

REGULAR COUNCIL AGENDA

C-19/2023

Wednesday, October 18, 2023

9:00 AM

Town of Pelham Municipal Office - Council Chambers

20 Pelham Town Square, Fonthill

The Town of Pelham is holding hybrid meetings of Council and Committee in accordance with Procedure By-law 4507(2022). Public access to meetings will be provided in-person at the location indicated on the agenda, via Livestream: www.youtube.com/townofpelham/live and subsequent publication to the Town's website at www.pelham.ca.

Pages

- 1. Call to Order and Declaration of Quorum**
- 2. National Anthem**
- 3. 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.

- 4. Approval of the Agenda**
- 5. Disclosure of Pecuniary Interests and General Nature Thereof**

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10.	Consent Agenda Item(s) Lifted for Separate Consideration, if any	
11.	Presentation and Consideration of Reports	

11.1 Staff Reports Requiring Action

- | | | |
|---------------|---|-----------|
| 11.1.1 | Eclipse Feasibility Report, 2023-0215-Chief Administrator Officer | 99 - 101 |
| 11.1.2 | Centennial Washrooms Additional Budget Request, 2023-0238-Corporate Services | 102 - 103 |

12. Unfinished Business

13. New Business

14. Motions and Notices of Motion

14.1 Councillor Eckhardt - Canboro Road Rumble Strips

Mover: Councillor Eckhardt

Seconder: Councillor Hildebrandt

WHEREAS The Pelham Active Transportation Committee endorses and encourages cycling as an eco-friendly mode of transportation and recreational activity;

AND WHEREAS Canboro Road is highly utilized by cyclists;

AND WHEREAS rumble strips are not easily maneuvered by a bicycle;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to investigate the safety implications of removing the rumble strips from Canboro Road, between Effingham Street and Vinemount Drive and report back to Council by December 2023.

14.2 Councillor Hildebrandt - Platform Tennis Club Facility Water and Sewer Connection

Mover: Councillor Hildebrandt

Seconder: Councillor Ker

WHEREAS Council for the Town of Pelham is dedicated to

promoting exceptional quality of life, and values its people and their experiences;

AND WHEREAS sanitary sewer and water service connections were disconnected to the Platform Tennis Club Facility when the old Pelham arena was demolished;

AND WHEREAS on March 22, 2023, Council for the Town of Pelham approved funding in the amount of \$25,000, plus applicable taxes, for the installation of sanitary sewer and water service to the Platform Tennis Club Facility;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report reviewing the costing and time required for the two options available: (1) providing services from Welland Road or (2) providing service from the new, adjacent development

AND THAT Council direct staff to report back to Council in Q4 of 2023;

AND THAT staff be directed to include funding for sanitary sewer and water service connection to the Platform Tennis Club Facility in the 2024 Budget, for Council's consideration.

15. 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:

(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations (1 item - non-union)

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (1 item - Ward 1)

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (1 Item)

16. Rise From In Camera

17. Confirming By-Law

104 - 104

18. Adjournment

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

Roll #	Address	Reason	From	To	# of Days Effective	Property Class	Original Assessment	New Assessment	Increase/ Decrease	Rate	Subtotal	Total Adjustment
2022												
2732 010 014 05000	1323 Balfour St N	Demolition/Razed by Fire	8/8/2022	12/31/2022	146	RT	603,000	514,000	(89,000)	0.01361497	(484.69)	(484.69)
2732 030 012 00300	1194 Haist St	Demolition/Razed by Fire	8/12/2022	12/31/2022	142	RT	284,000	144,000	(140,000)	0.01361497	(741.55)	(741.55)
2023												
2732 010 015 05100	764 Canboro Rd	Demolition/Razed by Fire	1/19/2023	12/31/2023	347	RT	292,000	132,000	(160,000)	0.01450014	(2,205.61)	(2,205.61)
2732 030 011 02500	23 Pancake Lane	Demolition/Razed by Fire	5/8/2023	12/31/2023	238	RT	217,000	126,000	(91,000)	0.01450014	(860.39)	(860.39)
2732 030 012 00300	1194 Haist	Demolition/Razed by Fire	1/1/2023	12/31/2023	365	RT	284,000	144,000	(140,000)	0.01450014	(2,030.02)	(2,030.02)
Total Taxes Written Off Under Section 357/358											<u><u>(6,322.27)</u></u>	

REGULAR COUNCIL MINUTES

Meeting #: C-18/2023
Date: Wednesday, October 4, 2023
Time: 9:00 AM
Location: Town of Pelham Municipal Office - Council
Chambers
20 Pelham Town Square, Fonthill

Members Present: Mayor Marvin Junkin
Councillor Bob Hildebrandt
Councillor Wayne Olson
Councillor John Wink
Councillor Kevin Ker
Councillor Shellee Niznik
Councillor Brian Eckhardt

Staff Present: David Cribbs
Bob Lymburner
Jason Marr
Teresa Quinlin-Murphy
Jennifer Stirton
Barbara Wiens
Sarah Leach
William Tigert
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 9:00 am.

2. National Anthem

3. Land Recognition Statement

The Councillor Ker read the land acknowledgement into the record.

4. Approval of the Agenda

Moved By Councillor Bob Hildebrandt

Seconded By Councillor Kevin Ker

**BE IT RESOLVED THAT the agenda for the October 4, 2023
Regular meeting of Council be adopted, as circulated.**

Carried

5. Disclosure of Pecuniary Interests and General Nature Thereof

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

6. Adoption of Council Minutes

Moved By Councillor John Wink

Seconded By Councillor Brian Eckhardt

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

1. C-17/2023 - Regular Council Meeting - September 20, 2023

Carried

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

8. Consent Agenda Items to be Considered in Block

Moved By Councillor Shellee Niznik

Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT the Consent Agenda items as listed on the October 4, 2023 Council Agenda be received and the recommendations contained therein be approved:

8. Consent Agenda Items to be Considered in Block

8.1 Staff Reports of a Routine Nature for Information or Action

8.1.1 LED Streetlight Replacement Update and + Smart Technology Options, 2023-0224-Public Works

BE IT RESOLVED THAT Council receive Report #2023-0224 – LED Streetlight Replacement Update and +Smart Technology Options, for information.

8.1.2 Telecommunication Tower - 1022 Pelham Street - Letter of Concurrence, 2023-0216-Planning

BE IT RESOLVED THAT Council receive this Report #2023-0216 Request for Letter of Concurrence – Proposed Telecommunications Tower at 1022 Pelham Street, for information;

AND THAT a copy of this report be provided to Innovation, Science and Economic Development (ISED) Canada as concurrence with the location, siting, and design of the proposed telecommunications tower at 1022 Pelham Street

subject to obtaining site plan amendment approval and building permit approval and a copy of this report be provided to the proponent, Shared Tower Inc.

8.1.3 Update Ward Boundary Review and Deputy Mayor Selection Process, 2023-0221-Clerks

BE IT RESOLVED THAT Council receive the Memo entitled Update Ward Boundary Review and Deputy Mayor Selection Process , for information.

8.2 Action Correspondence of a Routine Nature

8.2.1 Royal Canadian Legion Branch #613 - Poppy Campaign Request 2023

BE IT RESOLVED that Council receive correspondence dated August 31, 2023 from the Royal Canadian Legion Branch 613 regarding the 2023 Poppy Campaign;

AND THAT Council support the canvassing of businesses and citizens in Pelham through the placement of poppy boxes subject to business owner approval during the campaign period of October 27, 2023 to November 11, 2023.

8.3 Information Correspondence

8.4 Advisory Committee Minutes for Information

8.4.1 Lincoln Pelham Union Public Library Board June 20 2023 Meeting Minutes

BE IT RESOLVED that Council receive the June 20, 2023 Lincoln Pelham Public Library Board Meeting Minutes, for information.

Carried

9. Consent Agenda Item(s) Lifted for Separate Consideration, if any

10. Presentation and Consideration of Reports

10.1 Staff Reports Requiring Action

10.1.1 Sulphur Springs Slope Stability Design-Build Tender Results, 2023-0220-Public Works

Moved By Councillor Brian Eckhardt

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2023-0220-Public Works – Sulphur Springs Slope Stability Design-Build Tender Results, for information;

AND THAT Council approve the Sulphur Springs Slope Stability Design-Build project as tendered.

Carried

10.1.2 Feasibility Study for Joint Operations Centre with Niagara Region, 2023-0200-Public Works

Moved By Councillor John Wink

Seconded By Councillor Kevin Ker

BE IT RESOLVED THAT Council receive Report #2023-0200 Feasibility Study for Joint Operations Centre with Niagara Region, for information;

AND THAT Council direct staff to include \$50,000 to fund the Town of Pelham's cost contribution of the feasibility study as part of the 2024 Capital Budget for Council's consideration.

Carried

10.1.3 Strategic Use of Town Owned Lands, 2023-0230-Chief Administrator Officer

Moved By Councillor Wayne Olson

Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT Council receive Report #2023-0230 Strategic Use of Town Owned Lands, for information;

AND THAT Council direct staff to hold three public engagement sessions in early 2024; two sessions located at the Meridian Community Centre and one session located elsewhere;

AND THAT Council direct staff to provide an information report on the logistics of the public engagement sessions, prior to commencement, for Council's approval.

Carried

10.1.4 Overnight Paid Parking , 2023-0219-Corporate Services

Moved By Councillor Kevin Ker

Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT Council receive Report #2023-0219-Potential Overnight Paid Parking at the Meridian Community Centre, for information;

AND THAT Council endorse, in principle, the move to offer overnight, pay-for-service parking at the MCC;

AND THAT Council endorse an exemption to the Town's purchasing bylaw so as to allow sole sourcing this service to the Honk Mobile platform so as to adopt online payment for overnight parking;

AND THAT staff return with a subsequent report during Q4 containing specific details such as proposed fee levels, permissible times of day and exact locations, as well as associated amendments to the 2024 User Fee Guide for Council approval.

Carried

11. Unfinished Business

12. New Business

13. Presentation and Consideration of By-Laws

Moved By Councillor Bob Hildebrandt

Seconded By Councillor Brian Eckhardt

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 57-2023 - Being a By-law to dedicate lands as a public highway.

Carried

14. Motions and Notices of Motion

14.1 Councillor Olson - Centennial Park Enhancements, 2024 Budget Request

Moved By Councillor Wayne Olson

Seconded By Councillor John Wink

WHEREAS Council for the Town of Pelham is dedicated to implementing infrastructure enhancements;

AND WHEREAS Centennial Park experiences high usage;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report addressing potential infrastructure enhancements, including, but not limited to, the installation of pedestrian sidewalks, speed bumps, bollards, barriers, parking lot resurfacing, and the exploration of an alternative egress point;

AND THAT Council direct staff to report back to Council in Q4 of 2023;

AND THAT staff be directed to include funding for the implementation of infrastructure improvements at Centennial Park in the 2024 Budget, for Council’s consideration.

Carried

14.2 Notice of Motion - Councillor Olson

Councillor Olson presented a notice of motion regarding sewer and water hookup for the Fonthill Platform Tennis Club.

14.3 Notice of Motion - Councillor Eckhardt

Councillor Eckhardt presented a notice of motion regarding the investigation and potential removal of rumble strips on Canboro Road.

- 15. Resolution to Move In Camera**
- 16. Rise From In Camera**
- 17. Confirming By-Law**

Moved By Councillor John Wink
Seconded By Councillor Bob Hildebrandt

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

Being a By-law No. 58-2023 to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 4th day of October, 2023.

Carried

18. Adjournment

Moved By Councillor Shellee Niznik
Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for October 4, 2023 at 9:00 am.

Carried

Mayor: Marvin Junkin

Town Clerk: William Tigert

Reporting Period: Clerk's Office Quarterly Report for the period: July, August, September 2023

Recommendation:

BE IT RESOLVED THAT the Q3/2023 Clerk's Report be received for information.

Department Overview and Statistics:

Year	2021	2022	2023			
Quarter (Year to Date)	Year End	Year End	Q1	Q2	Q3	Q4
Insurance or Small Claims Processed	29	47	14	16	22	
Pelham Deaths Registered	72	107	10	15	34	
Deaths Outside of Pelham Registered	99	79	21	52	67	
Lottery Licenses Issued	9	14	3	10	12	
Council Meetings Attended/Minuted	22	22	6	12	17	
Special Council Meetings Attended/Minuted	19	12	1	1	1	
COW Meetings Attended/Minuted	3	1	4	4	4	
Public Meetings Attended/Minuted	7	9	2	5	7	
Affidavits Sworn	104	222	58	119	231	
FOI Requests Received/Processed	19	16	2	12	22	
Closed Meeting Investigation	1	0	0	0	0	
Committee of Adjustment – Variances	41	19	9	16	23	
Committee of Adjustment – Consents	33	13	6	8	14	
Committee of Adjustment – Hearings	14	11	4	7	9	
OLT Appeals C of A	-	1	0	0	0	
Property Standards Appeals	-	-	0	0	0	
By-laws	101	99	23	40	59	
Itinerant Seller/Vehicle Licenses Issued	2	8	4	12	12	

Short Term Accommodation Licences Issued	3	1	2	2	2
Sidewalk Patio/Sidewalk Sale Permits	3	3	0	6	6
Special Event Permit – Private	2	3	4	4	4
AMP Review Hearings	2	13	7	18	29
Marriage Licenses Issued	51	68	10	28	58
Civil Marriage Ceremonies Officiated	9	9	0	5	13
Media Releases	44		12	28	39
News Briefs	102		13	28	48

Note: Each quarterly figure is accumulative of the year's total

Projects:

Ward Boundary Review

On August 28, 2023, staff met with the consultants for a Ward Boundary Review/Deputy Mayor Selection kick-off meeting. Work is slated to begin with a preliminary report expected in December 2023. Following the preliminary report, the public consultation process will begin which involves meeting with stakeholders as well as various public meetings.

LaserFiche Records Management

IT has completed the task of placing security features on departmental files. The Clerk's department has received training to carry out the file transfer of their records. This department will conduct a trial to identify and resolve any glitches with the system prior to proceeding with implementation in other departments.

Records Retention

As part of an on-going effort to assist sister departments in addressing their backlog records, the Clerk's department facilitated a records management overhaul in the Public Works department. Approximately 18 eligible boxes of records were reviewed, catalogued, and appropriately disposed of. Effective records management plays a vital role in ensuring the Town remains in compliance with legislative and regulatory mandates related to record-keeping.

2026 Voter List

The 2026 Municipal Elections preliminary list of electors will be prepared by Elections Ontario. The Clerk's department has received introductory training from Elections Ontario regarding the new voters' list. This is an exciting new development aiding the collection and distribution of accurate voter information.

Employee Updates

The Legislative and Committee Coordinator obtained her Diploma in Municipal Administration from the Association of Municipal Clerks and Treasurers of Ontario (AMCTO). This significant achievement will prove an asset to the Clerk's department.

Communications Analytics, July to September 2023

Page Views	Views per user	Average Engagement Time
97,601	3.06	0:16

Top 5 pages: (Main Page), Careers, Meridian Community Centre, Arena and Skating, Pool, Summer Chill Series

Twitter

Tweets	Engagement	New Followers
292	236	16

Facebook

Engagement	Page Views	Total Reach
1646	8156	112,231

Instagram

Total Posts	Engagement	Post Video Views
345	1757	2583

Engaging Pelham (Bang the Table)

Total Visitors	New Registrations	Engaged/ Informed Visitors
2700	1	605/1900

Marketing Projects:

- Recreation General Programming
- Committee Members
- Summer Swim Programs
- Seniors Seminar Series
- Communities in Bloom – Garden Competition
- Pelham Farmers Market
- Watermain Break
- Teen Bike Camp
- Firefighter Recruitment
- 2024 Budget
- Pelham Summer Chill

- PD Day Camps
- Pelham Summerfest
- National Day of Truth and Reconciliation
- DOT Comm Award

Public Relations Projects:

- Oak Wilt
- United Way
- Fireworks Safety
- Back to School Safety
- Pelham Summerfest Rotary Arches Ribbon Cutting
- 2023 Weather Event (Storm and Heat Warning)

Grant Applications Submitted:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Innovative Programming Grant	HelpAge Canada	Federal	SAY IT! On Stage	Recreation, Culture and Wellness	Community Development and Growth	\$10,000.00
Age Better Well Being Grant	HelpAge Canada	Federal	MCC Low-income passes	Recreation, Culture and Wellness	Community Development and Growth	\$10,000.00
Seniors Active Living Fair	Older Adult Centres' Association of Ontario	Provincial	Seniors Fair	Recreation, Culture and Wellness	Community Development and Growth	\$2,500.00
Local Area Municipality Fund	Niagara Economic Development	Regional	Gateway signage for business districts	Public Works	Community Development and Growth	\$12,000.00
Firehouse Subs Public Safety Foundation	Firehouse Subs Foundation	Federal	Two new washer and extractor units	Fire and By-law Services	Infrastructure Investment and Renewal	\$35,775.80
Disaster Mitigation and Adaptation Fund	Infrastructure Canada	Federal	10-year stormwater management projects	Public Works	Infrastructure Investment and Renewal	\$19,655,376
Community Grants Program	Niagara Community Foundation	Regional	Community Mural Project	Recreation, Culture and Wellness	Community Development and Growth	\$15,000.00
Wise Guys Grant	Wise Guys Charity Fund	Regional	Fire Station Two digital sign	Fire and By-law Services	Infrastructure Investment and Renewal	\$13,334.00

New Horizons for Seniors 2024 projects	Employment and Social Development Canada	Federal	Seniors Workshop Series	Recreation, Culture and Wellness	Community Development and Growth	\$25,000.00
RTOERO Foundation Grant - Stage one	RTOERO Foundation	Federal	MCC Low-income passes, pickleball equipment, defibrillators	Recreation, Culture and Wellness	Community Development and Growth	\$30,000.00
Ontario Cultural Attractions Fund - Stage One	Ontario Ministry of Tourism, Culture and Sport	Provincial	Pelham Summerfest website and marketing	Recreation, Culture and Wellness	Community Development and Growth	\$55,000.00
Total						\$19,863,985.80

Meetings:

Town Clerk

- SLT
- Ward boundary kick-off meeting
- Parking and Non-Parking Screening Reviews
- AMO's FOI Program Automation

Deputy Clerk

- SLT
- Committee of Adjustment Hearings
- Pre-Consultation Meetings for Committee of Adjustment
- Ward boundary kick-off meeting
- Elections Ontario Portal
- AMO's FOI Program Automation

Legislative and Committee Coordinator

- Committee of Adjustment Hearings
- AMO's FOI Program Automation
- Laserfiche 11 Import Agent

Communications Specialist

- Pelham Summerfest
- EOC
- EM
- LAM Communicators

Reporting Period: Corporate Services Department Quarterly Report for the period: July, August, and September 2023

Recommendation:

BE IT RESOLVED THAT the Q3/2023-0223 Corporate Services Department Report be received for information.

Department Overview and Statistics:

The BMO P-Card was rolled out to departments and during July-September, the Manager of Financial Services/Deputy Treasurer worked with Accounts Payable to provide training and support for month end processing of new BMO Card Transactions.

Manager of Financial Services/Deputy Treasurer provided Finance training to new Administrative Assistant in RCW.

Between August, and September various budget meetings were held with town departments to review and submit their Operating and Capital budgets for 2024. Manager of Financial Services/Deputy Treasurer and Payroll and Staff Accountant created worksheets for Public Works to fill out and help them easily provide the data for 2024 capital budget.

The 2023 DC Study was in the late stages of being finalized by the consultants. The Treasurer and Manager of Financial Services/Deputy Treasurer worked to align the DC capital projects to the 10-year town capital forecast.

Information Technology

Implementing and currently testing Road Patrol software with Roads Department.

AODA accessibility software implementation completed and implemented on the Pelham.ca website. Staff are currently being trained by the vendor regarding report generation, broken links and AODA standards.

GHD Marriage licence application implemented and published on the Pelham.ca website.

IT hardware audio/video components installed in Town Hall Committee Room and RCW offices.

Taxes:

The tax department has processed 6 sets of Supplemental/Omitted bills from MPAC, resulting in 465 bills being sent out to residents with assessment values totaling \$118,547,443. Total revenue brought in by the supplemental bills is \$1,373,752.78, of which the Town's portion is \$554,776.10.

The tax department has processed all write-offs received from MPAC for Pelham. Total write-offs for July – September are \$152,945.51, Pelham's portion being \$61,739.55. Pelham received several revaluations from MPAC for the subdivisions of 154 & 180 Port Robinson. The residents of those subdivisions that submitted a request for reconsideration received a 9% decrease on their assessment value.

The tax department has been focusing on collections. All three year and two-year tax arrears have received a registered letter notifying them of their arrears and what will happen if they do not pay (tax sale). Staff have collected \$1 million more this year in comparison to the same period last year (August 2023 v. August 2022). The 3+ year arrears have decreased by \$37k, when comparing August to July 2023.

Accounts Payable

The Accounts Payable Clerk is diligently working with staff and the Town's vendors to acquire and process invoices constantly striving for payment in a timely and accurate manner, wherever possible.

Learning the new process for the staff purchasing card now which has been switched to BMO Mastercard and implemented for all purchasing card users in August 2023.

Professional Development

The Manager of Financial Services/Deputy Treasurer attended the following training sessions:

- Questica Budget eTutor Tuesday – In year Forecasting
- ACTIVE Net - Next Gen Payment and billing solutions

Manager of Financial Services/Deputy Treasurer attended the 2023 MFOA (Municipal Finance Officers of Ontario) annual conference from September 20-22.

The Payroll and Staff Accountant passed his CPA final examinations. Congratulations!

The Director Corporate Services and Treasurer completed the Masters Certificate in Municipal Leadership program from Schulich School of Business, York University.

Employee Updates

None.

Projects:

None.

Constituent Concerns and Issues Arising:

None

Grants, Concerns, RFPs, Agreements:

Funding Applied For:	Grant	Amount
SAY IT! On Stage	Innovative Programming Grant	\$10,000
MCC Low-Income Passes	Age Better Well Being Grant	\$10,000
Seniors Fair	Seniors Active Living Far	\$2,500
Gateway signage for business districts	Local Area Municipality Fund	\$12,000
Two new washer and extractor units	Firehouse Subs Public Safety Foundation	\$37,775.80

10-year stormwater management projects	Disaster Mitigation and Adaptation Fund	\$19,655,376
Community Mural Project	Community Grants Program	\$15,000
Fire Station Two digital sign	Wise Guys Grant	\$13,334
Seniors Workshop Series	New Horizons for Seniors 2024 projects	\$25,000
MCC Low-income passes, pickleball equipment, defibrillators	RTOERO Foundation Grant – Stage One	\$30,000
**Note: This is stage one of a two stage application		
Pelham Summerfest website and marketing	Ontario Cultural Attractions Fund – Stage One	\$55,000
**Note: This is stage one of a two stage application		

Funding Approved:	Grant	Amount
SAY IT! On Stage	Innovative Programming Grant	\$10,000
Seniors Fair	Seniors Active Living Far	\$2,500

Funding Denied:	Grant	Amount
Forest health program development	Invasive Species Action Fund: Accelerated Impact Stream	\$10,000
Spongy Moth egg mass survey	Invasive Species Action Fund: Transformative Action Stream	\$22,100
MCC Low-income passes	Age Better Well Being Grant	\$10,000

Current Bids and Tenders

Invitation to Bid# 2023-CS-02 (WTR 03-23) – Water and Wastewater Rate Study	
<u>Bidders</u>	<u>Amount</u>
Infrastructure Solutions Inc.	\$32,000.00 Evaluation 54/100
BMA Management Consulting Inc.	\$18,745.00 Evaluation 90/100
Watson & Associates Economists Ltd.	\$36,900.00 Evaluation 74/100
Award is to <i>BMA Management Consulting Inc.</i>	
Budget: \$ 20,000.00	
Invitation to Bid# 2023-PW-15 – Roadside Ditching Program	
<u>Bidders</u>	<u>Amount</u>
Anthony's Excavating Central Inc.	\$109,400.00
CRL Campbell Construction & Drainage Ltd.	\$106,000.00

Award is to CRL Campbell

Invitation to Bid# 2023-CS-01 (PLN 04-23) – Consultant Services, Council Composition, Ward Boundary Review and Deputy Mayor

<u>Bidders</u>	<u>Amount</u>
Watson & Associates Economists Ltd.	\$53,030.00 Evaluation 86/100
Beate Bowron Etcetera	\$49,040.00 Evaluation 77/100
CanAm Finance Corporation	\$38,000.00 Evaluation 44/100
Andrew Sancton	\$40,250.50 Evaluation 95/100

Award is to Andrew Sancton

Budget: \$51,000.00

Invitation to Bid# 2023-PW-18 (WRT 04-21) – Station Street Watermain Replacement

<u>Bidders</u>	<u>Amount</u>
Alfidome Construction Niagara	\$539,750.70
Cotton Inc.	\$476,036.46
Demar Construction Inc.	\$356,694.40
Master Utility Division Inc.	\$818,188.00

Award is to Demar Construction (Additional funds approved at August 16, 2023 Council meeting)

Budget: \$ 352,000

Invitation to Bid# 2023-PW-19 (FAC 08-21) – Fire Station #1 Schematic Design Study

<u>Bidders</u>	<u>Amount</u>
KNYMH Inc.	\$49,250.00 Evaluation 68/100
AECOM Canada Ltd.	\$147,550.00 Evaluation 63/100
Whiteline Architects Inc.	\$15,600.00 Evaluation 81/100
Masri O Architects	\$45,000.00 Evaluation 65/100
Salter Pilon Architecture Inc.	\$63,200.00 Evaluation 67/100
Raimondo + Associates Architects Inc.	\$9,275.00 Evaluation 90/100

Award is to Raimondo + Associates Architects Inc.

Budget: \$42,419.00

Invitation to Bid# 2023-PW-21 (VEH 09-23) – EV Charging Stations at Pelham Municipal Building and the MCC

<u>Bidders</u>	<u>Amount</u>
Autochargers.ca Corporation	\$274,670.50 Evaluation 72/100
Brad Roberts Electric Inc.	\$172,664.43 Evaluation 69/100
Sid Grabell Contracting Limited	\$243,103.29 Evaluation 82/100
VCT Group Inc.	\$231,322.01 Evaluation 80/100
Energy Network Services Inc.	\$260,581.85 Evaluation 78/100

Award is to Sid Grabell Contracting Limited

Budget: \$267,693.94

Invitation to Bid# 2023-PW-03 (RD 05-23 & FAC 01-23) – Concrete Repair and Replacement Program 2023

<u>Bidders</u>	<u>Amount</u>
Sacco Construction	\$114,500.35
Royal Crown Construction	\$141,090.62
Sikkens Construction Ltd.	\$181,926.55
Steed and Evans Limited	\$201,000.00

IHC General Contracting Group Inc.	\$212,887.60
Avion Construction Group Inc.	\$270,093.15
ET Construction	\$284,906.63
Award is to <i>Sacco Construction</i>	
Budget: RD 05-23 - \$110,000.00	
FAC 01-23 - \$50,000.00	
Invitation to Bid# 2023-PW-08 – Road Base and Repair Program	
<u>Bidders</u>	<u>Amount</u>
Circle P Paving Inc.	\$253,475.00
Rankin Construction Inc.	\$316,690.00
Award is to <i>Circle P Paving Inc.</i>	
Budget: RD 08-23 - \$200,000.00	
RD 18-23 - \$50,000.00	
FAC 02-23 \$34,000.00	

Meetings:

- DC Background Study – Watson & Associates and town staff
- Budget meetings with Directors and town staff
- MPAC Q2 update
- Council Meetings
- SLT Meetings
- 2023 Capital Projects review – Monthly meeting
- FHB – SAP Concur implementation

Fire & By-law Enforcement Quarterly ReportWednesday, October 18, 2023

Reporting Period: Fire and By-law Enforcement Department
Quarterly Report for the period: Quarter 3 – July, August,
September 2023

Recommendation:

**BE IT RESOLVED THAT the Q3/2023-0233 Fire and By-law
Enforcement Department Report be received for information.**

Department Overview and Statistics:**Fire Prevention**

Fire prevention over the last three months has been involved in a variety of Town and fire events.

Fonthill station 1 association marked their 100th anniversary, hosting an open house, which drew a large crowd.

Fire prevention was on hand to answer questions to visitors and hand out public education material for families.

In September, the Fire Department took on a co-op student from E.L Crossley. The student will be working with fire department training and learning to help achieve goals in future education within emergency services.

Fire prevention is still monitoring and distributing Town employee supplies of masks, wipes, and hand sanitizers.

Training

The annual Junior Firefighter camp was held again this year in July, with 14 campers taking part.

Training has taken place on a new tool used for electric vehicles, the EV Emergency Plug.

Training was completed with two new hires of firefighters with experience, both members are now active probationary firefighters.

Preparations for the new 2023-2024 recruit class have started with scheduling dates to secure space for training conducted in Niagara Falls (Live Fire) and Thorold (Forcible Entry).

Annual Pump and Ladder testing was completed on all apparatus, 100% compliant.

By-law

The bylaw department received a total of 93 citizen complaints in the third quarter of 2023.

Bylaw performed 58 random odour tests for cannabis in the third quarter of 2023 with no violations being recorded. 45 complaints were received relating to cannabis odour for the months of July/August/September with no violations being recorded.

Of the 45 odour complaints received, 38 were from repeat complainants filing multiple complaints.

52 Parking violations were issued in the third quarter of 2023.

Emergency Management

The fire chief is a member of the regional emergency management control group and is participating in the planning for the solar eclipse event, which is set to occur in April 2023. Niagara is in the path of total solar eclipse and large volumes of visitors are expected to attend here in Niagara to view this natural phenomenon.

Suppression

Incident responses are at a normal, no large events, no injury or loss of life.

Projects:

New heavy rescue 2 went into service beginning of August.

New pumper/tanker 3 has been ordered with an estimated delivery date of summer of 2024.

Employee Updates:

Pelham fire department station 1 Fonthill, continues to host events through 2023 to celebrate 100 years of service to the community.

2022/23 firefighter recruits have completed their FFI and FFII testing. Graduation will follow in October.

Pelham Fire Department is conducting volunteer recruitment for station 1, Fonthill and station 2, Fenwick. Both stations are currently in the process of interviews, the target start date for new recruits is November 1, 2022.

Pelham Crossing guards started back at their posts in September.

Grants, Concerns, RFPs, Agreements:

Fire house sub grant has been submitted.

RFP for the new fire station conceptual design has been awarded.

Meetings:

Regional chiefs

Regional emergency management committee

Eclipse 2024 working group

Regional fire coordinators

Council

Health and safety committee

SLT

2023 FIRE ADMINISTRATION

FIRE RESPONSES													
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STRUCTURE/VEHICLE FIRE	8	0	1	2	0	3	0	0		2			
MUTUAL AID OTHER DEPT	6	1	1	1	1	1	0	0	1				
MVC	65	7	2	12	7	11	5	7	8	6			
REMOTE / PRELIMINARY ALARMS	43	3	2	3	2	4	9	7	7	6			
MEDICAL ASSIST	180	22	12	23	20	22	22	19	15	25			
EMERG. & NON EMERG ASSIST	33	3	2	1	7	5	4	9	1	1			
PUBLIC ASSISTANCE	10	1	1	1	0	0	0	4	1	2			
GRASS/BRUSH FIRE/COMPLAINT	12	1	1	0	1	2	3	2	2				
RESCUES	5	1	0	0	1	0	0	1	2				
ODOUR INVESTIGATION	0	0	0	0	0	0	0	0					
CO INVESTIGATIONS	14	1	1	1	1	3	3	1	2	1			
Monthly Totals		40	23	44	40	51	46	50	39	43	0	0	0
Annual Total 2023	376												
Total Responses for 2022	481												
2023 FIRE PREVENTION													
INSPECTIONS													
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Inspections	39	2	4	3	5	6	6	4	5	4			
Town Monthly Building Inspect.	117	13	13	13	13	13	13	13	13	13			
Plan reviews	37	4	5	2	3	5	4	3	5	6			
Tapp-C	0	0	0	0	0	0	0	0	0	0			
Fireworks Permit	4	0	0	0	0	2	1	0	1	0			
Open Air Burning Permit	204	12	14	28	56	41	24	17	7	5			
Observed fire drill	0	0	0	0	0	0	0	0	0	0			
Court appearance	0	0	0	0	0	0	0	0	0	0			
Monthly Totals		31	36	46	77	67	48	37	31	28	0	0	0
Annual Total 2023	401												
Total Responses for 2021	552												
MONTHLY COMMITTEE/ASSOCIATION MEETINGS													
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
OMFPOA	7	0	1	1	1	1	2	0	0	1			
Arson Committee	0	0	0	0	0	0	0	0	0	0			
TAPP-C	0	0	0	0	0	0	0	0	0	0			

Development Coordinator Meeting	28	4	5	2	2	2	2	4	5	2			
Town staff meeting	2	0	0	0	1	0	0	0	0	1			
Meetings, various (n.o.s.)	44	6	4	7	6	5	6	4	3	3			
Monthly Totals		10	10	10	10	8	10	8	8	7	0	0	0
Annual Total 2023	81												
Total Responses for 2021	154												
FIRE INVESTIGATIONS													
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
	1	0	1	0									
Monthly Totals		0	1	0	0	0	0	0	0	0	0	0	0
Annual Total 2023	1												
Total Responses for 2021	1												
PUBLIC EDUCATION													
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Station Visit School	0	0	0	0	0	0	0	0	0	0			
Fire Prevention Education Event	24	1	2	2	3	5	2	3	2	4			
Child / Children Visit Station	17	1	1	0	2	3	2	2	4	2			
Public Education Presentation	5	0	0	0	1	2	1	1	0	0			
General inquiries	67	5	4	8	9	8	9	10	5	9			
Facebook Public Education Posts	162	10	6	18	26	19	22	18	17	26			
Monthly Totals		17	13	28	41	37	36	34	28	41	0	0	0
Annual Total 2023	275												
Total Responses for 2021	357												
OTHER ACTIVITIES													
	Total	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Compliance Letter	16	0	2	2	2	3	1	1	3	2			
Fire safety plan/drill scenario reviews	3	0	0	0	0	0	0	0	1	2			
Training for firefighters	0	0	0	0	0	0	0	0	0	0			
Training Course	4	0	1	2	0	0	1	0	0	0			
Monthly Totals		0	3	4	2	3	2	1	4	4	0	0	0
Annual Total 2023	23												
Total Responses for 2021	26												
2023 BY-LAW SERVICES REPORT													
BY-LAW COMPLAINTS RECEIVED													
	TOTAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

Complaints Received		7	11	9	6	32	42	26	45	22			
Monthly Total		7	11	9	6	32	42	26	45	22	0	0	0
Y-T-D Total 2023	200												
2022 Total	193												
PARKING INFRACTIONS ISSUED													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Tickets Issued		46	12	27	0	43	38	36	16	0			
Monthly Total		46	12	27	0	43	38	36	16	0	0	0	0
Y-T-D Total 2023	218												
2022 Total	63												
PARKING WARNINGS ISSUED													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Warnings issued	Total	0	0	0	0	0	15	0	0	0			
Y-T-D Total 2023	15												
2022 Total	33												
ENVIRONMENTAL BY-LAW FILL APPLICATIONS RECEIVED													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Received	0	1	0	0	2	0	1	1	1	1			
Authorized	4	1	0	0	2		1						
Properties Exempt	0	0	0	0									
Denied	1	0	0	0						1			
Monthly Total		1	0	0	2	0	1	1	1	1	0	0	0
Y-T-D Total 2023	7												
2022 Total	7												
POLICE REPORTS FILED													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
	Total	0	0	0	0	0	0	0	0	0			
Mischief	0	0	0	0									
Vandalism	0	0	0	0									
Trespassing	0	0	0	0									
Graffiti	0	0	0	0									
Other	0	0	0	0									
Monthly Total		0	0	0	0	0	0	0	0	0	0	0	0
Y-T-D Total 2023	0												
2022 Total	2												

CANNABIS ODOUR COMPLAINTS RECEIVED													
	Y-T-D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
NEW Complaints	21	0	0	0	0	1	9	6	4	1			
REPEAT Complaint	40	0	0	0	0	0	6	6	20	8			
Number of Violations		0	0	0	0	0	0	0	0	0			
Nasal Ranger detection	0	0	0	0	0	0	0	0	0	0			
fresh air detection	0	0	0	0	0	0	0	0	0	0			
From PELHAM	50			0	0	1	13	10	18	8			
From WELLAND	11				0	0	2	2	6	1			
Monthly Total		0	0	0	0	1	15	12	24	9	0	0	0
Y-T-D Total 2023	61												
2022 Total	17												
RANDOM CANNABIS ODOR TESTING													
	Y-T-D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Tests Completed		52	45	69	28	16	17	13	22	23			
Number of Violations	0	0	0	0	0	0	0	0	0	0			
Nasal Ranger detection	8	1	1	1	0	1	0	3	1	0			
fresh air detection	10	1	1	2	1	1	0	2	1	1			
Monthly Total		52	45	69	28	16	17	13	22	23	0	0	0
Annual Tests Total 2023	285												
2022 Total	418												
CANNABIS OPERATIONS LIGHT POLLUTION COMPLAINTS RECEIVED													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
NEW Complaints	0	0	0	0	0	0	0	0	0	0			
REPEAT Complaints	0												
From PELHAM	0												
From WELLAND	0												
Monthly Total		0	0	0	0	0	0	0	0	0	0	0	0
Y-T-D Total 2023	0												
2022 Total	0												
NOISE COMPLAINTS													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
NEW Complaints	10	0	0	1	0	8	1	0	0				
REPEAT Complaints	0												

Monthly Total		0	0	1	0	8	1	0	0	0	0	0	0
Y-T-D Total 2023	10												
2022 Total	19												
NON-PARKING AMP CITATIONS ISSUED													
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
AMPS ISSUED		0	0	0	0	0	2	0	0	0			
Y-T-D Total 2023	2												
2022 Total	10												

Community Planning and Development Quarterly Report

Wednesday, October 18, 2023

Reporting Period: Community Planning and Development Department Quarterly Report for the period: July – September 2023

Recommendation:

BE IT RESOLVED THAT the Q3/2023 Community Planning and Development Department Report be received for information.

Department Overview and Statistics:

The Planning Department continues to work on the following development applications: 10 Subdivision Applications, 1 Official Plan Amendment applications, 6 Zoning By-Law Amendments, 4 applications for Site Plan Approvals, 4 consent applications, 5 minor variance applications and 3 Niagara Escarpment Development Permit applications.

On cannabis related matters the Town is awaiting receipt of the filings in order to respond to the applications to quash the Odorous Industries Nuisance By-law after which a court date could be set.

Public meetings were held with regards to:

- An Official Plan and Zoning By-law amendment applications for 550 Webber Road to permit an institutional use in the Rural Employment Zone and align the Environmental Protection One (EP1) Zone.
- A Zoning By-law amendment application for 1039 Church Street to permit a 3-storey, 18-unit apartment building and a single detached dwelling.

Building:

The Building Department continues to receive incoming permit applications consistent with seasonal trends and remains busy with inspections. The building department conducted a total of 685 inspections since the last quarterly report.

Building Activity Statistics from July 1 – September 30, 2023:

Months	Building Permits	Inspections	Demolitions	Commercial Sq. Ft.		New Dwellings
July	40	211	3		0	24
August	49	218	3		0	36
September	19	256	4		1,044	8
Total:	108	685	10	0	1,044	68

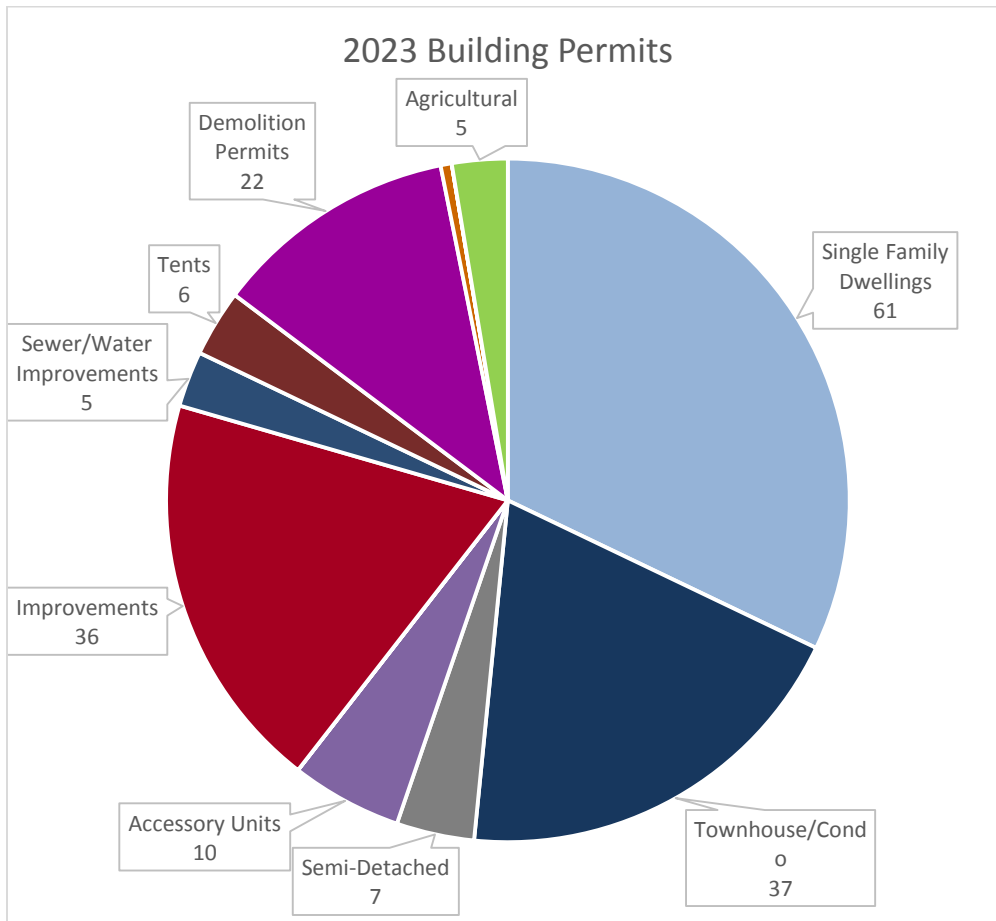
Building Permit Time Frames from July 1 – September 30, 2023:

Building Type and Number of required days to issue	Number of Permits Issued	Average Number of Days to Issue Permit
House: 10 days	107	5
Small Building: 15 days	1	17
Large Building: 20 days	0	0
Complex Building: 30 days	0	0
Total:	108	

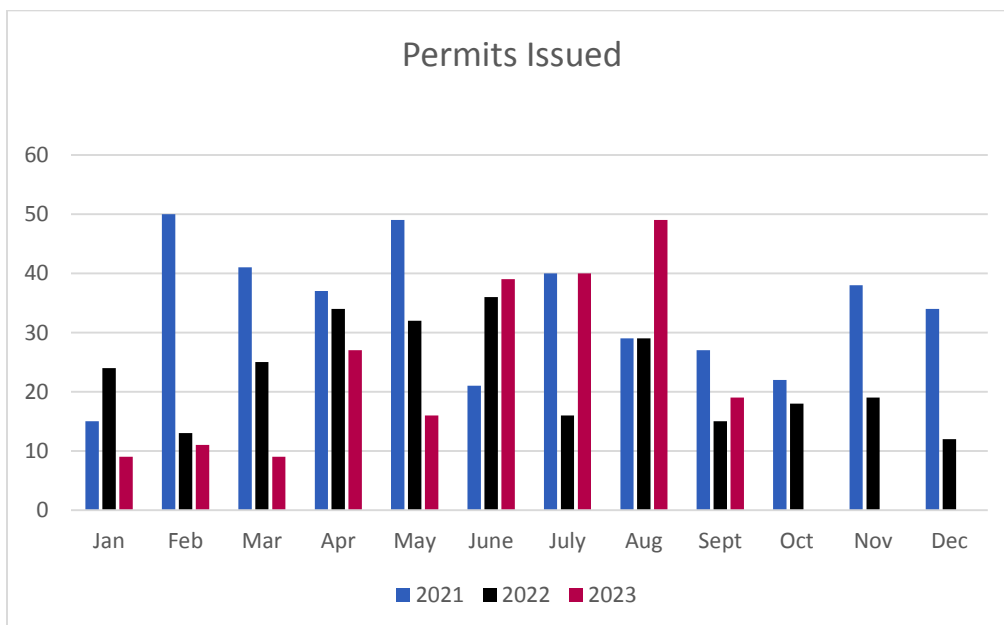
Major Building Projects Over \$250,000 (excluding single family dwelling units):
 There are currently no projects over \$250,000 that are not single-family dwellings or townhouses.

Town Development Charges collected by the Finance Department at time of building permit approval from July – Sept 2023 total \$1,477,770.

Building Permit Breakdown (Year to Date):



Comparative Building Activity Statistics from 2021 to 2023:



Projects:

Comprehensive Zoning By-law: Town staff are proceeding with a housekeeping Zoning By-law amendment to address items that have been identified that need to be revised to ensure consistency through the document and conformity with the Official Plan. These items have come to light with the use and implementation of the Zoning By-law. It is expected that the housekeeping zoning by-law amendment will be finalized in Q4.

Town Official Plan Review and Update: WSP consultants have completed the conformity review of the existing Official Plan and identified areas of the Official Plan that need to be amended to conform with the new Region of Niagara Official Plan, Provincial Plans and policies and recent legislative changes. The Engaging Pelham website 'Picturing Pelham' is live and public comments and feedback can be received at: <https://engagingpelham.ca/town-of-pelham-official-plan>. Agency and stakeholder consultation has been initiated. The Policy Planner is the lead on this project and is available to meet with the public and Council members to discuss issues, concerns and answer questions at any time.

Planning Sharing Services Agreement: The Planning Services Agreement was finalized and Council endorsed entering into this Agreement with the Region on September 6, 2023.

Keenan Drain Assessment Schedule Update: K. Smart Associates is undertaking the work related to updating the assessment schedules for the Keenan Drain.

East Fenwick Secondary Plan: The consultant has been re-engaged to finalize the Secondary Plan. The Technical Steering Committee has been reconvened. The Secondary Plan is being finalized and public consultation will occur in Q4 and it is anticipated that the public meeting will be in Q1 2024.

Greenbelt Area Natural Asset Management Plan: Work is progressing on the natural asset management plan including the completion of the natural asset roadmap that involved the participation of Public Works Staff and the Asset Management and GIS Analyst. The natural asset condition indicators is being finalized along with an Operations and Maintenance template. Public consultation will be undertaken in Q4.

Constituent Concerns and Issues Arising:

Staff respond to resident inquiries and concerns on as need basis.

Employee Updates:

Policy Planner attended OPPI conference virtually.

Administrative Assistant, Community Planning and Development started taking the Primer on Planning course by the Ontario Association of Committee of Adjustment and Consent Authorities.

Building Inspector, Deputy Chief Building Official, and Chief Building Official attended the OBOA AMTS Conference in Niagara Falls. Course content included fire dampers, 3-unit residential developments, heat pump systems, code compliance with Canadian Construction Materials Centre, safety for building officials, automatic sprinkler systems, and implementation of radon control measures in new home construction.

Grants, Concerns, RFPs, Agreements:

No new request for proposals, grant applications or consultant agreements were undertaken in Q3.

Meetings:

On-going meetings:

- OBOA Niagara Chapter Meetings
- Pre-Consultation Meetings
- SLT Meetings
- Joint Health & Safety Meetings
- Area Planners Meetings
- Regional Process Improvement Team Meetings
- Agricultural Advisory Committee Meetings

In addition to the various conversations with property owners and consultants regarding potential development applications and site visits, Staff have been involved in meetings regarding the following substantive matters:

- Public Information Meeting for Farr/Webber Road residents regarding process to establish and implications of a municipal drain
- Development Charges Study Team meetings
- MuniPaas Planning Application Portal Meetings
- Open House for Proposed Telecommunications Tower
- Staff Appreciation Lunch

Public Works Department Quarterly Report

Wednesday, October 18, 2023

Reporting Period: Public Works Department Quarterly Report for the period: July, August, September 2023

Recommendation:

BE IT RESOLVED THAT the Q3/2023 Public Works Department Report be received for information.

Department Overview and Statistics:

The Town's new Public Service Request known as MuniPass went live on Monday, April 17, 2023. The Town has been using the "Spot it? Share it!" logo to support the rollout. Staff anticipates launching new statistical information from the MuniPass system in Q1 of 2024.

Operations

Roads

The primary function of the Roads Staff is to perform maintenance activities identified during routine road patrols as per the Ontario Regulation 239/02; Minimum Maintenance Standards (MMS) for Municipal Highways, passed pursuant to the *Municipal Act, 2001*.

Throughout the third quarter, Roads staff continued to concentrate their efforts on patching potholes on municipal roads. This included preparing roads for a number of cycling events including the Ride to Conquer Cancer, and the Big Move Cancer Ride. Over 80 Tonnes of hot mix asphalt and 15 tonnes of cold mix were utilized to patch potholes along rural roads this quarter.

Staff replaced two road crossing culverts and installed ten driveway culverts, as well as the replacement of a large number of road signs during this quarter. Road safety improvements including adding two driver speed feedback signs on Port Robinson Road and Canboro Road were completed. Bollards, centre

line treatments, and high visibility road markings were added at the Wellington Heights and St. Ann's school crossings.

Staff has recently begun to use a new electronic road patrolling program that more easily communicates with the new MuniPass workflow system to allow more efficient reporting of road hazards and assignment of work orders. While more work is required to integrate the system it appears to be a large improvement over the previous program.

Beautification

Throughout the third quarter, staff continued to respond to tree pruning, inspection, and removal requests. In response to the emergence of Oak Wilt in Ontario, staff have placed all Oak tree pruning requests on hold until November. Staff will return to prune oak trees in November once sap beetles are no longer active.

On July 1st, a high wind event occurred in Fenwick, during the Canada Day parade. The storm caused damage to a number of large trees in the area of downtown Fenwick. The contracted tree service provider responded to assist municipal staff in the cleanup. It has been determined that the tree cleanup and removal costs associated with this storm were \$50,000.

Throughout the summer Beautification staff maintained the Town's annual beds and hanging baskets which are now being removed and beds prepared for the following spring plantings.

In response to requests from Pelham sports clubs, Beautification staff increased the level of service for sports field maintenance to maintain a 65mm (2.5") turf height. This required an increase in cutting frequency from one cut per week to two. Sports Fields were also fertilized twice during the season to address turf health and weeds. Staff were generally able to provide this level of service throughout the season with the exception of early May before the onboarding of student labour, and around statutory holidays due to shortened work weeks.

Beautification Staff have increased the servicing of municipal garbage cans in parks and along trails in response to higher frequency of use. Municipal cans in parks are being serviced 3 times a week which includes a shift dedicated to emptying garbage cans on the weekends where usage is the highest.

Water/Wastewater

Water/wastewater maintenance activities continue throughout the year. Operators monitor system pressure, flush water mains to ensure adequate chlorine residual and respond to resident complaints or concerns.

Staff worked with contractors throughout the summer on both Pelham Street reconstruction and Church Street sanitary sewer projects to commission new water mains and coordinate shutdowns for water main connections and repairs.

Staff completed the 2023 fire hydrant inspection and maintenance program resulting in the repair of over 40 fire hydrants. Water/Wastewater staff will begin the fall water main flushing, and valve maintenance program in October in accordance with the Drinking Water Quality Management System.

Engineering

The following is a summary of the activities that have occurred in the Engineering Department between July 2023 and September 2023:

Projects:

Pelham Street South (Phase 4) – South Spruceside Intersection to Town Limits

The project includes a full urbanization and reconstruction of Pelham Street continuing on from the south Spruceside intersection to the Town limits. The project is approximately 900 m in length and will include a fully reconstructed road cross-section with new sidewalks, on-road cycling facilities, a new water main, new storm sewers, and new roadway lighting.

Quaker Road Reconstruction Detailed Design

Engineering staff are working closely with representatives from the Region and the design consultant (MTE) to finalize the design of Quaker Road from Pelham Street to Line Ave. The project will include the full urbanization of the roadway with concrete sidewalks on both sides of the street, on-road cycling facilities, a new water main and services, a new storm sewer, and a new sanitary sewer. The project was tendered by Niagara Regions and has been awarded to Peters Construction Group.

Canboro Road Reconstruction Detailed Design

Canboro Road from Haist Street to Highway 20 is to be reconstructed to include urbanization of the cross-section and upgrade the water main and sanitary sewer. Kerry T. Howe Engineering is currently undertaking the detailed design. The project is to be constructed in 2025.

Northwest Fonthill Watermain Replacement

Approximately 1.9 km of non-PVC water main are to be replaced in Northwest Fonthill complete with trench restoration. Construction of this project is to take place in 2024. Kerry T. Howe Engineering is currently undertaking the detailed design for this project.

Construction of Effingham St: Tice Road to 500M South of Metler Road

Effingham St from Tice Rd to 500m south of Metler Rd is to be reconstructed including improvements to the roadway and drainage. Upper Canada Consultants is currently undertaking the design which is planned to be complete in 2023 with construction anticipated in 2024 pending budget approval.

Effingham Street from Highway 20 to Canboro Road

Effingham Street from Highway 20 to Canboro Road is to be reconstructed to include improvements to the roadway, sidewalk, and drainage. Upper Canada Consultants is currently undertaking the design assignment with construction anticipated in 2025.

Church Street Culvert Replacement Design

ELLIS Engineering is in the process of completing the detailed engineering design for a concrete box culvert crossing under Church Street approximately 100m north of Chantler Road. The culvert is anticipated to be constructed in 2025.

Bridge Replacement Program – Cream Street and Roland Road

The detailed engineering design of the bridges was awarded to ELLIS Engineering. The Roland Road design is to be completed by the end of 2023 with replacement anticipated in 2024. The replacement of the Cream Street

bridge is currently being performed by CRL Campbell Construction and Drainage Ltd and is anticipated to be complete by the end of November.



Cream Street Bridge Replacement Excavation

Station Street Storm Pond Rehabilitation

This project has been awarded to Duffin Contracting Inc. The commencement of the project has been delayed. This is mainly due to permitting restrictions from the NPCA and permission to enter and gain access over a hydro easement that runs between Station Street and Cataract Road directly adjacent to the stormwater pond outlet. The contractor is continuing to work with the design consultant, Town Staff, and NPCA to get the approvals necessary to gain access to the site and complete the work. Based on failed attempts to gain access to the site via the Hydro One corridor the Town has now directed the contractor to gain access to the site through the existing storm sewer easement and stormwater management facility. As a result, there will need to be limited tree removal and restoration work on the existing pond. All of

this work for the access will be completed on Town property. A portion of the property is on NPCA-regulated lands so permits and approvals through the Conservation Authority will be required. It is anticipated that the construction will commence once permits are received.

This project has been awarded to Duffin Contracting Inc. Town and the contractor is in discussion with regards to the construction timing.

Church Street Sanitary Sewer Design Upgrades

The detailed engineering design was completed by Associated Engineering early in 2022. Permits, comments, and approvals have been obtained by CP Rail and the NPCA.

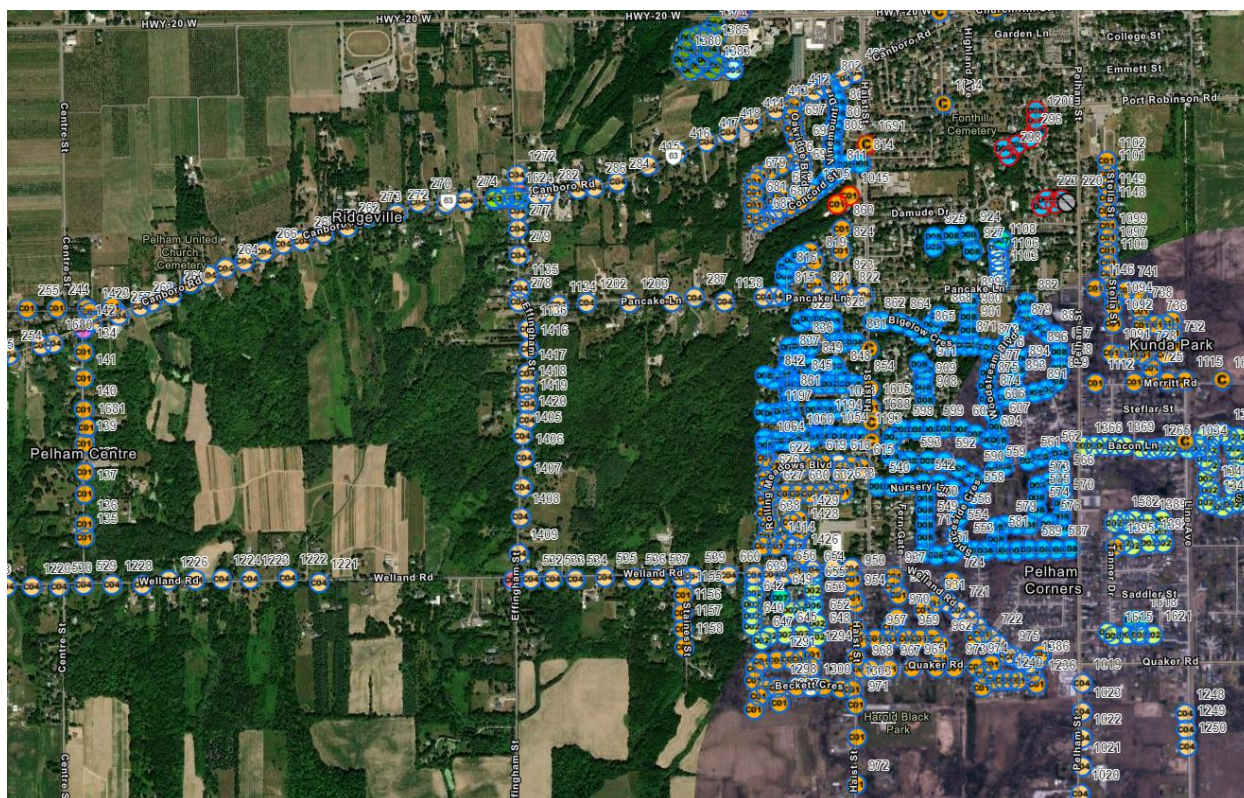
The project was tendered on March 9, 2023, and closed on April 4, 2023. In May 2023, the contract was awarded to Trenchline and Road. In September, the contractor successfully executed the trenchless crossing of the CP Rail tracks. As of October, the contractor has completed all underground works. Base asphalt will be placed in the next weeks. The project is anticipated to be substantially completed by November 2023.



Jack and Bore Tunneling under the Railway

LED Streetlight Conversion Project (Phase 2)

Phase 1 was completed in February of 2023. In early August, along with RealTerm and Transtest, a pre-construction meeting was in place to discuss the second phase of the project. It is anticipated that the project will commence the 3rd week of September and be completed end of the calendar year.



Projected Map for Phase 2

EV Charging Stations

The project was awarded to Sid Grabell Contracting for the installation of 6 level 2 chargers at Town Hall and 2 dual head level 3 fast chargers at the Meridian Community Centre. The six (6) Level 2 charging stations at Town Hall have been completed and the contractor is currently completing the installation of the two (2) Level 3 charging stations at the MCC. The project is anticipated to be completed by the end of October 2023.



Town's electric fleet charging at Pelham Town Hall

Foss Road Sanitary Sewer Design Upgrades

Town Staff recently released GHD from the design portion of the project as the design for the sanitary replacement is at 90% complete. The cost to complete the design to 100% including the application and procurement of permits is included in the 2024 capital Budget for Council's consideration.

Staff issued an RFP to complete the detailed design assignment and prepare tender documents (including permits and approvals from regulating approval agencies). The RFP closed on September 28, 2023. It is anticipated that the award of the RFP will be completed in October and the design completed by Q1 of 2024 in advance of a spring 2024 construction start pending Council approval of the 2024 Capital budget.

Roadside Ditching Program (2023)

This contract has been awarded to CRL Campbell Construction and Drainage. Work is commencing in November of 2023 and is to be completed by the end of the year.

Ridgeville Parking

As part of the Road Base and Surface repairs program awarded to Circle P Paving, Ridgeville parking was completed on September 20th. This allows 8 additional parking spaces for the businesses in Ridgeville.



Completed Ridgeville Parking with lines

Fire Station 1 Conceptual Design

Raimondo & Associates Architects Inc. is in the process of preparing a conceptual design for the reconstruction of Fire Station 1 located on Highway 20. The conceptual design will identify the space requirements, preliminary floor plan design, and preliminary construction cost estimate. Staff will report back to the Council with the conceptual plan and cost estimates in Q1 of 2024.

2023 Road Rehabilitation Program

The contract has been awarded to Walkers Construction LTD. The Town is working on the rehabilitation of 8 kilometers of the rural road network for 2023.

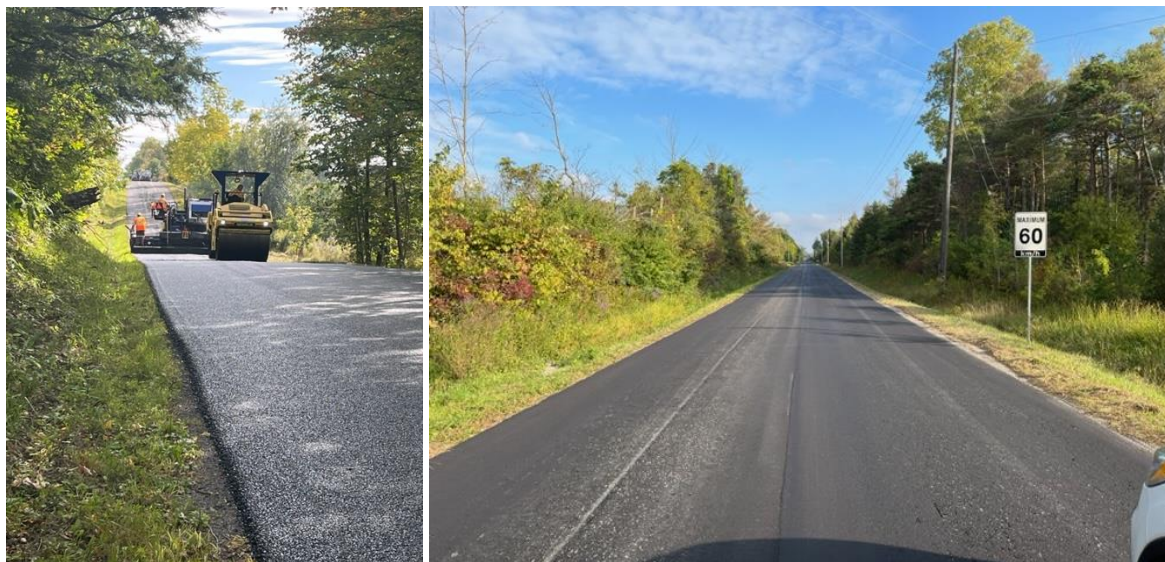
In September bonded wearing course (an innovative surfacing technology) was completed and applied to the following locations: (1) Maple Street: (2) Twenty Road to Sawmill Road; (3) Maple Street: Sixteen Road to Kilman Road; (4) Maple Street: Kilman Road to Metler Road; and (5) Effingham Street: Sumbler Road to Chantler Road.

However, due to surface temperature application constraints with the traditional surface treatment process, the following roads are scheduled to be completed spring of 2024.

Roland Road: Effingham Street to Centre Street

Pihnach Street: Webber Road to Chantler Road

Beamer Street: Twenty Road to Spring Creek Road



Section of Maple Street and Effingham Street with Bonded Wearing coarse application

Based on our 2023 Pavement Index Study completed in May, the overall road network rating went down from 69 to 64. The Town's infrastructure benefits from the timely replacement of our aging infrastructure and is

critical to ensuring the Town maintains a safe and efficient transportation network.

Road Base and Patching Repair Program (2023)

The Contract has been awarded to Circle P Paving. The contractor started the project at the beginning of September. As of October 2023, the contract is 90% completed.



Base repair on Bacon Lane

Concrete Repair and Replacement Program (2023)

Sacco Construction began working in Fenwick on October 4th and is replacing the identified sidewalk and curb sections throughout the Town.

Sidewalk Cutting Pilot Program - Safe Sidewalks in Canada have been retained to remove any trip hazards that do not require the removal of the entire sidewalk panel. They are scheduled to start the last week of October and complete the work in 4-5 working days.

Constituent Concerns and Issues Arising:

None.

Employee Updates:

Administrative Assistant – Sydney Van Leeuwen

Sydney Van Leeuwen joined the Town of Pelham as the Administrative Assistant to Public Works in September. Sydney has a Bachelor of Arts Degree in Geography from Brock University and is currently completing the Municipal Administration Program through AMCTO. She has over two years of experience working in an administrative capacity, most recently with the Town of Grimsby as their Operations Clerk and Cemetery Administrator.

Grants, Concerns, RFPs, Agreements:

Consolidated Linear Infrastructure Environmental Compliance Approval

On October 3, 2023, the Ministry of Environment, Conservation and Parks (MECP) provided the Town with the first draft of the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) including conditions with deadlines that must be met to be in full compliance with the new approval process. CLI ECA is mandatory for municipalities and includes the ability for the Town to approve low-risk ECA applications for sanitary and storm sewer infrastructure within Town limits, therefore expediting development approvals. There are also increased operations and maintenance, monitoring, and reporting requirements associated with the CLI ECA process.

In conjunction with the CLI ECA process, the MECP also revised the design standards for water, sanitary, and storm infrastructure. The revised design standards are being reviewed by Engineering staff and will be incorporated into the Town's revised engineering standards in 2024. In anticipation of the required next steps, Engineering staff are reviewing the CLI ECA processes and procedures of other municipalities.

Meetings:

Public Works Officials Meetings
Niagara Peninsula Contract Document Specification Meetings
South Niagara Public Utilities Coordinating Committee

Consolidated Linear Infrastructure Environmental Compliance Approval
Niagara Working Group

Recreation, Culture and Wellness Quarterly ReportWednesday, October 18, 2023

Reporting Period: Recreation, Culture and Wellness Quarterly Report for the period: July 1 – September 30, 2023

Recommendation:

BE IT RESOLVED THAT the Q3/2023 0212 Recreation, Culture and Wellness Department Report be received for information.

Department Overview and Statistics:

The Facilities team had a busy July within the Meridian Community Centre. The Meridian Community Centre was buzzing with activity due to the record attendance numbers for both summer camps and visitors through the doors. Whether they were here for the ice, gyms, or multipurpose rooms the facility had 34,000 visitors throughout the month. The Duliban arena was consistently host to hockey skills training camps, men's and senior shinny, figure skating, public skates, and summer ice programming. The facility was also busy with lacrosse, basketball and pickleball programming in the gyms. All the while facility staff were keeping the active parks programming running with hardball and slow-pitch baseball on our diamonds, soccer on all our fields, maintaining the new splash pads at both locations and keeping our public pool open and safe for visitors, lessons, camps, and aquatic programming.



August was a busy month for the RCW Facilities team. The active parks programming was going full speed and moving towards playdowns and finals. August saw another season of swimming lessons come to an end at the Pelham Public Pool, along with the Pelham Raiders Lacrosse season to a close. With the end to some seasons comes the start of another with the Accipiter ice pad being reinstalled and painted in preparation for the 2023-2024 hockey and figure skating seasons. Staff were busy getting everything completed in the Accipiter arena to kick off with another GOJHL Doug Burr Junior Hockey tournament and multiple training camps. The Meridian Community Centre was a beehive for action seeing 37,655 visitors through the doors.



In September there were 30,953 visitors through the doors, kicking off the new fall/winter programming season. Niagara Centre Skating Club is back on the ice, including tryouts for Pelham Minor Hockey and Southern Tier Admirals teams. The active parks have become quiet with the children being back to school, baseball and soccer seasons finalized and seasonal temperatures dropping to end another summer at the splash pads. With outdoor activities growing thin, the Meridian Community Centre was back to being the hub for all Pelham sports and recreation, including events and entertainment. In total the Meridian Community Centre had just over 102,000 visitors during the third quarter of 2023, displaying its importance as the community hub. The RCW team continues to host, develop, and provide community services with programming, events, and seminars that bring culture and community together.

Summer Chill Series:

Summer Chill finished its 16-week season on September 21st, running an additional two weeks after the last week of the Bandshell Concert Series on September 7th. The Farmers' Market concluded on October 5.

The Pelham Farmers' Market began on May 4th with 22 seasonal vendors and an additional non-profit booth. The market has seen an average weekly attendance of 350 people.

The Farmers' Market Committee brought back their Kids can Grow program where children and youth who visited during the beginning of the market were given pumpkin seeds to grow throughout the summer. The committee then invited the Kids can Grow participants back to show off the pumpkin during the end of the season.

The Supper Market portion of the Summer Chill Series ended on September 21st with 7 weekly local food vendors, various local beverages, and entertainment from 5:30 – 6:45 pm prior to the beginning of the Bandshell Concert and extended entertainment on the evenings without the Bandshell Concert. Six service clubs/ community groups assisted in serving beverages under the sail. The list of vendors and entertainers can still be found on the Summer Chill webpage at www.pelham.ca/summerchill. This season saw a slight decrease in numbers from 2022. The decrease in numbers is consistent with the Thursday nights that faced rainy and inclement weather. The Summer Chill Series began two weeks before the Bandshell Concert

Series and continued two weeks longer. With that, these four weeks had lower attendance rates which is consistent with previous year weeks of running without the Bandshell.

Staff continued to promote Thursday night vendors, local entertainment in the Supper Market, parking plan, bike valet, Farmers Market and the Fonthill Bandshell concerts. All groups are supportive in cross promoting the Summer Chill on social media through the following accounts:

- Town of Pelham website, Instagram, Facebook.
- Fonthill Bandshell website, Facebook, Instagram, and Twitter



Date	# Of Attendees 2023	# Of Attendees 2022	# Of Attendees 2019	# Of Attendees 2018	# Of Attendees 2017	# Of Attendees 2016
Week 1	133 *	-	632*	1471*	743*	600*
Week 2	166 *	-	***	1329*	972*	947*
Week 3	3661	411*	1987**	3,603	532*	2695
Week 4	2412	1941**	2329	2,944	3259	3330
Week 5	2310	2374	1838	2592	2809	3000
Week 6	7500 *****	2903	1837	3,115	3810	2496
Week 7	***	4697	5083	5,611	6289	4523
Week 8	2810 **	2174	1671	1,711	2759	3211
Week 9	1710 **	1406**	2393	1,832	2271	4118

Week 10	3574	2033	2650	4,342	4406	2183
Week 11	1416 **	2215	2286	2,005	4400	2107
Week 12	1676 **	7195****	2596	2,599	610	2649
Week 13	2092	3678	2147	2,427	3761	871
Week 14	2788	3601	3546	2056	3988	3229
Week 15	407 *	-	-	703*	2261	1756
Week 16	199 *	-	-	-	520*	317*
Totals:	32,854	37,507	30,995	38,995	43,390	

* No Bandshell Concert

** Rainy Weather

*** Rain Cancellation

**** 13 for 13 Festival (2022)

***** Summerfest Thursday

Big Band

The Town of Pelham's Big Band Dance Night, featuring the Jimmy Marando Swing Band takes place every third Tuesday of the month in the Accursi Room at the MCC. The attendance to this event has been averaging about 100-120 attendees per month for Q3. The event is free admission, with food and beverages for purchase.

SAY IT! On Stage

"SAY IT" stands for "Seniors and Youth Intergenerational Theatre". It is a program designed to strengthen connections and encourage collaboration between teens and their elders. Through intergenerational conversation circles, senior participants have the opportunity to share anecdotes and experiences from their lives; these stories will provide the foundation for a play that will be produced and performed by both youth and senior participants.

This initiative also seeks to showcase the broad range of talents and passions individuals bring to the project – music, dance, visual arts, crafts, trades. Our aim is to involve the community of Pelham in all its diversity, including Indigenous presence and storytelling approaches.

Since April of 2023, participants have been working on the current project, *"Roundabout Now"*, which takes place in a carnival.

The "Roundabout Now" live performance are set to take place on November 4th and 5th in the Accursi Room at the Meridian Community Centre.

Tickets will be available for purchase soon at www.pelham.ca/arts

Comedy Night in Pelham

On July 29th, 2023, the Garden City Comedy Festival hosted "Comedy Night in Pelham", an evening of laughs with guest comedians Sean Cullen, Cathy Boyd, Taylor Grant and Bernie Law, hosted by Niagara's own David Green. There was a total of 190 attendees who shared positive feedback and reviews on the performers. Bar service was available for purchase.

The next Comedy Night in Pelham is planned for Saturday October 21st and includes an incredible line-up of comedians headlined by Freddy Proia and featuring Bernie Law, Levi Mann, and Amy Sloan. Hosted by David Green.

Tickets are \$25 or call 289 668 3425 to reserve a table of 8 for \$150. Bar service will be available for purchase. Doors at 7pm. Showtime 8pm. Purchase tickets [here](#).

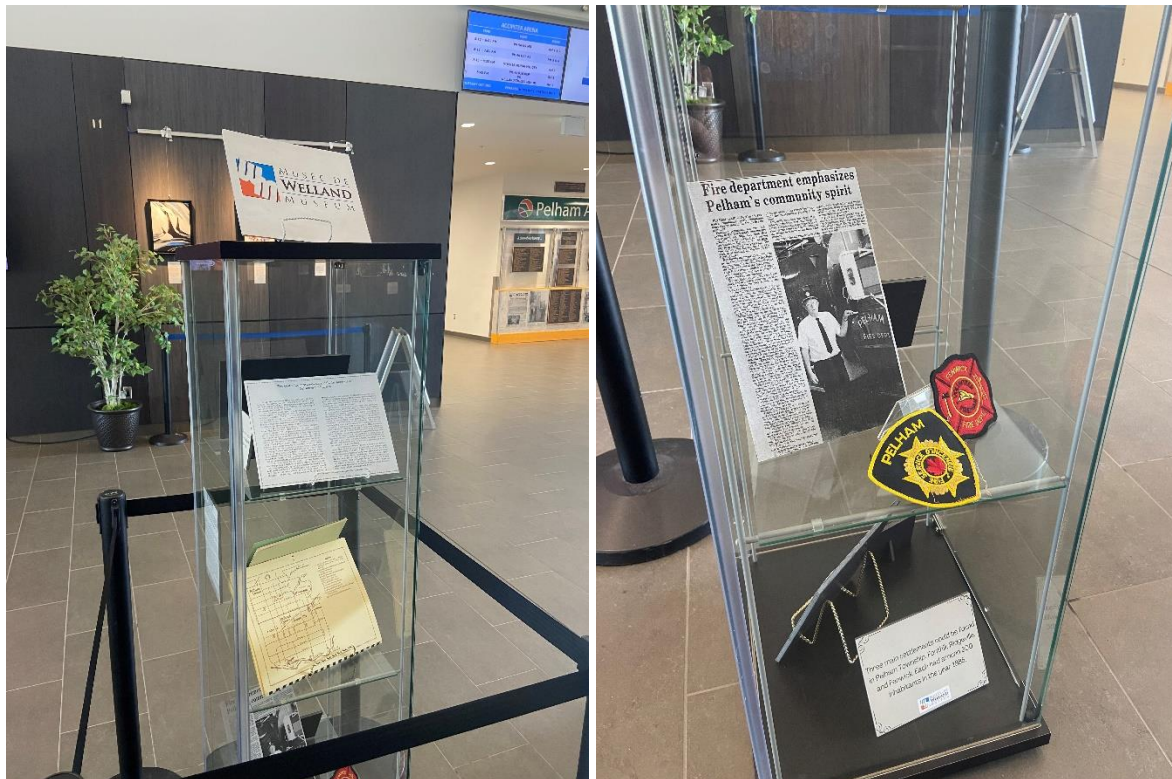
Visit **www.gardencitycomedyfestival.com** for more information or to purchase ticket!

Culture Days

Culture Days is a Canada-wide celebration that is the largest-ever public participation campaign undertaken by the arts and cultural community in this country. Culture Days features FREE activities that invite the public to participate in interactive arts and culture experiences. This year's Culture Days runs from September 22 to October 14.

The Town of Pelham offered a free Paint Night Class with Beverly Sneath to kick off Culture Days on September 22nd. The class was full of 20 residents learning to paint a "Beach Soul" photo.

The Welland Museum has set up a temporary exhibit highlighting various areas and eras of Pelham history. The exhibit is set-up in the atrium of the Meridian Community Centre from September 22 – October 15.



The additional Culture Days programming is highlighted in the National Day for Truth and Reconciliation section below.

National Day for Truth and Reconciliation

On September 29th, the Town of Pelham recognized National Day for Truth and Reconciliation, where the Town of Pelham aimed to honour the lost children and Survivors of residential schools, their families, and communities. The day began with a flag raising ceremony at Town Hall with Phil Davis, who shared his own experience and the importance of recognizing the *truth* in Truth and Reconciliation. The Every Child Matters Flag was flown, as it is inclusive of all Indigenous communities, and reiterates the importance of bringing awareness to the residential school system.

Following the Flag Raising, the Town of Pelham worked in conjunction with the Lincoln Pelham Public Library to offer a Moccasin Identifier Event.

During the day, there were seminars, performances and workshops held at the Meridian Community Centre. The Town of Pelham had the honour of hosting an interactive drumming workshop with Josephine Lavalley, where three classes from St. Alexander school attended and participated. The Strong Water Singers, a female drumming collective from the Niagara Region performed in the atrium of the Meridian Community Centre. The Town of Pelham staff attended an "Understanding Real-Conciliation" seminar facilitated by Nokomis Migizinz Cindilee. The evening came to a close with an Indigenous Tea and Book Talk with Nichole L'Hirondelle, owner of the Barn Swallow Tea and Book Shop.

A self-guided StoryWalk® of "Phyllis's Orange Shirt" was on display in Peace Park from September 25- October 2.

Overall, we had 160 participants in the activities and programming provided for National Day for Truth and Reconciliation.

Additionally, the Town of Pelham website contained a wide variety of resources for residents to learn more about Indigenous communities, the residential school system and how to be an ally.





MCC Art Walls

During the months of July and August, Pelham resident Brittany Amadio displayed her art in the atrium of the Meridian Community Centre as well as

the Upper Hallway During the month of September.



For the month of September, Hamiltons of Pelham provided mixed medium artworks from their collection, featuring various Indigenous artists.



Active Programs

Although some Active programming took a break throughout the summer months due to instructor availability, many popular programs such as Brock FIT, Yoga, Aerobics and Drop-in Family Gym continued through the Season. In addition to indoor programming, outdoor programs such as tennis and pickleball at the outdoor courts in Centennial Park were extremely popular this summer. Tennis memberships saw a large increase from 63 members in 2022, to 98 members in 2023. This was the first full summer that the outdoor pickleball courts were open to the community, and welcomed 165 members ranging from adults, youth, families, and seniors to participate in the popular sport.



Summer Camp

Summer Camp programming took a new approach this year, dividing campers into 2 age groups, which was a great success! The junior camp group, ages 4-7, visited the Pelham Pool on Tuesday and Friday afternoons, spent Wednesday at Centennial Park enjoying the fields and splash pad, and enjoyed an out trip on Thursdays! Out trip locations for the junior campers included Safari Niagara, Cheeky Monkeys, Crock-a-doodle and more!

The senior camp group, ages 8-12, visited the Pelham Pool on Monday, Wednesday, and Friday afternoons, spent Tuesday at Centennial Park, and enjoyed an out trip on Thursdays! Out trips for the Senior campers included Wild Water Works, Adventure Village, the Toronto Science Centre, and African Lion Safari. Dividing the camp into two groups based on age allowed for higher level and programming and allowed the camps to expand in size. In addition to the junior and senior day camps, Specialty camps were also offered throughout the summer. These camps included Art and Theatre

Camp, Junior Firefighter Camp, Bike Camp, Tennis Camp and Animal Adventure Camp! Each specialty camp offered unique programming with special guests and instructors, providing campers with new and unique experiences! Over the 9 weeks of the summer, the Town of Pelham welcomed over 930 Campers.





Aquatics

The Pelham Pool opened for the pre-season on June 17th and began offering regular summer programming, including swim lessons, aqua Zumba, and lane swim on July 3rd, closing for the season on September 1st. the 2023 Summer Season welcomed over 560 Swim lesson participants over the course of 4 sessions. This summer, as part of the Niagara Regional Summer Swim League, Pelham was the host for the Regional Meet at Brock University. This meet welcomed hundreds of swimmers from multiple municipalities across Niagara, offering 72 events. Both the Town of Pelham and Town of West Lincoln camps also visited the Pelham Pool on a weekly basis this summer.

With the addition of the pavilion and splashpad at Marlene Stewart Striet Park, the Pool saw more traffic throughout the summer than it typically had in the past. Public swim admissions increased this year, welcoming 635 children, 287 adults and 98 families over the course of the summer. Private rentals also became more popular with the additions in the park, seeing 7 private rentals throughout the summer, most being for birthday parties.



Seniors Programs

As part of the New Horizons Grant, the Town of Pelham hosted a monthly Social and Seminar Series to the community, bringing in a variety of presenters to speak on various topics based on expressed interest by the community. Each month the attendance continues to grow, with the August

seminar welcoming over 40 participants to learn about the Ontario Caregiver Organization, as well as the Osteoporosis Canada presentation on September 12th that also had an attendance of 40+ participants. Upcoming Seminars include the Lincoln Pelham Public Library on October 19th, Eat Well for Life on November 16th and an Intergenerational Wreath-Making Workshop on December 3rd with similar attendance expected for each. To meet the needs of seniors in Pelham, more feedback is needed. A suggestion was made to hand out surveys at the upcoming Seminar Series presentations and to encourage discussion at the end of the session. We have received great feedback from the surveys. The surveys will continue to be collected at the upcoming Speaker Series events.

Staying Well, Safe, Connected and Active Survey Results					
Information Survey	1	2	3	4	5
Health, Wellbeing & Education	2	2	10	19	47
Walking & Transit - Safety & Accessibility	8	9	14	8	39
Safe & Affordable Housing & Community Spaces	8	7	12	19	36
Aging in Place and LTC	4		8	12	52
Social & Civic Engagement		3	11	15	50
Communication & Information	1	1	8	23	55

The following categories are scored in terms of importance to you, with 1 being the least important and 5 being the most important

Canada Day:

The Canada Day celebrations in the Town of Pelham commenced at 4:00 PM despite the downpour of rain exactly at 3:50pm. The day featured a diverse range of activities and entertainment that catered to all age groups. The event aimed to promote unity, patriotism, and cultural diversity within the community.

Grand Parade: The celebration kicked off with a spectacular Grande Parade, which showcased local talent, cultural diversity, and community spirit. The parade brought together residents, community groups, and businesses in a display of pride for the town and the nation.

Children's Activities by Fonthill Rotary Club: The Fonthill Rotary Club played a crucial role in ensuring that the youngest members of the community had an enjoyable Canada Day experience. They organized a variety of children's activities, including games, crafts, and entertainment, making it a fun-filled day for families.

Party in the Park with Live Local Musicians: A central attraction of the celebration was the "Party in the Park." The event featured live performances by talented local musicians, providing a platform for artists to showcase their skills and entertain the audience with music that resonated with the Canadian spirit.

Food by Fonthill Lions Club: The Fonthill Lions Club provided a wide array of delicious food options, ensuring that attendees had access to tasty treats throughout the event. Their contribution to the celebration was essential in creating a complete and enjoyable experience for all.

Fireworks Display: As the day transitioned into night, the highlight of the event was the breathtaking fireworks display that lit up the skies of Pelham. The fireworks served as a stunning finale, bringing the community together to marvel at the beauty of the night.

The Town of Pelham received a grant of \$15,000 to support the Canada Day celebrations, which also included Indigenous Peoples Day events. Given that Canada Day fell on a Saturday, there were additional costs associated with overnight security and increased expenses on services due to the holiday. To manage costs, the event was shortened, and the decision was made to use a tent and platform stage instead of a demountable stage, avoiding the need for a building permit.

Canada Day 2023 in the Town of Pelham was a resounding success, despite the rainfall that halted the start of the parade at 4pm. Thanks to the collaborative efforts of various community organizations and the support of residents. It provided an opportunity for the community to come together, celebrate Canadian heritage, and enjoy a day filled with entertainment and activities.

We look forward to continuing this tradition and making each Canada Day celebration even more memorable in the years to come. We extend our gratitude to everyone who contributed to the success of this event, from

organizers and volunteers to sponsors and participants. Together, we made Canada Day 2023 a day to remember.

Pelham Summerfest

In 2011, Summerfest was born from a one-day celebration of the completion of a Downtown Fonthill streetscaping project, advocated by the Pelham Active Transportation Committee to promote a pedestrian-friendly Town Centre. Since then, Summerfest has grown to a four-day festival event, which has been recognized as one of the TOP 100 Festivals, or Events in Ontario every year since 2015.



Pelham Summerfest celebrated its eleventh year from Thursday, July 13 to Sunday, July 16, 2023 and continues to be a major economic driver for Pelham businesses. This year, there were many examples of local restaurants hitting capacity during the event, and businesses outside of the event area using Summerfest to promote their businesses with “Summerfest Specials” and promoting through social media. The Summerfest Working Group continually collaborates with local businesses and works to develop relationships to curate sponsorships to use them as suppliers for the event. Summerfest is truly “local first.”



Overall attendance in 2023 was 43,000; Thursday 7,500, Friday 17,000, Saturday 10,000 on Pelham Street & 5,000 in the kids zone in Peace Park, Sunday 3,500. This year had the highest showing of those who call Pelham home, at 66.8%. The number of vendors saw an increase from 2022.



Pelham was faced with threatening rain & thunderstorms all weekend. Thursday's Opener started strong with a large crowd of 7,500 that came out to enjoy Summer Chill Series, including the concert by 'Elvis Lives' Elvis Tribute that rocked the park, and the usual wide selection of Farmers' Market products and food and beverages at the Supper Market. New for 2023 the committee worked with a marketing firm and were able to secure a sponsorship which allowed for Free smores all weekend long.



On Friday, after a full morning transforming Pelham Street, and the weather cooperating Country Night kicked off at 4pm, hosting musical performances from the Marty Allen Band, Chippawa Dirty, and headliner Country Junkies. New on the line up was the Summerfest Jam Contest, which was a new sponsorship partnership with Fenwick Berry Farm, a welcomed addition to our celebrations. Along with the addition of Tom Bishop's Trick Roping. Friday this year had the attendance of a typical Summerfest Saturday.

Saturday of Summerfest was marked by the looming threat of rain, which cast a shadow over the day's festivities. Despite the uncertain weather conditions, organizers and attendees were determined to make the most of the event. Throughout the day, visitors enjoyed a variety of attractions and activities, from live music performances to food vendors offering delicious treats. One of the standout successes of the day was the Kids Zone, in Peace Park, which was open from 10 am to 5 pm. This family-friendly area featured Superhero Training, live music, roaming entertainers, paddle boats and inflatables, that thrilled young attendees. The addition of Foodland as a fantastic new sponsor contributed to the success of this zone, providing entertainment and enjoyment for children

and their families.

As the day progressed, the weather remained unpredictable, with occasional drizzles and overcast skies. However, the determination of both eventgoers and participants prevailed, and everyone continued to savor the unique experience of Pelham Summerfest.

Despite the weather challenges, the event managed to carry on until 9 pm, as initially planned. This determination to keep the festivities going showcased the resilience and spirit of the community. While the threat of rain may have loomed, it did not dampen the enthusiasm and enjoyment of those who attended Saturday's Pelham Summerfest.



The Sunday of Pelham Summerfest was a bustling and vibrant day with a significant turnout. One of the highlights of the day was the car show, which featured an impressive lineup of 110 registered cars, attracting automotive enthusiasts and spectators alike thanks to our new partner Storm the Falls for organizing and promoting the car show. Families also had a great time in the Kids Zone, which was open from 10 am to 3 pm, with inflatables, balloon artists and mini golf. In addition to the established Sunday attractions, there was also a new addition to the Sunday lineup with local musician Jim Casson and his Blues Juke Band. Their performance drew a significant local crowd, adding a musical dimension to the festivities.



The Committee would like to acknowledge and thank the many sponsors, volunteers, businesses, and staff who have supported Summerfest and the residents and visitors who came out to Chill on the Hill in 2023.

Volunteer Recognition Event

Staff are currently planning the Town of Pelham Volunteer Recognition Event, which will take place on Wednesday, November 22 at the Meridian Community Centre. Town volunteers, Service Clubs, local not-for-profits, community groups will be recognized.

Christmas in Pelham

Staff are currently working on the Christmas in Pelham umbrella of events, which will include the Christmas Market, which is returning to Downtown Fonthill on Friday, December 1 and working with the Fabulous Fenwick Lion's to bring the 26th annual Santa Claus Parade on Saturday, December 9.

Volunteers

During Q3 of 2023 Staff received 9 new volunteer expression of interest forms through the Town's website. Staff continue to advertise volunteer opportunities through emailing the community volunteer database and posting through our social media channels.

One Senior VIP (Volunteer in Pelham) has continued to contribute her time to the Meridian Community Centre. During Q3 of 2023, this volunteer contributed a total of 12 hours to assisting with the Orchestrum Music drop-in program on Friday's and the monthly Big Band Dance Night.

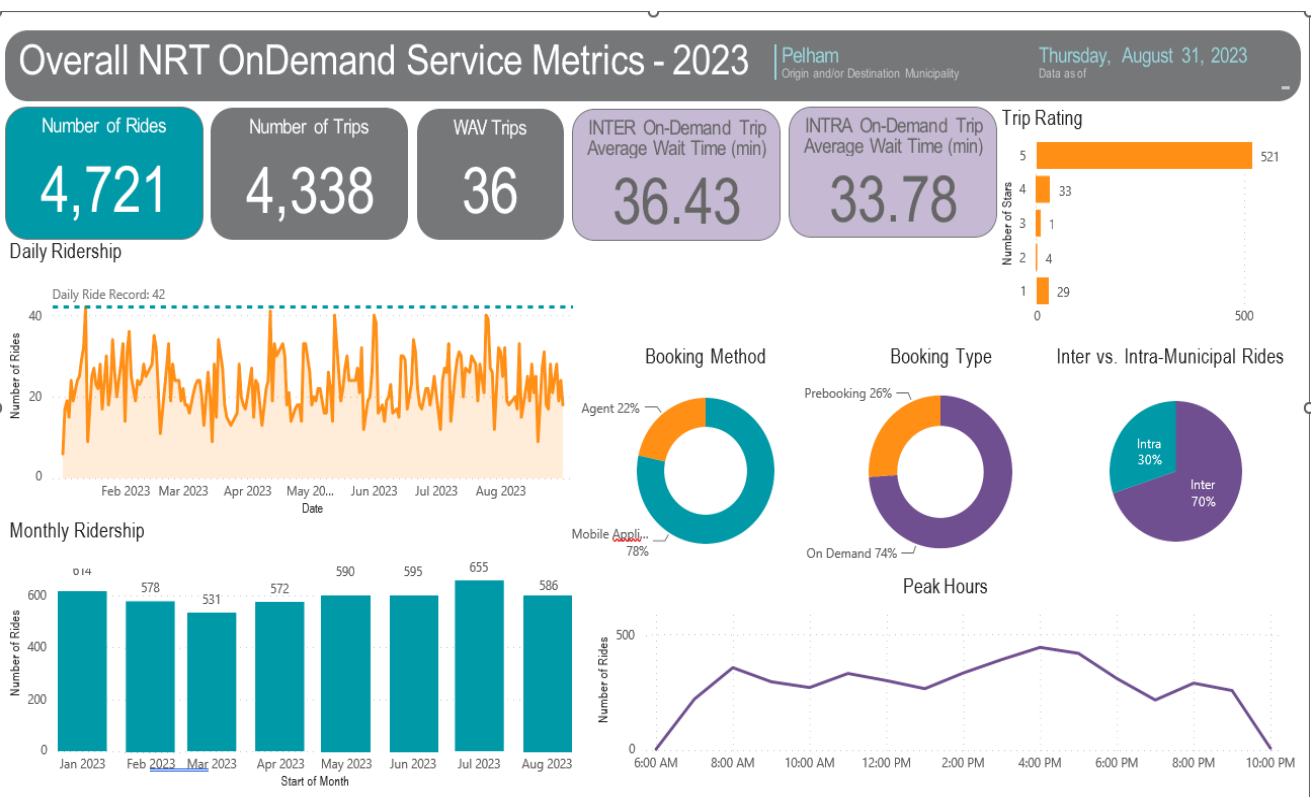
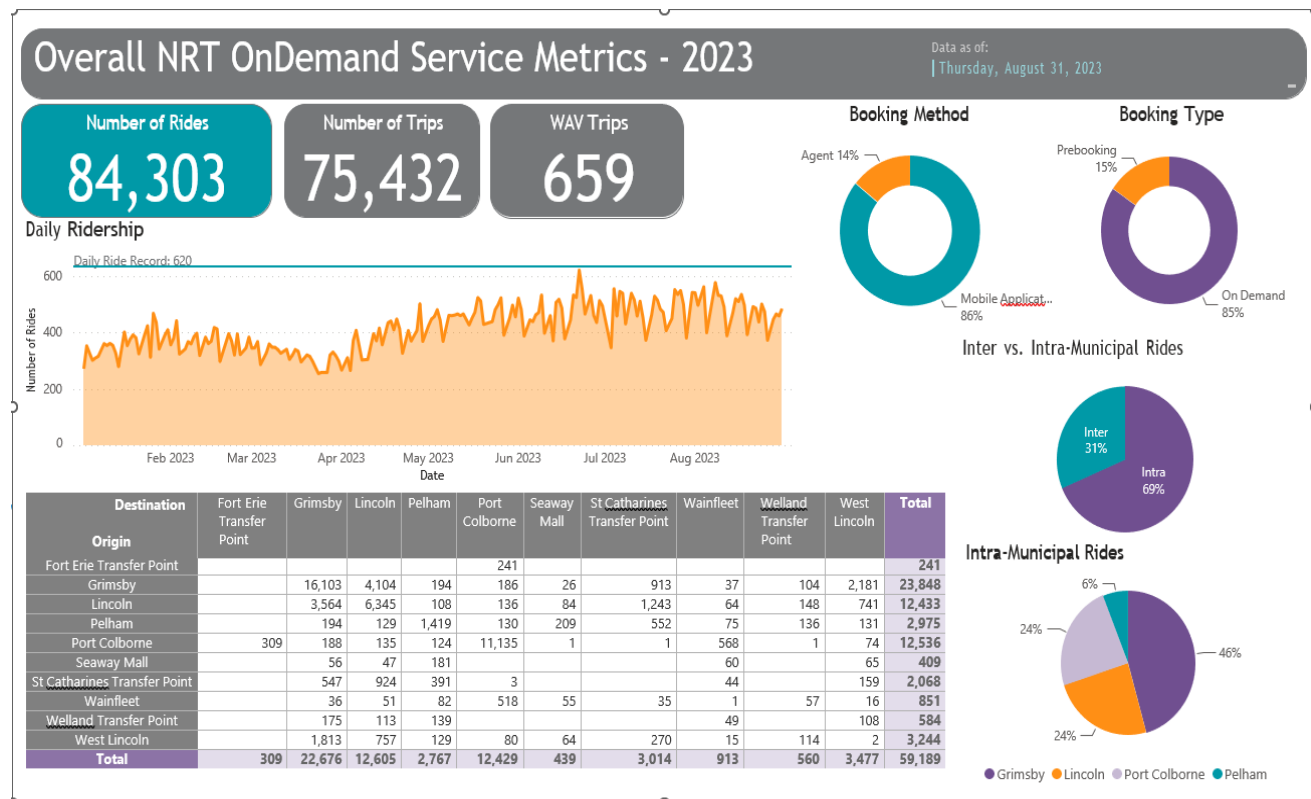
Volunteers also assisted on Canada Day as face painting attendants, kids zone attendants, picnic table attendants and info booth/bike valet attendants. A total of eight volunteers contributed 39 hours to Canada Day. Finally, four volunteers contributed 48 hours as bike valet attendants at the Thursday night Summer Chill evenings at Peace Park.

A total of 63 volunteers contributed 287 hours to various volunteer positions including: Summerfest ambassador, wrist-banding attendant, bouncy castle attendant, bike valet attendant, and Kids zone supervisor. Members from Pelham Service Clubs also contributed 32 volunteers and 182 hours on the Saturday of Summerfest. Service club positions included: serving, bar backing, ticket sales, wrist banding, and Summerfest ambassadors. In total, Pelham volunteers and Service Club members contributed 469 hours to Summerfest. Summerfest gained us the largest number of volunteer hours so far this year.

Dedication Program

During Q3 of 2023, there were no new inquiries for the bench dedication program.

Transit Update, as of September 30, 2023:



Fall, 2023

Thank you very much
for your generous donation
to Pelham Cares for Back to
School. Your kind support
helped our young clients get
a great start to school!

- Pelham Cares -

Committee of Adjustment**Minutes**

Meeting #: CofA 08/2023
Date: Tuesday, August 8, 2023
Time: 4:00 pm
Location: Meridian Community Centre - Accursi A and B
100 Meridian Way
Fonthill, ON
L0S 1E6

Members Present Brenda Stan
Colin McCann
Isaiah Banach

Members Absent Don Rodbard
John Cappa

Staff Present Sarah Leach
Andrew Edwards
Derek Young
Jodi Legros
Barb Wiens

1. Attendance

Applicants, Agents and viewing members of the public via hybrid in-person and live-stream through the Town of Pelham YouTube Channel.

2. Call to Order, Declaration of Quorum and Introduction of Committee and Staff

Noting that a quorum was present, Chair Banach called the meeting to order at approximately 4:00 pm. The Chair read the opening remarks to inform those present on the meeting protocols and he introduced the hearing panel and members of staff present.

3. Land Recognition Statement

Ms. Sarah Leach, Secretary-Treasurer, recited the land recognition statement.

4. Approval of Agenda

Moved By Brenda Stan

Seconded By Colin McCann

THAT the agenda for the August 8, 2023, Committee of Adjustment meeting be adopted, as circulated.

Carried

5. Disclosure of Pecuniary Interest and General Nature Thereof

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

6. Requests for Withdrawal or Adjournment

Ms. Sarah Leach, Secretary-Treasurer stated no requests for withdrawal or adjournment have been made.

7. Applications for Minor Variance

7.1 A14/2023P - 2755 Maple Street

Purpose of the Application

Application is made for relief, to construct a 2-storey garage addition on the northerly side of the property and a 1-storey addition on the southerly side of the property, from: Section 5.2.3 “Minimum Interior Side Yard” – to permit a minimum interior side yard of 4.45m whereas the by-law requires 8m; and Section 5.2.3 “Minimum Rear Yard” – to permit a minimum rear yard of setback of 11.40m whereas the by-law requires 15.0m.

Representation

The Applicant, Darcy Baker was present.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building

Applicants Comments

Mr. Baker expressed support of the Planning recommendation report.

Public Comments

Ms. Leach, Secretary Treasurer indicated she checked the clerks@pelham.ca email address at 4:10 pm and confirmed no e-mails have been received with regard to the subject application. Ms. Leach indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Moved By Brenda Stan

Seconded By Colin McCann

THAT the public portion of the application be closed.

Carried

Member Comments

The Members provided no comments or concerns.

Moved By Brenda Stan

Seconded By Colin McCann

THAT Application A14/2023P for relief of Section 5.2.3 “Minimum Interior Side Yard” – to permit a minimum interior side yard of 4.45m whereas the by-law requires 8m, is hereby: GRANTED; and

THAT relief of Section 5.2.3 “Minimum Rear Yard” – to permit a minimum rear yard of setback of 11.4m whereas the by-law requires 15.0m, is hereby: GRANTED;

The above decisions are based on the following reasons:

- 1. The variance is minor in nature as the use of the lands will remain appropriate as a rural non-farm residential use, the lands remain compatible with the surrounding area and the degree of impact is minimal.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land because it will facilitate an addition to the existing dwelling that meets the needs of the property owners while maintaining the character of the neighbourhood.**

5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decisions are subject to the following conditions:

1. That all necessary building permits are obtained prior to construction commencing, to the satisfaction of the Chief Building Official.

Prior to Building Permit:

1. To the Satisfaction of the Director of Public Works or designate.
 1. Submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighbouring properties, and that all drainage will be contained within the respective lot.
 2. Obtain a Driveway Access and Culvert Permit from the Town for the construction of a new driveway entrance. Installation and/or modification of new entrances shall be completed in accordance with Town Standards prior to Building Permit and the Applicant shall bear all costs associated with the works.

Carried

7.2 A15/2023P - 17 Arsenault Crescent

Purpose of the Application

Application is made for relief to construct a single detached dwelling, from: Section R2-95 "Maximum Front Yard" – to permit a maximum front yard setback of 5.9 m to the dwelling front face whereas the by-law requires a maximum front yard setback of 5.5 m.

Representation

The Agent, Ethan Laman from Upper Canada Consultants was present.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building

Applicants Comments

Mr. Laman expressed support of the Planning recommendation report.

Public Comments

Ms. Leach, Secretary-Treasurer indicated she checked the clerks@pelham.ca email address at 4:16 pm and confirmed no e-mails have been received with regard to the subject application. Ms. Leach indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Moved By Brenda Stan

Seconded By Colin McCann

THAT the public portion of the application be closed.

Carried

Member Comments

A Member asked if the applicant owns the neighbouring lots and requested the neighbouring front yard setbacks. Mr. Laman confirmed ownership and indicated the neighbouring lots have similar front yard setbacks to what is requested.

Moved By Brenda Stan

Seconded By Colin McCann

THAT Application A15/2023P for relief of Section R2-95 “Maximum Front Yard” – to permit a maximum front yard setback of 5.9m to the dwelling front face whereas the by-law requires a maximum front yard setback of 5.5m, is hereby GRANTED;

The above decision is based on the following reasons:

1. **The variance is minor in nature as there will be minimal impacts on the streetscape, and there remains sufficient lot area to site the proposed dwelling on the lot.**

2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.
4. The proposal is desirable for the appropriate development and/or use of the land because it will facilitate the siting of the proposed dwelling on a lot with irregular frontage.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.
7. The applicant is aware no side yard walkways that impede side yard swales shall be permitted.

The above decision is subject to the following conditions:

1. That all necessary building permits are obtained prior to construction commencing, to the satisfaction of the Chief Building Official.

Prior to Building Permit:

1. To the Satisfaction of the Director of Public Works
 1. Submit an overall Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighbouring properties, to the satisfaction of the Director of Public Works, or designate.

Carried

7.3 A16/2023P - 105 Welland Road

Purpose of the Application

Application is made for relief, to construct a 6-storey residential apartment dwelling, inclusive of exterior surface parking, interior garage, and underground parking, from:

Section 4.1.4.8 "Parking Area Location on Lot: Apartment Dwelling" – to permit a parking area in a front yard 3.0m to a street line and 1.9m to a side or rear lot line (westerly lot line), whereas the minimum setback required is 7.5m to a street line and 3.0m to a side or rear lot line; and

Section 4.3.1(a) “Minimum Bicycle Parking Requirements” – to permit a minimum bicycle parking ratio of 0.25 short-term bicycle parking spaces per unit (12 spaces) whereas the by-law requires a minimum of 0.8 short-term bicycle parking spaces per unit (35 spaces); and

Section 9.2.3 “Minimum Lot Area” – to permit a minimum lot area of 80 m² per dwelling unit whereas the by-law requires a minimum lot area of 150 m² per dwelling unit; and

Section 9.2.3 “Minimum Side Yard” – to permit a minimum side yard setback of 3m to the easterly lot line whereas the by-law requires a minimum side yard setback of 6m; and Section 9.2.3 “Maximum Building Height” – to permit a maximum building height of 21.0m whereas the by-law permits a maximum building height of 15m.

Representation

The Agent, William Heikoop of Upper Canada Consultants, the Applicant's legal counsel, Rocco Vacca and Applicant, Mr. Sonnenberg were present.

Correspondence Received

1. Town of Pelham Planning
2. Town of Pelham Public Works
3. Town of Pelham Building
4. Murray and Helen Downie
5. Brad Whitelaw
6. Natalie Diduch
7. Claude Leduc
8. Georgio Panici
9. Linda Pogor
10. Heather Carter
11. Teresa Suda
12. Lori Bonito
13. Karen Lynne Guzzi
14. John Guzzi

Applicants Comments

Mr. Vacca expressed support of staff's recommendation. Mr. Vacca provided a high-level overview of the concept of the proposal. Additionally, Mr. Vacca explained the test of "minor" is not a percentage test.

Mr. Heikoop provided a presentation to further explain the proposal. A copy of the presentation is on record and is available through the Secretary-Treasurer.

Regarding the above ground exterior parking, a Member expressed concern over height and privacy. Mr. Heikoop stated space exists to install a fence or landscape buffer to block light and provide privacy. The Member further expressed concern regarding the noise of the garage doors and well as light shining from vehicles using the ramp. Mr. Heikoop stated the garage door motor is typically in the interior of the building and does not present noise issues. He further indicated that planted trees are proposed to block headlights.

A Member asked if public commentary had been considered throughout the public process. Mr. Heikoop acknowledged resident concerns and advised that several changes had not been made as the applicant feels the proposal is the best result for the property.

A Member inquired about the rooftop HVAC. Mr. Heikoop indicated the HVAC placement will be determined at the detailed design stage, but likely positioned far from existing residents.

A Member inquired about the accessible parking safety concern identified by Public Works. Mr. Heikoop indicated the accessible stalls were situated to avoid removal of trees. Mr. Heikoop indicated a large amount of traffic is not expected and assured the configuration can accommodate two vehicles.

A Member asked if the short-term bicycle parking is a new zoning by-law requirement. Mr. Heikoop confirmed and expressed 12 short-term spaces is sufficient as additional spaces are provided internally, as well as individual storage lockers per unit which can accommodate a bicycle.

The Chair asked if there are different setback requirements for balconies as it relates to side yards. Mr. Heikoop stated that balconies are permitted to project into side yards, and further stated the proposal is recommending the balconies be recessed.

Public Comments

Mr. Brad Whitelaw provided written correspondence to the Secretary-Treasurer at the beginning of the hearing. Ms. Leach circulated a printed copy of the correspondence to the Committee of Adjustment Members.

On behalf of neighbourhood residents, Ms. Natalie Diduch provided a PowerPoint presentation identifying concerns. The presentation summarized concerns related to traffic, demand on water/sewage

infrastructure, shadow effect, noise and light pollution, parking, tree canopy health, snow removal, soil stability and potential neighbourhood structural damage. Ms. Diduch expressed further concern that approval would be precedent setting. A copy of the presentation is on record and is available through the Secretary-Treasurer.

On behalf of neighbourhood residents, Mr. Whitelaw provided a PowerPoint presentation discussing the feasibility of the five variance requests. A copy of the presentation is on record and is available through the Secretary-Treasurer. Mr. Whitelaw requested the Committee reject the application and stated the variances do not meet the four tests.

A Member recognized the Niagara Region did not comment on water or sewage capacity. Mr. Derek Young, Manager of Engineering, stated there are no capacity issues in the area.

A Member asked for the difference between a condominium and apartment dwelling. Ms. Barb Wiens, Director of Community Planning and Development clarified that a condominium is a form of tenure.

A Member asked for clarification on the overall density. Mr. Heikoop stated the overall density on the site is 123.39 units per hectare. The Chair asked how density is calculated in which Ms. Wiens provided an explanation. A Member asked if the proposed density meets the Town's Official Plan. Ms. Wiens stated no specific requirement for the site exists, and indicated the square footage per unit needs to be varied.

The Chair called for a recess from 6:35 pm to 6:45 pm.

Mr. Claude Leduc stated the variances were not minor and would negatively impact neighbouring residents. Mr. Leduc expressed concern the proposal will exacerbate speed issues on Quaker Road. Mr. Leduc expressed further concern regarding privacy, lack of parking and the proposed height. Mr. Leduc stated the proposal is not compatible with the surrounding neighbourhood and existing uses.

Mr. Georgio Panici referenced an existing petition with over 400 signatures suggesting the variances are not minor. Mr. Panici expressed concern regarding traffic and incompatibility. Mr. Panici sought clarification on whether an archaeological assessment had been conducted. Mr. Panici expressed concern regarding tree removal and health. Mr. Panici suggested the siting of the parking lot was contradictory to Town standards as it faces out toward the street. Mr. Panici advised that he had prior discussions with the Church board regarding proposed alternatives

acceptable to the community which were disregarded. He stated the proposed is too large for the site and is not compatible with the surrounding area. Mr. Panici requested rejection of the application.

The Chair asked for the status of the archaeological assessment. Ms. Wiens indicated a stage 1, 2 and 3 archaeological assessment was completed and is before the Ministry for clearance. The Chair asked how the issue of trees is related to the application. Ms. Wiens confirmed that trees do not have bearing on the application before the Committee.

A Member asked if the Town could enforce the maintenance of tree health. Ms. Wiens indicated that the applicant would be required to adhere to site plan approval conditions which involve the maintenance and/or replacement of trees. Ms. Wiens stated the site plan agreement is registered on title with the property.

Ms. Linda Pogor expressed concern regarding the trees and root systems. Ms. Pogor identified the absence of a swale on the sketch. Ms. Pogor inquired about the target residents and emphasized the importance of a safe recreational area for children. In response, the Chair explained the intent and function of development charges.

A Member asked for the breakdown of unit types. Mr. Heikoop responded the development will be predominately two-bedroom units but will be officially determined once a market study is conducted. The Member asked if a price point has been determined. Mr. Heikoop responded the price will be determined once the final design is complete.

Ms. Heather Carter stated the proposal will have an impact on surrounding residents. Ms. Carter discussed a recent Council decision to deny a similar development in Niagara Falls. Ms. Carter stated that residents are not saying no to development but wish to instead find a development that works with the established community.

Ms. Teresa Suda stated her home will be situated in the shadow of the development. Ms. Suda advised she now considers selling her home. Ms. Suda concluded by expressing parking concerns.

Ms. Lori Bonito expressed concern that approval of the building height may allow for a 7-storey building. The Chair asked for clarification on the height of each storey. Mr. Heikoop affirmed the building is proposed at 6-stories. He explained the additional height beyond three metres a storey is due to the proposed type of construction material, architectural design, and parapet.

Ms. Karen Lynne Guzzi indicated the proposal will make people unhappy and stated that people are more important than money. Ms. Guzzi stated the development is not compatible with the neighbourhood. Ms. Guzzi expressed concern about shadow, wind, and threats to the existing trees. Ms. Guzzi identified that the location is car dependent and does not have amenities within walking distance. Ms. Guzzi expressed concern the development will exacerbate existing speed issues and be precedent setting.

The Chair asked for comment on traffic safety and noise impact. Mr. Heikoop stated that as part of the previous zoning by-law amendment, a traffic impact study was completed and concluded there is available capacity to service the development. Mr. Heikoop stated the opinion of the professional engineer affirms that traffic can appropriately be accommodated. With respect to noise, Mr. Heikoop stated that certain building materials can reduce decibel volume and will be addressed/implemented through the building permit process.

The Chair asked for comment on garbage and snow removal. Mr. Heikoop advised the tenure is proposed to be condominium. He stated the property manager would maintain the building and facilities, also advising that garbage would be collected using a molok system. Mr. Heikoop indicated some snow can be stored on-site, with off-site snow storage as an option.

The Chair asked if this level of intensification and character is appropriate in this location. Mr. Heikoop advised that growth management targets are dictated from the province. He stated the subject land is located adjacent to an arterial road and fronts onto a collector road. Mr. Heikoop stated intensification in this area is appropriate as the roadways can be seen as a gateway. He further stated the proposal is a better scenario than what the as-of-right zoning could permit. Mr. Heikoop stated the building has been placed so the height does not have additional impact aside from what the 5-storey as-of-right zoning allows.

Mr. Vacca applauded the public commentary. Mr. Vacca reaffirmed that ample expert evidence has been placed before the Committee from professional planners and engineers.

Mr. John Guzzi asked how the Committee would feel if the developed was proposed in their backyard.

Mr. Brad Whitelaw stated that his written correspondence was provided by a professional planner. He stated there was not enough time for the

consultant to complete the submission for publishing. Mr. Whitelaw asked what rationale staff used to support the variances and if staff completed a housing inventory.

Ms. Wiens stated the staff report includes the rationale in extensive detail. Ms. Wiens stated the Niagara Region conducted a housing inventory which provided housing projections for Pelham.

Mr. Whitelaw expressed the Town did not follow the Official Plan and prioritized the Provincial Policy Statement in their recommendation.

Ms. Leach, Secretary Treasurer indicated she checked the clerks@pelham.ca email address at 7:54 pm and confirmed no e-mails have been received with regard to the subject application. Ms. Leach indicated the public comment portion of the application could be closed. The Committee agreed to close the public portion of the meeting and deliberate.

Moved By Brenda Stan

Seconded By Colin McCann

THAT the public portion of the application be closed.

Carried

Member Comments

A Member clarified that the Committee does not have the ability to stop development. The Member advised that even without the variances, the developer could still build a variation of the proposal. The Member applauded the community for their effort in reaching out to the developer.

The Chair commended the passion of the community. The Chair expressed the site appeared appropriate for intensification. The Chair stated the determination of fit was tricky, noting the provincial direction of intensification and housing policies. He further stated there is not much currently offered for apartment buildings in the area which leads to rationale for intensification and apartment units.

A Member requested the motion be divided to vote on each variance independently.

Moved By Colin McCann
Seconded By Brenda Stan

THAT Application A16/2023P for relief of Section 4.1.4.8 “Parking Area Location on Lot: Apartment Dwelling” – to permit a parking area in a front yard 3.0m to a street line and 1.9m to a side or rear lot line (westerly lot line), whereas the minimum setback required is 7.5m to a street line and 3.0m to a side or rear lot line, is hereby: GRANTED;

The above decision is based on the following reasons:

- 1. The variance is minor in nature as minimal impacts on the streetscape are anticipated. The variance is a result of the intentional siting of the building to the southeast of the property to allow the preservation of existing vegetation, enhanced opportunity for landscape buffers and increased physical distance between the structure and neighbouring properties.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land as it will provide design flexibility for the site. Further, the variance will allow for the siting of the building closer to the street which is desirable from an urban design perspective.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decision is subject to the following conditions:

- 1. That all necessary building permits are obtained prior to construction commencing, to the satisfaction of the Chief Building Official.**

Prior to Building Permit:

- 1. To the Satisfaction of the Director of Community Planning and Development**
 - 1. Receive clearance from the Ministry of Heritage, Sport, Tourism & Culture with regards to the completed Archaeological Assessment. No demolition, grading or other soil disturbances shall take place on the subject land prior to the issuance of a Ministry letter confirming that all**

- archaeological resource concerns have been mitigated and meet licensing and resource conservation requirements.
2. Apply for and obtain approval for site plan approval from the Director of Community Planning and Development.
 2. To the Satisfaction of the Director of Public Works
 1. Submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighbouring properties, to the satisfaction of the Director of Public Works, or designate.
 2. Obtain a Driveway Access and Culvert Permit from the Town for the construction of a new driveway or any modifications to existing driveways/entrance. Installation and/or modification of new entrances shall be completed in accordance with Town Standards prior to Building Permit and the Applicant shall bear all costs associated with the works.
 3. Part 2 is to be individually serviced with its own sanitary and water connections. This work is to be done by the owner, at the owner's expense, and will require a Temporary Works Permit. Should there be an intention to sever the lot in the future, the sanitary and water services for each unit will need to be contained in their respective lots. Should these services cross property lines, Public Works will not support the consent to sever.

For (3): Member Banach, Member McCann, Member Stan

Carried (3 to 0)

Moved By Colin McCann

Seconded By Brenda Stan

THAT Application A16/2023P for relief of Section 4.3.1(a) "Minimum Bicycle Parking Requirements" – to permit a minimum bicycle parking ratio of 0.25 short-term bicycle parking spaces per unit (12 spaces) whereas the by-law requires a minimum of 0.8 short-term bicycle parking spaces per unit (35 spaces), is hereby: GRANTED;

The above decision is based on the following reasons:

1. The variance is minor in nature as adequate short-term spaces will be provided (2 racks).
2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.

4. The proposal is desirable for the appropriate development and/or use of the land as adequate short-term spaces will be provided while allowing for a better use of the space.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

1. That all necessary building permits are obtained prior to construction commencing, to the satisfaction of the Chief Building Official.

Prior to Building Permit:

1. To the Satisfaction of the Director of Community Planning and Development
 1. Receive clearance from the Ministry of Heritage, Sport, Tourism & Culture with regards to the completed Archaeological Assessment. No demolition, grading or other soil disturbances shall take place on the subject land prior to the issuance of a Ministry letter confirming that all archaeological resource concerns have been mitigated and meet licensing and resource conservation requirements.
 2. Apply for and obtain approval for site plan approval from the Director of Community Planning and Development.
1. To the Satisfaction of the Director of Public Works
 1. Submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighbouring properties, to the satisfaction of the Director of Public Works, or designate.
 2. Obtain a Driveway Access and Culvert Permit from the Town for the construction of a new driveway or any modifications to existing driveways/entrance. Installation and/or modification of new entrances shall be completed in accordance with Town Standards prior to Building Permit and the Applicant shall bear all costs associated with the works.
 3. Part 2 is to be individually serviced with its own sanitary and water connections. This work is to be done by the owner, at the owner's expense, and will require a Temporary Works Permit. Should there be an intention to sever the lot in the future, the sanitary and water services for each unit will need to be contained in their respective

lots. Should these services cross property lines, Public Works will not support the consent to sever.

For (3): Member Banach, Member McCann, Member Stan

Carried (3 to 0)

Moved By Colin McCann

Seconded By Brenda Stan

THAT Application A16/2023P for relief of Section 9.2.3 “Minimum Lot Area” – to permit a minimum lot area of 80 m² per dwelling unit whereas the by-law requires a minimum lot area of 150 m² per dwelling unit, is hereby: GRANTED;

The above decision is based on the following reasons:

- 1. The variance is minor in nature as it is not anticipated to impact the functionality of the site or the ability to site the proposed building. The site with maintain adequate landscaped buffers and retain existing vegetation.**
- 2. The general purpose and intent of the Zoning By-Law is maintained.**
- 3. The intent of the Official Plan is maintained.**
- 4. The proposal is desirable for the appropriate development and/or use of the land as it is not anticipated to have substantial impacts on the surrounding area and is generally compatible in terms of use. The variance will not impact the functionality of the site.**
- 5. This application is granted without prejudice to any other application in the Town of Pelham.**
- 6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.**

The above decision is subject to the following conditions:

- 1. That all necessary building permits are obtained prior to construction commencing, to the satisfaction of the Chief Building Official.**

Prior to Building Permit:

- 1. To the Satisfaction of the Director of Community Planning and Development**

1. Receive clearance from the Ministry of Heritage, Sport, Tourism & Culture with regards to the completed Archaeological Assessment. No demolition, grading or other soil disturbances shall take place on the subject land prior to the issuance of a Ministry letter confirming that all archaeological resource concerns have been mitigated and meet licensing and resource conservation requirements.
 2. Apply for and obtain approval for site plan approval from the Director of Community Planning and Development.
1. To the Satisfaction of the Director of Public Works
 1. Submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighbouring properties, to the satisfaction of the Director of Public Works, or designate.
 2. Obtain a Driveway Access and Culvert Permit from the Town for the construction of a new driveway or any modifications to existing driveways/entrance. Installation and/or modification of new entrances shall be completed in accordance with Town Standards prior to Building Permit and the Applicant shall bear all costs associated with the works.
 3. Part 2 is to be individually serviced with its own sanitary and water connections. This work is to be done by the owner, at the owner's expense, and will require a Temporary Works Permit. Should there be an intention to sever the lot in the future, the sanitary and water services for each unit will need to be contained in their respective lots. Should these services cross property lines, Public Works will not support the consent to sever.

For (3): Member Banach, Member McCann, Member Stan

Carried (3 to 0)

Moved By Colin McCann

Seconded By Brenda Stan

THAT Application A16/2023P for relief of Section 9.2.3 "Minimum Side Yard" – to permit a minimum side yard setback of 3m to the easterly lot line whereas the by-law requires a minimum side yard setback of 6m, is hereby: GRANTED;

The above decision is based on the following reasons:

1. The variance is minor in nature as siting the building closer to the eastern property line allows for a larger buffer between the building and the neighbouring residential uses to the west. The reduced setback to the eastern property line will have a lesser impact on neighbouring residential uses than if the building was located in the centre of the site.
2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.
4. The proposal is desirable for the appropriate development and/or use of the land as the variance allows for the siting of the building farther away from the existing residential uses to the west. The variance still allows for appropriate landscaping buffering and drainage.
5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

1. That all necessary building permits are obtained prior to construction commencing, to the satisfaction of the Chief Building Official.

Prior to Building Permit:

2. To the Satisfaction of the Director of Community Planning and Development
 1. Receive clearance from the Ministry of Heritage, Sport, Tourism & Culture with regards to the completed Archaeological Assessment. No demolition, grading or other soil disturbances shall take place on the subject land prior to the issuance of a Ministry letter confirming that all archaeological resource concerns have been mitigated and meet licensing and resource conservation requirements.
 2. Apply for and obtain approval for site plan approval from the Director of Community Planning and Development.
3. To the Satisfaction of the Director of Public Works
 1. Submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighbouring properties, to the

satisfaction of the Director of Public Works, or designate.

2. Obtain a Driveway Access and Culvert Permit from the Town for the construction of a new driveway or any modifications to existing driveways/entrance. Installation and/or modification of new entrances shall be completed in accordance with Town Standards prior to Building Permit and the Applicant shall bear all costs associated with the works.
3. Part 2 is to be individually serviced with its own sanitary and water connections. This work is to be done by the owner, at the owner's expense, and will require a Temporary Works Permit. Should there be an intention to sever the lot in the future, the sanitary and water services for each unit will need to be contained in their respective lots. Should these services cross property lines, Public Works will not support the consent to sever.

For (3): Member Banach, Member McCann, Member Stan

Carried (3 to 0)

Moved By Colin McCann
Seconded By Brenda Stan

THAT Application A16/2023P for relief of Section 9.2.3 "Maximum Building Height" – to permit a maximum building height of 21.0m whereas the by-law permits a maximum building height of 15m, is hereby: GRANTED;

The above decision is based on the following reasons:

1. The variance is minor in nature as the increase in height is not anticipated to have significant impacts on neighbouring land uses and is generally in character with surrounding land uses.
2. The general purpose and intent of the Zoning By-Law is maintained.
3. The intent of the Official Plan is maintained.
4. The proposal is desirable for the appropriate development and/or use of the land because it provides for a form of development that is generally compatible and desirable for the surrounding area. The building has been sited in a location to

reduce potential impact on neighbouring lands in terms of privacy and shadowing. The increased height is not anticipated to result in a built form that is inappropriate for the lands. The increased height will allow for the provision of two levels of parking within the building, reducing the need for surface parking, thus providing more space for landscaped areas.

5. This application is granted without prejudice to any other application in the Town of Pelham.
6. The Committee of Adjustment considered the written and oral comments and agrees with the minor variance report analysis and recommendation that this application meets the Planning Act tests for minor variance.

The above decision is subject to the following conditions:

1. That all necessary building permits are obtained prior to construction commencing, to the satisfaction of the Chief Building Official.

Prior to Building Permit:

1. To the Satisfaction of the Director of Community Planning and Development
 1. Receive clearance from the Ministry of Heritage, Sport, Tourism & Culture with regards to the completed Archaeological Assessment. No demolition, grading or other soil disturbances shall take place on the subject land prior to the issuance of a Ministry letter confirming that all archaeological resource concerns have been mitigated and meet licensing and resource conservation requirements.
 2. Apply for and obtain approval for site plan approval from the Director of Community Planning and Development.
2. To the Satisfaction of the Director of Public Works
 1. Submit a comprehensive Lot Grading & Drainage Plan demonstrating that the drainage neither relies, nor negatively impacts neighbouring properties, to the satisfaction of the Director of Public Works, or designate.
 2. Obtain a Driveway Access and Culvert Permit from the Town for the construction of a new driveway or any modifications to existing driveways/entrance. Installation and/or modification of new entrances shall be completed in accordance with Town Standards prior to Building Permit and the Applicant shall bear all costs associated with the works.

3. **Part 2 is to be individually serviced with its own sanitary and water connections. This work is to be done by the owner, at the owner's expense, and will require a Temporary Works Permit. Should there be an intention to sever the lot in the future, the sanitary and water services for each unit will need to be contained in their respective lots. Should these services cross property lines, Public Works will not support the consent to sever.**

For (2): Member Banach, Member Stan

Carried (2 to 1)

8. Applications for Consent

None.

9. Minutes for Approval

Moved By Colin McCann

Seconded By Brenda Stan

THAT the Committee of Adjustment minutes dated June 5, 2023, be approved.

Carried

10. Adjournment

The meeting was adjourned at 8:08 pm.

Moved By Colin McCann

Seconded By Brenda Stan

BE IT RESOLVED THAT this Meeting of the Committee of Adjustment be adjourned until the next regular meeting scheduled for September 5, 2023, at 4:00 pm.

Carried



Isaiah Banach, Chair



Sarah Leach, Secretary-Treasurer

Subject: Eclipse Feasibility Report

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0215 Eclipse Feasibility Report, for information;

AND THAT Council directs staff to make any appropriate emergency preparations, to obtain a limited supply of specialty glasses for operational purposes, to operate the routine children's day camps, but otherwise take no action to plan festivities or public events associated with the eclipse.

Background:

On Monday, April 8, 2024, select portions of North America, including the Niagara Region, will experience a total eclipse. Pelham will experience the total eclipse between 3:18pm – 3:22pm. April 8, 2024 also happens to be a PD day for the Niagara school systems, which in turn means that the Town's RCW department would typically offer day camp services on that day.

Council received a public delegation regarding the eclipse on April 5, 2023. Staff were directed to investigate and report back with respect to options and opportunities associated with the eclipse. This report is written in satisfaction of the staff undertaking to report back on the issue. Staff recommend against Pelham hosting any major public event associated with the eclipse.

Analysis:

At time of writing, it is unclear to what extent public events and celebrations associated with the eclipse will be organized in Niagara. Many other municipalities are struggling with logistical and pragmatic issues associated with this event. It is unknown whether this solar phenomenon will be popular or seize public interest – Niagara is not the only part of Ontario that will experience the eclipse, but millions of Ontarians will have to travel somewhere to experience the eclipse, consequently Niagara may experience a healthy amount of any day tripping.

One of the key reasons for the recommendation not to host any major event is the potential for extensive damage to Pelham parks and public spaces. Early April typically involves wet weather and loose and moist soils. The potential for catastrophic damage from thousands of feet in the parks and public spaces is almost unlimited.

As a related issue, Pelham is only able to provide the Summerfest Festival because it enjoys extensive volunteer support, hundreds of preparatory hours by staff and more than \$312,000 in total festival/event budgeting. Unless directed to prioritize this potential event, it is not feasible to dedicate adequate resources for a successful event – and unlike Summerfest there is no real way to predict the level of demand for the service.

With respect to emergency services, the Town of Pelham is conducting its annual emergency preparedness exercise jointly with Niagara Region. This exercise will be premised on eclipse-associated events. It is anticipated that this session will help identify any preparedness issues and operational issues which may arise

Financial Considerations:

The Town has not yet passed the 2024 operating budget. If staff were directed to make preparations to host a major event, staff will request \$50,000 in one-time funding. Some amount of money will be required to purchase safety glasses for operational staff, but this is expected to be absorbed by the existing operating budget. No new spending or additional funding is required if Pelham does not host an event.

Alternatives Reviewed:

The primary alternative is to prepare to potentially host tens of thousands of persons at Pelham's various parks and open spaces. This alternative would require financial resources and if such is Council's preference, the item should be referred to the 2024 budget.

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

Through the success of Summerfest, Pelham has proven its capacity to host a major event where attendance exceeds local population. That event however is unique and requires 'all-hands-on-deck' by both Town staff and community volunteers. Between the uncertainty surrounding the eclipse as a popular draw and the potential for catastrophic damage to public spaces should large gatherings occur in Town parks and open spaces, the best approach to the eclipse is one of moderate, quiet and private enjoyment of this celestial occurrence.

Consultation:

The Fire Chief, the Director of Recreation, Culture and Wellness, the Director of Public Works and the Director of Corporate Services were each involved in the discussions and drafting of this report.

Other Pertinent Reports/Attachments:

2024 Eclipse's estimated path – reproduced from

Prepared and Submitted by:

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

Memo

To: Town of Pelham Mayor and Councillors

From: Teresa Quinlin-Murphy, Director Corporate Services & Treasurer

Date: October 18, 2023

RE: FAC 06-23 Centennial Park- Accessible Universal Washroom Addition to Concession with Additional Budget Request of \$137,500

BE IT RESOLVED THAT Council receive the Memo entitled : FAC 06-23 Centennial Park- Accessible Universal Washroom Addition to Concession with Additional Budget Request of \$137,500, for information;

AND THAT Council select one of the following options to complete FAC 06-23 Centennial Park- Accessible Universal Washroom Addition to Concession:

- (1) approve the additional funds of \$137,500 from 2023 in-year surplus from Interest Revenue;**
- (2) Council cancels the project and return the two grant funds in the amount of \$250,000.**

Background:

Council approved FAC-06-23 Centennial Park Washroom Design and Construction in the 2023 Capital budget in the amount of \$185,000. This was to be funded by the following: \$150,000 by a grant and \$35,000 from the facilities reserve. At the time of the 2023 capital budget approval, the Town had not received grant funding approval and the project was red circled until the grant was confirmed.

The Town did receive two grants for this project. The two grants received are as follows: (1) Ontario Trillium Foundation (OTF) for \$150,000; and (2) Employment and Social Development Canada (ESDC) for \$100,000. The total project funds now available are \$285,000.

At the April 5, 2023 Council meeting, staff brought a report to Council: "Single Source for Architect for Centennial Park Accessible Universal Washroom Addition, 2023-0084-Corporate Services". This request was to

have Grguric Architects Incorporated complete the design for \$32,500. This recommendation was made since the deadline for the construction completion for the OTF grant is December 31, 2023. Council did not approve this recommendation and directed staff to complete a competitive Request for Proposal (RFP) process. The RFP process was completed as directed by Council. This was awarded on May 19, 2023, to Grguric Architects for \$8,000 higher than the sole source amount plus it delayed the project by 6 weeks.

Analysis:

The construction tender closed on October 11, 2023. There were 15 plan takers and only one submission. The tender price submitted is \$375,000. With the cost of the architect, the total cost for this project net of HST is \$422,542. One of the reasons for this increase is the tight timeline to complete this project by December 31, 2023, in order to meet the OTF grant requirement. The additional funds required are \$137,500 from the 2023 in-year surplus from interest revenue.

If Council decides to cancel the project, the two grants would need to be returned. The Town has already returned the library grant of \$5.2 M due to the high construction costs. This would jeopardize any future grants since the Town could get a reputation of applying for a grant, receiving it and then returning the funds.



The Corporation of the Town of Pelham

By-law No. 59-2023

Being a by-law to adopt, ratify and confirm the actions of the Council at its regular meeting held on the 18th day of October 2023.

WHEREAS section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") 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 the 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 18th day of October, 2023, 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.** This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 18th day of October, 2023.

Marvin Junkin, Mayor

Sarah Leach, Deputy Clerk