

## COMMITTEE OF THE WHOLE MINUTES

**Meeting #:** SCOW-04/2023  
**Date:** Saturday, February 25, 2023  
**Location:** Pelham Fire Station #2  
766 Welland Road

**Members Present:** Marvin Junkin  
Bob Hildebrandt  
Wayne Olson  
John Wink  
Kevin Ker  
Shellee Niznik  
Brian Eckhardt (part time)

**Staff Present:** David Cribbs  
Bob Lymburner  
Jason Marr  
Teresa Quinlin-Murphy  
Jennifer Stirton  
Vickie vanRavenswaay  
Barbara Wiens  
Sarah Leach  
Holly Willford  
Leah Letford  
Belinda Ravazzolo

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**1. Call to Order and Declaration of Quorum**

Noting that a quorum was present, the Mayor called the meeting to order at approximately 9:04am.

**2. Land Recognition Statement**

Mr. David Cribbs, Chief Administrative Officer read the land acknowledgement into the record.

**3. Adoption of Agenda**

**Moved By** Bob Hildebrandt

**THAT the agenda for the February 25, 2023 Special Meeting of Committee be adopted, as circulated.**

For (7): Mayor Junkin, Bob Hildebrandt, Wayne Olson, John Wink, Kevin Ker, Shellee Niznik, and Brian Eckhardt

**Carried (7 to 0)**

**4. Disclosure of Pecuniary Interest and General Nature Thereof**

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

**5. Motion to Suspend the Rules for the Full and Free Participation of Town Staff in the Strategic Planning Process**

**Moved By** Shellee Niznik

**THAT the Rules of Procedure as contained in the Town of Pelham Procedural By-law, be suspended as they pertain to Rules of Debate and that Town of Pelham Staff be permitted to participate in the discussion;**

**AND THAT this permission be recognized for the input and debate portion only and not be deemed to include making motions or for voting privileges.**

For (7): Mayor Junkin, Bob Hildebrandt, Wayne Olson, John Wink, Kevin Ker, Shellee Niznik, and Brian Eckhardt

**Carried (7 to 0)**

**6. 2023-2027 Strategic Planning Session**

Mr. Cribbs provided Committee with a presentation regarding the 2023-2027 strategic plan. A copy of the presentation is on record with the Clerk.

Through discussion Committee unanimously determined the Town's 2023-2027 mission statement would be:

- Pelham - a caring, active and sustainable community.

Through discussion Committee unanimously determined the Town's 2023-2027 vision statement would be:

- Pelham promotes and exceptional quality of life, and values its people, their experiences and the environment.

Through discussion Committee unanimously determined the Town's 2023-2027 values would be:

- Integrity;
- Inclusion;
- Collaborative;
- Respectful; and
- Resilient.

Through discussion Committee unanimously determined the Town's 2023-2027 strategic focus would be:

- Enhancing Capacity & Future Readiness;
- Financial Health;
- Environmental & Climate Adaptation;
- Community Development & Growth; and

- Infrastructure Renewal & Management.

Through discussion Committee unanimously determined the Town's 2023-2027 strategic action items would be:

- New Official Plan;
- East Fenwick & South Fonthill Secondary Plans;
- Update of Code of Conduct;
- Future of Fonthill Library;
- Parking/MCC Lands;
- Future of Investment in Hydro;
- Airport Governance, Financing & Capital Needs Assessment;
- Shared Service Model (Building Inspection, ACC, Purchasing);
- Governance Model (Elections, Committee Structure, Council Meetings);
- Environmental and/or Sustainability Advisory Committee;
- Community Gardens/Communities in Bloom, Green Public Participation;
- Tice Road Expansion/Reno/Relocation;
- Formal Debt Targets & Discussion of Financial Positioning;
- Revised Engineering Standards;
- Facilities Master Plan;
- Policy & Operations re Stormwater Management Ponds;
- Electric Vehicle Fleet & Charging Stations;
- New System for Special Events;
- Mobile Parking/Ticketing Solutions;
- Insurance Review;
- Improved Recycling at Municipal Events;
- Evolution of fire fleet (Heavy Rescue);
- Tech Improvements for Public Works (i.e. Inspection Software, Water System Records, GIS Plow Tracking, etc.);
- Tech Improvements for Corp. productivity (e-permitting, SAP Concur, MuniPass, e-billing, property taxes);
- Tree Canopy & Reforestation;
- Fire Station #1 Refurbish/Expansion;
- RCW Report Future;
- Eco/Energy Building Standards Report;
- Recreation Master Plan;

- Lathrop Trail System (Haist Street Access Point);
- Community Safety Zones/Traffic;
- Net Zero Facilities Report; and
- Roads Standards Recycle/Innovation.

**Moved By** Wayne Olson

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

**AND THAT the specified meeting curfew time of 1:00 p.m. be and is hereby waived;**

**AND THAT the remainder of the business listed on the agenda for this meeting continue to be considered until all matter have been concluded, or until a set time of 1:45 p.m., whichever occurs first.**

For (6): Mayor Junkin, Bob Hildebrandt, Wayne Olson, John Wink, Kevin Ker, and Shellee Niznik

**Carried (6 to 0)**

**Moved By** John Wink

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

**AND THAT the specified meeting curfew time of 1:45 p.m. be and is hereby waived;**

**AND THAT the remainder of the business listed on the agenda for this meeting continue to be considered until all matter have been concluded, or until a set time of 1:55 p.m., whichever occurs first.**

For (6): Mayor Junkin, Bob Hildebrandt, Wayne Olson, John Wink, Kevin Ker, and Shellee Niznik

**Carried (6 to 0)**

**Moved By** John Wink

**THAT Committee receive and recommend that Council receive the Chief Administrative Officer's 2023-2027 Strategic Planning Session presentation, for information.**

For (6): Mayor Junkin, Bob Hildebrandt, Wayne Olson, John Wink, Kevin Ker, and Shellee Niznik

**Carried (6 to 0)**

**Moved By** John Wink

**THAT Committee direct staff to prepare a 2023-2027 Strategic Plan document for Council's consideration, which shall include the discussed:**

- **Mission statement;**
- **Vision statement;**
- **Values;**
- **Strategic focus items; and**
- **Strategic action items.**

For (6): Mayor Junkin, Bob Hildebrandt, Wayne Olson, John Wink, Kevin Ker, and Shellee Niznik

**Carried (6 to 0)**

## **7. Adjournment**

The meeting was adjourned at 1:52 pm.

**Moved By** Kevin Ker

**THAT this Special Meeting of Committee be adjourned.**

For (6): Mayor Junkin, Bob Hildebrandt, Wayne Olson, John Wink, Kevin Ker, and Shellee Niznik

**Carried (6 to 0)**

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Mayor: Marvin Junkin

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Town Clerk: Holly Willford