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. By-Law Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
General Government									
East Fonthill Study Debenture 600108	69,361	61,905	7,456						
Fire Protection									
Fire Station 2 Debenture 200050	34,189	32,588	1,601						
Services Related to a Highway									
Haist St./Pelham Debenture 300098	150,893	147,377	3,516						
Effingham (16-Kilman) Debenture 300007	22,446	20,484	1,962						
Hwy 20 (Station-Rice) Debenture 300046	6,648	6,067	581						
Port Robinson Debenture 300184	63,366	56,554	6,812						
Fenwick Downtown Revitalization Debenture 300243	264,508	236,263	28,245						
Port Robinson Road Reconstruction Debenture 300244	96,900	86,552	10,348						
Sub-Total - Services Related to Highways	604,761	553,297	51,464						
Parks and Recreation									
Skate Park Debenture 500124	33,339	29,755	3,584						
Pelham Community Centre Debenture 300403	630,063	269,795	360,268						
Sub-Total - Parks and Recreation	663,402	299,550	363,852						
Wastewater									
WST - Port Robinson Road Reconstruction Debenture 700137	26,931	24,055	2,876						
Water									
Rice Rd Watermain Debenture 700090	109,563	105,642	3,921						
Hwy 20 Water (Station-Rice) Debenture 700052	53,560	48,879	4,681						
Port Robinson Debenture 700124	25,503	22,761	2,742						
Sub-Total - Water	188,626	177,282	11,344						

Attachment 2
Municipality of Pelham
Statement of Credit Holder Transactions

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

Subject: 2021 Year-end Building Department Report**Recommendation:**

BE IT RESOLVED THAT Council receive Report #2022-0127 – 2021 Year-end Building Department Report, for information.

Background:

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

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

The attached 2021 Building Department revenue and expenditure statement details the 2021 year-end results. The report shows the gross revenues received and the direct and indirect costs associated with providing building department permit fee services.

Analysis:

In 2021, it was budgeted that the Building Department would end the year at a breakeven point, while transferring \$171,839 to the reserve. However, the department revenues were \$274,376 higher than projected for 2021 excluding reserve interest, and expenditures were below budget, resulting in a surplus of \$242,331 being transferred to reserve, in addition to the \$171,839 budgeted, for a total operating surplus of \$414,170.

Additions to the Building Department reserve include the operating surplus and interest of \$13,344. A reduction in the reserve resulted from a transfer to the Town for indirect administrative costs of \$99,502. Vehicle lease payments of \$8,616, which are a direct cost of the Building Department in 2021, were funded from the reserve as well. The reserve balance at December 31, 2021 is \$1,724,040.

Total direct costs including capital expenditures were \$519,322 and total indirect

costs were \$99,502.

These results are included in the Town's 2021 audited financial statements.

Financial Considerations:

The Building Department complies with the requirements of the *Ontario Building Code Act*, which encourages self-supporting fees, calculated at rates whereby the department is expected to be fully supported by development that occurs within the Town. The reserve balance cannot be used for general municipal purposes and is designed to be drawn down in years when activity is insufficient to support the department's operating costs.

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Financial Sustainability

By reviewing the 2021 Year-end Building Department Report, Council can remain informed about the results of operations and the financial sustainability of the department.

Consultation:

Not applicable.

Other Pertinent Reports/Attachments:

Appendix 1 – 2021 Building Department Year-end Financial Report

Prepared by:

Jonathan Witzke, BBA, PCP
Staff Accountant and Payroll Clerk

Charlotte Tunikaitis, CPA, CA
Manager Financial Services/Deputy Treasurer

Prepared and Recommended by:

Teresa Quinlin-Murphy, FCPA, FCA, MBA
Director of Corporate Services/Treasurer

Prepared and Submitted by:

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

**Town of Pelham
Building Department
2021 Year End Financial Statement**

Building Department Results				
Description	2021 Budget	2021 Actual	Variance	Variance
	\$	\$	\$	%
Revenues				
Permits - Other	500	8,566	8,066	1613.20%
Permits - Building	650,000	913,695	263,695	40.57%
Reserve Interest	-	13,344	13,344	100.00%
Other Revenues	-	2,615	2,615	100.00%
Total Building Revenues	650,500	938,220	287,720	44.23%
Expenditures				
Building Administration				
Salaries and Benefits	441,376	449,894 (1)	8,518	1.93%
Materials and Supplies	32,285	26,838 (1)	(5,447)	-16.87%
Contracted Services	5,000	33,974 (1)	28,974	579.49%
Transfer to Reserve	171,839	427,514	255,675	148.79%
Total Building Expenditures	650,500	938,220	287,720	44.23%
NET (EXPENSE)/REVENUE	-	-	-	-

Building Department Reserve	
	2021 Actual
	\$
Balance at Dec. 31, 2020	1,404,644
Reserve Additions	
Operating Surplus	414,170
Interest	13,344
Total Reserve Additions	427,514
Reserve Reductions	
Transfer to Town for Administration	99,502 (2)
Transfer for Capital - 2021 Leases	8,616 (1)
Total Reserve Reductions	108,118
Balance at Dec. 31, 2021	1,724,040

(1) Total direct costs \$ 519,322
(2) Total indirect costs \$ 99,502

Subject: Grant Report Update from 2019 to 2022

Recommendation:

**BE IT RESOLVED THAT Council receive Report # 2022-0131-
Corporate Services, Grant Report Update from 2019 to 2022, for
information.**

Background:

A significant amount of time and effort has been spent by staff during this term of Council researching grants and preparing grant applications for the Town of Pelham ("the Town"). These efforts have resulted in positive outcomes for the Town. The significance of these grants has enabled the Town to address operating pressures relating to the COVID-19 pandemic and undertake capital projects that would otherwise not be possible, or would require the Town to take out debt to fund the projects.

Analysis:

Appendix 1 summarizes the Town's grant applications from January 2019 to May 2022. The Town has applied for \$44.8 million in grants within 3.5 years. The summary shows that to date \$14.8 million has been awarded, \$8.5 million remains under review and waiting for a decision; and \$21.5 million have not been approved. Appendices 2 through 4 provide details of grants awarded, those waiting for decision, and not approved as of May 27, 2022.

Some of the significant grants are as follows:

Investing in Canada Infrastructure Program (ICIP): Rural & Northern Communities Funding Stream for \$4.2 million to reconstruct Pelham St.

ICIP: Community Culture and Recreation Stream-Rehabilitation Intake for \$2.3 million for a new splash pad and reconstruction of the swimming pool at Marlene Stewart Streit Park (MSSP).

ICIP: Green Stream Phase II for \$3 million to replace old watermain and sewer pipes in Northern Pelham.

Total Municipal Modernization grants phases 1 to 3 for operational review, efficiencies and IT automation is \$735,835.

Grants for recreational capital projects such as pickle ball courts at Centennial Park for \$489,113 and a splash pad at Centennial park for \$112,331 from the ICIP: COVID 19 Resilience Fund.

Safe Restart Funding for COVID-19 Phase 2 of \$1.3 million to help offset operational pressures during the pandemic.

In addition, the library received a \$146,900 from Ontario Trillium Foundation for RFID technology and book lockers plus Modernization grant of \$60,000 to review the union of the Pelham and Lincoln libraries.

These are just a few grants that the Town has received. These grants have enabled the Town to fund deferred infrastructure maintenance, therefore reducing the amount of funds required from reserves which are funded by property taxes. It has also enabled the Town to provide recreational and cultural capital projects for the enjoyment of the residents that might not have been possible in the 10-year plan due to the critical nature and high cost of road and infrastructure maintenance.

Financial Considerations:

There are no specific financial considerations, as this report is for information purposes.

Alternatives Reviewed:

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

Strategic Plan Relationship: Financial Sustainability

Grants are critical to the financial sustainability of the Town because they help to offset expenses and fund capital projects that might otherwise not be feasible within the Town's financial constraints, or would result in increased property taxes or debt.

Consultation:

Not applicable.

Other Pertinent Reports/Attachments:

Appendix 1 Grant Application Summary

Appendix 2 Detail Report of Grants Awarded 2019 to May 2022

Appendix 3 Detail Report of Grants Waiting for a Decision as at May 27, 2022

Appendix 4 Detail Report of Grants Not Approved as at May 27, 2022

Prepared and Recommended by:

Teresa Quinlin-Murphy, FCPA, FCA, MBA
Director of Corporate Services & Treasurer

Prepared and Submitted by:

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

**Town of Pelham
Grant Application Summary
2019 to May 2022**

Appendix 1

	2019	2020	2021	2022	Total	
Grants Awarded	\$ 7,638,972	\$ 1,974,862	\$ 1,576,644	\$ 3,561,784	\$ 14,752,262	Appendix 2
Grants Waiting for a Decision	-	-	6,284,000	2,235,539	8,519,539	Appendix 3
Grants Not Approved	17,399,519	3,517,900	378,298	227,684	21,523,401	Appendix 4
Total	\$ 25,038,491	\$ 5,492,762	\$ 8,238,942	\$ 6,025,007	\$ 44,795,202	

This summary excludes annual grant programs from Community Transportation Grant, Canada Community Building Fund (formally Federal Gas Tax), Ontario Gas Tax and Ontario Community Infrastructure Fund (OCIF)

Year	Grant	Amount of Funding	Project Name
2019	Canada Day	14,650	Canada Day Event
2019	Federation Canadian Municipalities: Municipalities for Climate Innovation Program	125,000	Climate Change Coordinator 2 years
2019	Investing in Canada Infrastructure Program(ICIP): Rural & Northern Communities Infrastructure Funding Stream	4,160,000	Pelham Street Reconstruction from College to South Limit
2019	ICIP - Community, Culture and Recreation Stream	2,341,977	MSSP - Splash Pad and pool replacement
2019	Main Street Revitalization	52,782	Main Street Revitalization Initiative
2019	Municipal Modernization Grant	725,000	1. RD 01-19 Poth Street \$361,904 2.IT 02-20 Records Management - \$ 53,699 3. IT 03-20 Financial Reporting Software - \$ 36,888 4. IT 05-20 Building Energy Mgmt Software - \$ 40,000 5. FAC 08-20 - Cent Park Hydro Service - \$ 12,413 6. VEH 04-20 - Snow Plow/Spreader Unit - \$ 79,847 7. Lean Review - \$ 6,100 8. RD-14-19 Suphur Springs partially funded \$134,149
2019	NHSP - New Horizons for Seniors Programs	24,749	Say it on Stage: Seniors and Youth Intergenerational Theatre
2019	Niagara Community Foundation Grant	5,000	Say it on Stage: Seniors and Youth Intergenerational Theatre
2019	Niagara Investment In Culture - 2019	3,500	Niagara Improv Festival
2019	Niagara Region Combined Sewer Outflow - CSO	15,000	Design - Church Street Upgrade
2019	Niagara Region: Public Realm Infrastructure Program	30,000	Port Robinson Rd and Rice Road landscaping feature
2019	OCLIF - Ontario Cannabis Legalization Implementation Fund	13,838	Cannabis odor monitor
2019	OMCC - Ontario Municipal Commuter Cycling Program	75,416	Steve Bauer Trail Paving
2019	SALC - Seniors Active Living Centres	52,060	\$42,700 for operating and \$9,360 special funding
2019	Totals	7,638,972	
2020	Canada Day	14,650	Canada Day event
2020	Municipal Modernization Phase 1- IT Services Review with Wainfleet	19,425	IT Shared Services Review between Pelham and Wainfleet
2020	Municipal Modernization Phase 1- Public Works Operational Review	49,354	Public Works Operational and Space Review
2020	Municipal Modernization Phase 1: Shared Services Building Inspector and Drain Superintendent	39,534	Shared services review for building services, Municipal Drainage between Pelham, Port Colborne, Wainfleet and West Lincoln
2020	Municipal Transit Enhanced Cleaning (MTEC)	6,763	Costs for enhanced cleaning of transit vehicles and other transit assets from Apr 1, 2020 to Dec 31, 2020.
2020	NHSP - New Horizons for Seniors Programs	24,749	Say it on Stage
2020	Niagara Community Foundation Grant	5,000	
2020	Niagara Region - Niagara Investment in Culture (NIC) - 2020	1,800	
2020	Niagara Region - Public Realm Investment Program - Lighting the Arches	10,000	2022 Canada Summer Games
2020	Rural Economic Development (RED) Grant	15,000	Bikes Mean Business: Wayfinding in Pelham (Signage throughout Town).
2020	Safe Restart Agreement - Phase 1 - Municipal Funding	428,500	COVID-19 Phase 1 funding

Town of Pelham
Grants Awarded 2019 to May 2022

Appendix 2

Year	Grant	Amount of Funding	Project Name
2020	Safe Restart Agreement - Phase 2- Municipal Funding	1,298,000	COVID-19 Phase 2 funding
2020	SALC - Seniors Active Living Centres	52,060	
2020	Seniors Active Living Centres (SALC) - Special Grant Funding - 2019/2020	10,027	1-3-50545-2100
2020	Total	1,974,862	
2021	2021 Canada Games Legacy Grant	21,250	Steve Bauer Trail
2021	2021 COVID-19 Recovery Funding for Municipalities	347,890	COVID-19 funding
2021	Bicycle Grant - 2021	30,000	Construction of the Bike Lane through Pelham Street Road Reconstruction Project from Port Robinson Road to John Street.
2021	Canada Day - 2021	14,650	Operating
2021	Enbridge	5,000	Jazz up the Park Bandshell Improvements
2021	FCM MAMP Grant	50,000	Asset Management Analyst - John Raso
2021	Fire Safety Grant	8,800	Increased training opportunities and the establishment of a virtual inspection program.
2021	ICIP - COVID Resiliency Stream	112,331	Centennial Park - Splash Pad (Project ID #2020-11-1- 1464870264)
2021	Municipal Modernization - Phase 2 Human Resources Digitalization	60,000	Public Works Review.
2021	Municipal Modernization - Phase 2 Union Library Lincoln & Pelham	60,000	Union Library Review for Lincoln and Pelham libraries
2021	Municipal Modernization -Phase 2 Corporate Services Automation	143,505	Drainage Superintendent Review.
2021	Municipal Modernization -Phase 2 IT Web services review	40,000	IT Shared Services Review.
2021	Niagara Region - Combined Sewer Outflow (CSO) Grant	30,000	CSO Sanitary I & I Study Program
2021	Niagara Region - Investment in Culture (NIC) - 2021	2,000	
2021	Niagara Region - LAM 2021 and ERRT 2021 Grants (connected to "Reconnect Grant").	10,000	Economic Recovery for the Summer Chill Event.
2021	Niagara Region - Public Realm Investment Program - Trees and Transit Shelters	30,000	Rice Rd and Hwy 20
2021	Niagara Region Shop Local Micro Grant	5,000	Support of Pelham Bucks Program.
2021	Ontario Trillium Foundation	489,800	Pickleball courts at Centennial Park
2021	Participation Grant	900	
2021	Miniistry of Heritage Sprot Tournism: Reconnect Grant	15,500	Christmas in Pelham
2021	Reconnect Grant (connected to "Niagara Region - LAM 2021 and ERRT 2021 Grants")	27,670	Summer Chills Series: Thursday Night Event
2021	Safe Restart Agreement - Phase 1 - Transit Funding	18,334	COVID-19 funding for transit
2021	Seniors Active Living Centres (SALC) - Maintenance and Operating Funding - 2020/2021	42,700	Senior Active Living Centre
2021	Seniors Active Living Centres (SALC) - Special Grant Funding - 2020/2021	11,314	Senior Active Living Centre Special funding
2021	Total	1,576,644	
2022	Drainage Superintendent	8,256	fund part of the drainage superindendant salary

Town of Pelham
Grants Awarded 2019 to May 2022

Appendix 2

Year	Grant	Amount of Funding	Project Name
2022	ICIP Green Stream Phase II	2,958,911	replace cast iron watermain in North Pelham
2022	Modernization Grant Phase 3- Corporate Services Automation	217,283	implementation of Corporate Services Automation
2022	Modernization Grant Phase 3- Human Resources Digitization	71,502	Implementation of Human Resources Digitalization and Performance Management
2022	Modernization Grant Phase 3- RCW Operational Review	71,232	Operational review of RCW
2022	New Horizons & Seniors Grant	25,000	Say IT! Stage for Accursi Room
2022	Ontario Trillium Foundation	146,900	Library: RFID software and book lockers
2022	Seniors Active Living Centres	62,700	Seniors Active Living Funding
	Total	3,561,784	

Town of Pelham
Grants Waiting For a Decision
as at May 27, 2022

Appendix 3

Year	Grant	Amount of Funding	Project Name
2021	FedDev Canada Community Revitalization Fund	\$ 269,000	Reconstruct tennis courts in Centennial Park
2021	FedDev Canada Community Revitalization Fund	750,000	Event Space addition at Town Hall
2021	Green and Inclusive Community Grant	5,000,000	new Library at the MCC
2021	Intact Municipal Climate Resiliency Grant	25,000	Rainbarrels and trees
2021	Niagara Region Bicycle Grant	240,000	Phase 3 Pelham St
2021	Total	6,284,000	
2022	Active Transportation Fund	795,000	(1) Steve Bauer trail hard surfacing from Port Robinson Rd to Pelham/Thorold Town boundary); (2) dedicated on road cycling facilities on Canboro Rod between Oakridge Blvd to Effingham St.
2022	Federation of Canadian Municipalities	25,000	partner with Fonthill Legion for a walk-in refrigerator and commercial dishwasher for food preparation to deliver to people
2022	Federal Canadian Municipalities	15,200	summer engineer student
2022	Inclusive Grant	45,700	Shelving for Fonthill library
2022	Niagara Region Church St Sanitary Sewer Replacement	750,000	Church St
2022	Niagara Region Sanitary Capital Construction projects	42,000	
2022	Niagara Region: Bicycle Grant	250,000	Pelham St Phase 3
2022	Niagara Region Sanitary I & I Program: Planned Replacements and Rehabilitation	30,000	
2022	Ontario Trillium Foundation	83,000	RCW Business Plan Review
2022	Reconnect Summer Chills Series	90,031	Thursday Night Experience
2022	Reconnect Summerfest	92,559	Summerfest
2022	Senior Community Grant	17,049	Speakers Series
2022	Total	2,235,539	

**Town of Pelham
Grants Not Approved
as at May 27, 2022**

Appendix 4

Year	Grant	Amount of Funding	Project Name
2019	Federation of Canadian Municipalities: Green Municipal Fund	\$ 494,793	Upgrading Pelham's Street Lights with LED Technology
2019	Federation of Canadian Municipalities: Green Municipal Fund	2,160,000	Pelham Street Storm Construction Project
2019	Investing in Canada Infrastructure Program Community, Culture and Recreation Stream	329,985	MCC Additional Parking
2019	Investing in Canada Infrastructure Program : Green Stream	2,486,700	Foss Rd & Church St Sanitary replacement, Welland Rd and Church St watermain replacement
2019	Ontario Ministry of Infrastructure-Community, Culture and Recreation - Multi-purpose Intake	7,333,000	14,000 sq ft building for the Library at the MCC, additional parking at the MCC for the library, disability and seniors
2019	Ontario Ministry of Infrastructure-Community, Culture and Recreation - Multi-purpose Intake	4,595,041	Rehabilitation and upgrades of Pelham's recreation assets ,plus splash pad at Centennial Park, event space and washrooms at Peace Park.
2019	Total	17,399,519	
2020	FCC - Farm Credit Canada - AgriSpirit Grant	25,000	10 public access defibrillaors
2020	Inclusive Community Grant	60,000	video streaming in the Accrusi Room
2020	Investing in Canada Infrastructure Program: Green Grant Stream	3,081,000	replace aging, undersized sanitary sewers and watermain in Fenwick on Church St, Foss Rd and Welland Rd
2020	Ontario Trillium Grant	146,900	RFID conversion and book lockers for library
2020	Public Realm Investment Program-Niagara Region	165,000	Welcoming 2021 Canada Games to Pelham with new arches and lighting
2020	Rural Economic Development (RED)	40,000	Niagara Central Dorothy Rungeling Airport Commission fuel dispensing system
2020	Total	3,517,900	
2021	FCC - Farm Credit Canada - AgriSpirit Grant	25,000	digital pagers for 100-member emergency services volunteer fire fighters
2021	Healthy Community Initiative	300,000	Centennial Park Tennis courts reconstruction
2021	Ontario Community Environment Fund	43,298	12 Mile Creek Erosion Mitigation on Hwy 20 and Rice Road
2021	Tree Canada Grant	10,000	plant trees in North Pelham park for shade near the ball diamond
2021	Total	378,298	
2022	My Main Street Community Activator Grant	227,684	Celebration Square in Fonhill with permanent arches, decorative safety fence, interactive public art, bike lockers and electric sign
2022	Total to May 26, 2022	\$ 227,684	

May 26, 2022

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

Attention: Town of Pelham Council

RE: Pelham Finance and Audit Committee Recommendation

Please see the resolution, which was adopted by the Pelham Audit and Finance Committee at its meeting on May 25, 2022.

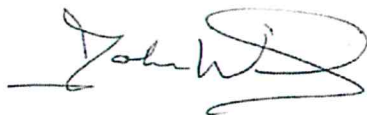
WHEREAS the Pelham Finance and Audit Committee received the 2021 Deloitte Report, for information;

AND WHEREAS the Pelham Finance and Audit Committee received the 2021 Town of Pelham Consolidated Financial Statements;

NOW THEREFORE, THAT the Committee hereby recommends that Council approve the 2021 Town of Pelham Consolidated Financial Statements.

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

Yours very truly,



John Wink
Chair, Pelham Audit and Finance Committee

cc: Holly Willford, Acting Town Clerk

Consolidated Financial Statements of

CORPORATION OF THE TOWN OF PELHAM

December 31, 2021

DRAFT

CORPORATION OF THE TOWN OF PELHAM

December 31, 2021

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Independent Auditor's Report

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

Opinion

We have audited the consolidated financial statements of the Corporation of the Town of Pelham (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2021, 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, 2021, the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

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

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

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

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

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

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

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

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

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

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

Chartered Professional Accountants
Licensed Public Accountants
DATE

CORPORATION OF THE TOWN OF PELHAM

Consolidated Statement of Financial Position

December 31, 2021

	2021	2020
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 18,850,877	\$ 15,859,111
Taxes receivable	1,663,629	1,967,288
User charges receivable	967,228	800,453
Accounts receivable	6,264,347	4,315,848
Investment in subsidiary (Note 2)	5,594,552	5,492,757
	33,340,633	28,435,457
LIABILITIES		
Bank indebtedness (Note 3)	1,033,333	1,166,667
Accounts payable and accrued liabilities	5,005,336	5,676,918
Other liabilities	2,461,513	2,214,306
Deposits and deferred revenue	419,537	790,484
Deferred revenue - obligatory reserve funds (Note 4)	5,054,470	3,227,028
Long-term debt (Note 5)	31,032,054	33,465,343
Employee benefit obligations (Note 6)	425,250	404,916
	45,431,493	46,945,662
Contingencies (Note 17)		
Net debt	(12,090,860)	(18,510,205)
NON FINANCIAL ASSETS		
Tangible capital assets (Schedule 2)	140,465,822	134,849,662
Prepaid expenses	305,566	104,650
	140,771,388	134,954,312
Accumulated surplus (Note 7)	\$ 128,680,528	\$ 116,444,107

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, 2021

	Budget 2021 (Note 14)	Actual 2021	Actual 2020
REVENUE			
Taxation (Note 9)	\$ 16,154,342	\$ 16,220,412	\$ 15,724,635
User charges (Note 10)	7,331,974	7,965,644	7,168,751
Grants (Note 12)	4,281,986	4,435,549	4,110,579
Contributions from developers	2,178,119	1,916,379	2,083,217
Contributed tangible capital assets	-	5,775,896	4,092,908
Other (Note 13)	663,030	1,201,872	890,208
Equity earnings in subsidiary (Note 2)	-	142,153	99,113
Gain on disposal of tangible capital assets and assets held for sale	-	13,586	6,394,140
	30,609,451	37,671,491	40,563,551
EXPENSES			
General government	4,058,831	4,200,643	3,950,174
Protection to persons and property	2,271,132	2,219,754	2,056,453
Transportation services	6,071,976	6,007,186	5,929,468
Environmental services	5,440,176	5,545,852	5,283,920
Health services	119,526	107,328	117,052
Recreation and culture services	7,247,205	6,715,269	6,400,982
Planning and development	606,113	639,038	582,801
	25,814,959	25,435,070	24,320,850
Annual surplus	4,794,492	12,236,421	16,242,701
Accumulated surplus, beginning of year	116,444,107	116,444,107	100,201,406
Accumulated surplus, end of year	\$ 121,238,599	\$ 128,680,528	\$ 116,444,107

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, 2021

	Budget 2021	Actual 2021	Actual 2020
ANNUAL SURPLUS	\$ 4,794,492	\$ 12,236,421	\$ 16,242,701
Amortization of tangible assets	6,300,000	5,812,954	5,681,227
Contributed tangible capital assets	-	(5,775,896)	(4,092,908)
Acquisition of tangible capital assets	(9,431,936)	(5,660,168)	(3,946,806)
Transfer from tangible capital asset held for sale	-	-	(9,593)
(Gain) loss on disposal of tangible capital assets	-	(13,586)	428,057
Proceeds on disposal of tangible capital assets	-	20,536	69,421
	1,662,556	6,620,261	14,372,099
Acquisition of prepaid expenses	-	(282,035)	(63,693)
Use of prepaid expenses	-	81,119	477,600
	-	(200,916)	413,907
Decrease in net debt	1,662,556	6,419,345	14,786,006
Net debt, beginning of year	(18,510,205)	(18,510,205)	(33,296,211)
Net debt, end of year	\$ (16,847,649)	\$ (12,090,860)	\$ (18,510,205)

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, 2021

	2021	2020
OPERATING ACTIVITIES		
Annual surplus	\$ 12,236,421	\$ 16,242,701
Items not involving cash:		
Amortization of tangible assets	5,812,954	5,681,227
Gain on disposal of tangible capital assets and assets held for sale	(13,586)	(6,394,140)
Contributed tangible capital assets	(5,775,896)	(4,092,908)
Net earnings from investment in subsidiary	(142,153)	(99,113)
Employment benefit obligations	20,334	6,413
Change in non-cash assets and liabilities:		
Taxes receivable	303,659	(216,126)
User charges receivable	(166,775)	(116,175)
Accounts receivable	(1,948,499)	696,411
Accounts payable and accrued liabilities	(671,582)	950,777
Other liabilities	247,207	216,081
Deferred revenue - obligatory reserve funds	1,827,442	(753,995)
Deposits and deferred revenue	(370,947)	(61,018)
Prepaid expenses	(200,916)	413,907
Proceeds on disposal of tangible capital assets held for sale	-	7,328,301
	11,157,663	19,802,343
CAPITAL ACTIVITIES		
Proceeds on disposal of tangible capital assets	20,536	69,421
Acquisition of tangible capital assets, net of construction in process capitalized	(5,660,168)	(3,946,806)
	(5,639,632)	(3,877,385)
FINANCING ACTIVITIES		
Decrease in bank indebtedness	(133,334)	(9,127,377)
Dividends received from investment in subsidiary (Note 2)	40,358	-
Issuance of long-term debt	-	3,450,000
Repayment of long-term debt	(2,433,289)	(2,236,694)
	(2,526,265)	(7,914,071)
Net increase in cash	2,991,766	8,010,887
Cash and cash equivalents, beginning of year	15,859,111	7,848,224
Cash and cash equivalents, end of year	\$ 18,850,877	\$ 15,859,111

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, 2021

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 15).

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 16).

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, 2021

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, 2021

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, 2021

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, 2021

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.:

	2021	2020
Financial position		
Current assets	\$ 1,646,498	\$ 1,595,696
Capital assets	79,889	86,476
Investment	36,873,000	36,299,079
Total assets	38,599,387	37,981,251
Current liabilities		
Accounts payable and accrued liabilities	56,753	32,109
Future payments in lieu of taxes	5,638,911	5,644,211
Total liabilities	5,695,664	5,676,320
Net assets	32,903,723	32,304,931
Town of Pelham's interest - 17%	\$ 5,594,552	\$ 5,492,757

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

2. Subsidiary operations (continued)

	2021	2020
Change in equity investment in subsidiary		
Revenues	\$ 179,733	\$ 212,881
Expenses	(170,380)	(192,894)
Payment in lieu of income taxes	(2,081)	(2,594)
Gain from operations	7,272	17,393
Gain on investment	828,921	565,626
Net earnings	836,193	583,019
Dividends	(237,400)	-
Net increase in equity of subsidiary	598,793	583,019
Change in equity of subsidiary - 17%	\$ 101,795	\$ 99,113

The financial position, long-term debt, capital lease and contingent liabilities information is as reported by Peninsula West Power Inc. at December 31, 2021 and the results of operations is as reported for the year ended December 31, 2021. The comparative financial position and results of operations figures are as reported by Peninsula West Power Inc. at December 31, 2020.

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.

	2021	2020
Electricity purchased	\$ 31,620	\$ 41,516
Administration expense	4,685	6,170
	\$ 36,305	\$ 47,686

3. Bank indebtedness

The Town has an authorized revolving line of credit of \$11,500,000 (2020 - \$11,500,000) at prime minus 0.25%, of which \$11,500,000 (2020 - \$11,500,000) 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 \$1,033,333 (2020 - \$1,166,667) at prime minus 0.10%. Payment is due on demand.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

4. 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	Canada Community- Building Fund	Ontario Gas Tax	Other	2021 Total	2020 Total
Balance, beginning of year	\$ 1,554,407	\$ 1,322,911	\$ -	\$ 50,127	\$ 299,583	\$ 3,227,028	\$ 3,981,023
Restricted funds received	3,256,177	765,370	1,064,308	58,854	512,950	5,657,659	3,483,688
Interest earned	27,202	12,568	1,522	534	1,646	43,472	53,085
Collection of receivable	-	(765,370)	-	-	-	(765,370)	(419,474)
Revenue recognized	(1,810,913)	-	(493,065)	(20,000)	(784,341)	(3,108,319)	(3,871,294)
Balance, end of year	\$ 3,026,873	\$ 1,335,479	\$ 572,765	\$ 89,515	\$ 29,838	\$ 5,054,470	\$ 3,227,028

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

5. 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:

	2021	2020
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	\$ 31,032,054	\$ 33,465,343

- (b) The net long-term debt:

Debt number	Purpose	Interest rates	Maturity dates	2021	2020
83-2011	Haist & Pelham St	1.55% to 4.05%	2021	\$ -	\$ 197,608
73-2012	Haist St & Rice Rd	1.35% to 3.10%	2022	90,000	178,000
72-2013	Effingham & Hwy 20	1.40% to 3.75%	2023	155,986	231,416
78-2014	Pelham St & Fire Stn #2	1.20% to 3.30%	2024	580,680	763,515
75-2015	Fire Stn #3 & Pt Robinson	1.94%	2025	1,410,000	1,743,000
35-2016	Fenwick & Pt Robinson	1.20% to 2.40%	2026	2,991,888	3,557,938
72-2016	Meridian Community Centre	3.34%	2046	8,106,271	8,311,174
55-2017	Meridian Community Centre	3.22%	2047	11,109,245	11,379,039
59-2019	East Fonthill Roads	2.40%	2029	3,280,119	3,653,653
58-2020	Meridian Community Centre	1.98%	2040	3,307,865	3,450,000
				\$ 31,032,054	\$ 33,465,343

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

2022	\$ 2,286,290
2023	2,248,376
2024	2,222,719
2025	2,074,693
2026	1,752,359
Thereafter	20,447,617
	\$ 31,032,054

The Town paid \$924,280 (2020 - \$929,241) of 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, 2021

6. 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	2.67%
	end of year	2.67%
Medical cost increases	ultimate trend rate	4.35%

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:

	2021	2020
Current service cost	\$ 33,040	\$ 19,975
Interest on post-employment benefit liability	10,803	10,632
Total expense related to post-employment benefits	\$ 43,843	\$ 30,607

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 \$23,509 (2020 - \$24,194).

Pension agreement

The Town makes contributions to the Ontario Municipal Employees' Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 74 members of its staff. The Town also makes contributions to OMERS on behalf of 7 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 Town accounts for its participation in OMERS as a defined contribution plan. The OMERS Plan ended 2021 with a funding deficit of \$3.1 billion (2020 - \$3.2 billion). The funded ratio remained unchanged at 97% in 2021, and has either stayed the same or increased for the ninth consecutive year. The amount the Town contributed to OMERS for 2021 was \$601,040 (2020 - \$565,782) 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, 2021

7. Accumulated surplus

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

	2021	2020
Surplus (deficit)		
Town	\$ 565,416	\$ 229,912
Library (Schedule 1)	(343,371)	(346,437)
Niagara Central Airport Commission (Note 15)	(15,901)	(35,996)
	206,144	(152,521)
Investment in tangible capital assets (Schedule 2)	140,465,822	134,849,662
Investment in subsidiary	5,594,552	5,492,757
Unfunded		
Long-term debt	(31,032,054)	(33,465,343)
Employee benefit obligations	(425,250)	(404,916)
	(31,457,304)	(33,870,259)
Reserves and reserve funds (Note 8)	13,871,314	10,124,468
	\$ 128,680,528	\$ 116,444,107

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

8. Reserves and reserve funds

	2021	2020
Reserves and reserve funds set aside for specific purposes by Council		
Airport (Note 15)	\$ 2,955	\$ 2,955
Building department	1,724,040	1,404,644
Cemetery	78,190	42,590
Community improvement plan	296,520	243,603
Elections	98,455	75,943
Fire equipment	876,935	607,582
Fleet	1,134,797	1,028,724
Human resource capacity building	588,910	339,363
Information technology	192,279	76,430
Land acquisition	(984,592)	(1,176,452)
Library (Schedule 1)	392,907	293,821
Meridian Community Centre	630,364	429,384
Municipal building facility	593,277	156,831
Municipal drainage	44,131	16,831
Parks and recreation	321,524	55,904
Physician recruitment	27,705	25,706
Planning	334,509	256,765
Roads	3,574,427	3,046,895
Volunteer firefighter life insurance	25,000	12,500
Wastewater	2,115,558	1,418,665
Water	1,331,322	946,119
Working capital	472,101	819,665
	\$ 13,871,314	\$ 10,124,468

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

9. Taxation

	Budget 2021 (Note 14)	Actual 2021	Actual 2020
Taxation - real property	\$ 39,755,807	\$ 40,179,468	\$ 39,238,924
Payments in lieu of taxes	300,471	304,304	302,118
	40,056,278	40,483,772	39,541,042
Less: taxation collected on behalf of			
Region of Niagara	18,688,402	18,969,367	18,423,493
School boards	5,213,534	5,293,993	5,392,914
	23,901,936	24,263,360	23,816,407
Net taxes available for municipal purposes	16,154,342	16,220,412	15,724,635
Residential and farm	14,767,891	14,813,044	14,458,908
Multi-residential	199,513	202,523	190,486
Commercial	1,125,861	1,142,846	1,016,503
Industrial	61,077	61,999	58,738
	\$ 16,154,342	\$ 16,220,412	\$ 15,724,635

10. User charges

	Budget 2021 (Note 14)	Actual 2021	Actual 2020
Operating			
Fees and service charges	\$ 891,146	\$ 1,156,118	\$ 1,235,964
Water charges	3,277,041	3,331,059	3,042,547
Sewer charges	2,478,137	2,514,188	2,261,788
Licenses and permits	685,650	964,279	628,452
	\$ 7,331,974	\$ 7,965,644	\$ 7,168,751

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

11. 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:

	2021	2020
Region of Niagara	\$ 22,881,532	\$ 20,359,271
School boards	5,293,993	5,392,914
	\$ 28,175,525	\$ 25,752,185

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.

12. Grants

	Budget 2021 (Note 14)	Actual 2021	Actual 2020
Operating			
Government of Canada	\$ 72,850	\$ 89,564	\$ 62,956
Province of Ontario	385,979	956,418	2,124,759
Region of Niagara	3,500	26,400	14,925
Other	-	15,700	16,259
	462,329	1,088,082	2,218,899
Capital			
Government of Canada	3,247,623	1,611,432	1,416,458
Province of Ontario	572,034	1,691,035	425,222
Region of Niagara	-	45,000	50,000
	3,819,657	3,347,467	1,891,680
	\$ 4,281,986	\$ 4,435,549	\$ 4,110,579

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

13. Other revenue

	Budget 2021 (Note 14)	Actual 2021	Actual 2020
Operating			
Penalties and interest on taxes	\$ 270,000	\$ 302,903	\$ 231,419
Investment income	17,800	108,442	69,256
Fines and other penalties	41,330	55,031	41,271
Other	333,900	505,656	247,225
	663,030	972,032	589,171
Capital			
Investment income	-	-	3,199
Donations	-	229,840	297,838
	-	229,840	301,037
	\$ 663,030	\$ 1,201,872	\$ 890,208

14. Budget amounts

The operating and capital tax rate supported budgets were approved by Council on January 11, 2021 to establish the tax rates for the year. In addition, the water and wastewater operating budgets were approved by Council on December 7, 2020 and the water and wastewater capital budgets were approved on January 11, 2021.

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

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

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

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

14. Budget amounts (continued)

	Budget Amount
Revenues	
Approved operating budget	\$ 19,376,524
Approved water and wastewater budget	5,777,808
Approved library budget - other than Town contribution	116,438
Add capital:	
Development charges	1,990,370
Recreational Land (the Planning Act)	145,000
Federal Gas Tax	542,646
Ontario Community Infrastructure Fund	408,112
Other grants	2,868,899
	5,955,027
Less:	
Transfers from reserves - operating	(616,346)
	(616,346)
Total revenues	30,609,451
Expenses	
Approved operating budget	19,376,524
Approved water and wastewater budget	5,777,808
Approved library operating budget	936,602
Add:	
Amortization	6,300,000
Employee future benefits	40,000
Estimated capital budget items expense in nature	460,000
Debt interest payments - development charges	438,590
	7,238,590
Less:	
Debt principal payments (development charge excluded)	(1,275,810)
Town contribution to library	(877,164)
Transfers to reserves, including capital	(5,361,591)
	(7,514,565)
Total expenses	25,814,959
Annual surplus	\$ 4,794,492

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

15. 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%.

	2021	2020
Financial assets		
Cash and temporary investments	\$ 280,455	\$ 237,067
Receivables	6,485	31,065
	286,940	268,132
Liabilities		
Accounts payable and accrued liabilities	30,376	67,881
Loans payable and capital lease liability	367,184	414,512
	397,560	482,393
Net debt	(110,620)	(214,261)
Non-financial assets		
Prepaid expenses	14,783	15,040
Fuel inventory	23,912	15,659
Tangible capital assets	1,421,197	1,476,176
	1,459,892	1,506,875
Accumulated surplus	1,349,272	1,292,614
Accumulated surplus		
Operating deficit	(55,462)	(199,726)
Reserves	16,164	16,164
Investment in tangible capital assets	1,388,570	1,476,176
	1,349,272	1,292,614
Revenues		
Grants	154,770	154,770
Fuel and rentals	101,463	94,480
Other	29,973	172
Expenses	(230,772)	(276,436)
Annual surplus (deficit)	\$ 55,434	\$ (27,014)

The financial position information is as reported by the Niagara Central Airport Commission as at December 31, 2021 and the results of operations are as reported for the year ended December 31, 2021.

CORPORATION OF THE TOWN OF PELHAM

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2021

15. Niagara Central Airport Commission (continued)

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.

		2021		2020
Grants	\$	23,307	\$	27,858
Donations		1,563		80
Loan payments received	\$	9,308	\$	9,308

16. Trust funds

Trust funds administered by the Town amounting to \$1,108,089 (2020 - \$1,049,157) have not been included in the Consolidated Statement of Financial Position nor have these operations been included in the Consolidated Statement of Operations.

17. 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.

18. 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, 2021

19. 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, 2021

	Budget 2021 (Note 14)	Actual 2021	Actual 2020
Revenue			
Municipal contribution (Library)	\$ 877,164	\$ 877,164	\$ 864,218
Library - grants	45,188	55,430	71,458
Deferred revenue earned (Development Charges)	42,750	42,750	42,750
Library - other revenue	28,500	13,175	45,182
	993,602	988,519	1,023,608
Expenses			
Administration	59,260	54,284	48,481
Amortization of books, periodicals and media	-	58,751	60,583
Books, periodicals and other media	57,000	22,568	-
Electronic resources and maintenance	27,839	34,183	33,689
Equipment rental	3,000	1,399	1,064
Furnishings and office equipment	500	159	4,673
Insurance	3,100	3,727	3,075
Programs	8,000	8,201	5,379
Repairs and maintenance	51,800	46,856	38,009
Salary, wages and employee benefits	752,203	657,945	652,550
Supplies	3,000	2,740	2,487
Utilities	27,900	21,149	20,375
	993,602	911,962	870,365
Annual surplus	-	76,557	153,243
Accumulated surplus, beginning of year	346,163	346,163	192,920
Accumulated surplus, end of year	346,163	422,720	346,163
Accumulated surplus consists of the following			
Operating deficit	-	(343,371)	(346,437)
Investment in library collection	-	395,096	419,594
Reserves	-	392,907	293,821
Unfunded employee benefit obligations	-	(21,912)	(20,815)
	\$ -	\$ 422,720	\$ 346,163

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Tangible Capital Assets - Schedule 2

For the Year Ended December 31, 2021

								2021
	Land	Land improvements	Buildings	Machinery, equipment, furniture, fixtures and computers	Vehicles	Linear assets	Construction in process	Total
Cost								
Beginning 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
Add additions	105,009	355,754	29,970	315,179	342,803	6,377,781	3,538,763	11,065,259
Add contributed tangible capital assets	-	938,581	-	-	-	4,837,315	-	5,775,896
Less construction in process capitalized	-	-	-	-	-	-	(5,405,091)	(5,405,091)
Less disposals during the year	-	-	-	-	(226,066)	(17,160)	-	(243,226)
End of year	19,036,546	6,967,551	47,500,950	9,131,907	6,484,234	140,850,937	3,804,139	233,776,264
Accumulated amortization								
Beginning of year	-	1,881,412	6,371,708	5,702,438	4,888,385	68,889,821	-	87,733,764
Add amortization during the year	-	306,641	1,309,587	557,708	295,975	3,343,043	-	5,812,954
Less amortization on disposals	-	-	-	-	(219,117)	(17,159)	-	(236,276)
End of year	-	2,188,053	7,681,295	6,260,146	4,965,243	72,215,705	-	93,310,442
Net book value	\$ 19,036,546	\$ 4,779,498	\$ 39,819,655	\$ 2,871,761	\$ 1,518,991	\$ 68,635,232	\$ 3,804,139	\$140,465,822

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Tangible Capital Assets - Schedule 2

For the Year Ended December 31, 2021

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 Segment Operations - Schedule 3

For the Year Ended December 31, 2021

	2021							
	General government	Protection services	Transportation services	Environmental services	Health services	Recreation and cultural services	Planning and development	Total
Revenue								
Taxation	\$ 8,781,604	\$ 1,045,113	\$ 772,029	\$ -	\$ 2,470	\$ 5,334,653	\$ 284,543	\$ 16,220,412
User charges	37,995	979,562	57,354	5,845,247	34,455	758,707	252,324	7,965,644
Grants	678,797	14,800	3,452,720	45,000	-	235,976	8,256	4,435,549
Contributions from developers	-	91,381	1,445,723	215,556	-	81,300	82,419	1,916,379
Contributed tangible capital assets	5,775,896	-	-	-	-	-	-	5,775,896
Other	404,810	88,898	271,134	50,498	70,403	304,633	11,496	1,201,872
Equity earnings in subsidiary	142,153	-	-	-	-	-	-	142,153
Gain (loss) on disposal of tangible capital assets and assets held for sale	5,360	-	8,226	-	-	-	-	13,586
Total revenues	15,826,615	2,219,754	6,007,186	6,156,301	107,328	6,715,269	639,038	37,671,491
Expenses								
Salaries and wages	2,083,628	1,454,562	1,095,600	1,350,518	79,617	2,661,084	486,084	9,211,093
Long term debt interest	-	28,747	139,674	14,219	-	734,184	7,456	924,280
Materials	914,974	161,866	627,313	341,414	4,928	1,004,898	24,351	3,079,744
Contracted services	1,046,744	202,846	1,372,700	2,887,208	11,247	654,857	53,232	6,228,834
Rents & financials	23,520	-	116,376	-	-	2,919	-	142,815
External transfers to others	32,850	-	-	-	-	2,500	-	35,350
Amortization of tangible assets	98,927	371,733	2,655,523	952,493	11,536	1,654,827	67,915	5,812,954
	4,200,643	2,219,754	6,007,186	5,545,852	107,328	6,715,269	639,038	25,435,070
Annual surplus	\$ 11,625,972	\$ -	\$ -	\$ 610,449	\$ -	\$ -	\$ -	\$ 12,236,421

CORPORATION OF THE TOWN OF PELHAM

Consolidated Schedule of Segment Operations - Schedule 3

For the Year Ended December 31, 2021

	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 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

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, 2021, 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, 2021, and the results of its operations for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Chartered Professional Accountants
Licensed Public Accountants
DATE

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Statement of Financial Position

As at December 31, 2021

	Cemetery Care and Maintenance Funds	Bradshaw Estate	Library Trust Funds	Total 2021	Total 2020
Assets					
Cash	\$ 814,068	\$ 143,790	\$ 105,704	\$ 1,063,562	\$ 1,012,736
Receivables and accrued interest	415	73	-	488	321
Investments (Note 2)	-	-	19,261	19,261	17,194
Due from the Town of Pelham (Note 3)	25,015	-	-	25,015	19,295
	839,498	143,863	124,965	1,108,326	1,049,546
Liability					
Due to the Town of Pelham (Note 3)	-	-	237	237	389
Fund balance	\$ 839,498	\$ 143,863	\$ 124,728	\$ 1,108,089	\$ 1,049,157

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Statement of Revenue and Expenses and Change in Fund Balances

Year ended December 31, 2021

	Cemetery Care and Maintenance Funds	Bradshaw Estate	Library Trust Funds	Total 2021	Total 2020
Revenue					
Interest	\$ 4,823	\$ 859	\$ 1,170	\$ 6,852	\$ 17,332
Realized gain	-	-	-	-	291
Donations	-	-	28,390	28,390	22,484
Marker fees	3,600	-	-	3,600	2,900
Plot sales	26,238	-	-	26,238	30,830
	34,661	859	29,560	65,080	73,837
Expenses					
Purchase of equipment, books, periodicals and misc	-	-	1,325	1,325	1,923
Maintenance	4,823	-	-	4,823	14,435
	4,823	-	1,325	6,148	16,358
Excess of revenues over expenses	29,838	859	28,235	58,932	57,479
Fund balance, beginning of year	809,660	143,004	96,493	1,049,157	991,678
Fund balance, end of year	\$ 839,498	\$ 143,863	\$ 124,728	\$ 1,108,089	\$ 1,049,157

CORPORATION OF THE TOWN OF PELHAM TRUST FUNDS

Notes to the Financial Statements

December 31, 2021

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 \$19,261 (2020 - \$17,194) reported on the statement of financial position at cost, have a market value of \$19,261 (2020 - \$17,194) 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.

From: noreply@pelham.ca on behalf of [Heather Hamilton](#)
To: [Holly Willford](#)
Subject: Parking in Ridgeville at Canboro & Effingham
Date: Sunday, May 15, 2022 11:15:05 AM

I am the current own of Hamiltons of Pelham in the Hamlet of Ridgeville. I have been advised by other business owners that this Monday, May 16th you will be addressing parking issues in this area.

As a business owner in the area, I have a lot of opportunity to monitor the parking here.

- o Often vehicles will park in the areas not designated for parking. Ex: in front of the fire hydrant and across driveways. This has caused a local resident to park on the road in one of the designated parking spots, unnecessarily. Some options to improve this, could be clearer and better maintained markings on road. Signage to advise people it is a driveway.

- o Extended parking: currently there is a 2 hour time limit that is not monitored at all. Often 1-4 cars will meet and park at the Canboro/Effingham area to go for a walk or bike ride in the area. Realizing it is public parking, but often these vehicles will be here for well over 2 hours. Options to improve this; clear signage, monitor parking, offer parking for longer term parking at an alternate location.

- o Shortage of parking: always. Options to improve: extend parking further down Canboro and offer parking at the water station.

- o Dangerous parking. Many vehicles think that Canboro Rd. is a race track. This makes for unsafe parking as the area is narrow. It was be nice to have vehicles slow down in the area. Signage – speed bump.

I hope this information is helpful and look forward to some changes.

Heather Hamilton

Origin: <https://www.pelham.ca/Modules/contact/search.aspx?s=2uLtzJt5lA5HIngAojQl5lA5H6JTjAeQuAleQuAl>

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

From: [Lise Daniel](#)
To: [Holly Willford](#)
Subject: Ridgeville Parking
Date: Friday, May 13, 2022 4:19:47 PM

This email is a request for council to consider putting in additional parking for the Shoppes of Ridgeville.

I have had many customers tell me that they tried to come shopping but that there wasn't any available parking spaces.

I went to a council meeting in the past asking for support to have a few spaces created at the water station and nothing has been done as of yet.

Thank you for considering this matter. We have a very busy little shopping area. Most often, the parking is taken by people at the bakery who will stay for a very long period of time. It is a shame that our customers are not able to get a place to park.

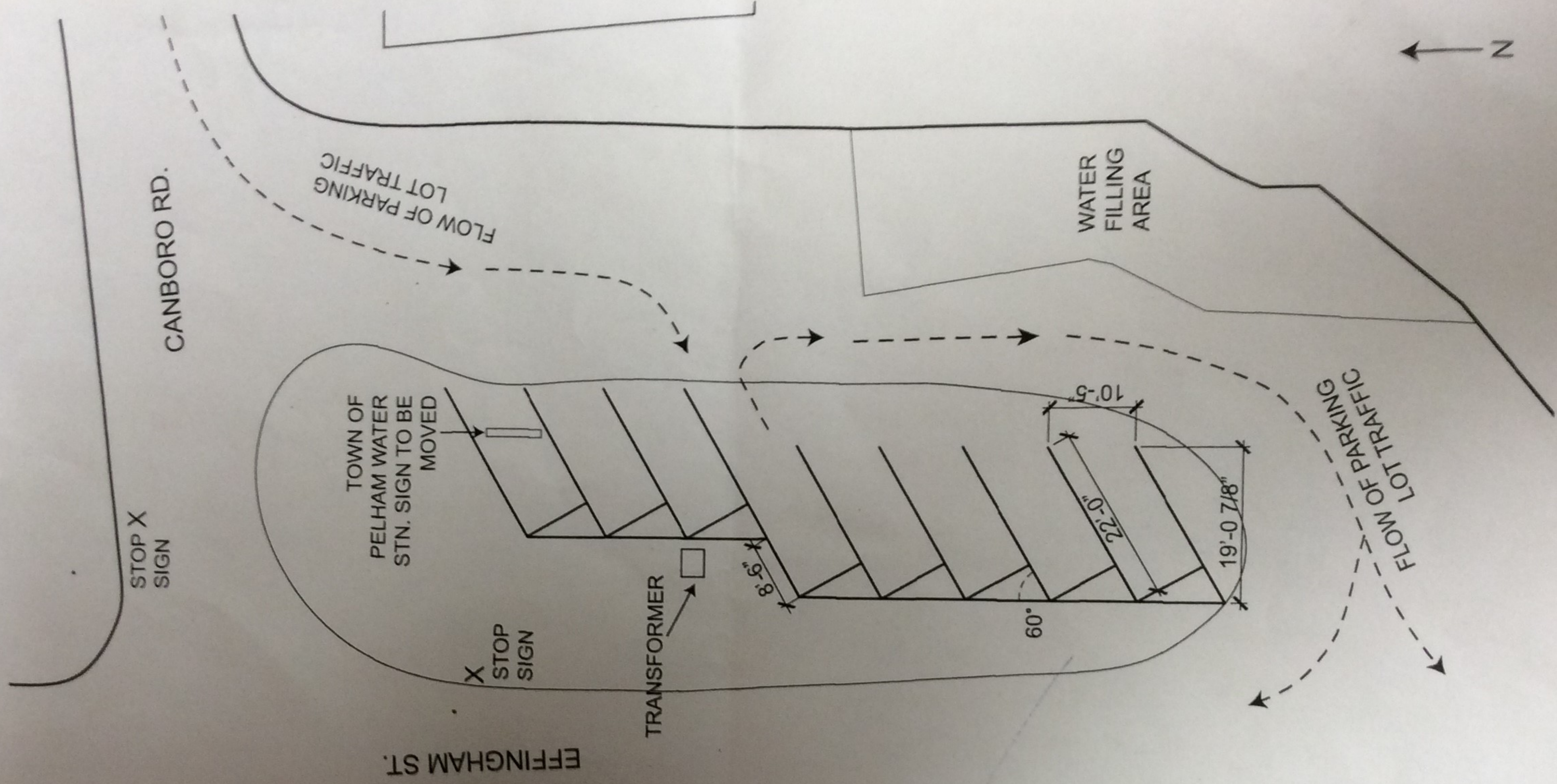
Thank you kindly,

Lise Daniel

In the Village

From: [REDACTED]
To: [Holly Willford](#)
Subject: Sweet Thoughts parking
Date: Friday, May 13, 2022 1:37:42 PM

Hello my name is Bobbi Lococo and I am a owner of sweet Thoughts one of the shop in Ridgeville on Canboro rd. It was brought to my attention that Wayne Olson is bringing forth a motion on Monday to get additional parking at the water station on the corner of effingham and Canboro rd. We can't express enough the need for more parking In Ridgeville. We had submitted a parking drawing last year but nothing has been done of yet. We would really appreciate this being brought forward for additional parking to help out our customers. Also please make this an open letter to all members of the council please. Any questions I can be reached at [REDACTED]. Thanks for your time Bobbi Lococo +
Sent from my iPad



DUFFIN

***NOTES:** 8 NEW PARKING SPACES CREATED AT AN ANGLE OF 60 DEGREES. NEW PARKING AREA TO BE PAVED TO MEET EXISTING PAVEMENT. PARKING STALLS DEFINED BY WHITE LINE PAINTING WITH PRE-CAST PARKING CURBS.

27/04/2019

DESIGNED BY:
DUFFIN CONTRACTING

DRAWN BY:
S. DUFFIN (B. ARCH. SCI, M. ARCH)

8 spots

May 25, 2022

CL 10-2022, May 19, 2022

DISTRIBUTION LIST

SENT ELECTRONICALLY

Re: Motion - Voluntary Russian Sanction Request

Whereas Russia's unprovoked and brazen invasion of the sovereign nation of Ukraine has been unequivocally condemned by the majority of the free world, including by those living and working in Niagara;

Whereas the death and destruction caused by Russia's senseless invasion will have a lasting impact on the innocent and independent citizens of Ukraine;

Whereas Russia has placed sanctions on many Canadian premiers, mayors, journalists, military officials as well as senior staff in the federal government, "indefinitely" banning these individuals from entering Russia;

Whereas those Russian sanctions include Toronto Mayor John Tory and Ottawa Mayor Jim Watson;

Whereas the residents and businesses of Niagara stand in solidarity with the people of Ukraine and the proud Ukrainian-Canadian community who call our region home;

Whereas Niagara Region continues to be a willing host to those Ukrainian citizens fleeing their homeland during this challenging time, providing support through the Region's Community Services Department as well as number of other local agencies;

Whereas silence may be interpreted as complicity; and

Whereas any sanctions placed on Niagara's elected officials be considered wholly ineffective and be received as a demonstration of Niagara's steadfast commitment to support Ukraine during this time.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Regional Council unequivocally **DENOUNCES** Russia's unjustifiable invasion of the sovereign nation of Ukraine;

2. That Niagara Regional Council **SUPPORTS** all of the sanctions that the Federal Government of Canada has thus far imposed on Russia;
3. That any Regional Councillor who wishes to be voluntarily sanctioned **INDICATE** their support by advising the Regional Chair's Office by phone or email by no later than Friday, May 20 at 4:30 p.m.;
4. That the Regional Chair **BE DIRECTED** to send correspondence to the Consulate General of the Russian Federation with the names of the Regional Councillors who have indicated their support to be voluntarily sanctioned, resulting in their "indefinite" ban from entering Russia;
5. That the Regional Clerk **BE DIRECTED** to circulate this motion to Niagara's 12 local councils, local area MPs, MPPs, AMO, and FCM; and
6. That this motion **BE FORWARDED** to all other municipalities in Ontario, requesting they consider enacting similar measures in order to present a united front and support the citizens of Ukraine.

Yours truly,



Ann-Marie Norio

Regional Clerk

CLK-C 2022-079

Distribution List

Local Area Councils

Chris Bittle, Member of Parliament, St. Catharines

Vance Badawey, Member of Parliament, Niagara Centre

Tony Baldinelli, Member of Parliament, Niagara Falls

Dean Allison, Member of Parliament, Niagara West

Jennie Stevens, Member of Provincial Parliament, St. Catharines

Jeff Burch, Member of Provincial Parliament, Niagara Centre

Wayne Gates, Member of Provincial Parliament, Niagara Falls

Sam Oosterhoff, Member of Provincial Parliament, Niagara West

Association of Municipalities Ontario

Federation of Canadian Municipalities

All Ontario Municipalities



Invasive
Species
Centre

European Water Chestnut in the Welland River

Presented by Karen Alexander

Policy Coordinator, Invasive Species Centre


AGENDA



Introducing the Invasive Species Centre

European Water Chestnut Rapid Response program

Questions?

The background of the slide is a photograph of a forest. On the left, there are several tall, straight tree trunks, likely pines or firs, standing close together. The ground in the foreground is covered with dry, yellowish-brown grass and some low-lying green plants. On the right side, there are more trees, some with green needles, suggesting a mix of coniferous and deciduous species. A semi-transparent green rectangular box is overlaid on the center of the image, containing white text.

The Invasive Species Centre acknowledges that we are
living and working on the traditional territory of the
Anishinaabe Peoples, in the Robinson Huron Treaty area.
We recognize the long history of Indigenous and Métis
Peoples in this area and across Canada and want to show
respect to them and demonstrate our gratitude for their
ongoing care of the land and water.



The **Invasive Species Centre** is a not-for-profit organization that connects stakeholders, knowledge and technology to prevent the introduction and spread of invasive species that harm Canada's environment, economy and society.

www.invasivespeciescentre.com



European Water Chestnut



Economic	Social	Ecological
<ul style="list-style-type: none">• Decreases property value• Impacts commercial fishing	<ul style="list-style-type: none">• Inhibits boating and swimming• Sharp seeds are painful to step on	<ul style="list-style-type: none">• Kills native vegetation• Reduces oxygen levels• Impacts fish populations• SAR habitat



Photo credit: David J. Moorhead

European water chestnut

Trapa natans

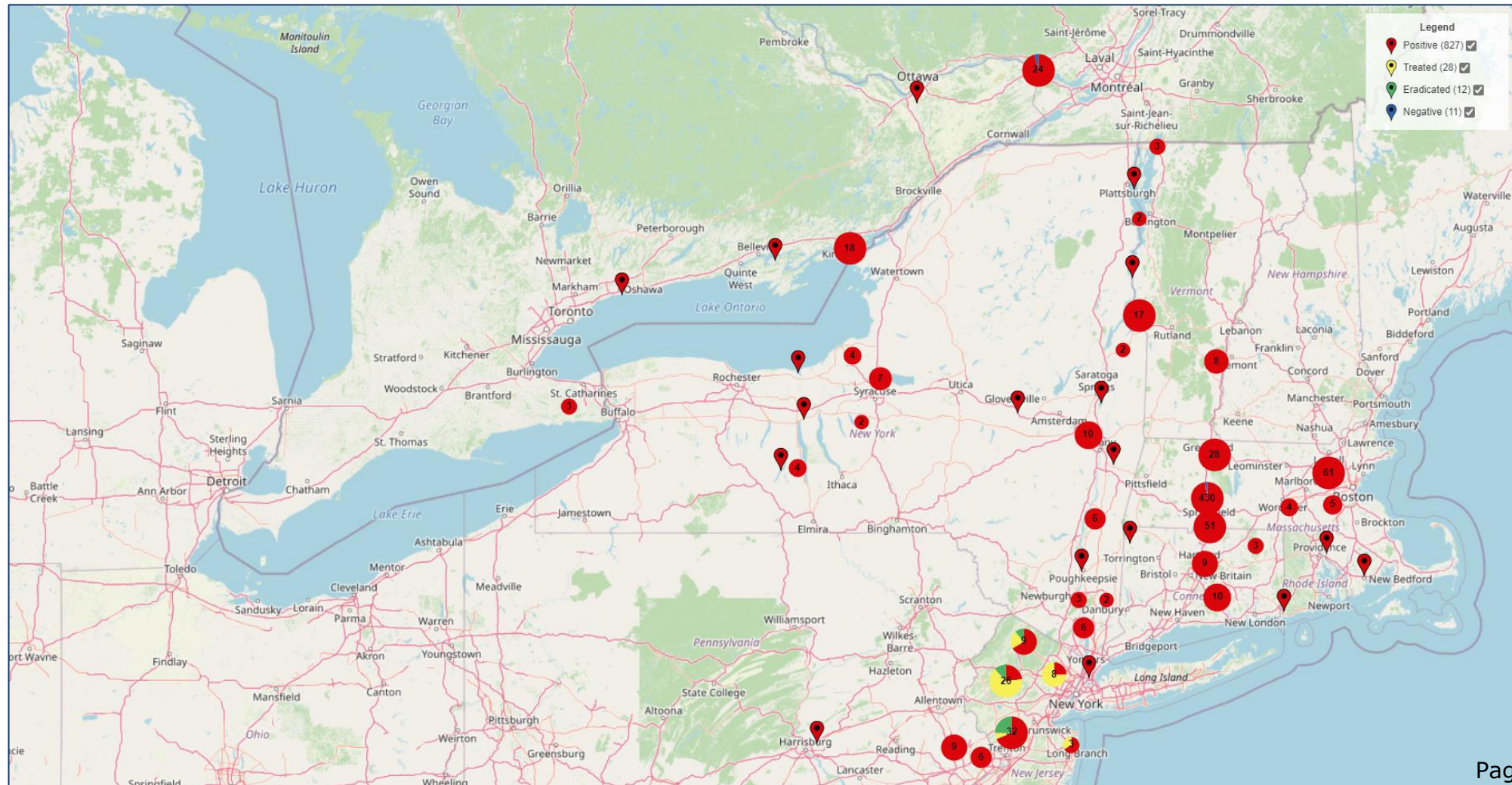
Forms dense floating mats, making angling and boating nearly impossible.

Prohibited species in Ontario

- Prohibited species in Ontario under the Invasive Species Act (2015)
- This means:
 - It is illegal to import, possess, release, transport, breed/grow, sell, lease or trade
 - Anyone boating in infested waters must:
 - AVOID spreading the plants
 - Remove plants from boat, motor, trailer, etc. Before travelling over land
 - Dispose the plants so they won't end up back in the water

European Water Chestnut

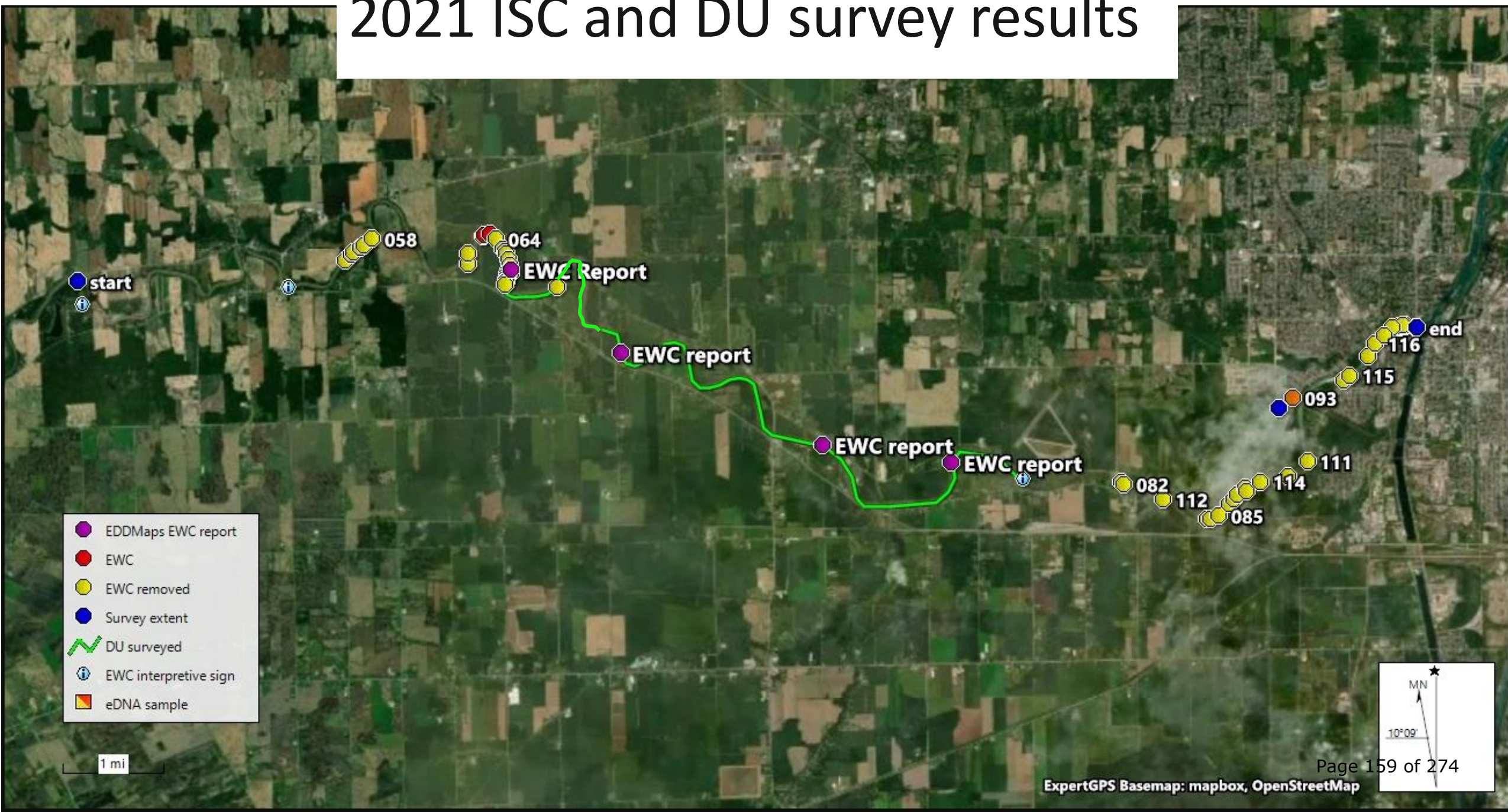
Pathways of Spread: seeds generally fall almost directly beneath their parent plants. Rosettes can move downstream in currents with/without seeds. Waterfowl may also spread nuts if they get caught in feathers.



Known Locations of EWC In Welland River (2020)



2021 ISC and DU survey results



Small Steps to Prevent Unintentional Spread *Public Launch Signage*

- ISC coordinated production and installation of EWC signage at 3 key water access points along the Welland River
 - Chippewa Creek Conservation Area (NPCA)
 - Wellandport Community Centre Boat Launch (West Lincoln)
 - E.C. Brown Boat Launch (NPCA)



Control Methods

- Efficacy: 95% reduction in seed viability within 4 years @ Voyageur PP
- 0 – 100 m², mixed with native vegetation
 - Hand pull individual plants or use rakes; wading or from canoes, kayaks, boats
 - Pull before the plant matures and nutlets (seeds) drop off the plants
- >100 m², mixed with >50% native vegetation
 - Employs heavy equipment to cut or rake (e.g., Truxors)
 - Herbicide (Reward Aquatic Herbicide)
- Requires repeat monitoring and follow-up control for up to 10 yrs.

Proposed EDRR program

- Welland River Collaborative
 - NPCA, low-tier municipalities, Peninsula Paddlers, Bert Miller Nature Club, Niagara College, others as interested
- Field program, July 2022 – September 2022
 - 4 ISC hires through the OFAH Hitsquad program
 - Manual control & NPCA home base @ Chippewa Conservation Area
 - Potential contractor with heavy equipment
- Community Engagement
 - Riverfront landowner mail out
 - Organized paddling tours/ River Watchers



Long term control and monitoring

- Invasive Species Centre intends to continue to invest in control of EWC as required
- River Watchers
 - Paddling tours to teach community how to identify and report observations
- Exploring options for long-term management
 - OFAH Hitsquad students
 - Niagara College partnership / paddling trips (limited to September)



Forms of Co-operation between ISC and NPCA

Joint teaching/training and supervision of OFAH Hitsquad hires

Participation in the Welland River Collaborative

Co-host River Watchers paddling tours

Biomass disposal plan & equipment storage and facility use

Joint community outreach and engagement activities

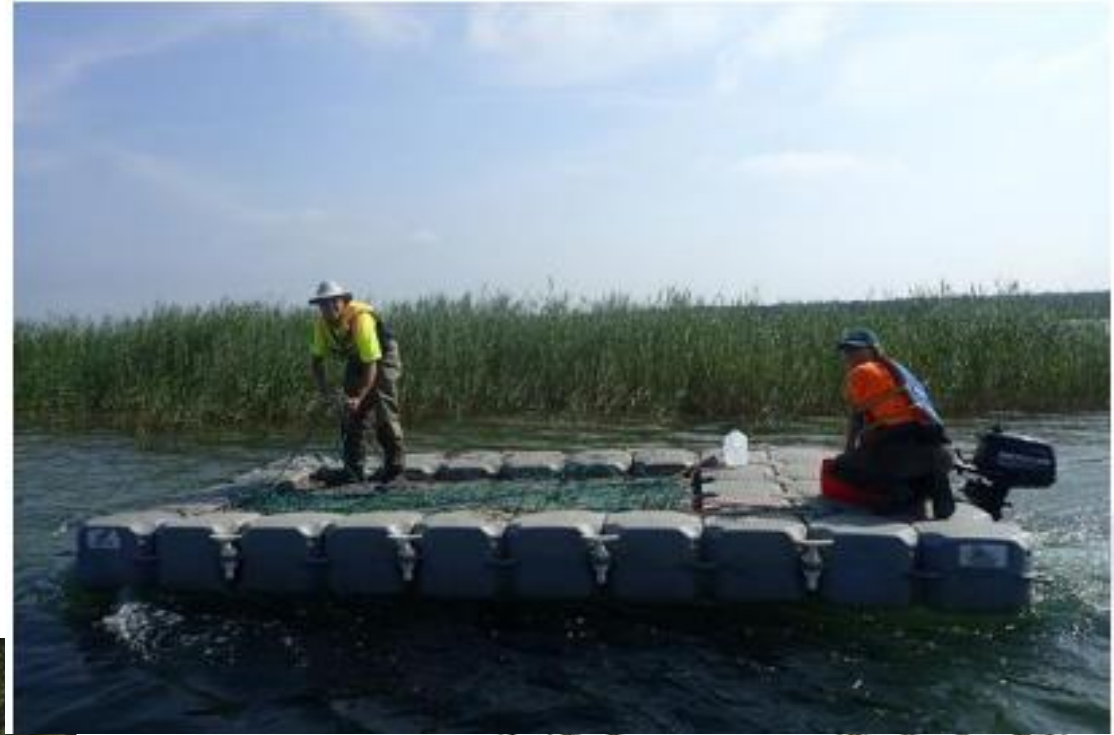
NPCA Participation (in-kind):

- site-specific training for Hit Squad team
- access to the Welland River at EC Brown and Chippawa Creek
- equipment storage for the Hit Squad team and facility use
- monthly meetings with ISC
- community outreach and engagement activities
- locations for biomass disposal at EC Brown and Chippawa
- participation in the Welland River Collaborative
- provide letters of support for funding applications



Funding Dependent: Bring in Heavy Equipment

- Truxors & Barges (contractor-owned)
- On-shore heavy equipment to lift biomass off the barge





Invasive
Species
Centre



Visit our website to sign up for

- Quarterly newsletters
- Bi-weekly media, research, and events scans
- Event and webinar invitations

www.invasivespeciescentre.ca

Karen Alexander

Invasive Species Policy Coordinator

kalexander@invasivespeciescentre.ca

www.invasivespeciescentre.ca

Report To: Board of Directors

Subject: European Water Chestnut Rapid Response Program

Report No: FA-19-22

Date: May 20, 2022

Recommendation:

THAT Report No. FA-19-22 RE: European Water Chestnut Rapid Response Program **BE RECEIVED.**

Purpose:

The purpose of this report is to inform the Board of Directors about a collaborative program between the Invasive Species Centre (ISC), Ontario Federation of Anglers and Hunters (OFAH), and the Niagara Peninsula Conservation Authority (NPCA) – the Rapid Response Program to control the spread of European water chestnut (*Trapa natans*) in the Welland River.

Background:

European water chestnut (EWC) is an invasive floating aquatic plant that is native to Europe, Asia and Africa. Outside of its natural range, the plant will form dense mats that shade out native vegetation, decreasing plant biodiversity, and making recreational activities like swimming, boating, and angling almost impossible in the infested areas. The hard nuts or seeds of this plant have barbed spines that are painful when touched or stepped on. The EWC is a prohibited species in Ontario under the Invasive Species Act (2015); therefore, it is illegal to import, possess, release, transport, breed/grow, sell, lease or trade.

The EWC was discovered in the Welland River between the City of Welland and the Town of Wellandport in 2021 by local paddlers and reported through the Early Detection & Rapid Response (EDDR) Network app. EDDR is defined as a coordinated set of actions to find and eradicate potential invasive species in a specific location before they spread and cause harm. This was the first known occurrence of the EWC in the Welland River and the detection triggered a response from the Invasive Species Centre.

The Invasive Species Centre (ISC) is a not-for-profit organization that connects stakeholders, knowledge, and technology to prevent the introduction and spread of invasive species that harm Canada's environment, economy and society. The ISC contacted the NPCA in the fall of 2021 to discuss potential collaboration via access to the Welland River at EC Brown Conservation Area and

Chippawa Creek Conservation Area, as well as potential biomass disposal/control sites on NPCA properties and participation in the Welland River Collaborative.

Discussion:

The European Water Chestnut Rapid Response Program is a new project at the Invasive Species Centre (ISC) to organize a field team to control EWC in the Welland River. Authorization to remove EWC in the Welland River is provided by the Ministry of Natural Resources and Forestry which will be coordinated by ISC. Funding to support the program has been coordinated through various grants by ISC and OFAH. ISC has been working with Ducks Unlimited and Voyageur Provincial Park to develop best practices for the control of EWC as they have been working to eradicate it in other parts of Ontario.

ISC coordinated the production and installation of EWC signage at three (3) key water access points along the Welland River: Chippawa Creek Conservation Area, EC Brown Conservation Area, and the Wellandport Community Centre Boat Launch. They will also be coordinating a Welland River Collaborative and a River Watchers group, including NPCA, municipalities along the Welland River, Peninsula Paddlers, Bert Miller Nature Club, and Niagara College. The Collaborative will be facilitated by ISC and will work together to develop program plans and budgets for the project. The River Watchers will be a community group that will help coordinate paddling tours and engagement to teach the community how to identify and report EWC.

The field program to actively remove EWC will run from end of June 2022 to September 2022. The ISC is working with OFAH to hire four (4) Invasive Species Field Technicians through the OFAH Hit Squad program. The NPCA has agreed to provide equipment storage for the Hit Squad team, as well as a “home base” at the Chippawa Creek Conservation Area. The students will be employed by OFAH, and all training and equipment for the students will be provided by OFAH.

Forms of co-operation between ISC, NPCA and OFAH:

- joint teaching/training and supervision of summer hires
- participation in the Welland River Collaborative
- co-host River Watchers paddling tours and outreach events
- creation of biomass disposal plan
- joint communications, outreach and engagement activities

NPCA commitment:

- site-specific training for Hit Squad team
- access to the Welland River at EC Brown and Chippawa Conservation Areas
- equipment storage for the Hit Squad team and facility use (e.g. parking)
- monthly meetings with ISC
- community outreach and engagement activities (sharing on social media, paddling tour, etc.)
- locations for biomass disposal of EWC at EC Brown and Chippawa Creek
- participation in the Welland River Collaborative
- provide letters of support for funding applications

Financial Implications:

There are no financial implications to the NPCA for this program. The NPCA is providing in-kind support for the program through staff time and facility use.

Links to Policy/Strategic Plan:

The EWC Rapid Response Program supports all NPCA strategic priorities, especially Partner of Choice and Healthy and Climate Resilient Watersheds due to the collaborative nature of this program and the focus on the protection of the Welland River ecosystem.

Related Reports and Appendices:

Appendix 1: European Water Chestnut Factsheet

Authored by:

Original Signed by:

Kerry Royer, B.Sc
Coordinator, Community Engagement

Reviewed by:

Original Signed by:

Rebecca Hull
Manager, Strategic Business Planning & Public Relations

Submitted by:

Original Signed by:

Chandra Sharma
Chief Administrative Officer/Secretary-Treasurer

European Water Chestnut

(*Trapa natans*)



Floating mat of European water chestnut in Voyageur Provincial Park.

Photo courtesy of Francine MacDonald, Ontario Federation of Anglers and Hunters (OFAH).

European water chestnut is an invasive aquatic plant that has been introduced to a section of the Ottawa River in eastern Ontario within Voyageur Provincial Park. The plant is native to Europe, Asia and Africa, and is used in North America as an ornamental water garden plant. Although it's not certain how the plants arrived in the Ottawa River, it could possibly be the result of a water garden plant(s) being improperly released or a boat contaminated with water chestnut being launched within or near the park.

Range

Water chestnut was introduced into North America sometime before 1879 by a gardener at the Cambridge Botanical Garden in Massachusetts. The gardener reported planting it in several ponds. Since then, water chestnut has spread to other states in the northeast. It has also been found in Quebec, and in tributaries of the Niagara River and Lake Ontario in New York State. The population in the Ottawa River is the only known population in Ontario.

Impacts of Water Chestnut

Water chestnut populations in the Ottawa River, as well as neighbouring provinces and states have become a serious nuisance causing a number of impacts, including:

- Forms extremely dense floating mats of vegetation that shade out native vegetation, decreasing plant biodiversity, and making recreational activities like

swimming, angling, and boating almost impossible in the infested areas.

- The hard nuts with barbed spines can accumulate on shore and cause injury when stepped on.
- Reduced light penetration and plant growth beneath the water chestnut canopy, combined with a large amount of decomposing vegetation below, can lead to decreased dissolved oxygen levels, which can impact native species and cause fish kills.

Since the water chestnut population in the Ottawa River is the only known population in Ontario, it's very important that we put every effort towards removing this plant before it spreads to other locations. The Ministry of Natural Resources, with support from partnering agencies, are working to eradicate water chestnut from the Ottawa River by pulling the plants by hand, with rakes and mechanical harvesters. Efforts to control this new invader are ongoing.

How to Identify Water Chestnut

Water chestnut has an appearance unlike any other plant species in Ontario. Features that can be used to identify water chestnut include:

- Floating leaves.
- The leaves are green, with sharply toothed edges.
- The leaves form a densely crowded rosette up to 30 cm in diameter.
- The leaf stems are up to 15 cm long, with a spongy swollen section that helps the plant float.
- Underwater leaves are feather-like with finely dissected leaf segments.
- The flowers are small (8 mm long), white, and have four petals.
- Produces a hard “woody” nut (seed), 3-4 cm wide with sharp barbed spines. Viable seeds are greenish brown and sink to the bottom. Older seeds are black, floating, and are not viable.
- The nuts bear no resemblance to the “water chestnut” used in Asian cooking.



Water chestnut rosette.

Photo courtesy of Francine MacDonald, OFAH.

What Can I Do

- Learn how to identify European water chestnut and how to prevent accidentally spreading the plants and seeds. This is especially important if you are planning to do work or participate in recreational activities in the Ottawa River in the area that contains water chestnut.
- Do not plant European water chestnut in your water garden. Water gardeners should use only native or non-invasive plants and are encouraged to ask garden centres for plants that are not invasive.
- Never release unwanted aquarium plants or pets into any waterbody. Return or donate unwanted plants or pets to a pet store or garden center, a school or a friend.
- Always inspect your boat and boating equipment, and remove any plants or animals that are visible before leaving the waterbody.
- To prevent spreading plants and seeds to new locations avoid boating through the area around the Ottawa River that contains European water chestnut.
- Report sightings to the Invading Species Hotline 1-800-563-7711 or visit www.invadingspecies.com



Barbed water chestnut nut in Voyageur Provincial Park.

Photo courtesy of Eric Snyder, MNR.

Other Resources

www.ontarioinvasiveplants.ca

ontario.ca/invasivespecies

www.invadingspecies.com

For More Information:

Please contact the Invading Species Hotline at 1-800-563-7711.

Cette publication est également disponible en français.



Manual removal of water chestnut from Voyageur Provincial Park.

Photo courtesy of Francine MacDonald, OFAH.

Date: Wednesday, April 6, 2022

Time: 5:00 pm

Location: Zoom Conference

Attendance: Tim Nohara, Chair
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
Jodi Legros, Administrative Assistant, Community Planning & Development, Town of Pelham (Secretary)

Regrets: Carla Baxter
Shannon Larocque - Senior Planner, Community Planning & Development, Town of Pelham

1. Call to Order and Declaration of Quorum

Noting that quorum was present, Chair, T. Nohara called the meeting to order at approximately 5:02 pm.

2. Approval of Agenda

Amendment to the Agenda under New Business for discussion relating to odour unit threshold.

Moved by B. Heska
Seconded by J. Jeffs

THAT the agenda for the April 6, 2022 regular meeting of the Cannabis Control Committee be adopted, as amended.

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 minutes from the March 2, 2022 Cannabis Control Committee meeting.

Moved by L. Damm
Seconded by J. Steele

THAT the minutes of the March 2, 2022 Cannabis Control Committee be approved as amended.

Carried

5. Ontario Land Tribunal Official Plan update

Staff advised that minutes of settlement have not been presented to the Town Council.

6. Communication to Residents

Staff advised an insert cannot be included in the next tax billing since there will be a municipal election insert. The Town Website has a 'cannabis' page to post information.

The Committee discussed the proposed, two-pager, communication template and table of contents prepared by the Chair. The two-pager will discuss the specific bylaws the Committee undertook and their status. Agreement was reached on the outline. The Chair will draft the communication piece for discussion at the next meeting. Members are supportive of the Chair presenting the completed two-pager to Council in June and publishing their after using The Voice and the Town Website.

7. New Business

The Committee discussed the ineffectiveness of the property line odour limit threshold of 6 odour units, and how it was established. Members discussed the idea of the Town making available to the public on say a quarterly basis its odour unit measurements, in addition to the complaint data.

8. Next Meeting

Next Meeting: May 11, 2022 at 5pm via Zoom

9. Adjournment

Moved by B. Heska
Seconded by J. Steele

THAT this Regular Meeting of the Cannabis Control Committee be adjourned at 6:27 pm.

Carried

Tim J. Nohara

Edited by: Tim Nohara, Chair

Jodi Legros

**Prepared by: Jodi Legros
Administrative Assistant
Community Planning & Development
Town of Pelham**

Date: Wednesday, February 16, 2022

Time: 4:00pm

Location: Zoom

Attendance: John Wink, Chair
Ron Kore, Councillor (joined at 4:21pm)
Wayne Olson, Councillor
Bill Crumm
David Cribbs, CAO
Teresa Quinlin-Murphy, Director of Corporate Services/Treasurer
Belinda Ravazzolo, Secretary

Regrets: Michael Cottenden
Charlotte Tunikaitis, Deputy Treasurer

1. Call to Order and Declaration of Quorum

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

2. Approval of Agenda

Moved by Councillor Wayne Olson

Seconded by Bill Crumm

THAT the agenda for the February 16, 2022 regular meeting of the Pelham Finance and Audit Committee be adopted.

Carried

3. Declaration of Pecuniary Interest and General Nature

None.

4. Approval of Minutes

November 24, 2021

Moved by Bill Crumm

Seconded by Councillor Wayne Olson

THAT the minutes of the November 24, 2021 Pelham Finance and Audit Committee be approved.

Carried

5. Business Arising from Minutes

None.

6. New Business

6.1. 2022 Approved Operating Budget

The Treasurer stated that the 2022 Operating Budget was brought to the Committee in November; however, since then there has been some updated information as presented to Council on December 14th 2021.

The Town received \$509,000 of additional grant money from the Ontario Community Infrastructure Funding (OCIF). With this money, the Town was able to fund some capital projects reducing the amount of money taken from the reserves. The Town was able to reduce the roads reserve by \$115,000 and Council approved a reduction of money allocated to some of the Committees. By doing this, staff was able to reduce the tax levy decrease from 4.77% to 3.88%. The change represents an average increase of \$78/year to the average household as opposed to the initial proposal of \$93/year to the average household.

Mr. Crumm asked if there was anything that Council wished that the Committee had done that would have helped in the budget approval process. Chair Wink commented that Town Council has suggested reducing the budget but has not targeted a specific number. He suggested that possibly the Committee could be involved earlier on in the process for input and recommendations as opposed to being brought the proposed budget once complete.

The Treasurer stated that it has proven to be a little challenging in those municipalities where Council states a specific percentage increase that staff must work around. As Town's grow, more work is required and staff need to be able to maintain a certain level of service. She stated that one of the main concerns that the Finance and Audit Committee are bringing to staff is the need to increase the allocation to the reserves. Although it is still at a lower level than what it should be, half of the increases are related to reserves.

Chair Wink commented that although the Town is taking on new growth, along with that comes more tax dollars, which would pay for some of the services. The Treasurer stated that although Chair Wink is correct, there is a timing issue as to when that revenue of new growth comes back to the Town as it could take a couple years before MPAC assesses new properties.

Chair Wink asked the CAO if there was anything that the Town could do to encourage MPAC to assess the properties quicker than they do. The CAO stated that due to the size of Pelham, he does not believe that staff could initiate a change any better than a larger municipality could. Mr. Cribbs informed the Committee that the law gives MPAC two years from date of occupancy. He believes that it will be this calendar year that the Town will get the benefit and stated that if he knew of any truly effective way to improve MPAC's performance, he would explore it, as it would be worthwhile.

The Treasurer stated that internally staff targeted an increase under 5%. The OCIF grant with an initial amount of \$483,000 and then an additional \$501,000 took a lot of pressure off the reserves. She believes that will continue.

The CAO informed the Committee that a discussion with the Treasurer would need to be had about how to approach the next budget process as staff will be working with a new term of Council and they may have a preference as to how to budget is proposed. For the first year, due to timing the budget would need to be about 95% complete but for the remaining three years, staff would be able to comply with Council's preference.

Councillor Olson stated that he is very conscious of the good advice of the Committee when making decisions at Council. The Treasurer informed the committee that some municipalities have a special levy just for capital; which is something that could possibly be considered in the future.

Chair Wink suggested questioning the other members of Council that are not on the Committee as to their opinion of the effectiveness of the Pelham Finance and Audit Committee. He also expressed how fortunate the Town has been in receiving grants due to the excellent work by the Treasurer and Deputy Treasurer. Councillor Kore added that he could not remember as much grant funding over the past 7 years as there has been over the last 2 years due to the hard work of staff.

Moved by Councillor Wayne Olson
Seconded by Bill Crumm

THAT the Committee receive the 2022 Approved Operating Budget for information.

Carried**6.2. 2022 Approved Capital Budget**

The Treasurer indicated that the change in the Capital Budget is in the allocation to the OCIF funding from \$483,000 \$984,000. Some of the money was moved around in the grant schedule fund some of the projects which relieved some of the reserves. The Town received confirmation for funding of one of the red-circled projects, the pickleball courts and multi-purpose court, projected at \$479,000. Half of the money has already been received and the RFP is currently out for that project. The Town has received informal notification on other grants and is just awaiting confirmation in order to disclose what has been approved.

Chair Wink informed the Committee that the road-resurfacing project on Effingham Street between Hwy 20 and Tice Road has been scaled back by \$250,000. That money will now be applied to the LED Streetlight conversion project that was slated for 2023 and 2024. The return on investment for the LED Streetlights is only 2 or 3 years. The goal is to have the project completed by 2023.

Moved by Councillor Ron Kore
Seconded by Councillor Wayne Olson

THAT the Committee receive the 2022 Approved Capital Budget for information.

Carried**6.3. 2022 Water and Wastewater Budgets**

On February 7th, staff went back to Council and provided an update giving difference scenarios with regards to the increases for the Water and Wastewater Budget. Staff referred back to the BMA study and the financial plan for water and wastewater to see how the Town is doing in comparison to the projected study. The increases in the last 4 years of 7.5% for water and 9.5% for wastewater has helped the Town stay in line with the BMA study projections. The Town still has one of the lowest rates in the Region. Council approved a 7.5% increase for water and 7.5% for wastewater from the suggested 9.5%. Council felt comfortable in doing that because there was not a significant impact on the reserves. The total annual savings from that change is \$4.98.

Moved by Bill Crumm
Seconded by Councillor Ron Kore

THAT the Committee receive the 2022 Approved Water and Wastewater Budget for information.

Carried

6.4. Municipal Modernization Grants

The Treasurer informed the Committee that the Modernization Grants have been important grants as far as enabling the Town to look at automation and efficiencies in our process. The Town has been awarded Phase 3 with about \$217,000 in Corporate Services to implement the recommendation from the consultant from Phase 2, which was to delve into efficiencies in Accounts Payable and Purchasing systems. The Town also received almost \$72,000 for HR software systems. Another grant of \$71,000 was received to do a third party review the operations in the RCW department.

From 2020 to now, the Town has been approved for 10 projects totalling almost \$772,000 in grants to look at efficiencies. The Treasurer stated that staff are very happy with the success of the program.

On February 22nd, the unionization of the libraries and the IT Web Services, which includes the Public Service Request portal, will be going to Council. Staff is looking at new software to hand public requests, which is projected to be completed in 2022. The grants are extremely important because the Town does not have budget dollars set aside to complete these types or projects.

The report to Council regarding the Library will speak to enhancing services and more acquisitions. The merging of the two libraries will allow for additional front line staff and more acquisitions as opposed to another senior position, as well as utilizing the efficiencies of bringing the two libraries together.

Councillor Olson asked about the report coming to Council regarding parking at the MCC asking for approximately 200 additional spots and about the status of the application. The Treasurer stated that back in July the Town submitted an application for the Green Inclusive Building grant to move the library from the current location on Pelham Town Square to the MCC. It is still currently under review. The Federation of Canadian Municipalities is interested in collaborating with the Town if that project is approved.

Moved by Councillor Wayne Olson
Seconded by Bill Crumm

THAT the Committee receive the Municipal Modernization Grant verbal update for information.

Carried

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

13.1. COVID-19 Update

Concerning the financial reports, the Treasurer informed the Committee that the focus for staff is currently on completing year-end. Due to the staff changes that have occurred in Corporate Services there are not any updated reports for review at this time. The next report will go to Council in March.

The Treasurer was happy to announce that the Region has agreed to submit the vaccination reimbursement cost to the Ministry of Health and the total is \$291,452. They have submitted it on the Town's behalf and waiting to hear if it is being accepted. Once accepted, the Region will flow the money to the Town and it can be applied to the expenses occurred due to the vaccination clinic. As of now, there will not be any more vaccination clinics at the MCC for 2022. There are at least three dates scheduled for the mobile vaccination bus alleviating the Accursi Room for use while still being able to provide vaccinations to residents.

Chair Wink questioned as to what the money would be applied to in 2022 as the expenses occurred in 2021. The Treasurer informed him that the money would be accrued for 2021 as

a receivable and go towards 2021 expenses. Once the Town receives confirmation, staff will set up a receivable in that amount.

Councillor Kore asked if the money would be coming from provincial government or the Niagara Region to which the Treasurer responded. The agreement is with the Ministry of Health and Public Health. The Treasurer said that Public Health has vetted all the applications and are in support of our application. She believes six other municipalities have submitted applications for reimbursement.

Moved by Councillor Ron Kore
Seconded by Councillor Wayne Olson

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

Carried

14. Unfinished Business

15. Next Meeting - Wednesday, May 4, 2022

16. Adjournment

Moved by Bill Crumm
Seconded by Councillor Wayne Olson

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

Carried

The meeting was adjourned at approximately 4:47pm.



Chair, John Wink



Administrative Assistant, Corporate Services, Andrea Metler

Subject: Proposed Changes to Volunteer Firefighter Insurance

Recommendation:

BE IT RESOLVED THAT Council receive Report #2022-0126 – Proposed Changes to Volunteer Firefighter Insurance, for information;

AND THAT Council approve the On Duty Proposal 2 coverage and the Optional Member Only Insurance benefits provided by VFIS;

AND THAT Council suspend the volunteer firefighter reserve fund program approved through by-law 4313(2021), including minimum transfers to the reserve fund and expenditures from the reserve fund;

AND THAT Council approve a budget transfer of \$10,379 from Fire Department reserve transfers to Fire Department insurance.

Background:

Council will recall that a reserve fund was established in 2021 for the purpose of providing life insurance to the Volunteer Firefighters. The Town currently allocates \$12,500 to this fund annually and in the event of a death while on active duty, the Town will pay \$25,000 to the deceased volunteer's beneficiary. The Town was previously paying Great West Life the same amount in premiums for similar coverage prior to making the decision to self-insure. The Town has been approached by VFIS with a proposal to insure the volunteer firefighters that will provide significant enhancements to the overall benefit coverage at a cost that is quite reasonable.

Analysis:

VFIS is Canada's largest provider of insurance, education, and consulting services to Emergency Service Organizations. They provide benefits to 90% of all municipal volunteer firefighters in Ontario and over 2,100 fire departments across Canada.

The coverage they provide is far superior to the Town's current arrangement and will cost less than the \$12,500 currently being allocated to the reserve fund.

VFIS provided the Town with two proposals, both of which can be found in Appendix A, along with the full summary of benefits. To highlight some of the significant enhancements, accidental death coverage will increase from \$25,000 to \$100,000 and benefits including dependent child education and spousal support are offered to family members. The proposals also provide lump sum living benefits for dismemberment, paralysis, vision and other physical impairments, cosmetic disfigurement, and contracting HIV.

Other benefits include coverage up to \$20,000 in occupational retraining costs and provide bereavement and trauma counselling to the volunteers' families. VFIS will also top-up Worker's Compensation payments through the WSIB to protect Volunteer Fire fighters from any out-of-pocket income loss that may be suffered as the result of injury. VFIS customers are also given access to risk-management and skill enhancement educational material including books, CD-ROMs, posters, PowerPoint presentations and videos which the fire department can utilize for training purposes.

Town staff are also recommending the Optional Member Only off duty benefits to protect firefighters when they are not participating in their normal firefighter duties. This is in line with the coverage provided to Town staff and Elected Officials who do not need to be injured or killed on the job in order to receive life insurance benefits.

Financial Considerations:

This switch to a third party insurance provider to cover accidents and sickness experienced while on active duty will cost the Town \$3,190 annually, including taxes. The additional off duty coverage is an additional \$79 per firefighter, bringing the total annual premium amount to \$10,379, including taxes. This will result in a savings of \$2,121 per year. This will be a positive budget variance, with more than sufficient funds available should the roster size increase slightly.

The 2022 premiums can be funded through a budget transfer, reducing the transfer to the volunteer firefighter reserve fund by \$10,379 and increasing the Fire Department insurance budget by \$10,379. The volunteer firefighter reserve fund had a balance of \$25,000 as at December 31, 2021. The self-insurance program can be suspended and at a future date, the balance in the reserve fund could be transferred to another reserve, should Council so choose.

Alternatives Reviewed:

The Town could continue contributing to the firefighter reserve fund and keep the existing range of benefits as they are. This option is not preferred as Town Administration recognizes the importance of providing a full range of benefits to the volunteers in the same manner as is provided to Town staff and Elected Officials.

Strategic Plan Relationship: Strong Organization

Transitioning to VFIS to insure the Town's Volunteer Fire Department will result in a significant increase to the existing range of benefits while also transferring the liability to a third party. Town Administration sees great value in providing these additional benefits to those who risk their lives and protect their community. A solid life insurance policy is a key factor in overall financial health and will provide the volunteers with peace of mind knowing their families are protected in the event of an unfortunate unforeseen circumstance. It will also help recruit and retain volunteer firefighters moving forward.

Consultation:

Fire Chief

Director Corporate Services and Treasurer

Manager Financial Services and Deputy Treasurer

Other Pertinent Reports/Attachments:

Appendix "A" – VFIS Accident and Sickness Benefit Proposal

Prepared and Submitted by:

Brianna Langohr, CHRL
Human Resources/Health and Safety Coordinator

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



An Accident & Sickness Proposal Prepared For

**Town of Pelham Fire Department
177 Highway #20 West
Fonthill, ON L0S 1E0**

Presented By: VFIS of Canada
145 Wellington Street West
Toronto, Ontario M5J 1H8

Date Prepared: 5/11/22

This proposal is valid for 90 days.


Underwritten by AIG Insurance Company of Canada


Volunteer Basic Benefits-ON DUTY	Proposal 1	Proposal 2
Loss of Life Benefits		
Accidental Death Benefit Amount.....	\$100,000	\$100,000
Seat Belt Benefit Amount.....	\$25,000	\$25,000
Safety Vest Benefit Amount.....	\$25,000	\$25,000
Military Death Benefit Amount.....	\$15,000	\$15,000
Illness Loss of Life Benefit Amount.....	\$100,000	\$100,000
Dependent Child & Education Benefit Amount.....Per Dependent Child	\$40,000	\$40,000
Spousal Support & Education Benefit Amount.....	\$15,000	\$15,000
Memorial Benefit Amount.....	\$5,000	\$5,000
Dependent Elder Benefit Amount.....Per Dependent Elder	\$5,000	\$5,000
Repatriation Benefit Amount.....	\$20,000	\$20,000
Lump Sum Living Benefits		
Accidental Dismemberment Benefit & Uniplegia.....	\$100,000	\$100,000
Paralysis (Quadra, Hemi and Para) Benefit.....	\$200,000	\$200,000
Vision Impairment Benefit.....	\$100,000	\$100,000
Injury Permanent Impairment Benefit.....	\$100,000	\$100,000
Heart Permanent Impairment Benefit.....	\$100,000	\$100,000
Illness Permanent Impairment Benefit.....	\$100,000	\$100,000
Cosmetic Disfigurement Resulting from Burns Benefit.....	\$100,000	\$100,000
HIV Positive Lump Sum Living Benefit.....	\$100,000	\$100,000
Cancer Benefit.....	\$7,500	\$7,500
Coma Monthly Benefit.....	\$1,000	\$1,000
Weekly Income Benefits		
Total Disability Benefit Weekly Amount (1st 4 wks) Guaranteed.....	\$100	\$300
Total Disability Maximum Weekly Amount (after 1st 4 wks).....	\$500	\$900
Total Disability Minimum Weekly Amount.....	\$100	\$100
Partial Disability is equal to 50% of Total Disability Limit 52 wks.....	50%	50%
Occupational Retraining Benefit.....	\$20,000	\$20,000
Medical Expense Benefits		
Medical Expense Benefit.....	\$10,000	\$10,000
Cosmetic Plastic Surgery Benefit.....	\$25,000	\$25,000
Post Traumatic Stress Disorder Benefit.....	\$25,000	\$25,000
Critical Incident Stress Management Benefit.....	\$25,000	\$25,000
Family Expense Benefit Amount.....Per Day	\$100	\$100
Family Bereavement & Trauma Counseling Benefit.....Per Person	\$1,000	\$1,000
Transition Benefit.....	\$500	\$900
Weekly Injury Permanent Impairment.....	\$500	\$900
Felonious Assault Benefit.....	\$50,000	\$50,000
Home Alteration & Vehicle Modification Benefit.....	\$50,000	\$50,000
TOTAL BASIC ANNUAL PREMIUM	Cont	Cont

Volunteer Optional Benefits	Proposal 1	Proposal 2
Weekly Hospital Benefit Amount.....	NA	NA
First Week Total Disability Benefit Amount.....	NA	NA
Coordinated 28 Day Total Disability Benefit Amount.....	NA	NA
Weekly Injury Permanent Impairment COLA.....	NA	NA
Extended Total Disability Benefit up to 10 Years.....	NA	NA
Sub-Total: Weekly IPI COLA and Extended Total Disability Benefits.....	NA	NA
Long Term Total Disability Benefit up to Age 70.....	NA	NA
Long Term Total Disability COLA up to Age 70.....	NA	NA
TOTAL ANNUAL PREMIUM	\$2,440	\$2,954

VFIS of Canada is a division of CVIS, Inc. CVIS, Inc. offers many other products to its member fire departments. Please feel free to visit us on our website at www.cviscanada.com for a list of these products. Products such as:

Critical Illness





Today, many people survive a critical illness that may have been fatal 30 years ago. Many Canadians will develop a critical illness, survive and live longer and thus have to deal with the reality, including the financial effects of survival.

Critical Illness (CI) Insurance is a supplemental product which can lift the burden of the financial and emotional stress associated with a critical illness, so that the victim and his/her family can continue to lead their lives as normal a way as possible. It is a product for the living, providing them benefits, as opposed to typical life or accident insurance plans, which pay benefits when an insured Person dies.

Pick from 3 plans: 1) \$5,000 2) \$10,000 3) \$15,000
Premiums Per Person: \$35/year \$70/year \$105/year

Ask your local broker for more details.


Covered Critical Illness are as follows:

- Life Threatening Cancer
- Heart Attack
- Kidney (Renal) Failure
- Stroke
- Coronary Artery Bypass Graft

CVIS, Inc.
Suite 209-145 Wellington Street West
Toronto, Ontario M5J 1B8
Phone: 800-461-8347 • E: info@cviscanada.com

Volunteer Firefighter Member and Family Assistance Program (MFAP) Solutions

Harness the power of full-scale employee/firefighter and workplace support solutions through an exclusive MFAP arrangement through VFIS of Canada a division of CVIS, Inc.




DID YOU KNOW?

- Mental and nervous disorders have replaced musculoskeletal conditions as the top conditions causing long-term disability.
- The mounting costs of maintaining unhealthy employees/firefighters, coupled with the expense and disruption associated with staff turnover, is leading many employers to implement a health promotion strategy. Thanks to a growing body of evidence, today's workplace health programs are no longer viewed as just a good idea, but rather a crucial investment in an organization's long-term success.

Source: The Case for Comprehensive Workplace Health Promotion, Centre for Health Promotion, University of Toronto

Member and Family Assistance Programs (MFAPs) are employer paid benefits that support both the members and the workplace. These services are designed to enable members to resolve personal and work issues so that optimal productivity is maintained. They include health, wellness and other strategic solutions for smaller employers/municipalities.

Homewood Health offers Volunteer Fire Departments the same services as some of Canada's largest employers at a preferred VFIS of Canada member rate of \$2.00 per member per month (non-member rate \$3.00).



1 Ease of use

All of our services are simple and intuitive to use, so all members can benefit (e.g. online solutions allow easy and secure access anywhere and anytime, clinical response is fast and available 24/7 in both official languages, counselling is short-term and solution-focused, and we have counselling offices across the country).


2 Prevention focused

Homewood Health takes a comprehensive and prevention-focused approach to a members well-being and productivity. Our healthy workplace strategy targets the member, workplace and organization. Our prevention focus strengthens the resiliency of your workforce.

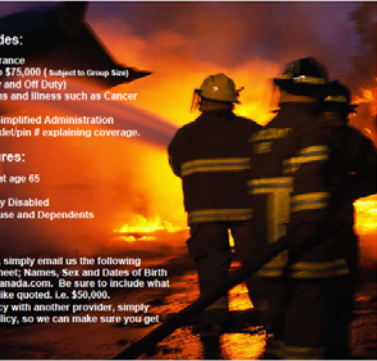
3 Appealing and relevant messaging

MFAP and related services are only useful to the extent that they are utilized by members and key personnel (managers, supervisors, etc.). We craft our messages to appeal to members in different stages of their life and career, ensuring that prevention efforts are relevant, appealing, and successful.

1



GROUP LIFE PROGRAM



Coverage Includes:

- Guaranteed Issue Life Insurance
- No Medical Questions up to \$75,000 (subject to Group Size)
- 24 Hour Coverage (On Duty and Off Duty)
- Covers all Accidental Deaths and illness such as Cancer
- Competitive Rates
- Flexible Billing Plans and Simplified Administration
- Each firefighter gets a booklet/pin # explaining coverage.

Important Features:

- Coverage reduces by 50% at age 65
- Coverage ends at age 70
- Waiver of Premium if Totally Disabled
- Optional Coverage for Spouse and Dependents

To Get Started:

- For quick turn around time, simply email us the following items on an Excel Spreadsheet: Names, Sex and Date of Birth and email us at info@cviscanada.com. Be sure to include what benefit amount you would like quoted, i.e. \$50,000.
- If you currently have a policy with another provider, simply email us or fax to us the policy, so we can make sure you get the same coverage.

Offered By:
CVIS, Inc.
145 Wellington Street West
Toronto Ontario M5J 1B8
Phone: 1-800-461-8347 Fax: 855-558-0014

Note: The MFAP (Member/Family Assistance Program) is \$2/month/person for all VFIS Clients. A great product to provide your firefighters when facing every day challenges. Also a great way to retain your firefighters and give back to them for their dedicated service.

Optional-Member Only Coverage		Proposal 1 & 2
Loss of Life Benefits		
Accidental Death Benefit Amount.....		\$100,000
Seat Belt Benefit Amount.....		\$15,000
Repatriation Benefit Amount.....		\$20,000
Dependent Child & Education Max 4 years.....	Per Dependent Child	\$5,000
Dependent Child Day Care Max 4 Years.....	Per Dependent Child	\$5,000
Spousal Education Benefit Amount.....		\$20,000
Funeral Expense Amount.....		\$5,000
Dependent Elder Benefit Amount.....	Per Dependent Elder	\$10,000
Indetification Benefit Amount.....		\$15,000
Bereavement Benefit Amount.....		\$5,000
Lump Sum Living Benefits		
Accidental Dismemberment Benefit & Uniplegia.....		\$100,000
Paralysis (Quadra, Hemi and Para) Benefit.....		\$200,000
Vision Impairment Benefit.....		\$100,000
Felonious Assault Benefit.....		\$10,000
Coma Benefit (Payment is per month).....		\$1,000
Home Alteration & Vehicle Modification.....		\$20,000
Family Transportation Benefit.....		\$20,000
Rehabilitation Benefit.....		\$20,000
Psychological Therapy.....		\$10,000
Weekly Income Benefits		
Total Disability Benefit Weekly Amount-Employed Income Earner.....		\$300
Waiting Period: 7 Days Maximum Payout is 104 weeks		
Total Disability Maximum Weekly-Non Income Earner.....		\$100
Waiting Period: 7 Days Maximum Payout is 13 weeks		
Premium Per Firefighter		\$73/year

Please Note: Coverage provided under the Optional Off-Duty and/or Optional Eligible Dependent Benefit Packages is based on active members who are listed on the membership roster and for which a premium is paid. A membership roster must be submitted to us. This is an Accident Only Policy and not Life Insurance.

Please Note: Junior Members are not eligible for Optional Off-Duty and/or Optional Eligible Dependent Benefit Packages.

Optional-Member & Family Coverage		Proposal 1 & 2
Loss of Life Benefits		
Accidental Death Benefit Amount for Insured Membe (See Member Benefits)....		\$100,000
Note: Loss of Life Benefits is determined based on the Family Status at the time of Loss:		
Accidental Death Benefit Amount (SPOUSE ONLY).....		\$60,000
Accidental Death Benefit Amount (CHILD/REN ONLY).....		\$20,000
Accidental Death Benefit Amount (SPOUSE & CHILD/REN).....		\$50,000
Accidental Death Benefit Amount (SPOUSE & CHILD/REN).....		\$15,000
Seat Belt Benefit Amount.....		15% of AD&D
Repatriation Benefit Amount.....		\$20,000
Dependent Child Day Care Max 4 Years.....Per Dependent Child		\$5,000
Funeral Expense Amount.....		\$5,000
Indetification Benefit Amount.....		\$15,000
Lump Sum Living Benefits		
Accidental Dismemberment Benefit & Uniplegia.....		See Above
Paralysis (Quadra, Hemi and Para) Benefit is 2 Times AD&D Amount		See Above
Home Alteration & Vehicle Modification.....		\$20,000
Psychological Therapy.....		\$10,000
Weekly Income Benefits		
Total Disability Maximum Weekly-Spouse Only.....		\$100
Waiting Period: 7 Days Maximum Payout is 13 weeks		
Premium Per Firefighter		\$132/year

Please Note: Coverage provided under the Optional Off-Duty and/or Optional Eligible Dependent Benefit Packages is based on active members who are listed on the membership roster and for which a premium is paid. A membership roster must be submitted to us. This is an Accident Only Policy and not Life Insurance.

Please Note: Junior Members are not eligible for Optional Off-Duty and/or Optional Eligible Dependent Benefit Packages.

EDUCATIONAL MATERIALS

VFIS offers a wide range of valuable educational material, including books, CD-ROMs, posters, PowerPoint Presentations, and videos. Each program is accompanied by appropriate print and/or video materials. As a Value Added Customer, you can order these materials and others Free of Charge, visit www.vfiscanada.com.

HERE ARE SOME OF THE PROGRAMS & MATERIALS WE OFFER:



Subject: Potential Support for Proposed Niagara Region
Waterpipe Smoking Bylaw

Recommendation:

**BE IT RESOLVED THAT Council receive Report #2022-0133 –
Potential Support for Proposed Niagara Region Waterpipe Smoking
By-Law, for information;**

**AND THAT Council of the Town of Pelham consents to the passage of
the Waterpipe By-Law of the Regional Municipality of Niagara, being
a by-law to regulate waterpipe smoking in the Region.**

Background:

Prior to the pandemic, the Region of Niagara was beginning to experience some health enforcement concerns pertaining to the operation of retail establishes that allow for waterpipe smoking. There were and are concerns relating to enforcement gaps in provincial legislation, and a local solution, employed in several parts of Ontario, has been to enact municipal bylaws to regulate the activity.

This issue was discussed amongst the area CAOs on multiple occasions. It was agreed that should there be majority support, having a consistent standard, which would be enforced by staff at Niagara Public Health is far preferable to a potential patch work system that would require enforcement by local area municipal staff, such as Pelham bylaw officers.

Analysis:

Town staff are unaware of any establishments in the Town of Pelham which permit the smoking of water pipes. Consequently, there is no specific or current need for this bylaw within the Town. Concerns have been raised in other parts of Niagara however, and the Region is prepared to enforce this bylaw throughout Niagara if it receives triple majority support. One line of thinking is that if only enacted in certain municipalities, this activity will move into local municipalities where it is not regulated. From that perspective, this is a pre-emptive move.

The specifics pertaining to the health and enforcement concerns are found in the Regional staff report, which is attached to this report as an appendix. Town staff have no particular expertise in this area and defer to Niagara Region Public Health for all specifics.

Financial Considerations:

There are no financial considerations associated with this report. If a triple majority is attained, future enforcement and associated costs will be a Regional service.

Alternatives Reviewed:

Not applicable

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

According to Niagara Public Health, this initiative will improve health outcomes for Regional residents, and as such this supports stronger communities.

Consultation:

None.

Other Pertinent Reports/Attachments:

CLK-C 2022-073 Waterpipe Smoking By-Law

Prepared and Submitted by:

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

Administration

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-4977

www.niagararegion.ca

May 25, 2022

CL 10-2022, May 19, 2022
PHSSC 5-2022, May 10, 2022
PHD 2-2022, May 10, 2022

LOCAL MUNICIPAL CLERKS**SENT ELECTRONICALLY****Re: Waterpipe Smoking By-law**

Regional Council, at its meeting of May 19, 2022, approved the following recommendation of its Public Health and Social Services Committee:

That Report PHD 2-2022, dated May 10, 2022, respecting Waterpipe Smoking By-law, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Regional Council **APPROVE** the proposed by-law to regulate waterpipe use in the Regional Municipality of Niagara, outlined in Appendix 1 of Report PHD 2-2022;
2. That Regional Council **ADOPT** a by-law to regulate waterpipe smoking in the Regional Municipality of Niagara, outlined in Appendix 1 of Report PHD 2-2022, that will, if adopted, come into force and effect on January 1, 2023, provided that:
 - 2.1. A majority of the councils of the local area municipalities pass resolutions consenting to the by-law; and
 - 2.2. The total number of electors in the local municipalities that have passed resolution in support of the by-law form a majority of all electors in the Region of Niagara as established in the revised list of electors for the municipal election held in the year 2018; and
3. That, subject to the adoption of the aforementioned by-law, a copy of the by-law and Report PHD 2-2022 **BE CIRCULATED** to the Clerks of the 12 local area municipalities (LAMs) with a request that their councils adopt the following resolution and advise the Regional Clerk of the results of that consideration by August 1, 2022:

“That the Council of (name of municipality) consents to the passage of the Waterpipe By-law of the Regional Municipality of Niagara, being a by-law to regulate waterpipe smoking in the Region.”

Pursuant to Section 115(5) of the *Municipal Act, 2001*, a by-law passed under subsection 115(1) shall not come into force unless:

- a) A majority of all votes on the Council of the upper-tier municipality are cast in its favour;
- b) A majority of the Councils of all the lower-tier municipalities forming part of the upper-tier municipality for municipal purposes have passed resolutions giving their consent to the by-law; and
- c) The total number of electors in the lower-tier municipalities that have passed resolutions under clause (b) form a majority of all the electors in the upper-tier municipality.

We respectfully request that you place this matter before your Council at your earliest opportunity to consider a resolution consenting to the by-law and advise of the action taken by your Council no later than August 1, 2022.

A copy of Report PHD 2-2022 and By-law No. 2022-35 are enclosed for your information.

Thanking you in advance for your assistance and should you require anything further, please do not hesitate to contact me.

Yours truly,



Ann-Marie Norio
Regional Clerk

:kl

CLK-C 2022-073

cc:

K. Grewal, Health Promoter, Chronic Disease & Injury Prevention
Dr. M. M. Hirji, Acting Medical Officer of Health
D. Teng, Manager, Chronic Disease & Injury Prevention
D. Lorenzo, Associate Director, Chronic Disease & Injury Prevention
W. Middleton, Executive Assistant to the Acting Medical Officer of Health

Subject: Waterpipe Smoking By-law

Report to: Public Health and Social Services Committee

Report date: Tuesday, May 10, 2022

Recommendations

1. That Regional Council **APPROVE** the proposed by-law to regulate waterpipe use in the Regional Municipality of Niagara, outlined in Appendix 1 of Report PHD 2-2022;
2. That Regional Council **ADOPT** a by-law to regulate waterpipe smoking in the Regional Municipality of Niagara, outlined in Appendix 1 of Report PHD 2-2022, that will, if adopted, come into force and effect on January 1, 2023, provided that:
 - 2.1. A majority of the councils of the local area municipalities pass resolutions consenting to the by-law; and
 - 2.2. The total number of electors in the local municipalities that have passed resolution in support of the by-law form a majority of all electors in the Region of Niagara as established in the revised list of electors for the municipal election held in the year 2018; and
3. That, subject to the adoption of the aforementioned by-law, a copy of the by-law and Report PHD 2-2022 **BE CIRCULATED** to the Clerks of the 12 local area municipalities (LAMs) with a request that their councils adopt the following resolution and advise the Regional Clerk of the results of that consideration by August 1, 2022:

‘That the Council of (name of municipality) consents to the passage of the Waterpipe By-law of the Regional Municipality of Niagara, being a by-law to regulate waterpipe smoking in the Region.’

Key Facts

- The purpose of this report is to seek Council’s approval to enact a by-law that prohibits tobacco and non-tobacco (i.e., herbal) waterpipe smoking in open and enclosed public spaces as described in the Policy Consideration section and Appendix 1 of Report PHD 2-2022.
- Taking a proactive approach to governing waterpipe use could prevent an influx in establishments coming to Niagara due to restrictions in neighbouring communities (e.g., Halton, Toronto, Peel Region and Durham Region), allow consistency of rules across the Golden Horseshoe, and give predictability and clarity to local businesses.

- Through an online survey, 60.8% of the general population was supportive of a waterpipe by-law to restrict use in public places. LAM members that participated in consultation were also supportive of a regional waterpipe by-law.

Financial Considerations

There are no financial implications of this report. The Ministry of Health provides funding under the Smoke-free Ontario Strategy in a cost shared (provincial and Regional levy) model for the Tobacco Control Program. Existing staff of this program will manage enforcement of the by-law should it be adopted within the existing budget.

Analysis

Current Legislation

The *Smoke-free Ontario Act, 2017 (SFOA)* prohibits spaces where waterpipe smoking of tobacco product is allowed, however has no restrictions to non-tobacco (i.e., herbal) products which are allowed in enclosed public spaces and outdoor spaces under the SFOA and By-law No. 112-2013.

Enforcement challenges arise when determining whether a product is tobacco or non-tobacco. Testing is offered through the provincial Ministry of Health and requires taking a sample and testing at a lab, making it difficult to know what is being used in waterpipe devices. Sampling of four establishments conducted between Dec. 2021 and March 2022 all came back positive with tobacco. Waterpipes therefore exploit a legislative and regulatory loophole to allow smoking of substances in otherwise regulated places.

Local Context

In Niagara, there are five waterpipe establishments in operation, three in Niagara Falls and two in St. Catharines. As by-laws are implemented across the GTHA to address the current regulatory gaps, there are concerns that more establishments may decide to relocate or open in Niagara given the absence of governing rules.

Healthy and Safety Concerns

Waterpipes filled with tobacco and/or herbal shisha contain harmful toxins and chemicals comparable to cigarette smoking, including particulate matter, polycyclic aromatic hydrocarbons, carbon monoxide, and heavy metals.¹ Non-tobacco and

tobacco shisha contain similar levels of toxins, thus health harms are due to the waterpipe device rather than the product itself.¹ Similar to cigarette smoking, waterpipe use is associated with increases in lung cancer and cardiovascular disease.^{1,2}

A waterpipe session lasts from 20 to 80 minutes, putting others at risk due to high levels of toxic compounds in second-hand smoke, irrespective of the product being used (i.e., tobacco or herbal).^{1,3} Non-smoking sections of waterpipe cafés have similar levels of toxins in the air as restaurants where cigarette smoking is allowed.¹ The chemicals and toxins in second-hand exposure lead to increased risk of cancer, cardiovascular disease, carbon monoxide poisoning and chronic obstructive pulmonary disease.¹

Waterpipe smokers often share a hose/mouthpiece in a communal environment, putting users at risk of contracting viruses and respiratory infections such as tuberculosis, hepatitis, herpes, influenza, COVID-19 and oral diseases.^{1,3}

Public Consultation

An online survey was conducted from February 8 to March 14, 2022, to gauge public opinion. To review the promotion of the survey, see Appendix 2 of Report PHD 2-2022. 956 surveys were completed and included in the analysis. See Appendix 3 of Report PHD 2-2022, for the breakdown of survey responses per municipality in Niagara Region.

Of the respondents, 10.4% had used a waterpipe in the last 12 months; use was highest among youth 17-24 year olds (16.9%). Of all respondents, 35% perceived waterpipe use as more socially acceptable than cigarettes. The flavouring, misperception of harm, accessibility, and social use are contributing factors to waterpipe use among youth.^{4,5}

2.9% of those who smoked waterpipe in the last 12 months were “very concerned” with the health effects as compared to 97.1% of non-users. 33.3% of users thought waterpipe use was a healthier alternative to cigarette smoking.

31.3% used waterpipes for cultural reasons. Waterpipes were most commonly used at waterpipe establishments (68.7%), at home (59.6%), or someone else’s home (55.6%). When asked about the primary reason for visiting a waterpipe establishment, ‘to socialize’ (34.5%) was the top reason; for ‘food and drink (26.7%)’ was second; ‘to smoke’ (21.6%) was ranked third.

60.8% of the respondents supported a by-law, 27.4% did not support, and 11.1% were ambivalent. The majority of respondents supported further restrictions in particular

locations including restaurants, lounges, and bars (67.8%), workplaces (81.2%), and patios (58.5%). See Appendix 4 of Report PHD 2-2022 for the breakdown of support for a by-law.

Owner/Operator Consultation

All five existing establishments participated in interviews. Establishments offered food and drink in addition to waterpipes. Some offered alcoholic beverages and live entertainment as well. Revenue from waterpipe sales ranged from three to 15%. Owners noted that demand had not changed, with the exception of a decline due to the pandemic, and they did not foresee a change in the future.

Two of the five establishments did not expect a prohibition to have a significant impact on their business, whereas others felt it would significantly affect revenue as waterpipe is what brings patrons into the establishment.

Municipal Consultation

Niagara Region Public Health & Emergency Services (NRPH&ES) consulted with the area CAOs to convene a representative group together from each LAM. The LAM group met on Dec. 6, 2021 and March 28, 2022. Background information, current research and evidence on waterpipe smoking was provided. As a group, decisions and guidance were provided for the public consultation survey including planning, implementation, and communication.

Consultation results were shared with LAM representatives in attendance. The LAM group was presented with items for consideration, a proposed by-law based on the consultations done, the opportunity to discuss whether amendments should be added, and the opportunity to either support or oppose the by-law. All LAMs in attendance were supportive of the by-law.

Policy Consideration

The Water Pipe Smoking By-law intends to address tobacco and non-tobacco (i.e. herbal) waterpipe smoking in Niagara. The by-law will address all areas currently covered by the *SFOA* and Niagara Region By-law 112-2013, which include enclosed public places, enclosed workplaces, parks, beaches, recreational trails, nine metres from public entrances, patios, sporting areas and their spectator areas, schools, and 20 metres from sporting and spectator areas, playgrounds and schools.

In alignment with GTHA jurisdictions, the fines will be no more than \$10,000 for the first offence, and \$25,000 for subsequent convictions, for individuals. For corporate offences are not more than \$50,000 for the first offence, and \$100,000 for subsequent offences.

Enforcement

There are five FTE Tobacco Control Officers currently supporting the existing provincial and local smoke-free legislation, and will support education and enforcement the new by-law. As part of routine *SFOA* inspections, waterpipe establishment education and sampling is already conducted on an annual basis.

Niagara takes a progressive enforcement approach, which entails providing education, then moving on to warn and/or enforce. The by-law will be monitored through routine inspections and on a complaint basis. Complaints are received through the NRPH Tobacco Hotline 1-888-505-6074 ext.7393 and NRPH&ES website.

Comprehensive education is fundamental to ensuring successful implementation. It is important to ensure that people know about the changes and NRPH&ES will ease into this change process with a similar approach to previous legislative changes.

Alternatives Reviewed

Through the consultation process, the owners/operators of waterpipe establishments suggested to continue allowing waterpipes in designated areas, at specific times (i.e., time of day or duration), or to remove hookah lounges from the by-law. Considering the health concerns due to second-hand smoke, difficulty with enforcement and previous experience with similar alternatives when prohibiting indoor smoking, Public Health recommends moving forward with restricting waterpipe use at all locations within the *SFOA* and current smoke-free Bylaw No. 112-2013.

Relationship to Council Strategic Priorities

Adoption of a by-law to regulate waterpipe use supports the Council Strategic Priority of Healthy and Vibrant Community by enabling Public Health to protect children and vulnerable persons from exposure to second-hand vapour from waterpipe sources.

Other Pertinent Reports

- [PHD 10-2021 – Waterpipe \(Hookah\) Smoking – Policy Consideration](https://pub-niagararegion.escibemeetings.com/filestream.ashx?DocumentId=19010)
(https://pub-niagararegion.escibemeetings.com/filestream.ashx?DocumentId=19010)
- [PHD 09-2019 – Amendments to By-law 112-2013 – A Regional By-law to Protect Children and Vulnerable Persons from Exposure to Outdoor Second-hand Smoke](https://pub-niagararegion.escibemeetings.com/filestream.ashx?DocumentId=3899)
(https://pub-niagararegion.escibemeetings.com/filestream.ashx?DocumentId=3899)

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Appendices

Appendix 1	Waterpipe By-Law
Appendix 2	Survey promotion for public consultation
Appendix 3	Number and Proportion of Respondents by Municipality
Appendix 4	Support Versus Opposition for a By-law by Municipality

Sources

¹ Public Health Ontario. (2021). Evidence Brief: Health Impacts of Waterpipe Smoking and Exposure. Retrieved from: (https://cm.publichealthontario.ca/-/media/documents/e/2021/eb-waterpipe-smoking-exposure.pdf?sc_lang=eng)

² U.S. Centers for Disease Control and Prevention. (2018). Smoking and tobacco use: hookahs. Retrieved from: (https://www.cdc.gov/tobacco/data_statistics/fact_sheets/tobacco_industry/hookahs/index.htm)

³ World Health Organization Study Group on Tobacco Product Regulation. (2005). Waterpipe tobacco smoking: Health effects, research needs and recommended actions by regulators. Geneva, Switzerland: World Health Organization. Retrieved from: (www.who.int/tobacco/global_interaction/tobreg/Waterpipe%20recommendation_Final.pdf)

⁴ Non-Smokers Rights Association. (2012). Waterpipe smoking in Canada: New trend, old tradition. Ottawa, ON: Non-Smokers Rights Association. Retrieved from: (https://nsra-adnf.ca/wp-content/uploads/2016/08/Waterpipe_SMoking_in_Canada_New_Trend_Old_Tradition_Feb_2012.pdf)

⁵ McKeown, D. (2015). Hookah (waterpipe) use in licensed establishments. Toronto, ON: City of Toronto. Retrieved from: (<http://www.toronto.ca/legaldocs/mmis/2015/hl/bgrd/backgroundfile-80194.pdf>)

THE REGIONAL MUNICIPALITY OF NIAGARA
BY-LAW NO.

A by-law to regulate wter pipe smoking in the Regional Municipality of Niagara

WHEREAS, water pipe smoking has been associated with various disease and poor health outcomes, including lung cancer, negative pregnancy outcomes, poor oral health, dental disease, respiratory illness and impaired lung function linked to tobacco water pipe formulations, and carbon monoxide exposure and reduced lung capacity linked to non-tobacco formulations;

AND WHEREAS, water pipe smoking, in general, negatively affects indoor air quality for indicators including carbon monoxide and particulate matter, which are closely related to potential impacts on human health;

AND WHEREAS, subsection 11(2) of the Municipal Act, 2001, S.O. 2001, c. 25, provides that upper tier municipalities have the authority to pass by-laws respecting the health, safety and well-being of persons;

AND WHEREAS, subsection 115(1) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipality may prohibit or regulate the smoking of tobacco in public places and workplaces;

AND WHEREAS, it is desirable for the health, safety and well-being of the inhabitants of Niagara Region to prohibit the use of water pipes in enclosed public places, enclosed workplaces, and other specified areas within Niagara Region to protect individuals from conditions hazardous to human health;

NOW THEREFORE, the Council of the Regional Corporation enacts as follows:

DEFINITIONS

1. That in this By-law:

“Employee” means a person who performs any work for, or supplies any service to, an employer, or a person who receives any instruction or training in the activity, business, work, trade, occupation or profession of an employer;

“Employer” includes an owner, operator, proprietor, manager, superintendent, overseer, receiver or trustee of an activity, business, work, trade, occupation, profession, project or undertaking who has control or direction of, or is directly or indirectly responsible for, the employment of a person in it;

“Enclosed Public Place” means the inside of any place, building or structure, or vehicle or conveyance or a part of any of them,

- (a) That is covered by a roof; and
- (b) To which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry.

“Enclosed Workplace” means the inside of any place, building or structure or vehicle or conveyance or a part of any of them,

- (a) That is covered by a roof; and
- (b) That employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time.

“Highway” means a highway as defined in the Municipal Act, 2001, S.O. 2001, c. 25

“Medical Officer of Health” means the Medical Officer of Health for The Regional Municipality of Niagara, duly appointed under the Health Protection and Promotion Act, R.S.O. 1990, c. H.7, as amended;

“Officer” means a Provincial Offences Officer, acting under the direction of the Medical Officer of Health;

“Order” has the meaning set forth in section 11 of this By-law.

“Person” means an individual or a corporation;

“Playground” means an area where the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, that is primarily used for the purposes of children’s recreation, and is equipped with children’s play equipment including but not limited to slides, swings, climbing apparatuses, splash pads, wading pools, or sand boxes.

“Proprietor” means the person, governing body or agency which controls, governs or directs activity carried on within an Enclosed Public Place, Enclosed Workplace, or other area specified by this By-law and includes the person who is actually in charge thereof;

“Patio” means an area where the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, or that is worked in or frequented by employees during the course of their employment, whether or not they are acting in the course of their employment at the time, and where food or drink is served or sold or offered for consumption, or that is part of or operated in conjunction with an area where food or drink is served or sold or offered.

“Property Owner” means a Person with a legal or beneficial ownership of a building or other structure that contains an Enclosed Public Place or an Enclosed Workplace operated either directly by the Property Owner or indirectly by a tenant, licensee or other Person operating in the building or structure with the permission of that Property Owner and includes:

- (a) the registered owner on title of the property
- (b) the person, for the time being, managing or receiving the rent of the land or premises in connection with which the word is used, whether on the person’s own account or as agent or trustee of any other person, or who would receive the rent if the land and premises were let; and,
- (c) the lessee or occupant of the property.

“Public Place” means

- (a) Any property owned, leased, or controlled by Niagara Region or any area municipality, including without limitation parks, playgrounds, sports or playing fields, recreational trails, beaches, arenas, recreational centers, community meeting areas, special events, farmers markets, bus shelters, splash pads, and pools;
- (b) Any outdoor area within a nine-metre radius of an entrance to or exit from a building located at any property owned, leased or controlled by Niagara Region or any area municipality; and
- (c) Any outdoor area that is within a nine-metre radius of an entrance to or exit from a public building or building generally accessible to the public, whether or not the building is leased, or controlled by Niagara Region or any area municipality, including places of employment, condominium buildings, apartment buildings and other similar residential buildings

“Roof” means a physical barrier of any size, whether temporary or permanent, that covers an area or place or any part of an area or place, and that is capable of excluding rain or impeding airflow, or both;

“School” means the lands or premises included in the definition of a school under the Education Act, R.S.O. 1990, c. E.2 or the building or the grounds surrounding the building of a private school as defined in the Education Act, where the private school is the sole occupant of the premises, or the grounds annexed to a private school as defined in the Education Act, where the private school is not the sole occupant of the premises.

“Spectator Area” means an area with tiered seating or benches;

“Smoke” or “Smoking” includes the use or carrying of any lighted or activated or heated Water pipe as well as the fumes or byproducts of heating or combustion associated with Water pipe use.

“Sporting Area” means an area where the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, used primarily for the purposes of sports including, but without being limited to soccer, football, basketball, tennis, baseball, softball, cricket, skating, beach volleyball, running, swimming, or skateboarding.

“Water pipe” means any activated, lighted or heated smoking equipment used to burn or heat tobacco or a non-tobacco substance or a combination thereof, with which the vapor or smoke may be passed through a water basin before inhalation.

PROHIBITIONS

2. That no person shall Smoke a Water pipe in:
 - (a) an Enclosed Public Place;
 - (b) an Enclosed Workplace;
 - (c) a Patio;
 - (d) a Playground;
 - (e) a Public Place;
 - (f) a Sporting Area;
 - (g) a Spectator Area adjacent to a Sporting Area;
 - (h) a School; or
 - (i) any area that is within nine metres of any point on the perimeter of a Public Place, Playground, Sporting Area or Spectator Area adjacent to a Sporting Area.
3. That the prohibitions in this By-law shall apply whether or not a notice is posted that Water pipe Smoking is prohibited;
4. That no Person shall provide or supply a Water pipe for use in an area where Smoking a Water pipe is prohibited by this By-law;
5. That no Proprietor, Employer, or Employee shall encourage, entice, cause or permit the Smoking of a Water pipe within an Enclosed Public Place, Enclosed Workplace, or Restaurant or Patio or Sporting Area or Spectator Area;
6. No Property Owner, shall cause or permit use of a building or other structure that contains an Enclosed Public Place or an Enclosed Workplace building in which that Property Owner has a legal or beneficial interest to be used

EXEMPTIONS

7. That this By-law does not apply to a Highway including a pedestrian sidewalk adjacent to a Highway, but does apply to public transportation vehicles and taxicabs on a Highway;
8. That this By-law does not apply to the portion of a premises used primarily as a private dwelling;

ENFORCEMENT

9. That where any Person contravenes any provision of this By-law, an Officer may direct such Person to comply with this By-law. Every Person so directed shall comply with such direction without delay;
10. That where an Officer has reasonable grounds to believe that an offence has been committed by a Person, the Officer may require the name, address, and proof of identity of that Person, and the Person shall supply the required information;
11. In the event the Medical Officer of Health is satisfied that a contravention of this By-law has occurred, Niagara Region may make an order, as authorized by section 444(1) of the *Municipal Act, 2001* S.O. 2001 c25 (as amended or replaced from time to time) requiring the person who contravened the By-law or who caused or permitted the contravention or the Property Owner of the land on which the contravention occurred to discontinue the contravening activity and the Medical Officer of Health is by this By-law, delegated authority to issue such Orders.

INSPECTIONS

12. That an Officer may enter and inspect all buildings, structures or parts thereof that are subject to this By-law at any reasonable time for the purposes of determining whether there is compliance with this By-law;
13. That for the purposes of an inspection under this By-law, an Officer may:
 - (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require information from any person concerning a matter related to the inspection; and
 - (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
14. In the event the Medical Officer of Health determines that it would be beneficial for the enforcement of the requirements of this By-law, Niagara Region shall have

all be entitled to:

- (a) seek a search warrant pursuant to section 439 of the *Municipal Act, 2001* S.O. 2001 c25 (as amended or replaced from time to time);
- (b) Apply to restrain any breach or continuing breach of the By-law pursuant to section 440 of the *Municipal Act, 2001* S.O. 2001 c25 (as amended or replaced from time to time); and

OBSTRUCTION

- 15. That no Person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer lawfully carrying out a power, duty or direction under this By-law;

OFFENCES

- 16. That every Person other than a corporation who contravenes any provision of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$10,000 for a first offence; and not more than \$25,000 for any subsequent conviction;
- 17. That every Person other than a corporation who fails to promptly comply with an Order issued pursuant to section 11 of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$10,000 for a first offence; and not more than \$25,000 for any subsequent conviction;
- 18. That every corporation which contravenes any provision of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for any subsequent conviction;
- 19. That every corporation which fails to promptly comply with an Order issued pursuant to section 11 of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for any subsequent conviction;
- 20. That without limiting any other section of this By-law, every Person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine in accordance with the *Provincial Offences Act*, R.S.O. 1990, c. P.33;
- 21. That without limiting any other section of this By-law, every Person who fails to promptly comply with an Order issued pursuant to section 11 of this By-law is guilty of an offence and on conviction is liable to a fine in accordance with the *Provincial Offences Act*, R.S.O. 1990, c. P.33;

22. That if any Person is in contravention of any provision of this By-law, and the contravention has not been corrected, the contravention of the provision shall be deemed to be a continuing offence for each day or part of a day that the contravention remains uncorrected;
23. That for the purposes of this By-law, subsequent conviction means a conviction for an offence which occurs after the date of conviction for an earlier offence under this By-law;
24. That where any Person contravenes any provision of this By-law, such person shall be responsible for all costs incurred by the Region directly related to the contravention;

SEVERABILITY

25. That if any section or sections of this By-law, or parts thereof are found by any court of competent jurisdiction to be illegal or beyond the power of Regional Council to enact, such section or sections or parts thereof shall be deemed to be severable from this By-law and all remaining sections or parts of this By-law shall be deemed to be separate and independent therefrom and to be properly enacted and to be of full force and effect;

CONFLICT

26. That in the event of a conflict between any provision of this By-law and any applicable Act or regulation, the provision that is the most restrictive prevails;

EFFECTIVE DATE

27. That this By-law shall come into force and take effect on **<insert date>**, provided that the conditions in subsection 115(5) of the *Municipal Act, 2001*, S.O. 2001, c. 25 have been satisfied;

SHORT TITLE

28. That the short title of this By-law is the "Niagara Region Water pipe Smoking By-law".

Appendix 2

Survey Promotion for Public Consultation

The target population for the public consultation survey was Niagara residents from all municipalities who were 16 and older. The survey was primarily promoted through paid advertisements on Niagara Region social media accounts (i.e. Twitter, Facebook, Instagram, and Snapchat). Advertisements were placed on the Niagara Region website Public Health landing page and the vine site. Municipal communications representatives for each LAM were provided a promotion toolkit enabling them to promote the survey through unpaid social media messages, email and/or newsletter, and other established communication channels. Finally, the survey may also have spread on social media organically and by word of mouth.

Appendix 3

Table 1 – Number and Proportion of Respondents by Municipality

Municipality	Population Estimate	Proportion of Total Niagara Population	Response Rate per Municipality	Number of Respondents	Proportion of Total Survey Respondents
Niagara Region	447,888	100%	0.21%	956	96.27%
St. Catharines	133,113	30%	0.25%	327	33.93%
Niagara Falls	88,071	20%	0.22%	191	19.23%
Welland	52,293	12%	0.19%	98	9.87%
Fort Erie	30,710	7%	0.25%	76	7.65%
Port Colborne	18,306	4%	0.25%	45	4.53%
Lincoln	23,787	5%	0.16%	39	3.93%
Niagara-on-the-Lake	17,511	4%	0.18%	31	3.12%
Grimsby	27,314	6%	0.13%	35	3.52%
Thorold	18,801	4%	0.26%	48	4.83%
Pelham	17,110	4%	0.22%	38	3.83%
West Lincoln	14,500	3%	0.09%	13	1.31%
Wainfleet	6,372	1%	0.16%	10	1.01%

Appendix 4

Table 2 – Support Versus Opposition for a By-law by Municipality

Municipality	Support Number of respondents	Support Proportion of respondents	Opposition Number of respondents	Opposition Proportion of respondents
Niagara Region	581	60.8%	269	28.1%
St. Catharines	197	60.2%	96	29.4%
Niagara Falls	115	60.2%	48	25.1%
Welland	56	57.1%	32	32.7%
Fort Erie	45	59.2%	21	27.6%
Port Colborne	23	51.1%	14	31.1%
Lincoln	23	59.0%	14	35.9%
Niagara-on- the-Lake	22	71.0%	7	22.6%
Grimsby	22	62.9%	9	25.7%
Thorold	31	64.6%	11	22.9%
Pelham	27	71.1%	10	26.3%
West Lincoln	Not reportable	Not reportable	Not reportable	Not reportable
Wainfleet	Not reportable	Not reportable	Not reportable	Not reportable

THE REGIONAL MUNICIPALITY OF NIAGARA

BY-LAW NO. 2022-35

A BY-LAW TO REGULATE WATER PIPE SMOKING IN THE
REGIONAL MUNICIPALITY OF NIAGARA

WHEREAS, water pipe smoking has been associated with various disease and poor health outcomes, including lung cancer, negative pregnancy outcomes, poor oral health, dental disease, respiratory illness and impaired lung function linked to tobacco water pipe formulations, and carbon monoxide exposure and reduced lung capacity linked to non-tobacco formulations;

WHEREAS, water pipe smoking, in general, negatively affects indoor air quality for indicators including carbon monoxide and particulate matter, which are closely related to potential impacts on human health;

WHEREAS, subsection 11(2) of the Municipal Act, 2001, S.O. 2001, c. 25, provides that upper tier municipalities have the authority to pass by-laws respecting the health, safety and well-being of persons;

WHEREAS, subsection 115(1) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipality may prohibit or regulate the smoking of tobacco in public places and workplaces; and

WHEREAS, it is desirable for the health, safety and well-being of the inhabitants of Niagara Region to prohibit the use of water pipes in enclosed public places, enclosed workplaces, and other specified areas within Niagara Region to protect individuals from conditions hazardous to human health.

NOW THEREFORE, the Council of the Regional Corporation enacts as follows:

DEFINITIONS

1. In this By-law:

“Employee” means a person who performs any work for, or supplies any service to, an employer, or a person who receives any instruction or training in the activity, business, work, trade, occupation or profession of an employer.

“Employer” includes an owner, operator, proprietor, manager, superintendent, overseer, receiver or trustee of an activity, business, work, trade, occupation, profession, project

or undertaking who has control or direction of, or is directly or indirectly responsible for, the employment of a person in it.

“Enclosed Public Place” means the inside of any place, building or structure, or vehicle or conveyance or a part of any of them:

- (a) that is covered by a roof; and
- (b) to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry.

“Enclosed Workplace” means the inside of any place, building or structure or vehicle or conveyance or a part of any of them:

- (a) that is covered by a roof; and
- (b) that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time.

“Highway” means a highway as defined in the Municipal Act, 2001, S.O. 2001, c. 25.

“Medical Officer of Health” means the Medical Officer of Health for The Regional Municipality of Niagara, duly appointed under the Health Protection and Promotion Act, R.S.O. 1990, c. H.7, as amended.

“Officer” means a Provincial Offences Officer acting under the direction of the Medical Officer of Health;

“Order” has the meaning set forth in section 11 of this By-law.

“Person” means an individual or a corporation;

“Playground” means an area where the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, that is primarily used for the purposes of children’s recreation, and is equipped with children’s play equipment including but not limited to slides, swings, climbing apparatuses, splash pads, wading pools, or sand boxes.

“Proprietor” means the person, governing body or agency which controls, governs or directs activity carried on within an Enclosed Public Place, Enclosed Workplace, or other area specified by this By-law and includes the person who is actually in charge thereof;

“Patio” means an area where the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, or that is worked in or frequented by employees during the course of their employment, whether or not they are acting in the course of their employment at the time, and where food or drink is served or sold or offered for consumption, or that is part of or operated in conjunction with an area where food or drink is served or sold or offered.

“Property Owner” means a Person with a legal or beneficial ownership of a building or other structure that contains an Enclosed Public Place or an Enclosed Workplace operated either directly by the Property Owner or indirectly by a tenant, licensee or other Person operating in the building or structure with the permission of that Property Owner and includes:

- (a) the registered owner on title of the property;
- (b) the person, for the time being, managing or receiving the rent of the land or premises in connection with which the word is used, whether on the person’s own account or as agent or trustee of any other person, or who would receive the rent if the land and premises were let; and
- (c) the lessee or occupant of the property.

“Public Place” means:

- (a) any property owned, leased, or controlled by Niagara Region or any area municipality, including without limitation parks, playgrounds, sports or playing fields, recreational trails, beaches, arenas, recreational centers, community meeting areas, special events, farmers markets, bus shelters, splash pads, and pools;
- (b) any outdoor area within a nine-metre radius of an entrance to or exit from a building located at any property owned, leased or controlled by Niagara Region or any area municipality; and
- (c) any outdoor area that is within a nine-metre radius of an entrance to or exit from a public building or building generally accessible to the public, whether or not the building is leased, or controlled by Niagara Region or any area municipality, including places of employment, condominium buildings, apartment buildings and other similar residential buildings.

“Roof” means a physical barrier of any size, whether temporary or permanent, that covers an area or place or any part of an area or place, and that is capable of excluding rain or impeding airflow, or both.

“School” means the lands or premises included in the definition of a school under the Education Act, R.S.O. 1990, c. E.2 or the building or the grounds surrounding the building of a private school as defined in the Education Act, where the private school is the sole occupant of the premises, or the grounds annexed to a private school as defined in the Education Act, where the private school is not the sole occupant of the premises.

“Spectator Area” means an area with tiered seating or benches.

“Smoke” or “Smoking” includes the use or carrying of any lighted or activated or heated Water pipe as well as the fumes or byproducts of heating or combustion associated with Water pipe use.

“Sporting Area” means an area where the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, used primarily for the purposes of sports including, but without being limited to soccer, football, basketball, tennis, baseball, softball, cricket, skating, beach volleyball, running, swimming, or skateboarding.

“Water pipe” means any activated, lighted or heated smoking equipment used to burn or heat tobacco or a non-tobacco substance or a combination thereof, with which the vapor or smoke may be passed through a water basin before inhalation.

PROHIBITIONS

2. No person shall Smoke a Water pipe in:

- (a) an Enclosed Public Place;
- (b) an Enclosed Workplace;
- (c) a Patio;
- (d) a Playground;
- (e) a Public Place;
- (f) a Sporting Area;
- (g) a Spectator Area adjacent to a Sporting Area;
- (h) a School; or

- (i) any area that is within 9 metres of any point on the perimeter of a Public Place, Playground, Sporting Area or Spectator Area adjacent to a Sporting Area.
- 3. The prohibitions in this By-law shall apply whether or not a notice is posted that Water pipe Smoking is prohibited.
- 4. No Person shall provide or supply a Water pipe for use in an area where Smoking a Water pipe is prohibited by this By-law.
- 5. No Proprietor, Employer, or Employee shall encourage, entice, cause or permit the Smoking of a Water pipe within an Enclosed Public Place, Enclosed Workplace, or Restaurant or Patio or Sporting Area or Spectator Area.
- 6. No Property Owner, shall cause or permit use of a building or other structure that contains an Enclosed Public Place or an Enclosed Workplace building in which that Property Owner has a legal or beneficial interest to be used.

EXEMPTIONS

- 7. This By-law does not apply to a Highway including a pedestrian sidewalk adjacent to a Highway, but does apply to public transportation vehicles and taxicabs on a Highway.
- 8. This By-law does not apply to the portion of a premises used primarily as a private dwelling.

ENFORCEMENT

- 9. Where any Person contravenes any provision of this By-law, an Officer may direct such Person to comply with this By-law. Every Person so directed shall comply with such direction without delay.
- 10. Where an Officer has reasonable grounds to believe that an offence has been committed by a Person, the Officer may require the name, address, and proof of identity of that Person, and the Person shall supply the required information.
- 11. In the event the Medical Officer of Health is satisfied that a contravention of this By-law has occurred, Niagara Region may make an order, as authorized by section 444(1) of the Municipal Act, 2001 S.O. 2001 c25 (as amended or replaced from time to time) requiring the person who contravened the By-law or who caused or permitted the contravention or the Property Owner of the land on which the contravention occurred to discontinue the contravening activity and the

Medical Officer of Health is by this By-law, delegated authority to issue such Orders.

INSPECTIONS

12. An Officer may enter and inspect all buildings, structures or parts thereof that are subject to this By-law at any reasonable time for the purposes of determining whether there is compliance with this By-law.
13. For the purposes of an inspection under this By-law, an Officer may:
 - (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require information from any person concerning a matter related to the inspection; and
 - (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
14. In the event the Medical Officer of Health determines that it would be beneficial for the enforcement of the requirements of this By-law, Niagara Region shall have all be entitled to:
 - (a) seek a search warrant pursuant to section 439 of the Municipal Act, 2001 S.O. 2001 c. 25 (as amended or replaced from time to time); and
 - (b) apply to restrain any breach or continuing breach of the By-law pursuant to section 440 of the Municipal Act, 2001 S.O. 2001 c. 25 (as amended or replaced from time to time).

OBSTRUCTION

15. No Person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer lawfully carrying out a power, duty or direction under this By-law.

OFFENCES

16. Every Person other than a corporation who contravenes any provision of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$10,000 for a first offence; and not more than \$25,000 for any subsequent conviction.
17. Every Person other than a corporation who fails to promptly comply with an Order issued pursuant to section 11 of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$10,000 for a first offence; and not more than \$25,000 for any subsequent conviction.
18. Every corporation which contravenes any provision of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for any subsequent conviction.
19. Every corporation which fails to promptly comply with an Order issued pursuant to section 11 of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for any subsequent conviction.
20. Without limiting any other section of this By-law, every Person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine in accordance with the Provincial Offences Act, R.S.O. 1990, c. P.33.
21. Without limiting any other section of this By-law, every Person who fails to promptly comply with an Order issued pursuant to section 11 of this By-law is guilty of an offence and on conviction is liable to a fine in accordance with the Provincial Offences Act, R.S.O. 1990, c. P.33.
22. If any Person is in contravention of any provision of this By-law, and the contravention has not been corrected, the contravention of the provision shall be deemed to be a continuing offence for each day or part of a day that the contravention remains uncorrected.
23. For the purposes of this By-law, subsequent conviction means a conviction for an offence which occurs after the date of conviction for an earlier offence under this By-law.

24. Where any Person contravenes any provision of this By-law, such person shall be responsible for all costs incurred by the Region directly related to the contravention.

SEVERABILITY

25. If any section or sections of this By-law, or parts thereof are found by any court of competent jurisdiction to be illegal or beyond the power of Regional Council to enact, such section or sections or parts thereof shall be deemed to be severable from this By-law and all remaining sections or parts of this By-law shall be deemed to be separate and independent therefrom and to be properly enacted and to be of full force and effect.

CONFLICT

26. In the event of a conflict between any provision of this By-law and any applicable Act or regulation, the provision that is the most restrictive prevails.


EFFECTIVE DATE

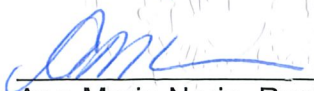
27. This By-law shall come into force and take effect on January 1, 2023, provided that the conditions in subsection 115(5) of the Municipal Act, 2001, S.O. 2001, c. 25 have been satisfied.

SHORT TITLE

28. The short title of this By-law is the "Niagara Region Water Pipe Smoking By-law".

THE REGIONAL MUNICIPALITY OF NIAGARA


James Bradley, Regional Chair


Ann-Marie Norio, Regional Clerk

Passed: May 19, 2022

THE CORPORATION OF THE
TOWN OF PELHAM

BY-LAW NO. 4466(2022)

**Being a by-law to provide for updated schedule of assessments,
updated schedule of assessment for future maintenance and
schedule of actual costs for Big Creek Drain System.**

WHEREAS the Town of Pelham has procured an Engineer's Report prepared by K. Smart Associates Limited pursuant to Section 76 of the *Drainage Act*.

WHEREAS the Big Creek Drain System includes the Big Creek Drain, the Disher Drain, the Cyruss Nunn Drain, the Swayze Drain and the Ridgeville Drain.

WHEREAS the estimated costs of preparing the Engineer's Report is \$79,500.

WHEREAS, \$101,456.18 of unbilled maintenance work is required to be assessed and billed to the benefitting property owners and road authorities.

AND WHEREAS, Council is of the opinion that the updated schedule of assessments, updated schedule of assessment for future maintenance and the schedule of actual costs are desirable for fair and equitable billing purposes through the Big Creek Drain System watershed.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM UNDER THE *DRAINAGE ACT* ENACTS AS FOLLOWS:

1. The Engineer's Report for the Big Creek Drain System prepared by K. Smart Associates Limited dated February 14, 2022 is hereby adopted and updated assessment schedules contained therein are authorized.
2. This By-law shall come into force and effect upon third and final reading.

READ A FIRST AND SECOND TIME AND PROVISIONALLY
ADOPTED ON 7TH DAY OF JUNE, 2022 A.D.

MAYOR MARVIN JUNKIN

CLERK HOLLY WILLFORD

READ A THIRD TIME AND ENACTED ON
_____ DAY OF _____, 2022 A.D.

MAYOR MARVIN JUNKIN

CLERK HOLLY WILLFORD

The Corporation of the Town of Pelham

BY-LAW NO. 4459(2022)

Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located at 952 Foss Road (east side of Victoria Avenue, between Foss Road to the north and Sumbler Road to the south), legally described as Part of Lot 18, Concession 11, former Township of Pelham, now Town of Pelham with the site-specific Agricultural-51 (A-51) zone.

R. Spinosa

File No. AM-01-2022

WHEREAS, Section 34 of the Planning Act. RSO 1990, as amended provides that the governing body of a municipal corporation may pass by-laws to regulate the use of lands and the character, location and use of buildings and structures;

WHEREAS, the Council of the Town of Pelham has recommended that such a by-law be enacted;

AND WHEREAS the Council of the Town of Pelham has deemed it to be in the public interest that such a by-law be enacted;

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

1. **THAT** Schedule ‘A’ to Zoning By-law 1136 (1987), as amended, is hereby amended by reducing the area of land zoned Agricultural-51 (A-51) zone and rezoning the lands identified on Schedule ‘A’, attached hereto and forming part of this By-law from:

Agricultural-51 (A-51) zone to Agricultural (A) zone

2. **THAT** Section 30 – Exceptions of By-law No. 1136 (1987), as amended, be modified by deleting subsections for the site-specific A-51 zone in their entirety and replacing with the following provisions:

- a) A-51 In addition to the provisions of Section 7 of the Agricultural (A) zone, the following site-specific uses shall be permitted on the lands:

On-farm diversified uses:

- (a) a farm produce retail store;
- (b) processing of locally grown farm produce and value-added products;
- (c) retail sale of locally grown farm produce and value-added products produced or manufactured on the property; and
- (d) uses, buildings and structures accessory thereto.

The following provisions shall apply to the permitted on-farm diversified uses:

- (a) Minimum Interior Side Yard 15 m
- (b) Maximum Building Height 11m
- (c) Maximum Lot Coverage of all on-farm diversified uses, including, but not limited to all buildings, outdoor storage, 2%

- landscaped areas, berms,
well and septic systems,
parking and access roads
- (d) Maximum Gross Leasable Floor 50 m²
Area of retail sales floor area
- (e) Minimum Gross Leasable Floor 25 m²
Area of retail sales floor area
dedicated to the sale of products
produced or manufactured on the
farm property

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

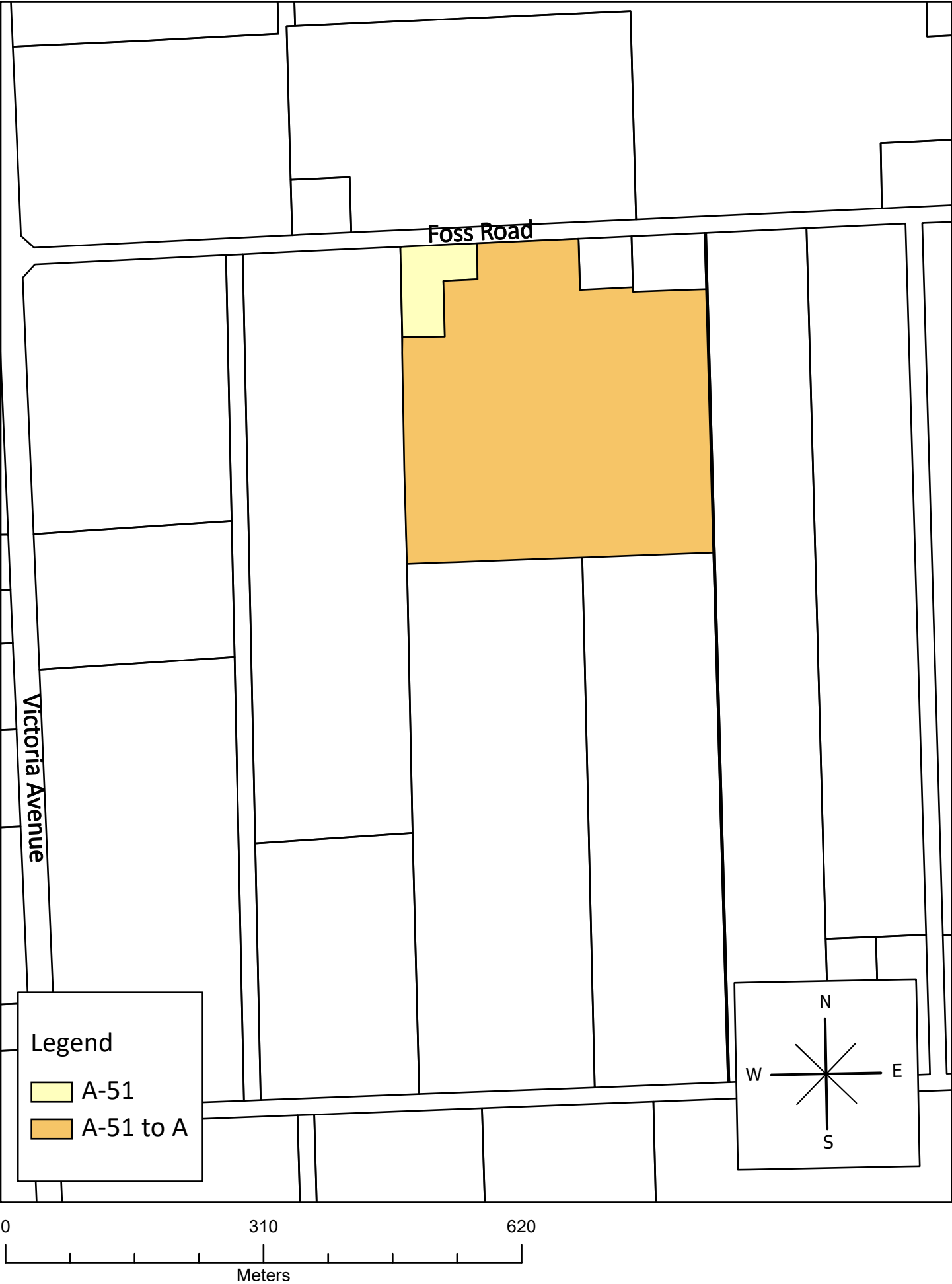
ENACTED, SIGNED AND SEALED THIS

07TH DAY OF JUNE 2022.

MAYOR: MARVIN JUNKIN

CLERK: HOLLY WILLFORD

Schedule 'A'



This is Schedule 'A' to By-law No. 4459(2022) (2022) passed the 07 day of June, 2022.

Mayor: Marvin Junkin

Clerk: Holly Willford

The Corporation of the Town of Pelham

By-law No. 4460(2022)

Being a By-law to declare the Town-owned lands described in Schedule "A", attached to and forming part of this By-Law, surplus to the needs of the Municipality and therefore available for disposition (Lands Between Webber Road and Chantler Road being Part of Lot 14, Concession 13 in the Town of Pelham, designated as Parts 8-15, 17-20 on Plan 59R-9440)

WHEREAS Council for the Town of Pelham is the registered owner of the lands as described in Schedule "A" attached hereto;

AND WHEREAS Council has determined that the lands therein described are surplus to the Town's needs;

AND WHEREAS Council deems it necessary and desirable to declare the Town-owned lands described in Schedule "A" attached hereto as surplus to the needs of the Municipality and therefore available for disposition;

NOW THEREFORE Council of the Corporation of the Town of Pelham Enacts as Follows:

1. THAT the lands described in Schedule "A", are hereby declared surplus to the needs of the Municipality and therefore available for disposition in accordance with the Town of Pelham Sale of Real Property By-Law No. 1924(1997).
2. Effective Date

That this By-law shall become effective from and after the date of passing thereof.

Read, Enacted, Signed and Sealed this
7th Day of June, 2022.

Marvin Junkin, Mayor

Holly Willford, Town Clerk

Schedule "A"

PIN 64028-0282 (LT)

Part Lot 14, Concession 13 PELHAM Part 8, 59R-9440, Pelham

PIN 64028-0296 (LT)

Part Lot 14, Concession 13 PELHAM Part 9, 59R-9440, Pelham

PIN 64028-0283 (LT)

Part Lot 14, Concession 13 PELHAM Part 10, 59R-9440, Pelham

PIN 64028-0297 (LT)

Part Lot 14, Concession 13 PELHAM Part 11, 59R-9440, Pelham

PIN 64028-0284 (LT)

Part Lot 14, Concession 13 PELHAM Part 12, 59R-9440, Pelham

PIN 64028-0298 (LT)

Part Lot 14, Concession 13 PELHAM Part 13, 59R-9440, Pelham

PIN 64028-0285 (LT)

Part Lot 14, Concession 13 PELHAM Part 14, 59R-9440, Pelham

PIN 64028-0299 (LT)

Part Lot 14, Concession 13 PELHAM Part 15, 59R-9440, Pelham

PIN 64028-0217 (LT)

Part Lot 14, Concession 13 PELHAM Part 17, 59R-9440, Pelham

PIN 64028-0287 (LT)

Part Lot 14, Concession 13 PELHAM Part 18, 59R-9440, Pelham

PIN 64028-0215 (LT)

Part Lot 14, Concession 13 PELHAM Part 19, 59R-9440, Pelham

PIN 64028-0619 (LT)

Part Lot 14, Concession 13 PELHAM Part 20, 59R-9440, Pelham

The Corporation of the Town of Pelham

By-law No. 4461(2022)

Being a By-law to authorize the sale of Town-owned lands to Michael and Julie Korolyk or successors in title, the lands being described on Schedule "A" appended hereto; and

To authorize the mayor and Clerk to execute all necessary documents to complete the transaction.

WHEREAS Council for the Town of Pelham is the registered owner of the lands as described in Schedules "A" attached hereto;

AND WHEREAS Council has previously determined that the lands therein described are surplus to the Town's needs through the passages of By-Law 4460(2022);

AND WHEREAS Council deems it desirable to effect the sale of said lands to Michael and Julie Korolyk, or successors in title, and in accordance with the Agreement of Purchase and Sale;

AND WHEREAS the sale of said lands falls within the provisions of the Towns Sale of Surplus Land By-Law;

NOW THEREFORE Council of the Corporation of the Town of Pelham Enacts as Follows:

1. THAT the sale of the lands described in Schedule "A" to Michael and Julie Korolyk, or successors in title, be and is hereby authorized; and
2. THAT the Mayor and Clerk be and are hereby authorized to execute all documents necessary to complete the transaction for the sale of the said lands.
3. Effective Date

That this By-law shall become effective from and after the date of passing thereof.

Read, Enacted, Signed and Sealed this
7th Day of June, 2022.

Marvin Junkin, Mayor

Holly Willford, Town Clerk
1 of 2

Schedule "A"

PIN 64028-0282 (LT)

Part Lot 14, Concession 13 PELHAM Part 8, 59R-9440, Pelham

PIN 64028-0296 (LT)

Part Lot 14, Concession 13 PELHAM Part 9, 59R-9440, Pelham

PIN 64028-0283 (LT)

Part Lot 14, Concession 13 PELHAM Part 10, 59R-9440, Pelham

PIN 64028-0297 (LT)

Part Lot 14, Concession 13 PELHAM Part 11, 59R-9440, Pelham

PIN 64028-0284 (LT)

Part Lot 14, Concession 13 PELHAM Part 12, 59R-9440, Pelham

PIN 64028-0298 (LT)

Part Lot 14, Concession 13 PELHAM Part 13, 59R-9440, Pelham

PIN 64028-0285 (LT)

Part Lot 14, Concession 13 PELHAM Part 14, 59R-9440, Pelham

PIN 64028-0299 (LT)

Part Lot 14, Concession 13 PELHAM Part 15, 59R-9440, Pelham

PIN 64028-0217 (LT)

Part Lot 14, Concession 13 PELHAM Part 17, 59R-9440, Pelham

PIN 64028-0287 (LT)

Part Lot 14, Concession 13 PELHAM Part 18, 59R-9440, Pelham

PIN 64028-0215 (LT)

Part Lot 14, Concession 13 PELHAM Part 19, 59R-9440, Pelham

PIN 64028-0619 (LT)

Part Lot 14, Concession 13 PELHAM Part 20, 59R-9440, Pelham

The Corporation of the Town of Pelham

By-law No. 4462(2022)

Being a By-law to designate private roadways as fire routes along which no parking of vehicles or motor vehicles shall be permitted.

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (“*Municipal Act, 2001*” or “the statute”) provides that the powers of a municipality under the statute or any other Act shall be interpreted broadly so as to confer broad authority on the municipality and enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS section 11 of the *Municipal Act, 2001* provides that a municipality has the authority to pass by-laws respecting parking on highways and on properties other than highways;

AND WHEREAS section 7.1 of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 (“*Fire Protection and Prevention Act, 1997*”) provides that a municipality may pass by-laws designating private roads as fire routes along which no parking of vehicles shall be permitted and providing for the removal and impounding of any vehicle parked or left along any of the fire routes at the expense of the owner of the vehicle;

AND WHEREAS subsection 170(15) of the *Highway Traffic Act*, R.S.O. 1990, c. H.8 (“*Highway Traffic Act*”) provides that vehicles parked in such a manner as to interfere with the movement of traffic or in contravention of a municipal by-law may be removed and placed in a suitable storage place and that all costs for the removal, care and storage of the vehicle are a lien upon it that may be enforced in the manner provided by the *Repair and Storage Liens Act*, R.S.O. 1990, c. R. 25 (“*Repair and Storage Liens Act*”);

AND WHEREAS section 207 of the *Highway Traffic Act* provides that the owner of a vehicle may be charged with and convicted of an offence under the *Highway Traffic Act* or a municipal by-law regulating traffic for which the driver of the vehicle is subject to be charged unless, at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner’s consent and on conviction the owner is liable to the penalty prescribed for the offence;

AND WHEREAS section 428 of the *Municipal Act, 2001* provides that a by-law may provide that where a vehicle has been left parked in contravention of a by-law, the owner of the vehicle is guilty of an offence, even though the owner was not the driver of the vehicle at the time of the contravention, and is liable to the applicable fine unless, at the time of the offence, the vehicle was in the possession of another person without the owner’s consent;

AND WHEREAS section 425 of the *Municipal Act, 2001* provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the statute is guilty of an offence;

AND WHEREAS section 429 of the *Municipal Act, 2001* authorizes a municipality to establish a system of fines for offences under its by-laws;

AND WHEREAS section 434.1 of the *Municipal Act, 2001* authorizes a municipality to establish a system of administrative monetary penalties to assist the municipality in promoting compliance with its by-laws;

AND WHEREAS Council of the Corporation of the Town of Pelham deems it necessary and desirable to enact a by-law to designate certain private roadways as fire routes;

NOW THEREFORE Council of the Corporation of the Town of Pelham enacts as follows:

1. Purpose

- 1.1. The purpose of this By-law is to designate certain private roadways as fire routes along which no parking of vehicles or motor vehicles shall be permitted.

2. Definitions

- 2.1. In this By-law:

"Authorized Emergency Vehicle" means vehicles and equipment required for the prevention of fire and for the containment of suppression of fire.

"By-law Enforcement Officer" means a By-law Enforcement Officer of the Town of Pelham authorized to enforce this or any other By-law of the Town and includes the Fire Chief of the Town.

"Fire Route" means any private roadway designed as a fire route by this By-law.

"Fire Route Sign" means a sign that is placed or erected on or along a Fire Route for the purposes of identifying the Fire Route and/or regulating, warning or guiding traffic in relation to the Fire Route.

"Highway" has the same meaning as in the *Highway Traffic Act*.

"Motor Vehicle" has the same meaning as in the *Highway Traffic Act*.

"Officer" means any provincial offences officer or police officer authorized to enforce this By-law, the *Highway Traffic Act* and any other applicable legislation.

"Park" or **"Parking"** has the same meaning as in the *Highway Traffic Act*.

"Person" means an individual, corporation, partnership or association.

"Private Roadway" means any private road, lane, ramp or other means of vehicular access to or from a building or structure and may include part of a parking lot.

"Vehicle" has the same meaning as in the *Highway Traffic Act*.

"Town" means the Corporation of the Town of Pelham.

3. General Provisions

- 3.1. The lands described in Schedule "A" and Schedule "B" to this By-law are Private Roadways that are hereby designated as Fire Routes along which no Parking of a Vehicle or Motor Vehicle shall be permitted.
- 3.2. No Person shall obstruct, encumber, injure, foul or obscure a Fire Route or a Fire Route Sign.
- 3.3. Where a Fire Route Sign is on display, no Person shall Park or leave any Vehicle or Motor Vehicle, except an Authorized Emergency Vehicle, on any Fire Route.
- 3.4. Fire Route Signs shall be placed, erected and maintained in accordance with the following:
 - a. All Fire Route Signs shall be twelve (12) inches in width and eighteen (18) inches in length, and shall display the words "No Parking" or a symbol in lieu thereof as specified by the *Highway Traffic Act* and/or the regulations passed thereunder and shall further contain the words "Fire Route".
 - b. All Fire Route Signs shall be placed:
 - I. One at the beginning and end of each Fire Route; and
 - II. At intervals of not less than fifty (50) feet and not more than one hundred (100) feet along the entirety of the Fire Route.

4. Enforcement

- 4.1. This By-law shall be administered and enforced by the Town, a By-law Enforcement Officer and/or an Officer.
- 4.2. A By-law Enforcement Officer and an Officer may, for the purpose of enforcing this By-law, exercise any power, authority or remedy granted to the Town pursuant to the *Municipal Act, 2001*, the *Fire Protection and Prevention Act, 1997* and/or the *Highway Traffic Act*.
- 4.3. No Person shall obstruct or hinder, or attempt to obstruct or hinder, any By-law Enforcement Officer or Officer in the exercise of a power or the performance of a duty under this By-law.

5. Penalty

- 5.1. Any Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to such penalties as are provided for in the *Municipal Act, 2001*, the *Highway Traffic Act* and the *Provincial Offences Act*, R.S.O. 1990, c. P. 33.
- 5.2. Administrative Penalty System By-law No. 4353(2022), applies to each administrative penalty issued pursuant to this By-law.

- 5.3. Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty System By-law No. 4353(2022), be liable to pay to the Town an administrative penalty in accordance with that By-law.
- 5.4. For greater certainty, both the driver and the owner of a Vehicle or Motor Vehicle are liable to the penalties prescribed by section 5.1 and section 5.3 of this By-law unless, at the time of the offence or By-law contravention, the Vehicle or Motor Vehicle was in the possession of a person other than the owner without the consent of the owner.
- 5.5. A By-law Enforcement Officer or Officer, upon the discovery of a Vehicle or Motor Vehicle Parked or left in contravention of this By-law, may cause the Vehicle or Motor Vehicle to be moved or taken to and placed or stored in a suitable place, and all costs and charges for the removal, care, and storage thereof, if any, are a lien upon it that may be enforced in the manner provided by the *Repair and Storage Liens Act*.
- 5.6. Notwithstanding any other provision of this By-law, a By-law Enforcement Officer may, before removing or causing to be removed the Vehicle or Motor Vehicle as provided for in this By-law, issue and attach to the Vehicle or Motor Vehicle a Town parking infraction notice alleging that the provisions of this By-law have been contravened.

6. General

- 6.1. The short title of this By-law is the "Fire Route By-law".
- 6.2. If any section or part of this By-law is found by any court of competent jurisdiction to be illegal or beyond the power of Council to enact, such sections or parts shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and to be enacted as such.
- 6.3. This By-law shall be read with all changes in number or gender as are required by context.
- 6.4. Any reference to legislation in this By-law includes the legislation and any amendment, replacement, subsequent enactment or consolidation of such legislation.
- 6.5. The Town Clerk is hereby authorized to effect any minor modifications or corrections solely of an administrative, clerical, numerical, grammatical, semantical or descriptive nature or kind to this By-law as are determined to be necessary.

7. Repeal and Enactment

- 7.1. By-laws 756(1982), 1496(1992), 1537(1993), 97-2030(1997), 2228(2000), 2391(2002), 2987(2008), 3988(2018), 4069(2019) being by-laws to designate private roadways as fire routes, are hereby repealed and replaced.

8. Effective Date

- 8.1. This By-law shall come into force on the date that it is passed.

Read, Enacted, Signed and Sealed this

07th Day of June, 2022.

Marvin Junkin, Mayor

Holly Willford, Town Clerk

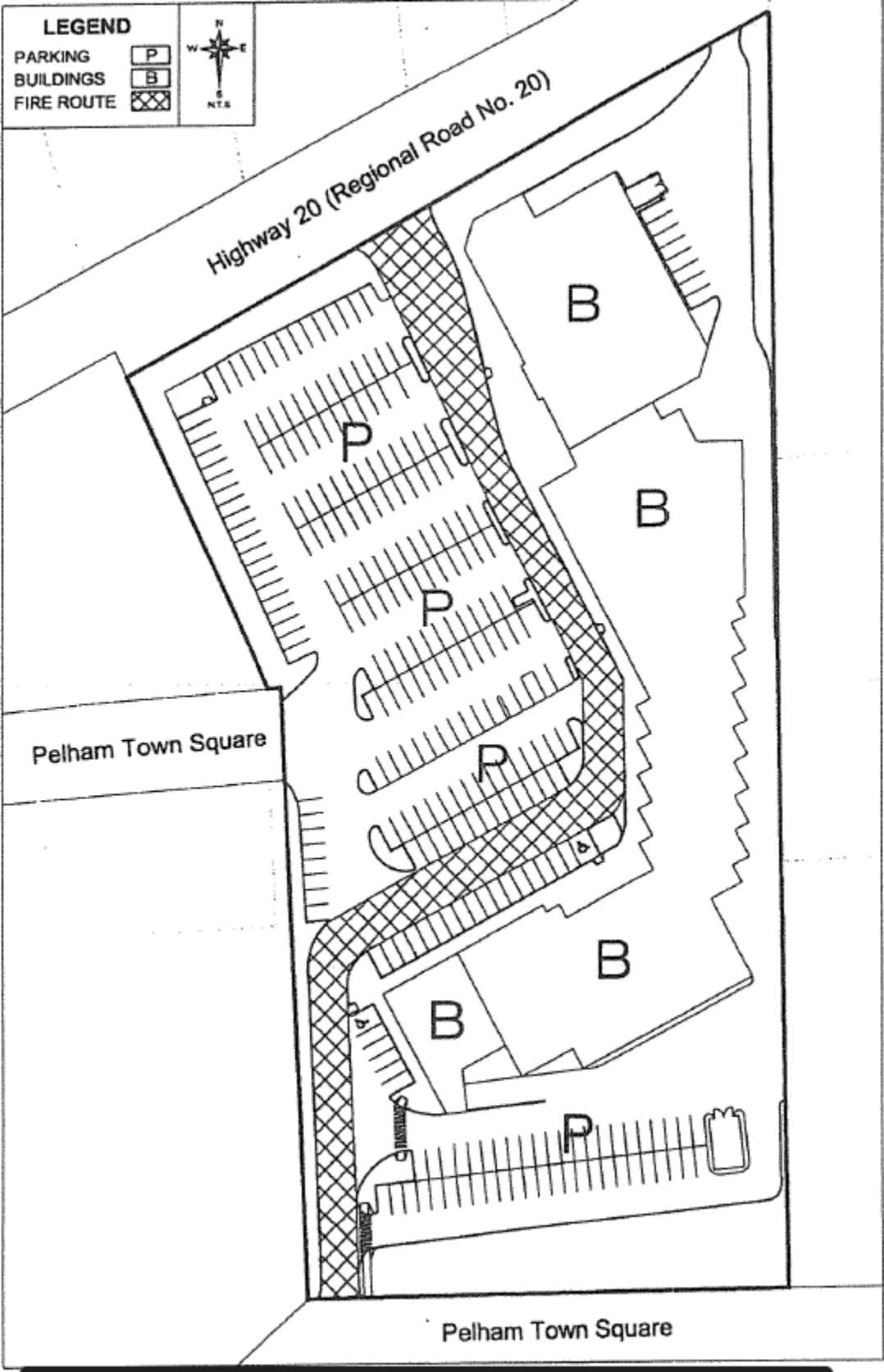
Schedule "A"
Fire Route By-law No. XXXX

Common Name	Location	Schedule Number
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Fonthill Shopping Centre	20 Highway #20 East, Fonthill	Plan Schedule B-1
St. Alexander School	26 Highway #20 East, Fonthill	Plan Schedule B-2
Sobeys Plaza	110 Highway #20 East, Fonthill	Plan Schedule B-3
Fonthill Marketplace	130 Highway #20 East, Fonthill	Plan Schedule B-4
Shops on 20	160 Highway #20 East, Fonthill	Plan Schedule B-5
Uptown Square Plaza	160 – 170 Highway #20 West, Fonthill	Plan Schedule B-6
Lookout Village	190 Highway #20 West, Fonthill	Plan Schedule B-7
E.L. Crossley Secondary School	350 Highway #20 West, Ridgeville	Plan Schedule B-8
Peninsula Lakes Golf Course Clubhouse	569 Highway #20 West, Fenwick	Plan Schedule B-9
Pelham Seniors Apartments	45 Pelham Town Square, Fonthill	Plan Schedule B-10
Canboro Garden Apartments	704 Canboro Road, Fenwick	Plan Schedule B-11
Woodlands of Sunset	920 Pelham Street, Welland	Plan Schedule B-12
Glynn A. Green School	1353 Pelham Street, Welland	Plan Schedule B-13
Shorthills Villa Retirement Community	1532 Pelham Street, Fonthill	Plan Schedule B-14
A.K. Wigg School	1337 Haist Street, Fonthill	Plan Schedule B-15
Davis Heights Condominium	1535 Haist Street, Fonthill	Plan Schedule B-16
Wellspring Niagara	50 Wellspring Way, Fonthill	Plan Schedule B-17
E. W. Farr Memorial Public School	9 Alsop Avenue, Fenwick	Plan Schedule B-18
Welland Golf Club	206 Webber Road, Welland	Plan Schedule B-19
Lookout Ridge Retirement Home	1505 Lookout Street, Fonthill	Plan Schedule B-20
The One Twenty Condominium	120 Summersides Boulevard, Fonthill	Plan Schedule B-21
Summersides Mews Condominium		Plan Schedule B-22
Saffron Common Condominium		Plan Schedule B-23
Saffron Valley Condominium		Plan Schedule B-24
Lavender Fields Condominium		Plan Schedule B-25


Schedule "B-1"
Fire Route By-law No. 4462(2022)


Fonthill Shopping Centre – 20 Highway #20 East, Fonthill

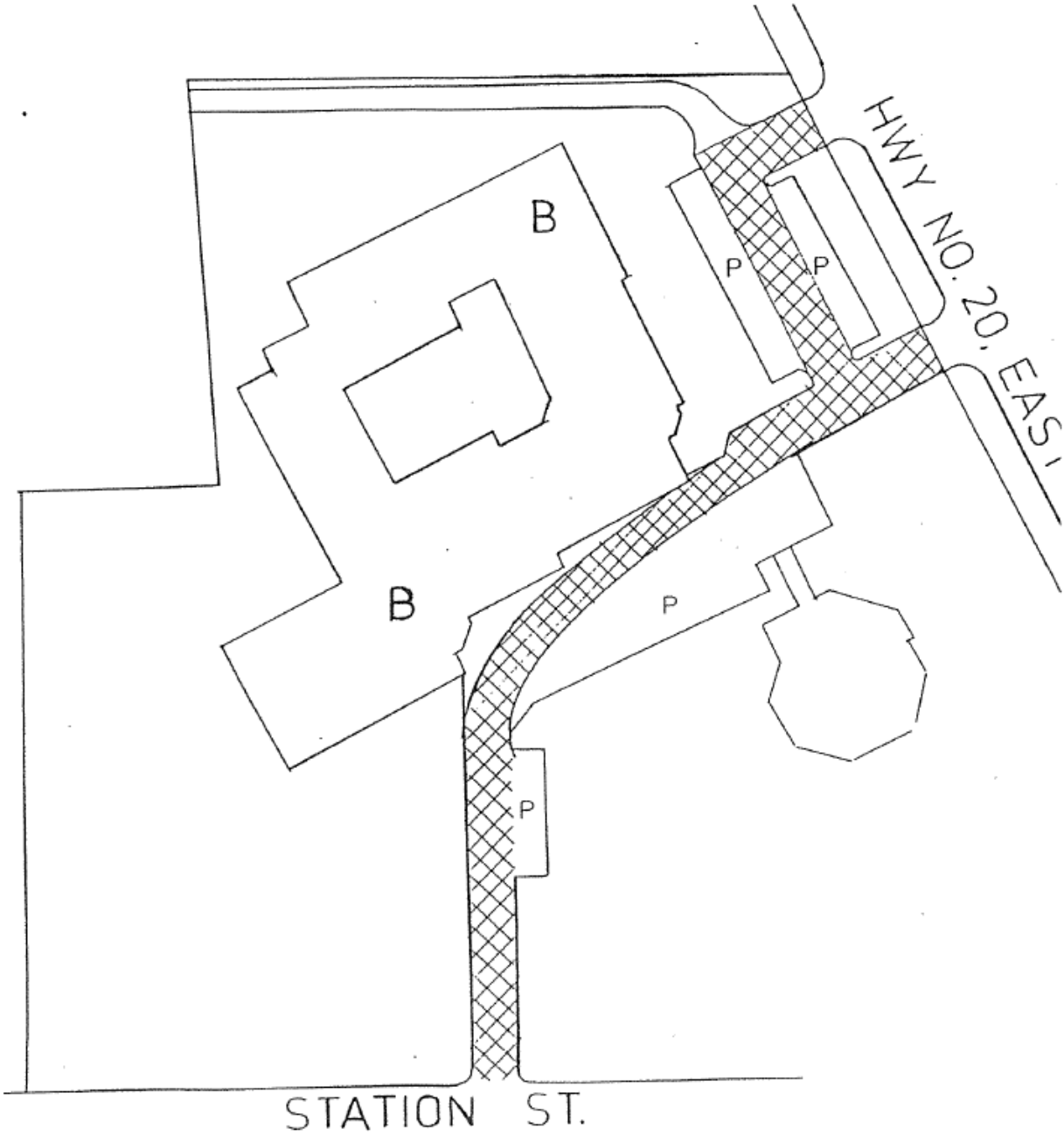


Schedule "B-2"
Fire Route By-law No. 4462(2022)

St. Alexander School – 26 Highway #20 East, Fonthill

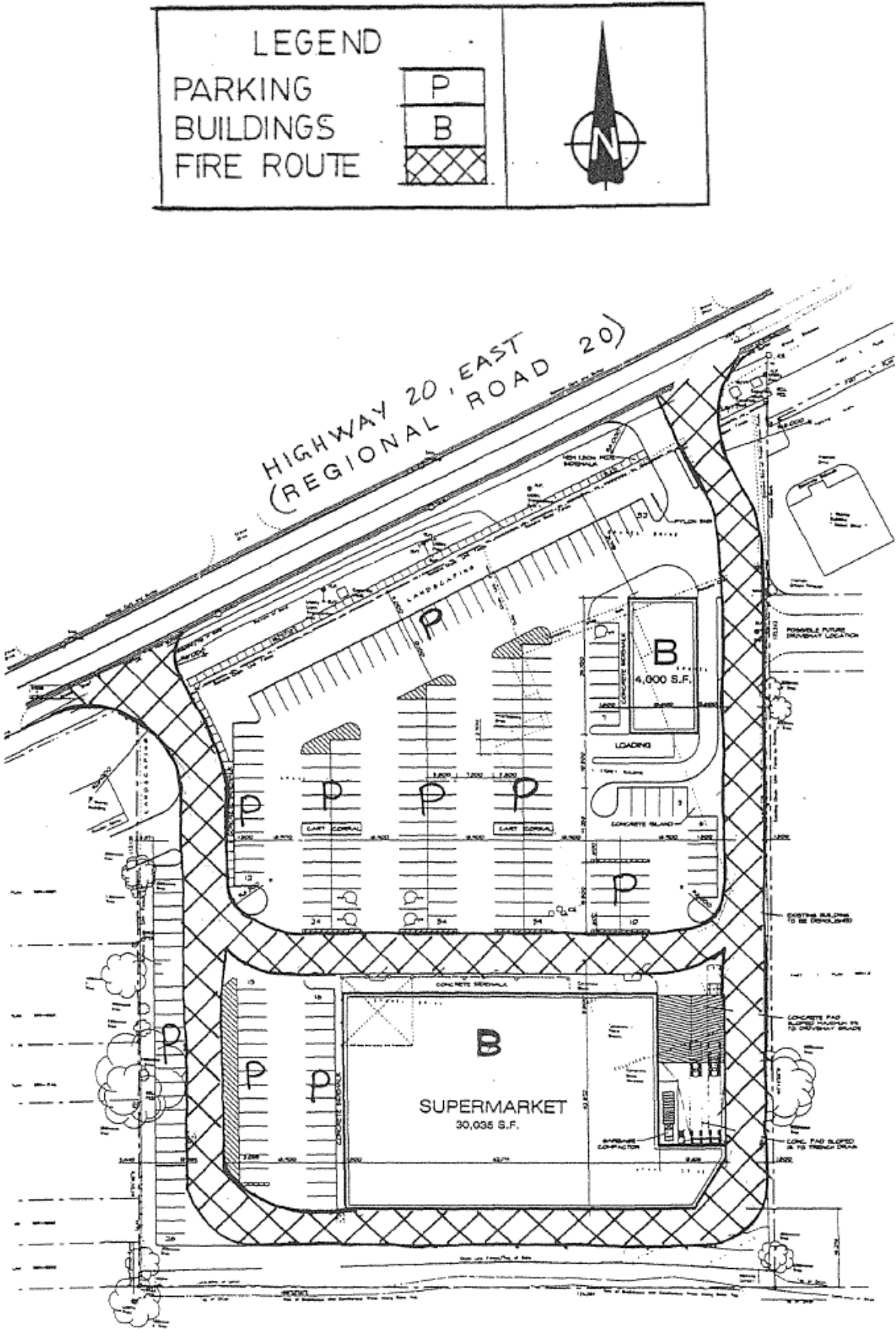
LEGEND	
PARKING	P
BUILDINGS	B
FIRE ROUTE	





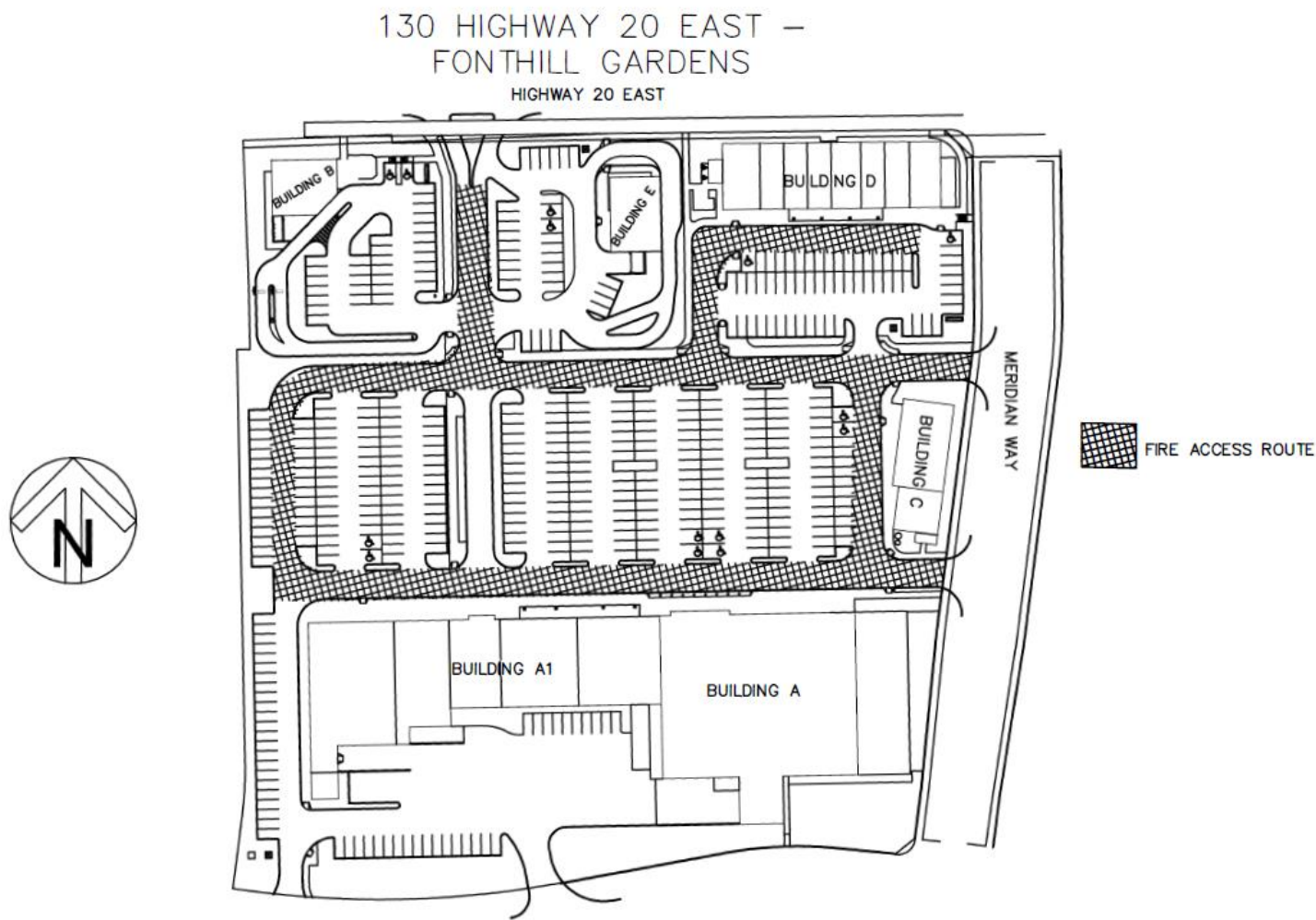
Schedule "B-3"
Fire Route By-law No. 4462(2022)

16A Garden Market – 110 Highway #20 East, Fonthill

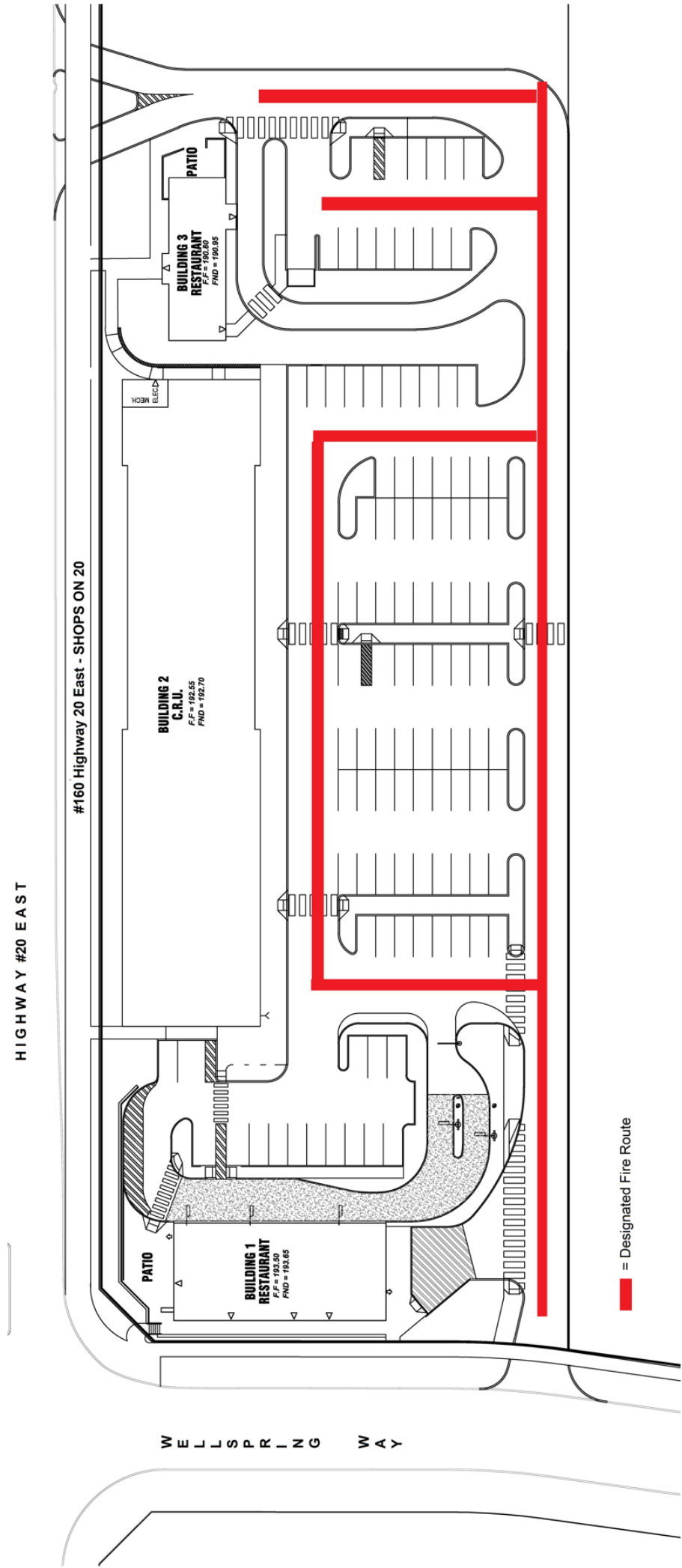


Schedule "B-4"
Fire Route By-law No. 4462(2022)

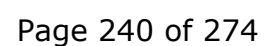
Fonthill Market Place – 130 Highway #20 East, Fonthill



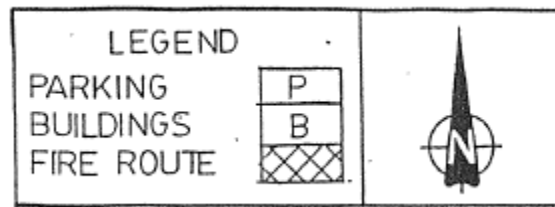
Schedule "B-5"
Fire Route By-law No. 4462(2022)
Shops on 20 – 160 Highway #20 East, Fonthill



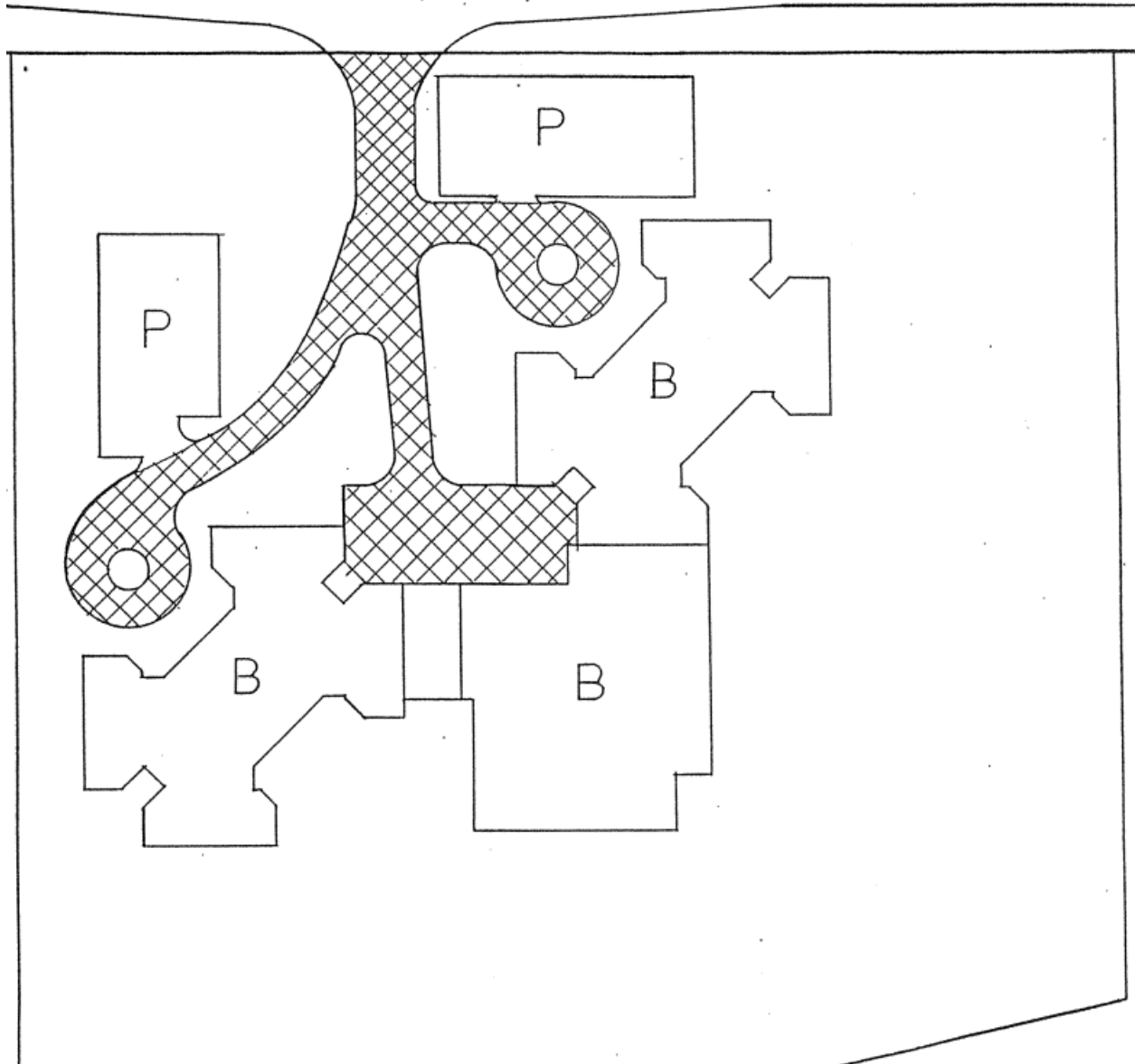
Uptown Square Plaza – 160 -170 Highway #20 West, Fonthill



Lookout Village – 190 Highway #20 West, Fonthill



HWY. 20, WEST



Schedule "B-8"
Fire Route By-law No. 4462(2022)

E.L. Crossley Secondary School – 350 Highway #20 West, Ridgeville

LEGEND

PARKING

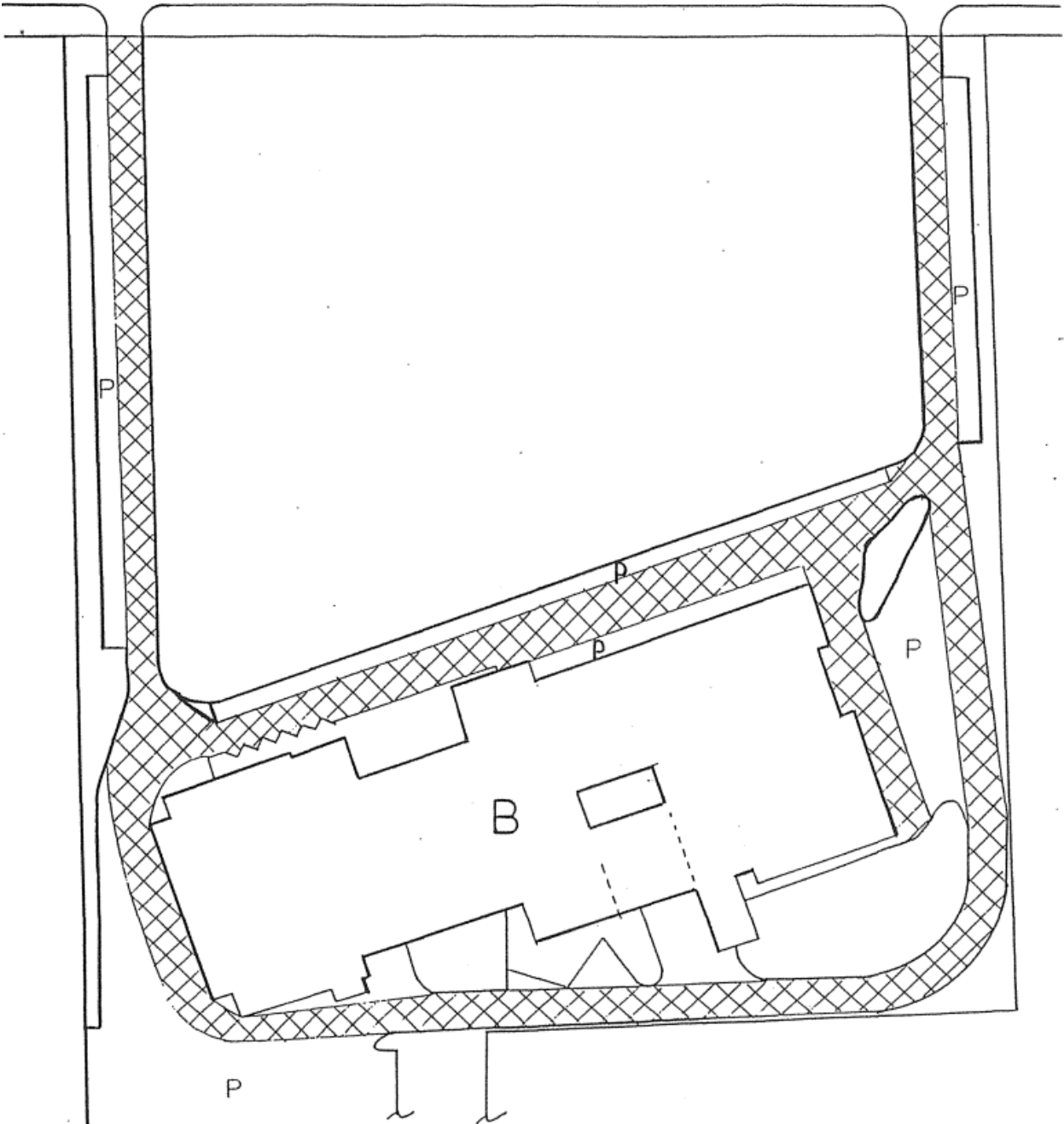
BUILDINGS

FIRE ROUTE

P

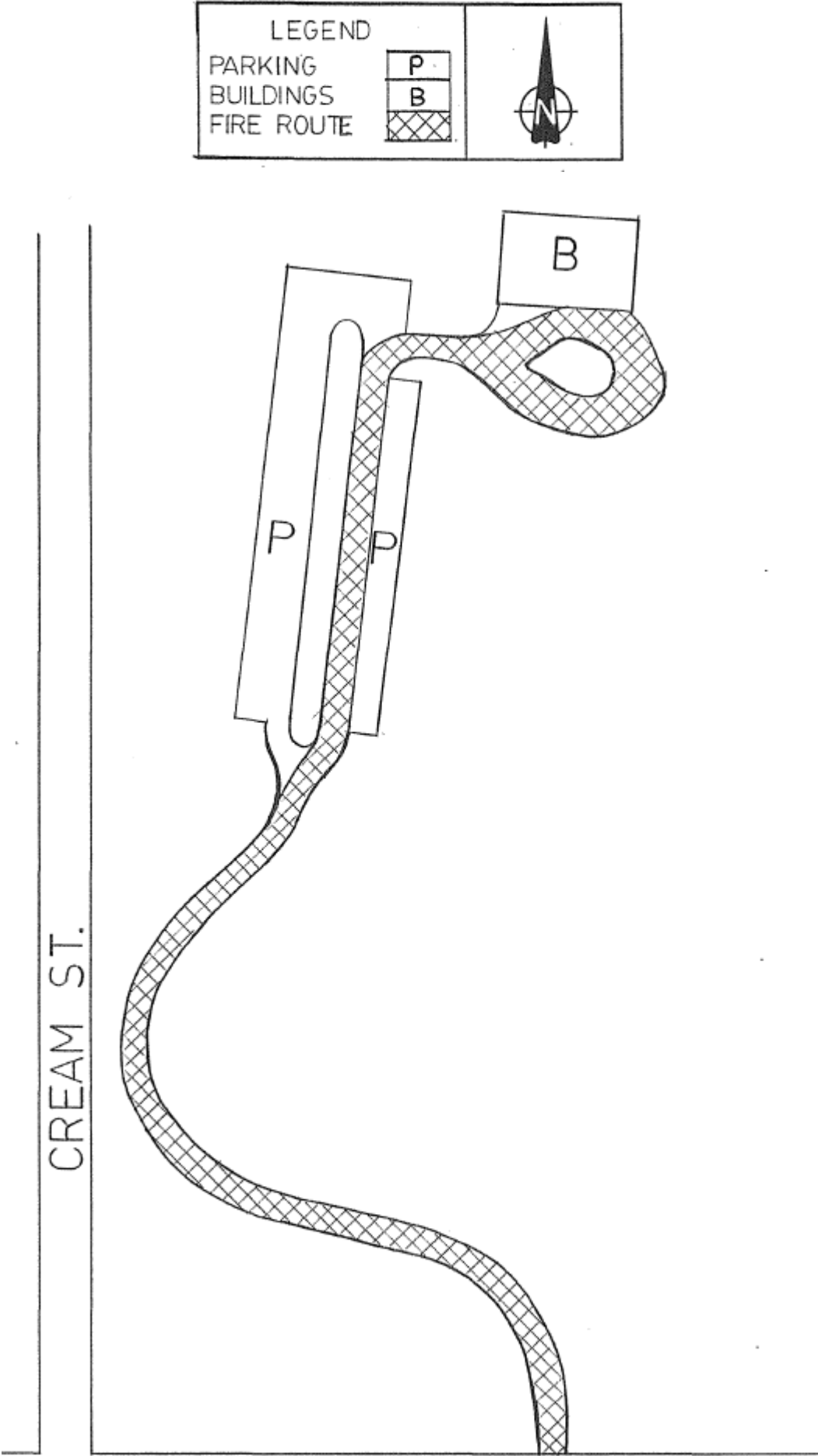
B

HWY. 20, WEST.



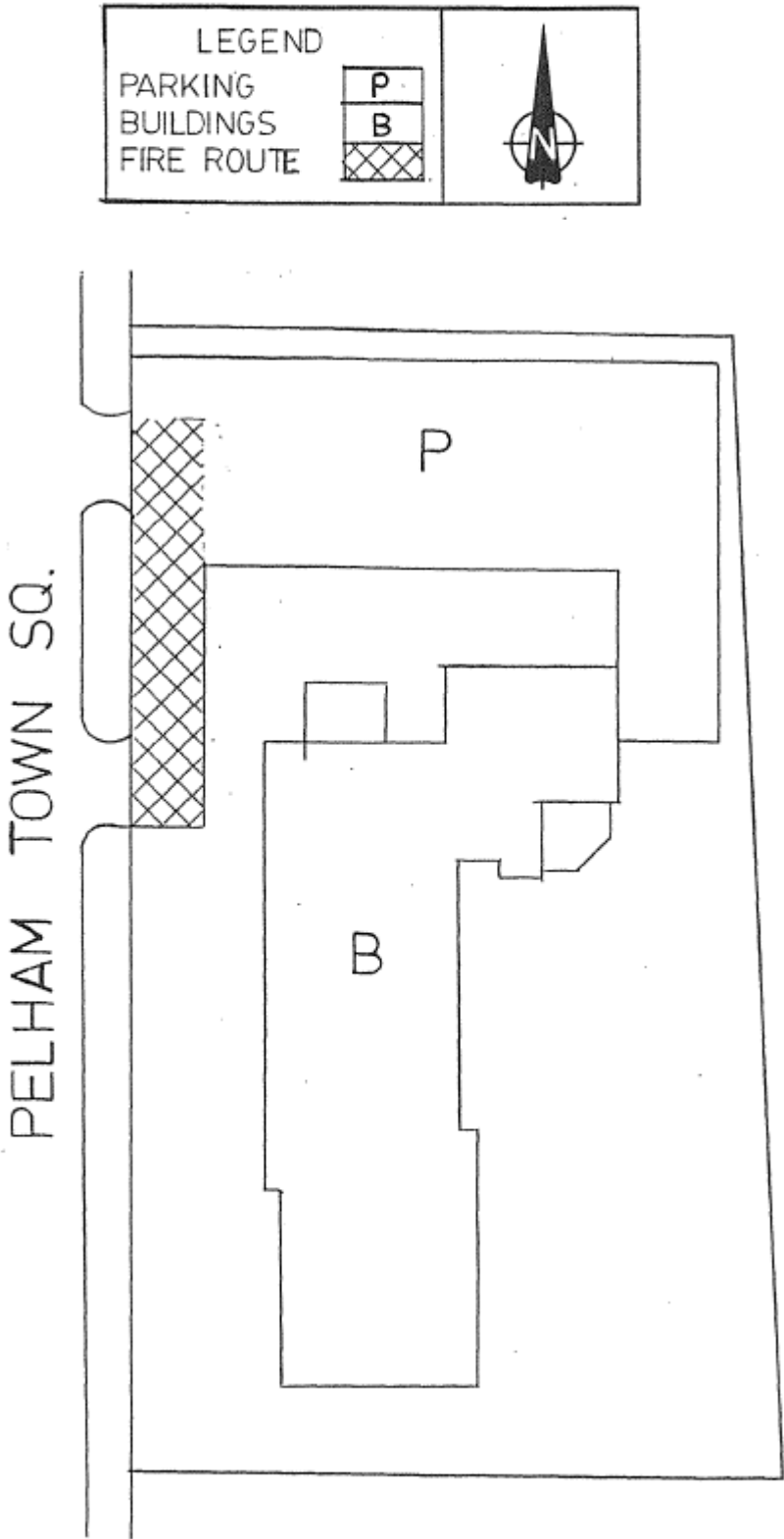
Schedule "B-9"
Fire Route By-law No. 4462(2022)

Peninsula Lakes Golf Course Clubhouse -569 Highway #20 West, Fenwick



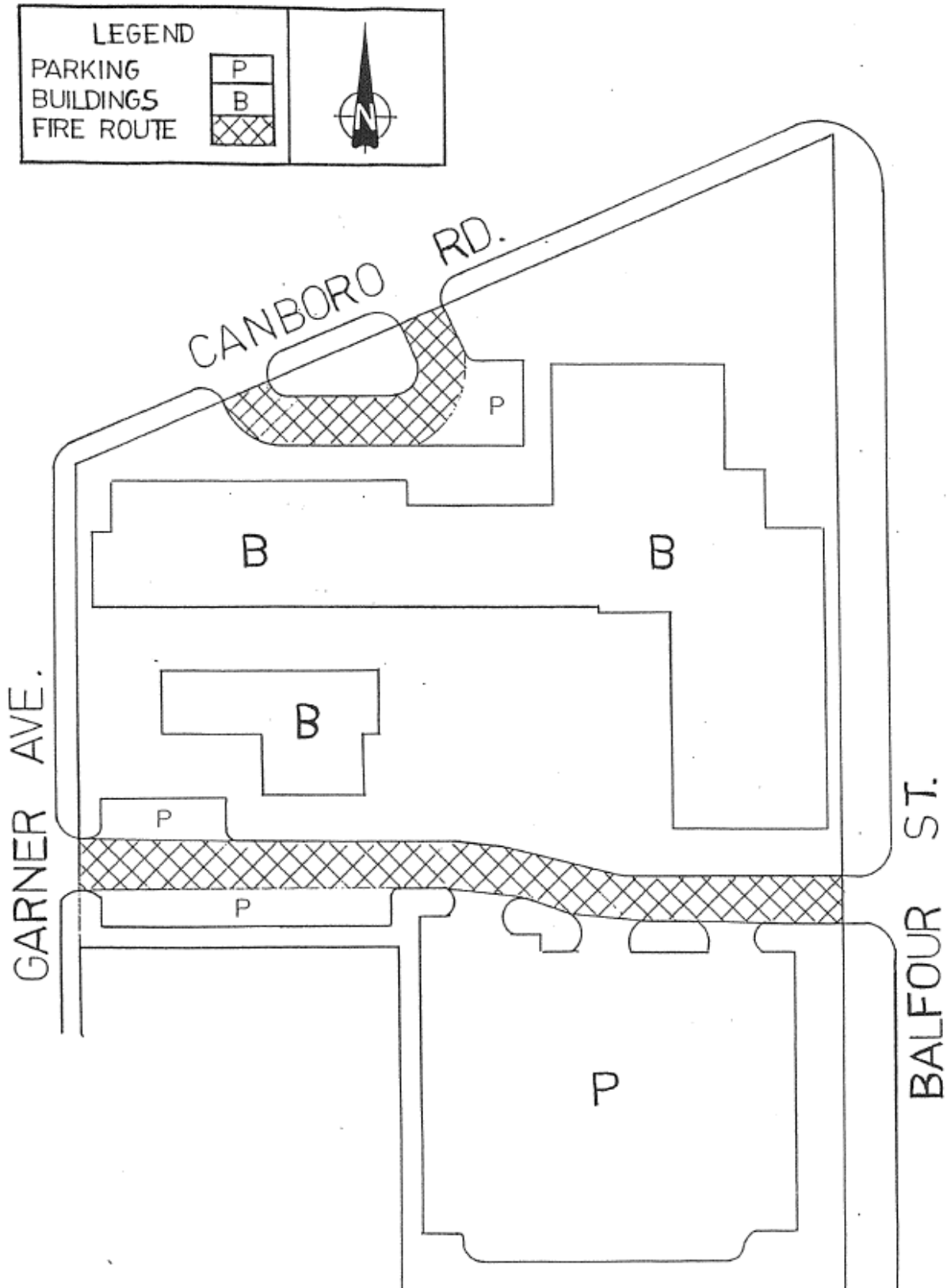
Schedule "B-10"
Fire Route By-law No. 4462(2022)

Pelham Seniors Apartments – 45 Pelham Town Square, Fonthill



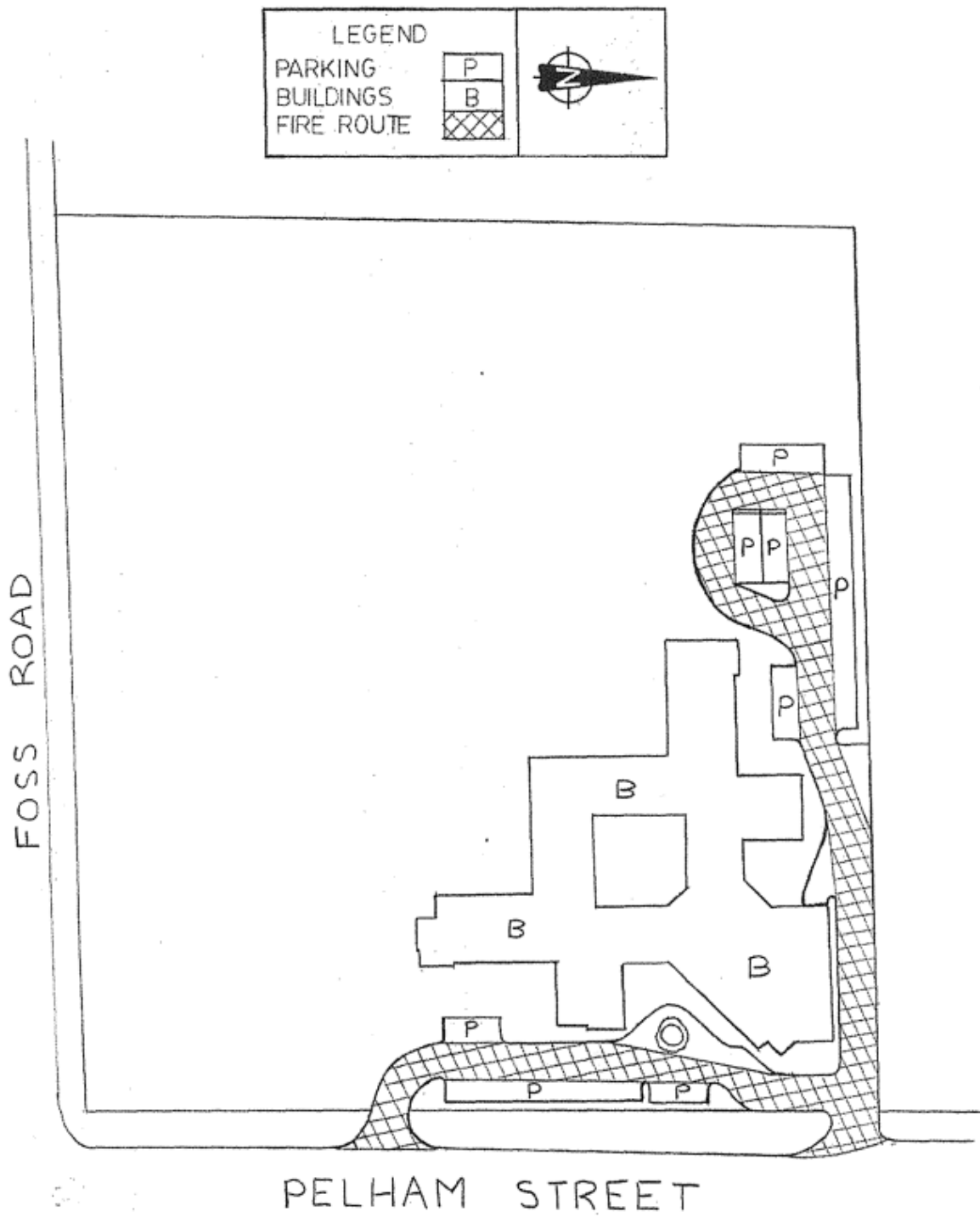
Schedule "B-11"
Fire Route By-law No. 4462(2022)

Canboro Garden Apartments – 704 Canboro Road, Fenwick

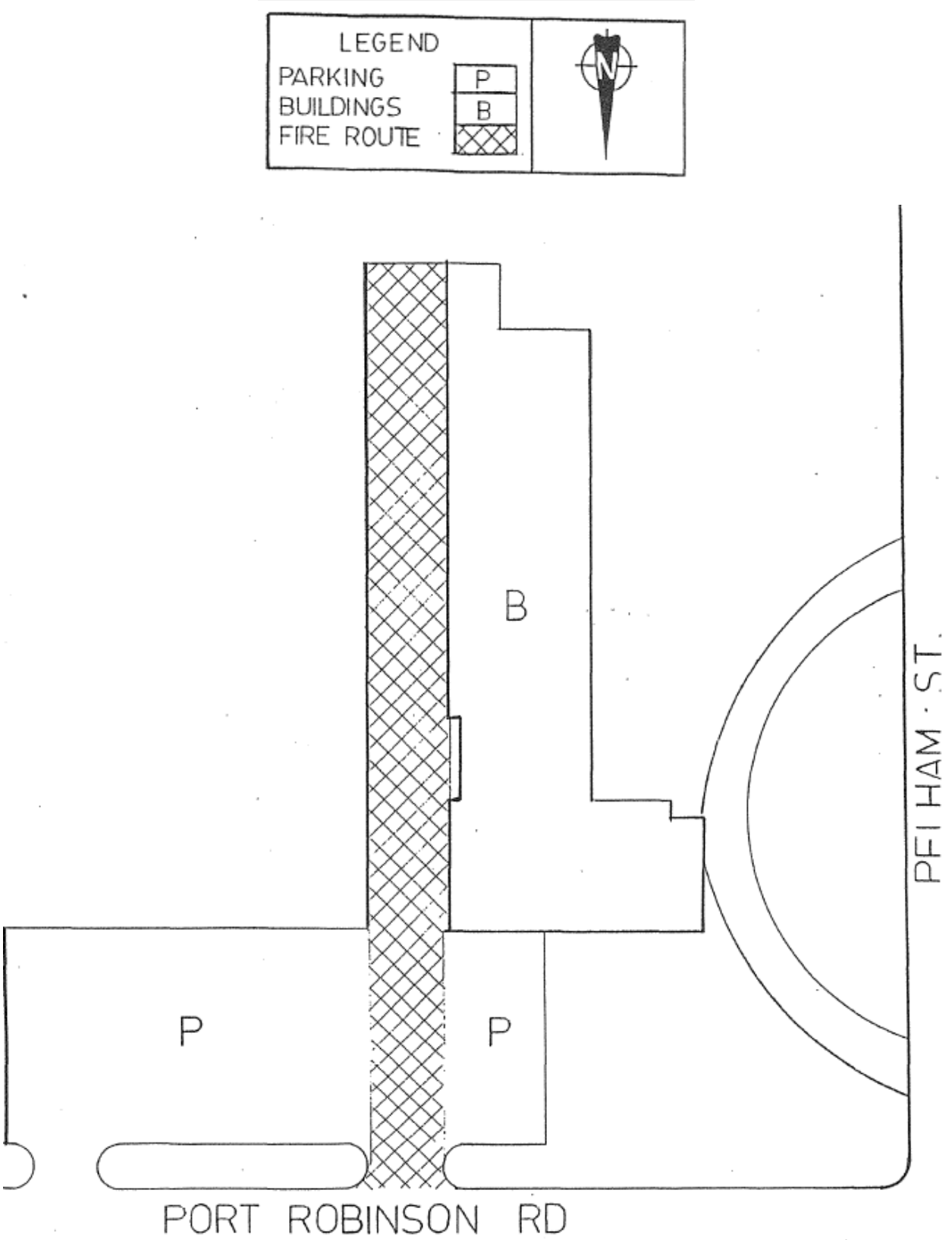


Schedule "B-12"
Fire Route By-law No. 4462(2022)

Woodlands of Sunset – 920 Pelham Street, Welland

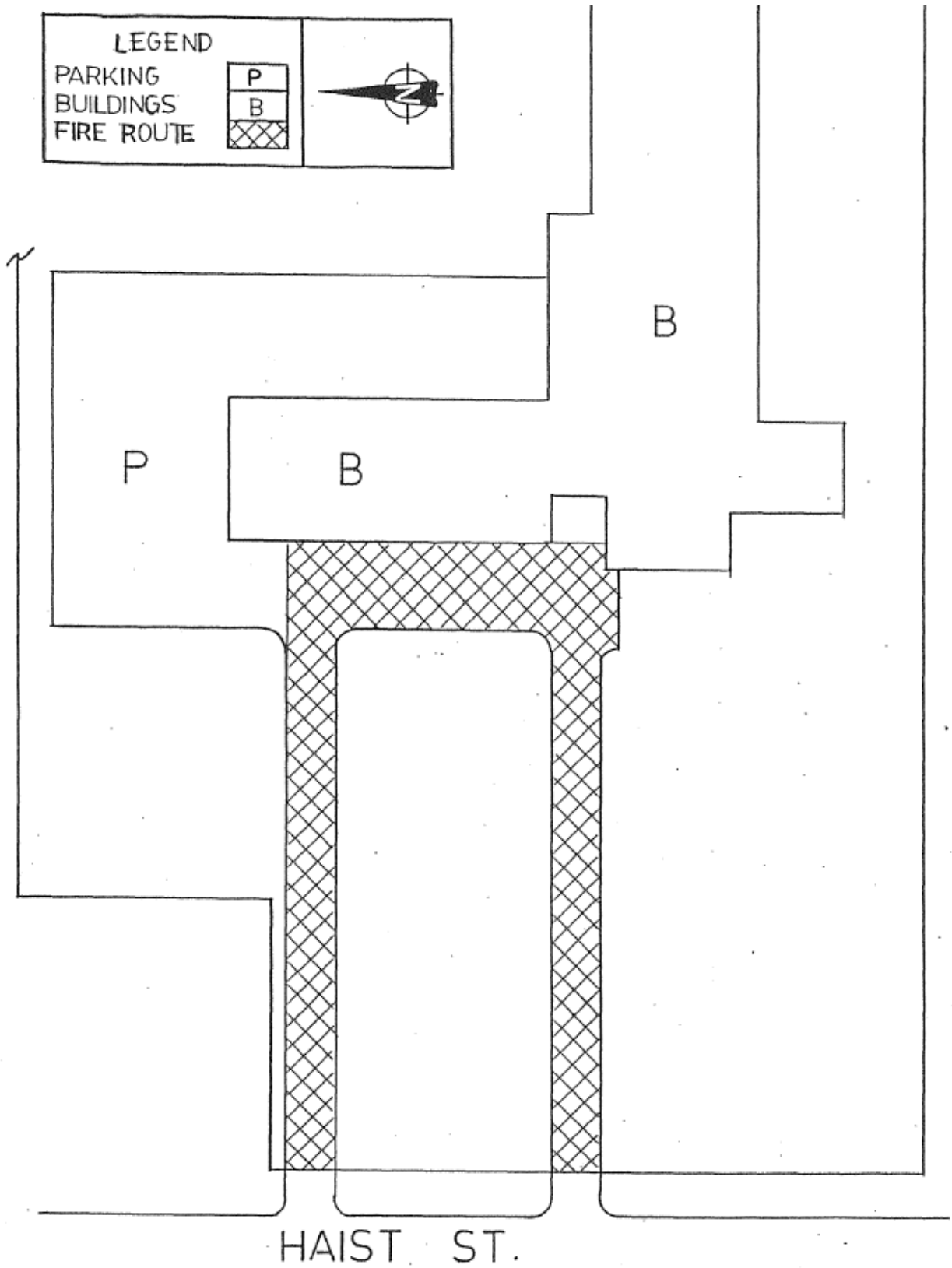


Schedule "B-13"
Fire Route By-law No. 4462(2022)
Glynn A. Green School – 133 Pelham Street, Fonthill



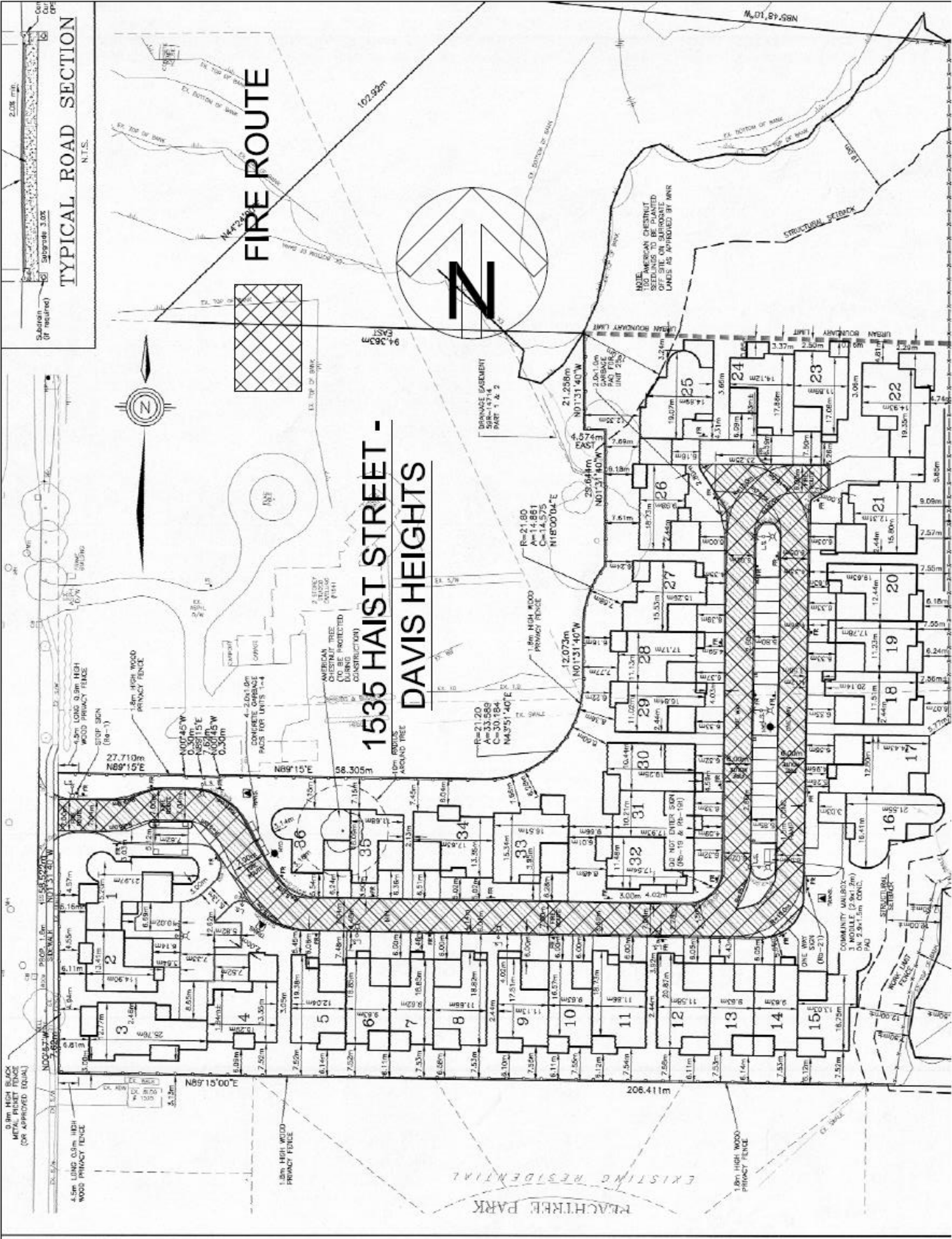
Schedule "B-15"
Fire Route By-law No. 4462(2022)

A. K. Wigg School – 1337 Haist Street, Fonthill



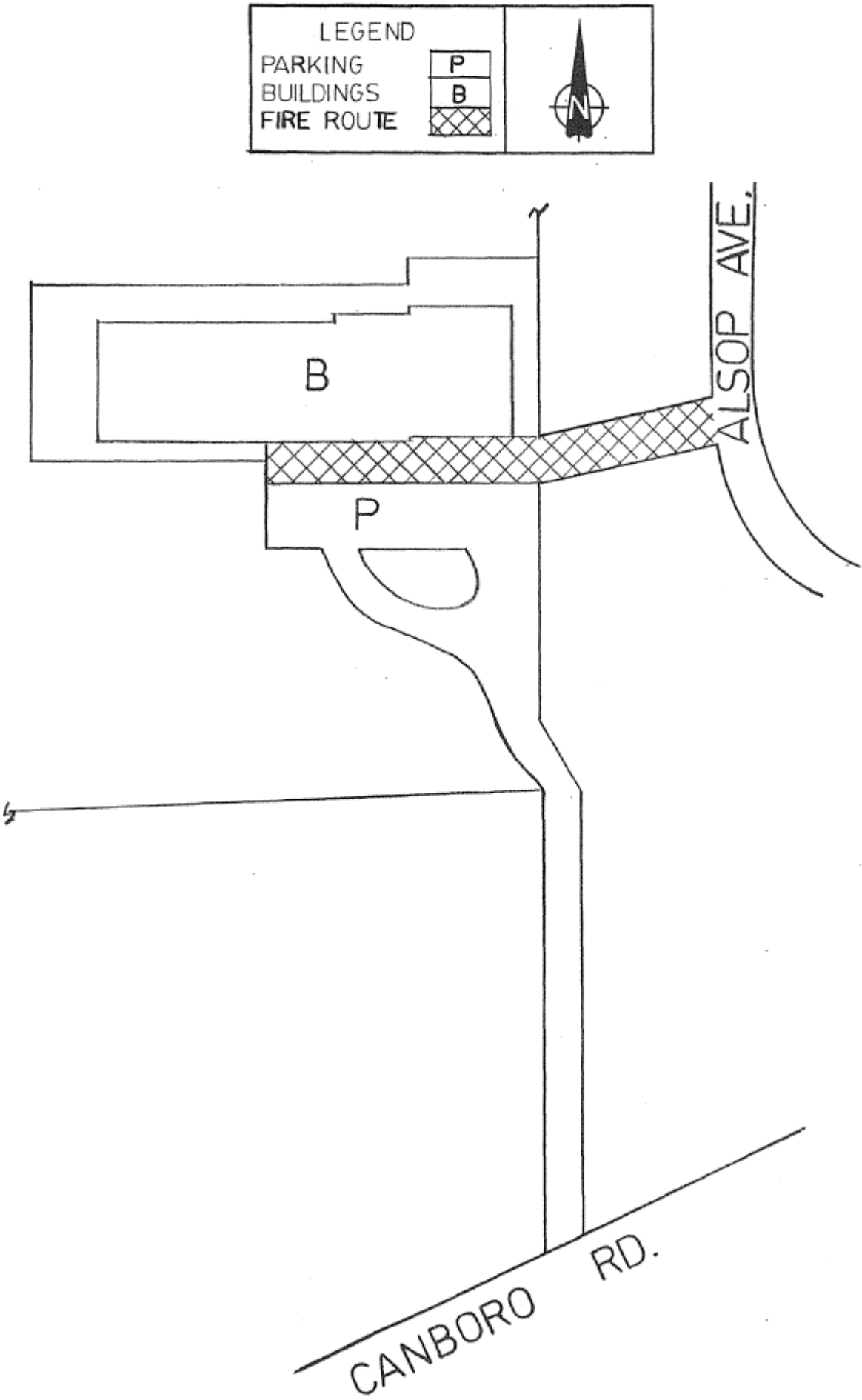
Schedule "B-16"
Fire Route By-law No. 4462(2022)

David Heights Subdivision - 1535 Haist Street, Fonthill

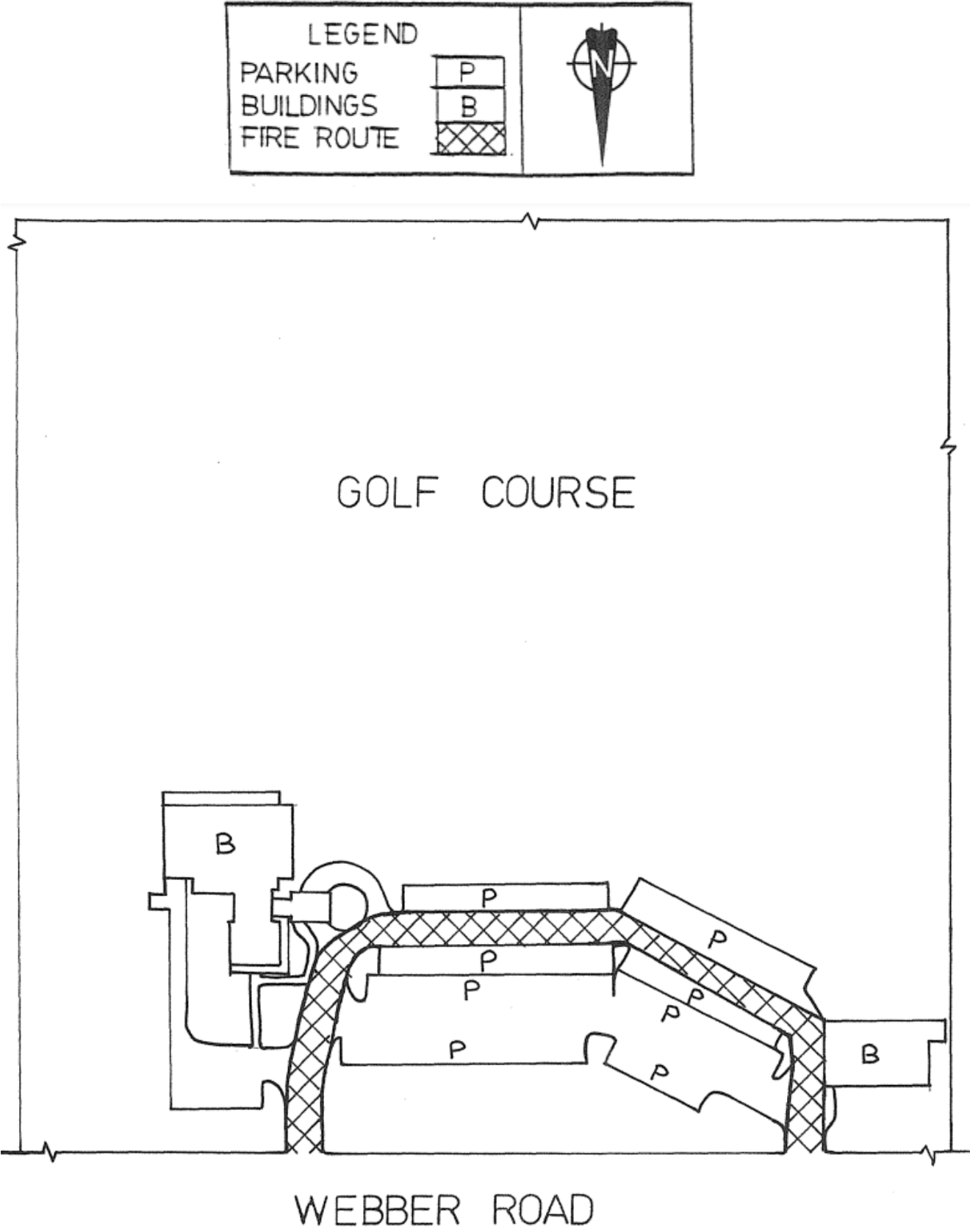


Schedule "B-18"
Fire Route By-law No. 4462(2022)

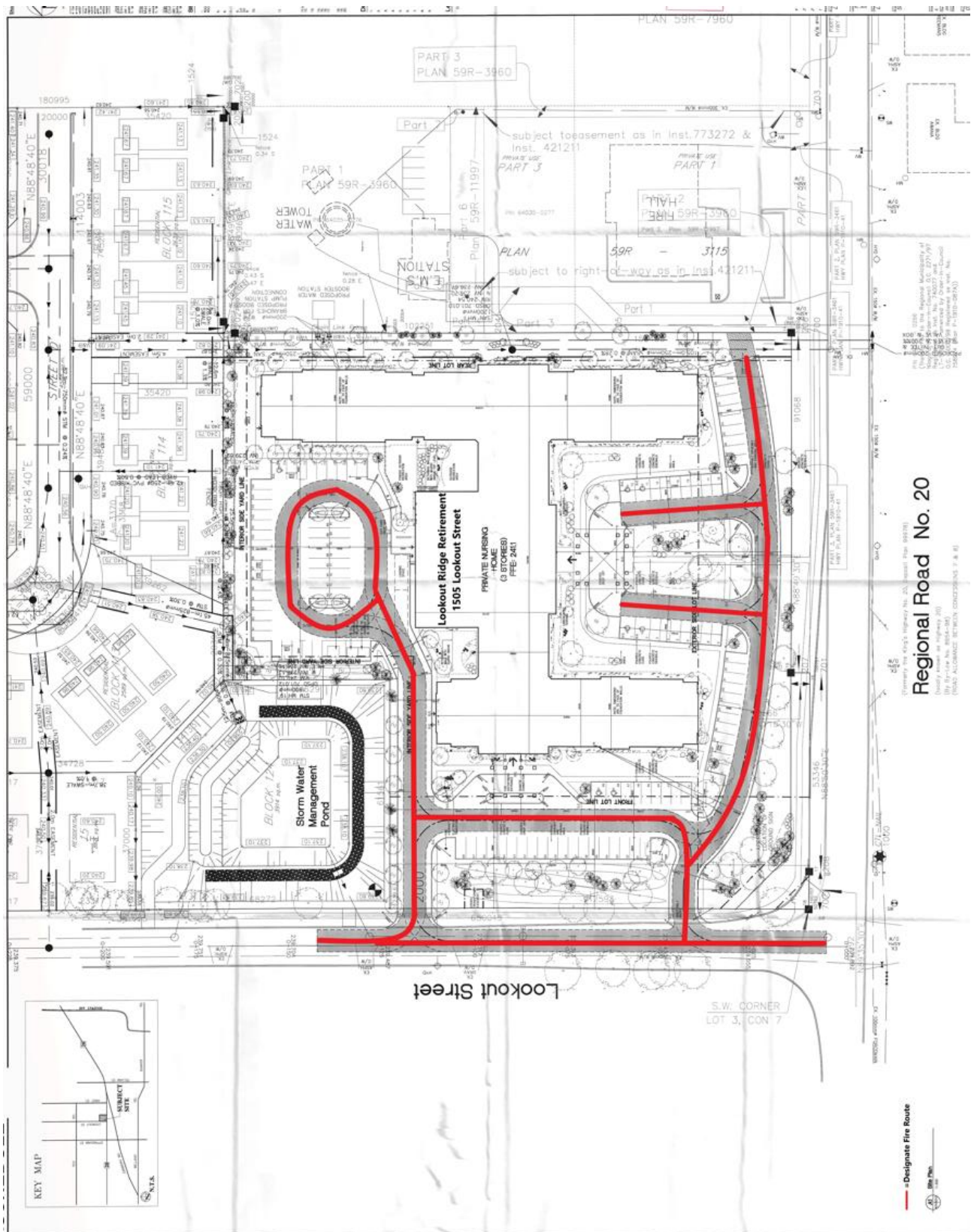
E. W. Farr Memorial Public School – 9 Alsop Avenue, Fenwick



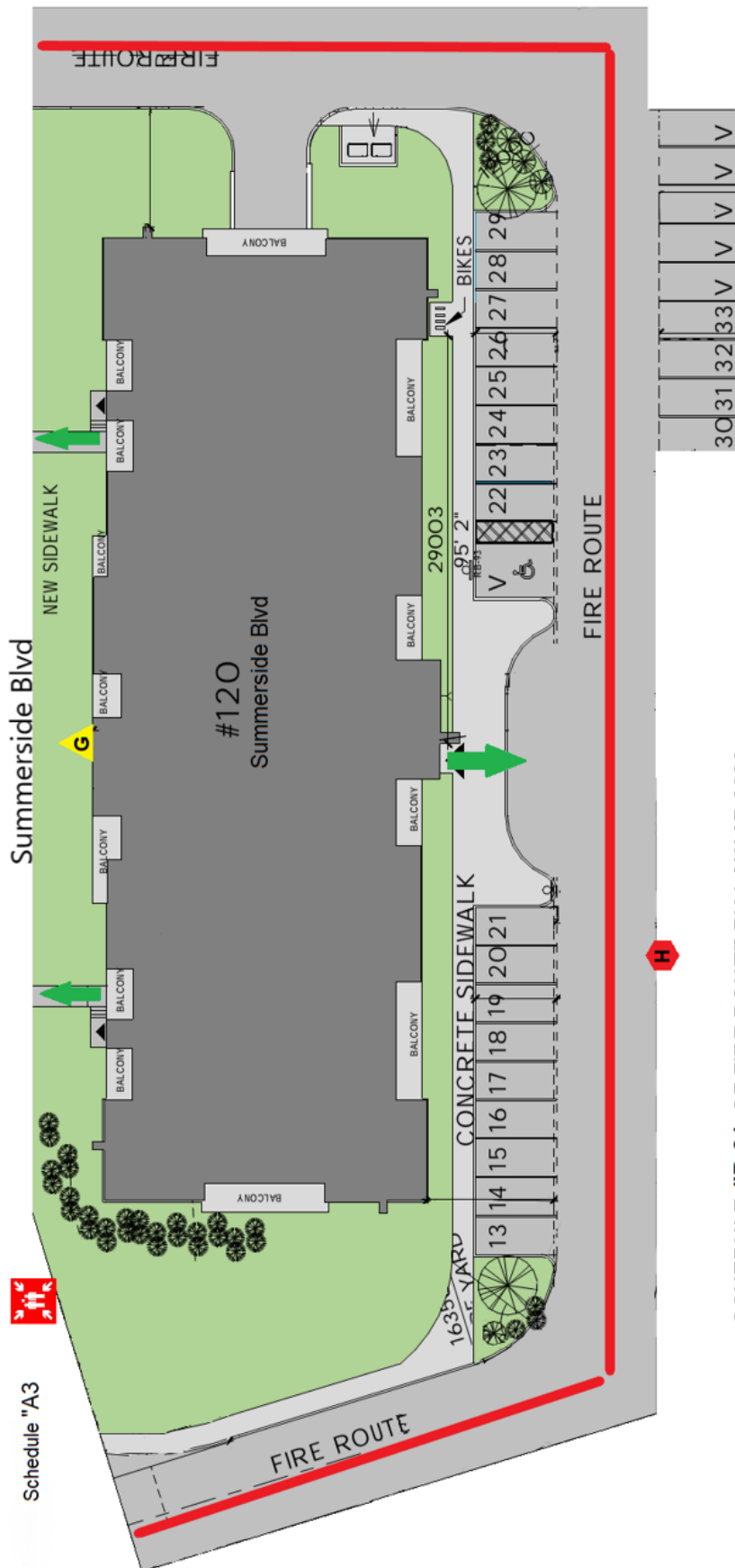
Schedule "B-19"
Fire Route By-law No. 4462(2022)
Welland Golf Club – 206 Webber Road, Welland










Lookout Ridge Retirement Home – 1505 Lookout Street, Fonthill



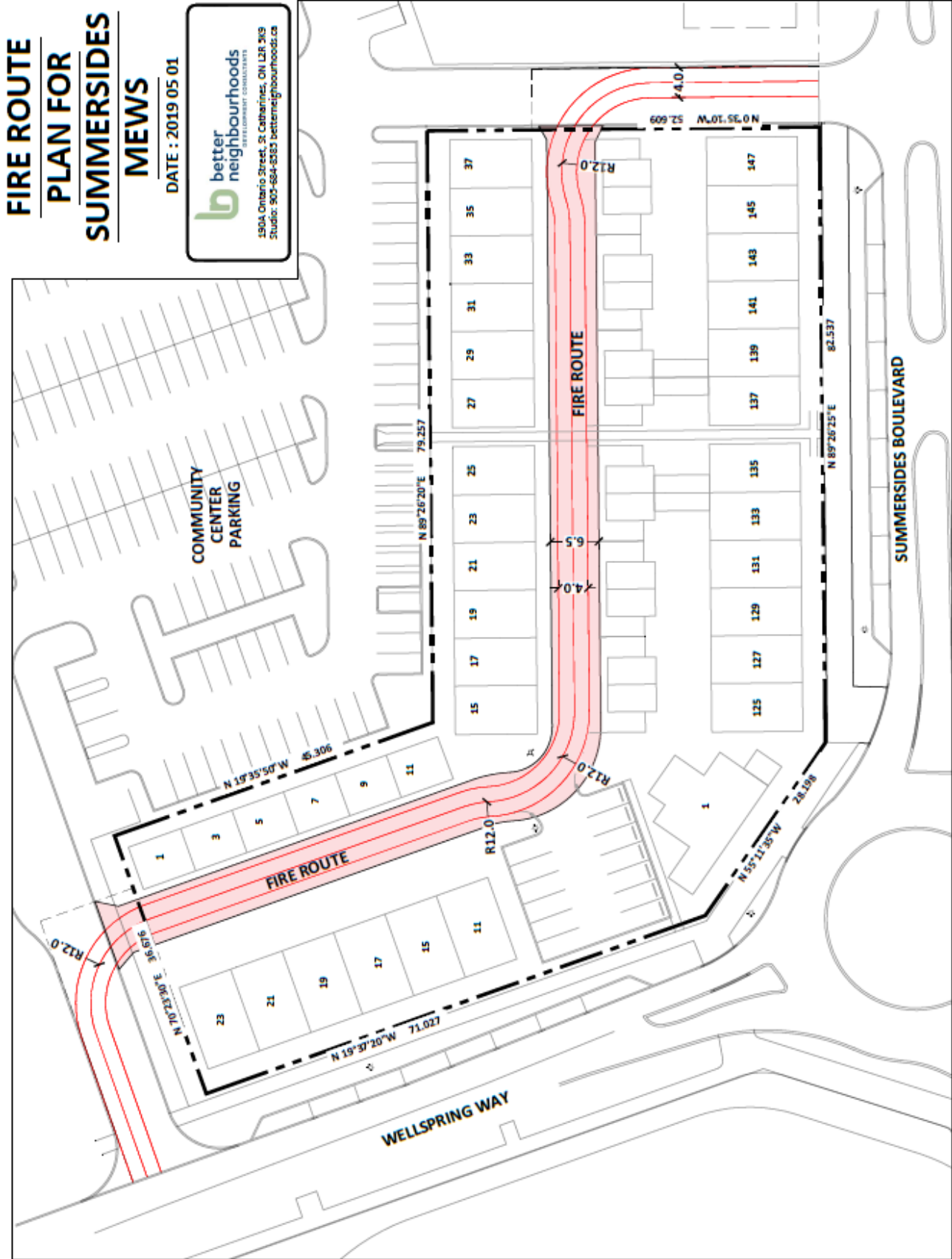
The One Twenty Condominium – 120 Summersides Boulevard, Fonthill



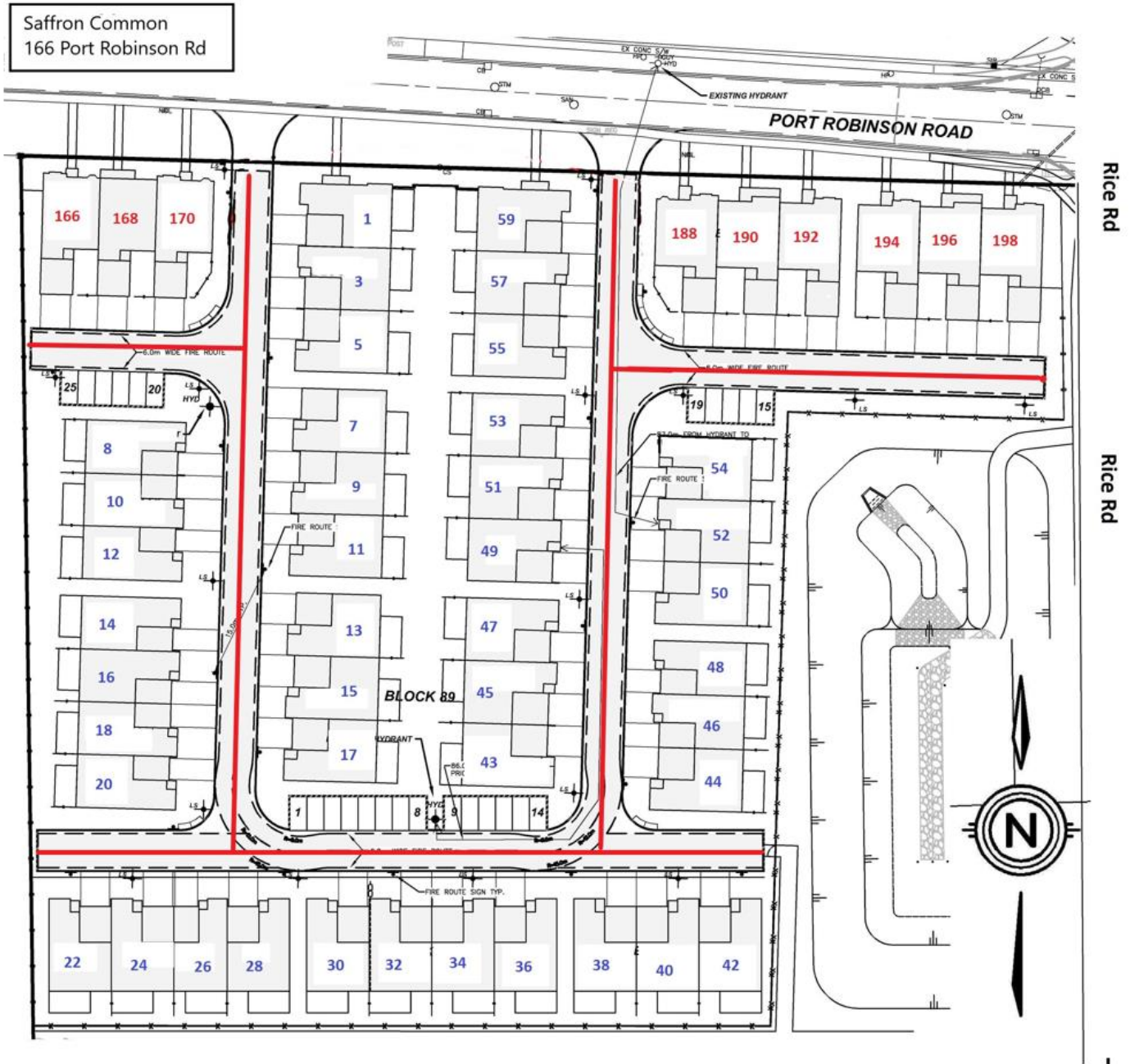
SCHEDULE "B-24 OF FIRE ROUTE BY-LAW 97-2030

 Fire Dept. Connection  Exit  Gas Valve/Meter  Meeting Place  Fire Hydrant  Designated Fire Route		120 Summerside Blvd. Site Plan APRIL 2022	NTS
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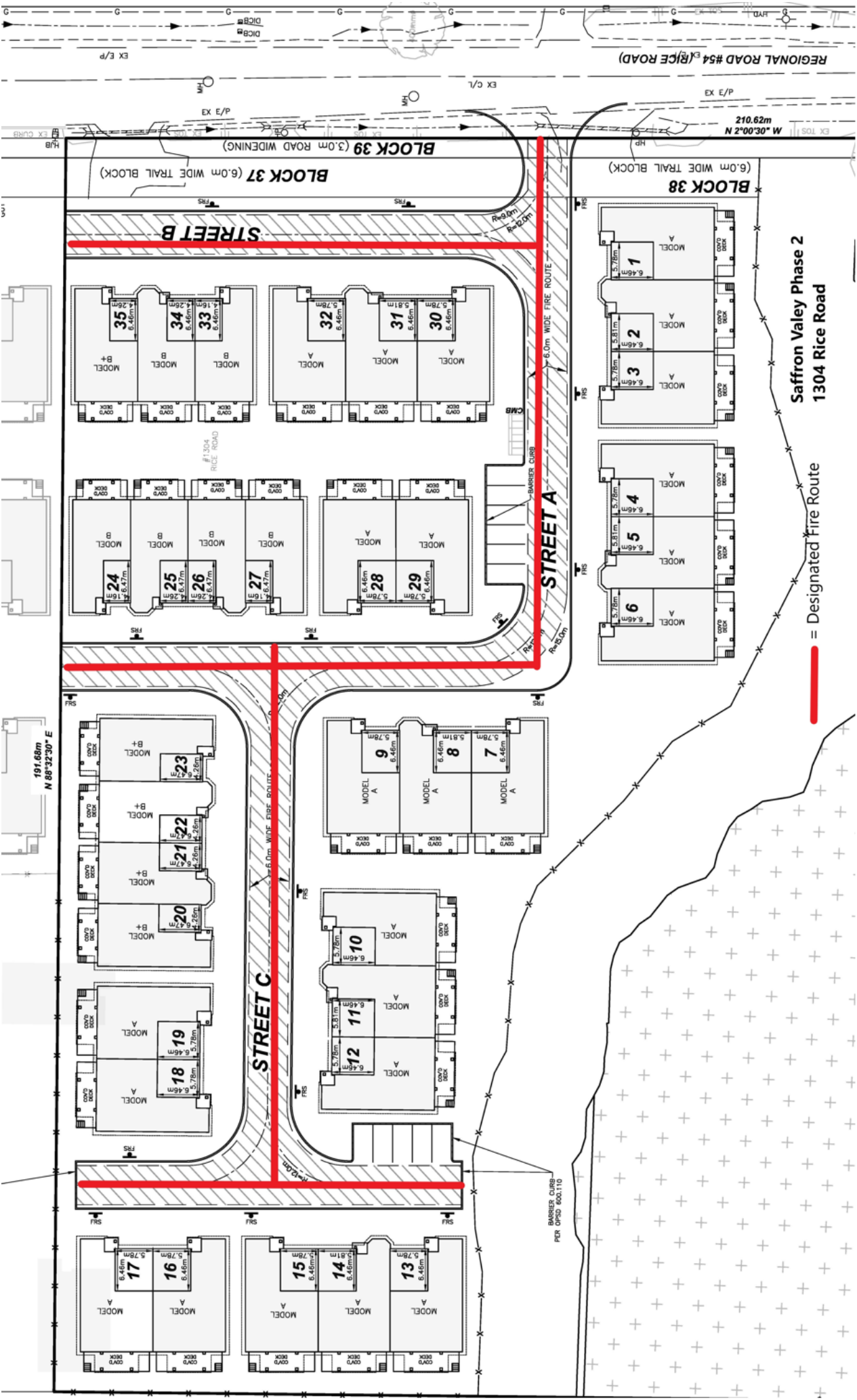
Schedule "B-22"
Fire Route By-law No. 4462(2022)
Summersides Mews Condominium



Schedule "B-23"
Fire Route By-law No. 4462(2022)
Saffron Common Condominium



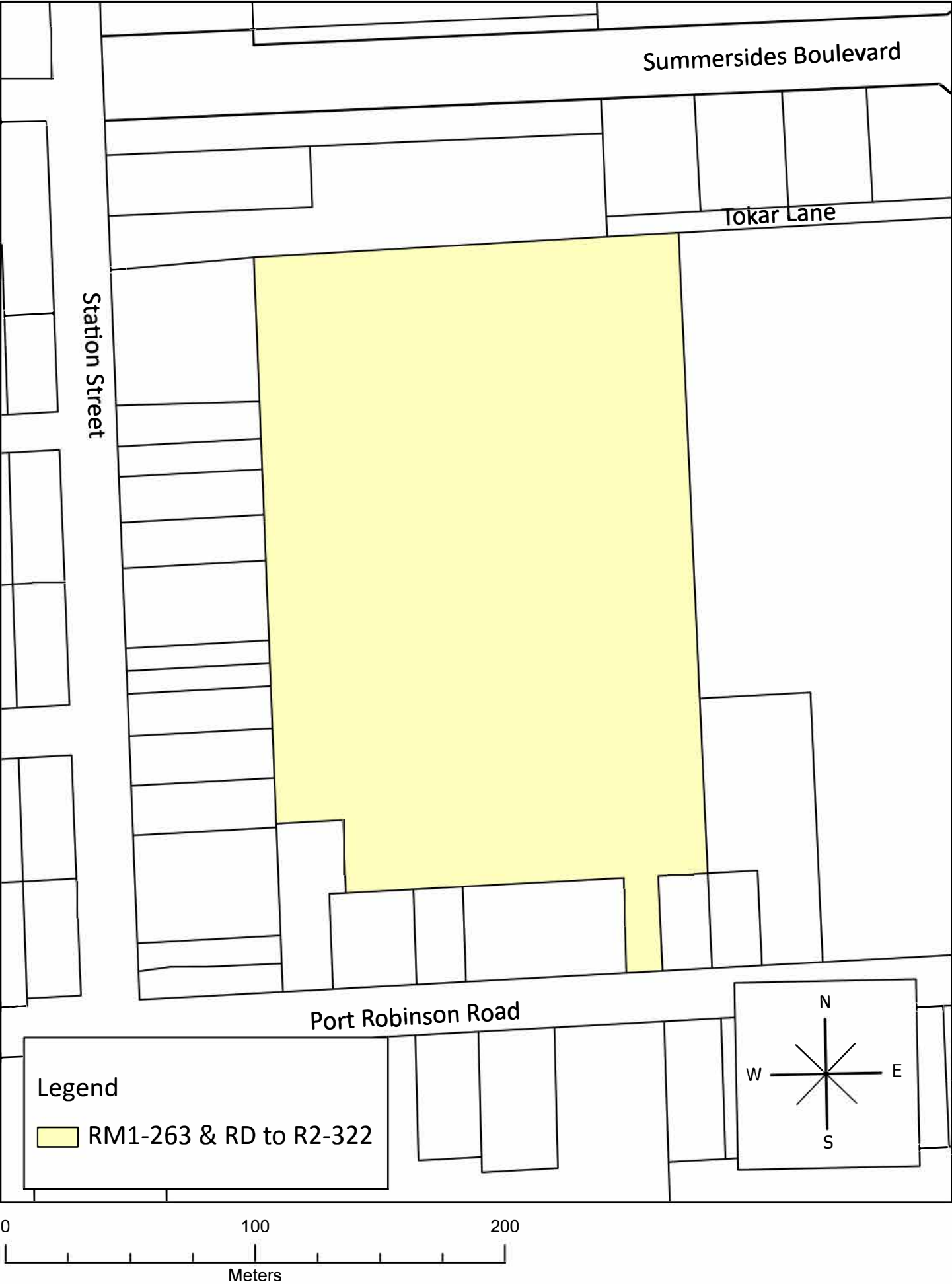
Schedule "B-24"
Fire Route By-law No. 4462(2022)
Saffron Valley Condominium



Schedule "B-25"
Fire Route By-law No. 4462(2022)
Lavender Fields Condominium



Schedule 'A'



This is Schedule 'A' to By-law No. 4463 (2022) passed the 07 day of June, 2022.

Mayor: Marvin Junkin

Clerk: Holly Willford

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

BY-LAW NO. 4463(2022)

Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands on the north side of Port Robinson Road, east of Station Street, legally described as Part of Lot 167, Geographic Township of Thorold, Part of Lots 17, 18 & 19 Plan 717, Town of Pelham, from the Residential Multiple 1 – 263 (RM1-263) and Residential Development (RD) zones to a site specific Residential 2 (R2-322) zone.

Hummel Properties Inc.

File No. AM-07-21

WHEREAS, Section 34 of the Planning Act. RSO 1990, as amended provides that the governing body of a municipal corporation may pass by-laws to regulate the use of lands and the character, location and use of buildings and structures;

WHEREAS, the Council of the Town of Pelham has recommended that such a by-law be enacted;

AND WHEREAS the Council of the Town of Pelham has deemed it to be in the public interest that such a by-law be enacted;

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

1. **THAT** Schedule ‘A5” to Zoning By-law 1136 (1987) as amended, is hereby further amended by rezoning the lands identified on Schedule ‘A’ attached hereto and forming part of this By-law from the Residential Multiple 1 – 263 (RM1-263) and Residential Development (RD) zones to a site specific Residential 2 (R2-322) zone.
2. **THAT** Section 30 – Exceptions of By-law No. 1136 (1987), as amended, be modified by adding the following:

General Provisions	Section 6 of the General Provisions is amended by deleting and replacing the following subsection as follows for the lands identified as R2-322:
--------------------	--

Section 6.35 – Yard Encroachments Permitted

c) Unenclosed Porches, Balconies, Steps & Patios

Notwithstanding the yard provisions of this By-law, unenclosed porches, balconies, steps and patios, covered or uncovered shall not be permitted within 2m of the front lot line or exterior side lot line, and 4.5m of the rear lot line

R2-322 Notwithstanding Sections 14(d), (e) and (f) of the Residential 2 (R2) zone, the following site-specific regulations shall apply:

d)	Minimum Front Yard	4 m to dwelling front face; 6 m to garage
e)	Minimum Interior Side Yard	1.2m on both sides where a carport or garage is attached, 1.2m on one side and 3m on the other side where there is no attached carport of garage
f)	Minimum Exterior Side Yard	4 m

- ENACTED, SIGNED AND SEALED THIS
7th DAY OF JUNE, 2022 A.D.

CLERK HOLLY WILLFORD

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

BY-LAW NO. 4464(2022)

**Being a by-law to adopt an Amendment to the Official Plan for the
Town of Pelham Planning Area.**

Amendment No. 14

**Summersides Village
File no. OP-AM-02-21**

THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN
OF PELHAM IN ACCORDANCE WITH THE PROVISIONS OF SECTION
17 OF THE PLANNING ACT, R.S.O, 1990, AS AMENDED, HEREBY
ENACTS AS FOLLOWS:

1. **THAT** Amendment No. 14 to the Official Plan of the Town of Pelham
consisting of the attached explanatory text and schedule is adopted.
2. **AND THAT** the Clerk of the Town is authorized to effect any minor
modifications or correction solely of an administrative, numerical,
grammatical, semantical or descriptive nature to this by-law or its
schedules after passage of this by-law

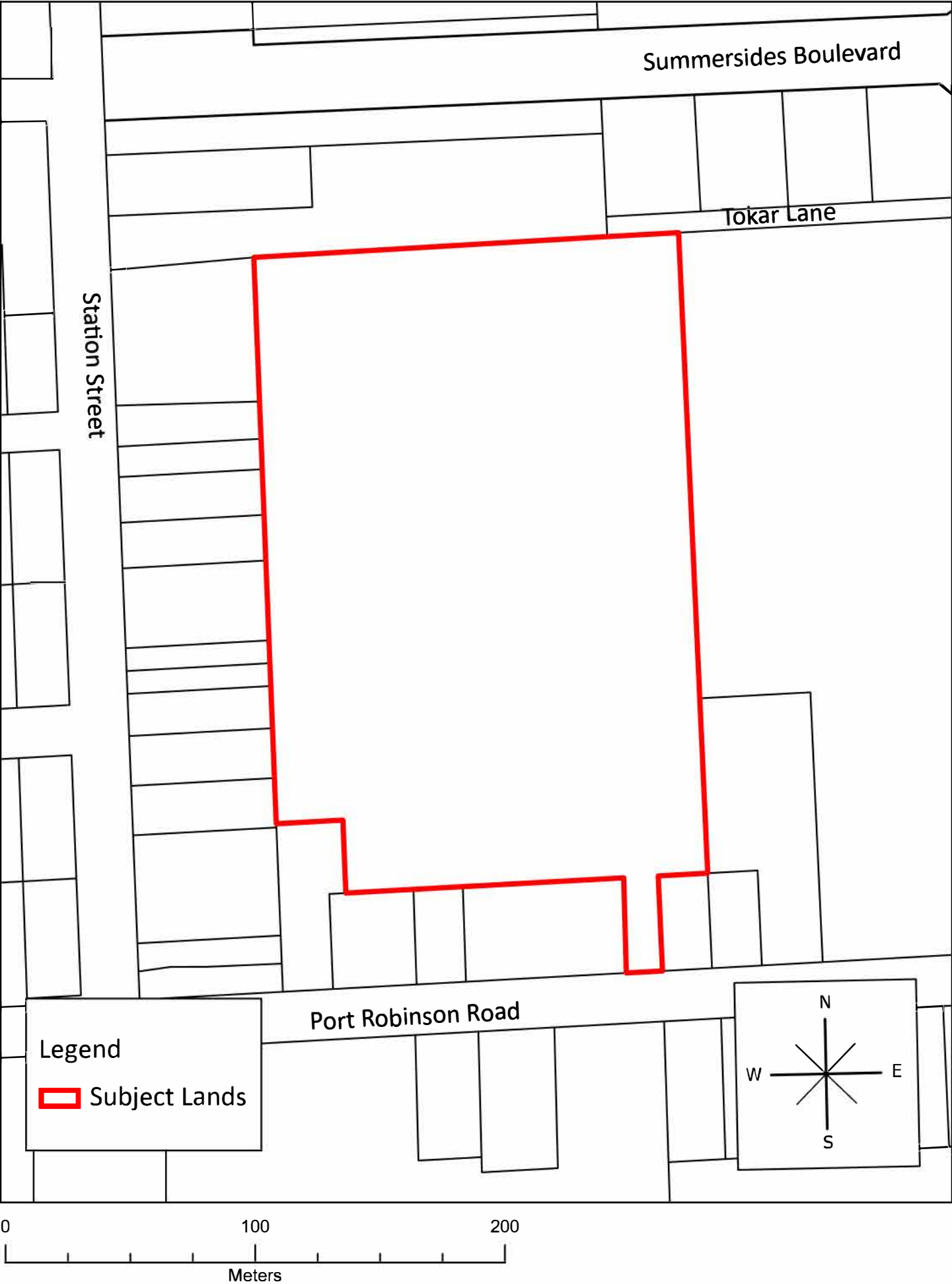
ENACTED, SIGNED AND SEALED THIS

7th DAY OF JUNE, 2022 A.D.

MAYOR MARVIN JUNKIN

CLERK HOLLY WILLFORD

Schedule 'A'



This is Schedule 'A' to By-law No. 4464 (2022) passed the 07 day of June, 2022.

Mayor: Marvin Junkin

Clerk: Holly Willford

AMENDMENT NO. 14
TO THE
OFFICIAL PLAN (2014)
FOR THE
CORPORATION OF THE TOWN OF PELHAM
4464(2022)

CONTENTS

PART "A" – THE PREAMBLE

- Section 1 Title and Components
- Section 2 Purpose of the Amendment
- Section 3 Location of the Amendment
- Section 4 Basis of the Amendment
- Section 5 Implementation of the Amendment

PART "B" – THE AMENDMENT

- Introductory Statement
- Details of the Amendment
- Appendix A Schedule 'A' to the Official Plan Amendment

PART "A" – THE PREAMBLE

SECTION 1

TITLE AND COMPONENTS

This document was approved in accordance with Section 17 and 21 of the Planning Act, R.S.O. 1990, as amended and shall be known as Amendment No. 14 to the Official Plan adopted by By-law No. 3259 (2012) and confirmed by the Ontario Municipal Board decision of July 18, 2014, for the Town of Pelham Planning Area.

Part "A", the Preamble does not constitute part of this amendment.

Part "B", the Amendment, consisting of the following text constitutes Amendment No. 14 to the Official Plan adopted by By-law 3259 (2012) and confirmed by the Ontario Municipal Board decision of July 18, 2014 for the Town of Pelham Planning Area.

SECTION 2

PURPOSE OF THIS AMENDMENT

The purpose of this Amendment is to amend Policy B1.7.4.1(c) by allowing a deviation from the Demonstration Plans contained in Appendix A of the Official Plan to reflect changes in the proposed street network.

The effect of the amendment will be to permit the draft plan of subdivision with the proposed street network which eliminates the westerly street connection to Port Robinson Road and the rear laneway as shown on the Demonstration Plans contained in A of the Official Plan.

SECTION 3

LOCATION OF THE AMENDMENT

The lands that are subject to this Amendment are located on the north side of Port Robinson Road, east of Station Street.

SECTION 4

BASIS OF THE AMENDMENT

The Planning Act, R.S.O. 1990, as amended, provides that amendments may be made to the Official Plan. Policies of the Official Plan have been considered in the preparation of this Amendment and the following factors:

1. The amendment will facilitate orderly and logical development that will allow for the efficient movement of residents through the neighbourhood without negative impacts to the street network.
2. This Amendment is consistent with the Provincial Policy Statement and conforms to the Growth Plan for the Greater Golden Horseshoe and the Region of Niagara Official Plan.

SECTION 5

IMPLEMENTATION AND INTERPRETATION

The relevant policies of the Official Plan adopted by By-law No. 3259 (2012) and confirmed by the Ontario Municipal Board decision of July 18, 2014, of the Town of Pelham Planning Area shall apply to the implementation and interpretation of this Amendment.

PART "B" – THE AMENDMENT

The Amendment consisting of the following policies and attached map designated as Schedule 'A', identifies the subject lands that constitute Amendment No. 14 to the Official Plan adopted by By-law 3259 (2012) for the Pelham Planning Area, and confirmed by the Ontario Municipal Board decision of July 18, 2014.

The Official Plan, adopted by By-law 3259 (2012) for the Pelham Planning Area, and confirmed by the Ontario Municipal Board decision of July 18, 2014 is hereby amended as follows:

1. The revision of the following Policy:

Part "B" – The Amendment consisting of the following policies and attached map designated as Schedule 'A', identifies the subject lands that constitute Amendment No. 14 to the Official Plan adopted by By-law 3259 (2012) for the Pelham Planning Area, and confirmed by the Ontario Municipal Board decision of July 18, 2014.

The Official Plan, adopted by By-law 3259 (2012) for the Pelham Planning Area, and confirmed by the Ontario Municipal Board decision of July 18, 2014 is hereby amended as follows:

B.1.7.4.1 Demonstration Plans

c) All development within the East Fonthill Secondary Plan Area shall be generally consistent with the Demonstration Plans attached to this Plan as Appendix A. Adjustments and further refinements to the Demonstration Plans are anticipated and shall not require an Amendment to this Plan, provided that the intent and general design approach inherent to the Demonstration Plans are achieved to the satisfaction of the Town.

to

c) The street network proposed in the Summersides Village Draft Plan of Subdivision is permitted with deviations from the Demonstration Plans attached to this Plan as Appendix A.

The Corporation of the Town of Pelham
BY-LAW NO. 4465(2022)

Being a by-law to amend Zoning By-law 1136 (1987), as amended, for lands located at 690 Quaker Road, in the Town of Pelham from the Neighbourhood Commercial (NC) zone to the Residential Multiple 1 (RM1-321) zone with a holding provision zone.

Upper Canada Consultants

File No. AM-11-2021

WHEREAS, Section 34 of the Planning Act, RSO 1990, as amended provides that the governing body of a municipal corporation may pass by-laws to regulate the use of lands and the character, location and use of buildings and structures;

WHEREAS, the Council of the Town of Pelham has recommended that such a by-law be enacted;

AND WHEREAS the Council of the Town of Pelham has deemed it to be in the public interest that such a by-law be enacted;

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

1. **THAT** Schedule 'A5' to Zoning By-law 1136 (1987), as amended, is hereby amended by rezoning the lands identified on Schedule 'A', attached hereto and forming part of this By-law from the Neighbourhood Commercial (NC) zone to the site-specific RM1-321 (H) zone.
2. **THAT** Section 30 – Exceptions of By-law No. 1136 (1987), as amended, be modified by adding the following:

RM1-321(H)

Notwithstanding Sections 16.3(a), (f), and (j) of the Zoning By-law, the following site-specific regulations shall apply to the permitted uses:

a) Minimum Lot Frontage	6 meters per dwelling unit, except in the case of an interior lot containing a dwelling attached on one side, the minimum lot frontage required shall be 8 meters
f) Minimum Interior Side Yard Setback	1.5 meters
j) Planting Strips	Encroachment of the existing accessory building into the 1.5 metre width planting strip where the boundary of the RM1 zone abuts the R1 zone is permitted.
k) Landscape Strip	A landscape strip 1.5 m minimum in width and 2.1 m minimum in height shall be provided along the rear lot line.

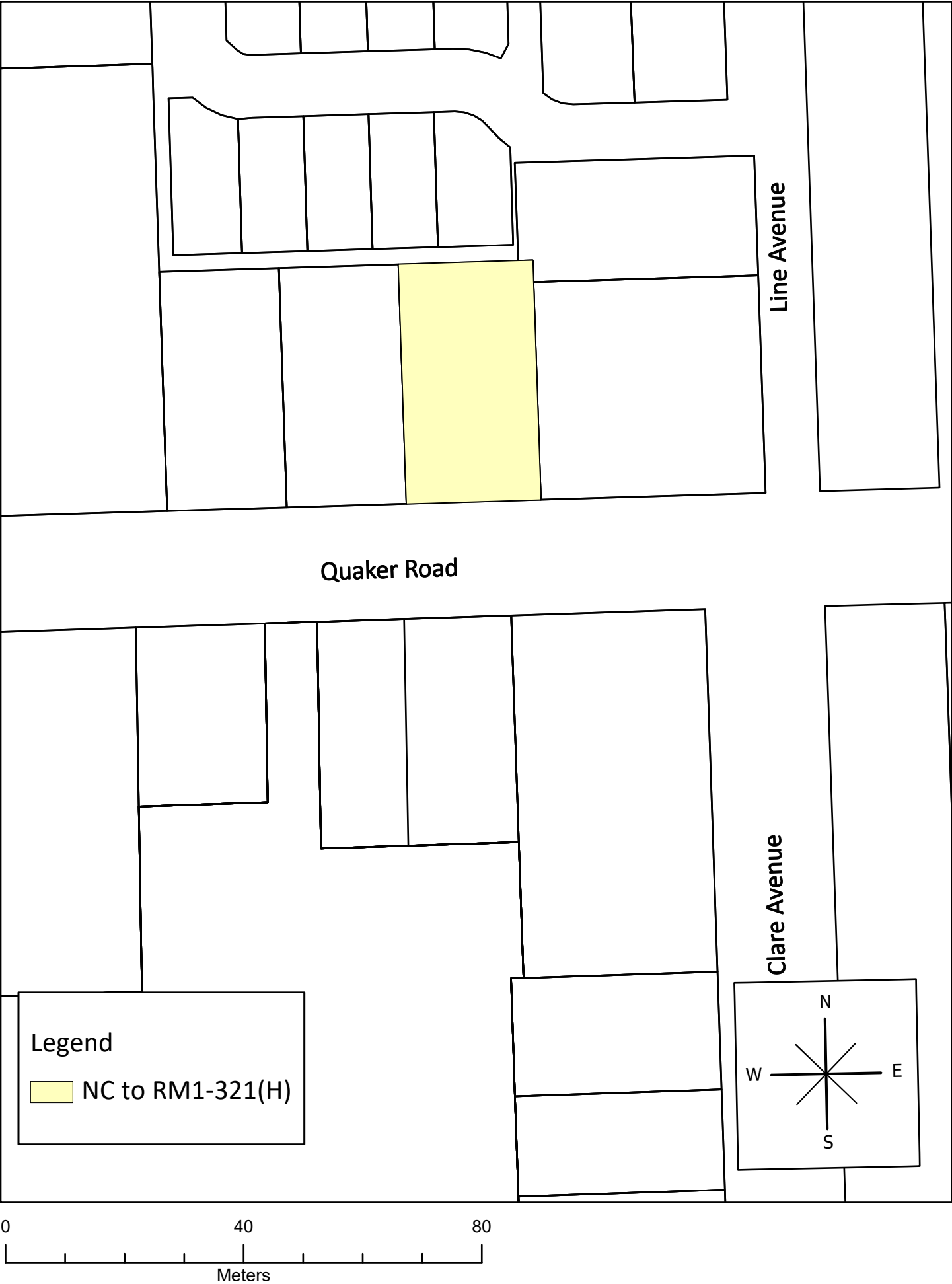
3. **THAT** the lifting of the holding provision for the RM1-321(H) zone shall be subject to acknowledgement from the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) confirming that all archaeological resource concerns on the subject property have met licensing and resource conservation requirements.
4. **THAT** this Bylaw shall come into effect and force from and after the date of passing thereof, pursuant to Section 34(21) and 34(30) of the Planning Act, RSO 1990, as amended.

ENACTED, SIGNED AND SEALED THIS
7TH DAY OF JUNE 2022.

MAYOR: MARVIN JUNKIN

CLERK: HOLLY WILLFORD

Schedule 'A'



This is Schedule 'A' to By-law No. 4465 (2022) passed the 07 day of June, 2022.

Mayor: Marvin Junkin

Clerk: Holly Willford

The Corporation of the Town of Pelham

BY-LAW NO. 4467(2022)

Being a by-law to appoint a Court of Revision on the Big Creek Municipal Drain System.

WHEREAS, the Council of the Town of Pelham has given first and second reading to By-law 4466(2022), being a by-law to provide for updated schedule of assessments, updated schedule of assessment for future maintenance and schedule of actual costs for Big Creek Drain System.

AND WHEREAS Section 97 of the Drainage Act, provides for the appointment of a Court of Revision to consider appeal from proposed assessments.

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL FOR THE TOWN OF PELHAM HEREBY ENACTS AS FOLLOWS:

1. THAT the following individuals be and hereby are apponed as members of the Court of Revision:
 - i) Robert Hildebrandt
 - ii) Marvin Junkin
 - iii) Wayne Olson
2. **THAT** this Bylaw shall come into effect and force upon passing.

ENACTED, SIGNED AND SEALED THIS
07TH DAY OF JUNE, 2022.

MAYOR: MARVIN JUNKIN

CLERK: HOLLY WILLFORD

The Corporation of the Town of Pelham

By-law No. 4468(2022)

Being a by-law to adopt, ratify and confirm the actions of the Council at its regular meeting held on the 07th day of June 2022.

WHEREAS Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, Chapter M.25, as amended, provides that, unless 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 07th day of June, 2022, including all resolutions or motions approved, are hereby adopted, ratified and confirmed as if they were expressly embodied in this by-law.

(b) The above-mentioned actions shall not include:
 - (I) any actions required by-law to be taken by resolution, or
 - (II) any actions for which prior Ontario Municipal Board approval is required, until such approval is obtained.
- (2) The Mayor and proper officials of the Corporation of the Town of Pelham are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.
- (3) Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of the Corporation of the Town of Pelham to all documents necessary to give effect to the above-mentioned actions.
- (4) THAT this by-law shall come into force on the day upon which it is passed.

Read, Enacted, Signed and Sealed this
07th Day of June, 2022.

Marvin Junkin, Mayor

Holly Willford, Town Clerk