

REGULAR COUNCIL AGENDA

C-23/2023

Wednesday, December 20, 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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 1. By-law 68-2023 - Being a By-law to establish a system of administrative penalties for contraventions of designated non-parking By-laws and to repeal By-law No. 4352(2022).
 2. By-law 69-2023 - Being a By-law to establish a system of administrative penalties for contraventions of designated By-laws respecting traffic and the parking, standing or stopping of vehicles and to repeal By-law No. 4353(2022).
 3. By-law 70-2023 - Being a By-law to amend various by-laws designated under By-law No. 68-2023, being the Administrative Penalty Process By-law for Non-Parking By-laws, and various by-laws designated under By-law No. 69-2023, being the Administrative

Penalty Process By-law for Traffic and Parking By-laws.

4. By-law 71-2023 - Being a by-law to amend By-law No. 3728(2016) to establish 2024 Fees and Charges to be collected by the Corporation of the Town of Pelham and to Repeal By-law No. 4504-2023 as amended.

5. By-law 73-2023 - Being a By-law for dissolution of the Pelham Sports & Leisure Council.

15. Motions and Notices of Motion

16. 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 employees and (d) - labour relations or employee negotiations - 1 item (CAO Performance Review)

17. Rise From In Camera

18. Confirming By-Law 520 - 520

19. Adjournment

REGULAR COUNCIL MINUTES

Meeting #: C-22/2023
Date: Wednesday, December 6, 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
Vickie vanRavenswaay
Barbara Wiens
Jodi Legros
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

Councillor Niznik to read the land acknowledgment into the record.

4. Approval of the Agenda

Moved By Councillor Wayne Olson

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT the agenda for the December 06, 2023, Regular meeting of Council be adopted, amended as noted:

That Item previously numbered as 9.3.1 in the consent agenda be lifted and considered immediately following the presentation on Stormwater management, and renumbered as 6.2.2;

And Item previously numbered as 11.2.2 Gas Hedging Agreement , 2023-0263, be moved to follow 2023 Town of Pelham Holiday Cards, and renumbered 6.3

Carried

5. Disclosure of Pecuniary Interests and General Nature Thereof

No conflicts were declared.

6. Hearing of Presentation, Delegations, Regional Report

6.1 Delegations

6.1.1 Hospice Niagara

Moved By Councillor Wayne Olson

Seconded By Councillor Kevin Ker

BE IT RESOLVED THAT Council receive the delegation from Carol Nagy, Executive Director of Hospice Niagara, regarding an update on Hospice Palliative Care, for information.

Carried

6.1.2 Wayne Robins re: Redecan Odour

Moved By Councillor Shellee Niznik

Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council receive the delegation from Wayne Robins regarding the impact of Redecan's Odour emission, for information.

Carried

6.1.3 Judy Johnson re: Redecan Odour

Moved By Councillor John Wink

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive the delegation from Judy Johnson regarding the impact of Redecan's Odour emission, for information.

Carried

6.2 Presentations

6.2.1 Storm Water Management Pond Assessment Report

Moved By Councillor Kevin Ker
Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council receive the Storm Water Management Pond Assessment Report Presentation by Adam Spargo, Senior Project Manager, Matrix Solutions Inc., for information.

Carried

6.2.2 Stormwater Management Facility Needs Program Report, 2023-0257-Public Works

Moved By Councillor John Wink
Seconded By Councillor Kevin Ker

BE IT RESOLVED THAT Council receive Report #2023-0257 Stormwater Management Facility Needs Program, for information;

Carried

6.2.3 2023 Town of Pelham Holiday Cards

Mr. Ryan Cook, Manager of Public Works, presented to Council the 2023 winners of the Town of Pelham's Holiday Cards.

Moved By Councillor Shellee Niznik
Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council receive the 2023 Town of Pelham Holiday Card presentation from Ryan Cook.

Carried

6.3 Gas Hedging Agreement, 2023-0263-Corporate Services

Moved By Councillor Bob Hildebrandt
Seconded By Councillor Kevin Ker

BE IT RESOLVED THAT Council receive Report # 2023-0263 - Gas Hedging Agreement, for information;

AND THAT Council approve the Town of Pelham entering into a Gas Hedging agreement with Local Authority Services (LAS) effective January 1, 2024.

Carried

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

No one appeared or submitted written comments.

Moved By Councillor Wayne Olson

Seconded By Councillor John Wink

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

THAT Council approve the Taxes Written-Off Report in the amount of \$6495.87 as per the Municipal Act, Sections 357 and 358.

Carried

7. Adoption of Council Minutes

Moved By Councillor Brian Eckhardt

Seconded By Councillor Bob Hildebrandt

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

1. C-21/2023 - Regular Council Meeting - November 15, 2023

Carried

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

9. Consent Agenda Items to be Considered in Block

Moved By Councillor John Wink

Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT the Consent Agenda items as listed on the December 06, 2023 Council Agenda be received and the recommendations contained therein be approved:

9. Consent Agenda Items to be Considered in Block

9.1 Presentation of Recommendations Arising from Committee of Council, for Council Approval

BE IT RESOLVED THAT Council hereby approves the Recommendations Resulting from the following:

- 1. PCOW-10/2023 - Public Meeting under the Planning Act - November 8, 2023**

9.2 Minutes Approval - Committee of Council

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

PCOW-10/2023 - Public Meeting under the Planning Act - November 8, 2023

9.3 Staff Reports of a Routine Nature for Information or Action

9.3.1 Stormwater Management Facility Needs Program Report, 2023-0257-Public Works

BE IT RESOLVED THAT Council receive Report #2023-0257 Stormwater Management Facility Needs Program, for information;

9.3.2 Installation of Services to the Fonthill Platform Tennis Club, 2023-0266-Public Works

BE IT RESOLVED THAT Council receive Report #2023-0266 Installation of Water and Sewer Services to the Fonthill Platform Tennis Club, for information.

9.3.3 Cemetery Operations Update, 2023-0259-Public Works

BE IT RESOLVED THAT Council receive Report #2023-0259 Cemetery Operations Update, for information.

9.3.4 Front Row Sport LTD Lease Agreement, 2023-0269-Recreation

BE IT RESOLVED THAT Council receive the Memo 2023-0269-Recreation entitled Front Row Sports LTD Lease Agreement for Meridian Community Centre (MCC) Pro Shop, for information.

9.4 Information Correspondence

9.4.1 Royal Canadian Legion Remembrance

BE IT RESOLVED that Council receive thank-you correspondence from Royal Canadian Legion regarding remembrance poppies, for information.

9.5 Regional Municipality of Niagara Correspondence for Information or Action

9.5.1 Niagara Transit Commission - OnDemand Service Statistics (Jan-Aug 2023)

BE IT RESOLVED THAT Council receive the memorandum from the Niagara Transit Commission regarding the Niagara Region

Transit (NRT) OnDemand Service Statistics from January to August 31, 2023, for information.

9.5.2 PDS 37-2023 Niagara Region Unbuilt Housing Supply Update

BE IT RESOLVED THAT Council receive report PDS 37-2023 Niagara Region Unbuilt Housing Supply Update, for information.

9.6 Advisory Committee Minutes for Information

9.6.1 Pelham Finance and Audit Committee - May 23, 2023

BE IT RESOLVED THAT Council receive the Finance and Audit Committee meeting minutes dated May 23, 2023, for information.

Carried

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

11. Presentation and Consideration of Reports

11.1 Members of Council Reports

11.1.1 Councillor Hildebrandt - Update re Niagara Region Waste Committee

Moved By Councillor Brian Eckhardt

Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council receive the update from Councillor Hildebrandt regarding the Niagara Region Waste Committee, for information.

Carried

11.2 Staff Reports Requiring Action

11.2.1 Review of Capital Financing Using Debt, Reserves and In-Year Cash, 2023-0256-Corporate Services

Moved By Councillor Kevin Ker

Seconded By Councillor Wayne Olson

BE IT RESOLVED THAT Council receive Report # 2023-0256 - Review of Capital Financing Using Debt, Reserves and In-Year Cash, for information;

AND THAT Council direct staff to update the Summary of Reserves and Reserve Funds Target Balance in Q3 of 2024;

AND THAT Council direct staff to bring back S400-07 Capital Financing and Debt Management Policy (Debt Policy) in Q3 of 2024, with an updated phase-in for the internal limit of debt in conjunction with new target levels for reserves;

AND THAT Council approve the capital funding strategy for new debt needs to relate to strategic investments or growth funding by development charges. Reserves (pay as you go) will be utilized for current asset renewal with the current tax base maintaining the existing level of service.

Carried

11.2.2 MCC Elevators Oil Coolers Installation, 2023-0268-Corporate Services

Moved By Councillor Shellee Niznik

Seconded By Councillor Bob Hildebrandt

BE IT RESOLVED THAT Council receive Memo 2023-0268 entitled MCC Elevators Oil Coolers Installation, for information;

AND THAT Council approve the supply and installation of two Elevator Oil Coolers in the machine room of the MCC, in the amount of \$43,452, including net of HST, to be funded from the 2023 in-year surplus.

Carried

11.2.3 HONK paid parking, 2023-0247-Corporate Services

This item was withdrawn from the agenda.

11.2.4 Administrative Penalty System Improvements to Promote By-law Compliance and Facilitate Enforcement, 2023-0270-Town Solicitor

Moved By Councillor Shellee Niznik

Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council receive Report #2023-0270 - Administrative Penalty System Improvements to Promote By-law Compliance and Facilitate Enforcement, for information;

AND THAT Council approve, in principle, proposed By-law No. 68-2023, being the Administrative Penalty Process By-law for Non-Parking By-laws;

AND THAT Council approve, in principle, proposed By-law No. 69-2023, being the Administrative Penalty Process By-law for Traffic and Parking By-laws;

AND THAT Council approve, in principle, proposed By-law No. 70-2023, being the Administrative Penalty System Consequential Amendment By-law;

AND THAT Council direct that the proposed By-laws be presented to Council for consideration at the next regular meeting of Council.

Carried

11.2.5 Recommendation Report – Housekeeping Zoning By-law Amendment, 2023-0261-Planning

Moved By Councillor John Wink

Seconded By Councillor Brian Eckhardt

BE IT RESOLVED THAT Council receive Recommendation Report #2023-0261 - Housekeeping Zoning By-law Amendment, for information;

AND THAT Council defer consideration of the housekeeping zoning by-law amendment, to facilitate further consultation on changes brought forward following the public meeting in Q1 of 2024.

Carried

12. Unfinished Business

13. New Business

14. Presentation and Consideration of By-Laws

Moved By Councillor Shellee Niznik

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 66-2023 - Being a By-law to exempt Block 168 on Plan 59M-505, municipally known as 68, 70, 72, 74, and 76 William Street, from Part Lot Control. Saffron Meadows Phase 3 (Mountainview Building Group). File No. PLC-02-2023

2. By-law 67-2023 - Being a By-law to exempt Block 170 on Plan 59M-505, municipally known as 178, 180, 182, and 184 Klager Avenue, from Part Lot Control. Saffron Meadows Phase 3 (Mountainview Building Group). File No. PLC-03-2023

Carried

15. Motions and Notices of Motion

15.1 Mayor Junkin - Sidewalk Connection along Canboro Road

Moved By Mayor Marvin Junkin

Seconded By Councillor Wayne Olson

WHEREAS Council for the Town of Pelham supports pedestrian safety and is dedicated to enhancing walkability and active transportation throughout the Town;

AND WHEREAS the existing sidewalk along Canboro Road between the Villages of Fonthill, Ridgeville, and Fenwick is not continuous;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report addressing the cost and feasibility of connecting the sidewalks along Canboro Road between the Villages of Fonthill, Ridgeville, and Fenwick;

AND THAT Council directs staff to report back to Council in Q2 of 2024.

Carried

16. Resolution to Move In Camera

Moved By Councillor John Wink

Seconded By Councillor Shellee Niznik

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 employees and (d) - labour relations or

employee negotiations - 2 items (Consideration of Appointments to Advisory Committees & CAO Performance Review)

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

Carried

17. Rise From In Camera

17.1 Procedural Motion to extend Council Meeting

Moved By Councillor Wayne Olson

Seconded By Councillor Shellee Niznik

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

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

AND THAT the remainder of the business listed on the agenda for this meeting continue to be considered until all matter have been concluded.

Carried

17.2 Direction from In Camera

Moved By Councillor John Wink

Seconded By Councillor Bob Hildebrandt

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

AND THAT the Manager of People Services and Town Solicitor be and is hereby authorized to undertake the directions provided during the In Camera meeting of December 06, 2023;

AND THAT Council nominate Thom Hounsell to the Niagara Transit Commission Public Advisory Commission.

Carried

18. Confirming By-Law

Moved By Councillor Brian Eckhardt

Seconded By Councillor Shellee Niznik

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

Being a By-law No. 72-2023 to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 6th day of December, 2023.

Carried

19. Adjournment

Moved By Councillor Bob Hildebrandt
Seconded By Councillor Shellee Niznik

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for December 20, 2023 at 9:00 am.

Carried

Mayor: Marvin Junkin

Town Clerk: William Tigert

Subject: 2024 Capital Budget for Approval

Recommendation:

BE IT RESOLVED THAT Council receive Report # 2023-0277 – 2024 Capital Budget for Approval, for information;

AND THAT Council receive the 2024 Capital Budget including all motions made by Council at the Committee of the Whole meeting on November 29, 2023;

AND THAT Council reduce the Ontario Community Infrastructure Fund (OCIF) allocated to Capital project RD 07-24 Road Rehabilitation by \$124,000, and increase the Capital Reserve Transfer by \$124,000.

Background:

Staff presented the draft Capital Budget to the Pelham Finance and Audit Committee on November 22, 2023, and to Council on November 29, 2023. Council made the following motions to the draft budget:

- 1. THAT Committee recommend project RD 12-24 "Smart Technology for Street Lights" be removed from the 2024 Capital Budget in the amount of \$100,000.**
- 2. THAT Committee recommend project PRK 01-24 "Centennial Park South Soccer Field Construction" be removed from the 2024 Capital Budget in the amount of \$350,000;**

AND THAT project PRK 01-24 be deferred to the 2025 draft capital budget in the amount of \$350,000 with alternative options for the location, other than Centennial Park.

- 3. THAT Committee recommend project PRK 10-24 "Paving for Pre-existing Gravel Parking Lot" be removed from the 2024 Capital Budget in the amount of \$350,000.**

4. THAT Committee recommend project 07-24 "Class EA for MSSP Entrance" be removed from the 2024 Capital Budget in the amount of \$250,000.

5. THAT Committee receive the 2024 Capital Budget Presentation from the Treasurer, Deputy Treasurer and Director of Public Works, for information;

AND THAT Committee receive the ten-year capital forecast, for information;

AND THAT Committee recommend to Council to approve the 2024 Capital Budget, as amended, at their meeting scheduled for December 20, 2023.

Capital project RD 07-24 Road Rehabilitation Program was originally proposed to be funded \$835,000 from OCIF grant and remaining \$365,000 from the Roads Capital Reserve.

OCIF Funding for 2024 wasn't confirmed at the time of the draft budget but since then, the Town has received confirmation that the 2024 OCIF funding is \$711,305. As a result, OCIF funding allocation for capital project RD 07-24 Road Rehabilitation Program has been reduced by \$124,000 (\$835,000 - \$711,000) and this amount will be offset by an increase from Roads Reserve.

Analysis:

N/A

Financial Considerations:

N/A

Alternatives Reviewed:

N/A

Strategic Plan Relationship: Financial Health

Consultation:

N/A

Other Pertinent Reports/Attachments:

The Final 2024 Capital Budget

Prepared and Recommended by:

Usama Seraj, B.Com.(Hons), CPA, CMA.
Manager Financial Services & Deputy Treasurer

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

Prepared and Submitted by:

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

Town of Pelham 2024 Draft Capital Budget



- General Governance
- Corporate Services
- Fire and By-Law Services
- Public Works
- Recreation, Culture and Wellness
- Planning and Development

Town of Pelham

2024 Capital Budget

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Town of Pelham

2024 Capital Budget



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Capital Budget Overview



Overview

The 2024 Capital Budget has been prepared reviewing all the capital needs and prioritizing them based on following categories: Economic Prosperity; Enhance Quality of Life & Culture; Environmental Conditions; Financial Conditions; Health & Safety Conditions; Innovative; Legal & Regulatory Conditions; and Operational & Internal Conditions. The increase in transfers to reserve is \$342,500, The 2024 capital reserve transfer helps achieve the targets as set out in the Reserve and Reserve Fund Policy.

The 2024 capital projects total \$16,607,290, which includes water and wastewater capital projects. These projects will be funded by reserve transfers of \$7,485,874, \$7,416 external and other contributions, \$450,000 parkland dedication funds, \$2,592,000 development charges, \$6,072,000 of grant requests.

There are capital projects from 2023 and earlier that will be completed in 2024. There is cash set aside in the reserves for these projects.

The capital schedules include the 2024 detailed capital requests and the 10-year capital plan. A 20-year plan exists, but is currently being updated in the Capital Asset Management Plan. Once the Capital Asset Management Plan is completed with the risk assessment of the assets based on performance condition index and service level requirements, the 20-year plan will be updated. This is scheduled to be completed in 2024 with the assistance of the Asset Management and GIS Analyst.

Capital Asset Management Plan

The Capital Asset Management plan was completed on July 1, 2022 for the core assets of roads, water, wastewater, bridges, culverts, sanitary sewer and storm water. The Town is continuing its working on updating the Asset Management plan to include all assets. This work will be completed by July 1, 2024.

Capital Grants

The Capital Grants Summary lists the grants relating to the capital projects for 2024. The Town has applied for grant funding under the FED-DEV grant for the renovation of the Fonthill Library. The Town is still waiting for the decision this grant application. In addition, the Town has applied for a grant for ball diamond upgrades at Centennial Park, trail sign improvement, facilities energy efficiency study, pedestrian railing and electronic sign replacement.

The total capital projects funded by grants confirmed in 2024 is \$3,381,000. There are \$2,691,000 of capital projects pending applications and waiting final funding approval.

Capital Budget Overview



Corporate Services - Information Technology

The projects identified in information technology support the Town's information network, electronic communications, software applications, financial systems, and hardware requirements. The Town strives to stay current with technologies and applications to ensure that optimal customer service is provided to its customers. The new priorities for 2024 includes equipment renewal, mobile ticketing system, video surveillance equipment for Marlene Stewart Streit Park (MSSP) , and network hardware replacement. The total request is \$168,000.

Fire and By-Law Services

Fire and By-Law Services provides protection services to the Town of Pelham residents. Maintaining and supporting the Town in the protection of people and property corresponds to a Town priority within the Strategic Plan. The equipment listed for replacement includes the replacement of Bunker Gear, Squad 1 light rescue, and a communication sign which is red-circled waiting for grant approval. The total request is \$425,000.

Public Works - Facilities

Town facilities and structures are required to support the needs of the community. The two largest project include, Fire Station 1 Architectural design for Station 1, and the new Fonthill Library construction. The Library construction project is red-circled pending grant approval. The total request is \$4,165,000.

Public Works - Park Facilities

Park Facilities provides many services to the Community that enhances the quality of life for its residents. There two largest projects include; Parks Accessibility upgrades for \$100,000 and Centennial Park Ball Diamond Upgrades for \$90,000 which is red circled pending grant. The total request is \$367,000.

Public Works - Roads

The Roads Department provides services throughout the Town that enhances the quality of life for its residents. One of the priorities is to ensure that the Town's infrastructure is maintained at levels that meet needs. Major infrastructure projects proposed for 2024 include road reconstruction of Quaker Road for \$2,100,000; Church Street Culvert replacement for \$500,000; Road Rehabilitation for \$1,200,000;



Capital Budget Overview

Surphur Springs road embankment for \$250,000, and Stormwater Facility maintenance for \$300,000. The total request is \$5,320,000.

Public Works - Fleet

Vehicles are essential to many of the services that the Town provides including snow clearing, mowing, culvert repairs, asphalt repairs etc. In order to provide these services, the Town must ensure that equipment is in good repair and can support the needs of the community. The largest project is for a combination snow plow and spreader for \$350,000. The total request is \$767,290.

Public Works - Cemeteries

The Town operates two active cemeteries, Hillside and Fonthill and one inactive cemetery, Hansler. The majority of the needs of the cemetery are met within the operating budget annually. However, capital expenditures can arise as a result of changes to the sites or new infrastructure requirements. The total request is \$70,000.

Community Planning and Development

Studies requested within Community Planning and Development provide the framework of all Town development and growth. The project in 2024 is the Development Fee Study for \$75,000. The total request is \$75,000.

Library Services

Library Services support the cultural needs of the Community. Capital investments allow the Library to continue to provide these services in an optimal manner. The capital request is \$10,000 for replacement of public computers. The total request is \$10,000.

Municipal Drainage

Repairs and Maintenance are regularly required for the Town's drains. Staff have developed a maintenance and repair schedule to forecast when the works will be done. The schedule also highlights when billing will occur for the works. The Town is responsible for any expenses related to lands owned by the Town that benefit from the drain. There are currently no capital planned projects in 2024. \$-.

Public Works - Wastewater

Wastewater infrastructure projects are typically tied to roads-related projects. In addition, the Wastewater projects identified correspond to capital items needed to

Capital Budget Overview



maintain the system to meet legislated requirements. The major project is for the Quaker Road Sanitary Replacement for \$525,000. The total request is \$930,000.

Public Works - Water

Water infrastructure projects are typically tied to roads-related projects. In addition, the water projects correspond to capital items needed to maintain the system to meet legislated requirements. The major projects are; Quaker Road Watermain replacement for \$560,000, and Daleview Watermain Reconstruction for \$2,700,000. The Daleview watermain replacement project is utilizing \$1,980,00 of approved one-time grant funding. The total request is \$3,260,000.

Debentures

A new Capital Financing and Debt Management Policy was approved in 2020. There are 7 Debt-Related financial indicators in this policy. The Town is at high risk with one of the indicators: Debt Servicing Cost as a Percentage of Own Source Revenues. This indicator is flagging the risk that the debt servicing is consuming a higher portion of the operating budget and may constrain the funding that is available for other service delivery. As a result of this high risk debt-related indicator, the Town is not able to respond as quickly to other increased expenditure requirements because a higher portion of its revenue is used for debt. The Town's financial indicators have also been provided from 2019 to 2022. A number of the indicators have been improving due to increased transfers to reserves and restraint in taking out new debt.

There are no debentures to be issued in 2024.

The graph in the debt section shows the projected Debt Charges as a Percentage of Net Revenues at 10.8% for 2024. With all of the capital projects forecasted, and with planned increases in reserve transfers, the percentage will decrease slightly but stay fairly steady in the next 10 years, but it will not exceed the 25% maximum. The Capital Financing and Debt Management Policy states the internal debt limit is 20% up to 2025; then 15% up to 2029; and after that it is reduced to 10%. The projected capital projects and the required debt to finance these projects will violate this internal debt limits in 2031 if the projects proceed as listed in the 10-year plan. If capital projects proceed as planned and no additional grant funding is received, reserve transfers must be increased to avoid increasing debt levels.

Reserves and Reserve Funds

A new Reserve and Reserve Fund policy was approved in 2020. This policy will assist with long-term financial stability and planning. The Town's operating budget includes



Capital Budget Overview

reserve transfers for operating and capital budgets. The total capital projects funded from reserves for 2024 is \$5,275,874 from the tax levy supported reserves and \$2,210,000 from the rate supported (water and wastewater) reserves.

All 10-year reserve forecasts are included behind the capital sections. Increases have been made to forecast reserve transfers in order to minimize debt and move towards higher reserve balances in order to be able to fund future capital needs and comply with the phased-in minimum targets in the Reserve and Reserve Fund Policy. These increased reserve transfers are not sufficient to address the capital needs of the Town, without issuing debt. Based on the current forecast, tax levy supported capital reserve transfers must increase by \$342,500 to \$480,000 per year for the next three years in order to reduce debt levels, and reserve balances are not expected to increase significantly at that level. The Capital Asset Management Plan will review the long-term planning of capital assets and the funds required to replenish these assets.

A 10-year reserve forecast summary has been prepared to illustrate the long-range financial planning of the Town.

Conclusion

The town continues to face the inflationary challenges with regards to capital projects. Tendered projects are often coming in at 30% - 50% over budget. This will continue to put more pressure on the Town's reserves and also future issuance of debentures.

2024 Capital Budget Summary

	Requested	Funding						
		Grants	Reserve Transfers	Parkland Dedication	Development Charges	Other	Debenture	Total Funding
Tax Levy Supported								
Information Technology	168,000	-	168,000	-	-	-	-	168,000
Fire & By-Law Services	425,000	15,000	410,000	-	-	-	-	425,000
Facilities	4,165,000	2,486,000	621,000	-	1,058,000	-	-	4,165,000
Park Facilities	1,317,000	155,000	712,000	450,000	-	-	-	1,317,000
Roads	5,420,000	1,436,000	2,450,000	-	1,534,000	-	-	5,420,000
Fleet	767,290	-	759,874	-	-	7,416	-	767,290
Cemeteries	70,000	-	70,000	-	-	-	-	70,000
Community Planning & Development	75,000	-	75,000	-	-	-	-	75,000
Library	10,000	-	10,000	-	-	-	-	10,000
Total Tax Levy Capital Requests	12,417,290	4,092,000	5,275,874	450,000	2,592,000	7,416	-	12,417,290

2024 Capital Budget Summary

	Requested	Funding						
		Grants	Reserve Transfers	Parkland Dedication	Development Charges	Other	Debenture	Total Funding
Water and Wastewater Rate Supported								
Wastewater	930,000	-	930,000	-	-	-	-	930,000
Water	3,260,000	1,980,000	1,280,000	-	-	-	-	3,260,000
Total Water and Wastewater Capital Requests	4,190,000	1,980,000	2,210,000	-	-	-	-	4,190,000



Capital Grants Summary

Project #	Project Name	Total Grants	Approved Grants	Grants Pending	Grant Description	Comments
RD 07-24	Road Rehabilitation Program	835,000	835,000	-	OCIF*	Long-Term agreement in place and allocation is known.
FAC 08-24	New Fonthill Library Construction	2,396,000	-	2,396,000	FED-DEV	Pending decision on submitted Application.
PRK 02-24	Ball Diamond Upgrades - Centennial Park #1 (clay i	90,000	-	90,000	Jays Care Foundation	Pending decision on submitted Application.
PRK 05-24	Steve Bauer Trail Sign Improvement	65,000	-	65,000	Ontario Trillium Foundation	Pending decision on submitted Application.
WTR 02-24	Construction: Watermain Replacement - Daleview, St	1,980,000	1,980,000	-	ICIP - Green Grant	Grant agreement was signed in February 2020.



Capital Grants Summary

Project #	Project Name	Total Grants	Approved Grants	Grants Pending	Grant Description	Comments
RD 09-24	RD 13-23 Road Reconstruction - Quaker Rd: Pelham S	566,000	566,000	-	Canada Community-Building Fund*	Long-Term agreement in place and allocation is known.
FAC 05-24	Facilities Energy Efficiency Study	90,000	-	90,000	Green Municipal Fund	Preparing application to apply for grant.
FD 03-24	Electronic sign replacement station 2	15,000	-	15,000	Independent Funder	Pending decision on submitted Application.
RD 15-24	Pedestrian Railing on Highway 20	35,000	-	35,000	Regional Grant	Pending decision on submitted Application.
Total Grants		6,072,000	3,381,000	2,691,000		

Information Technology 2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
IT 01-24	Annual Equipment PSAB adds/replacements	To maintain our computer replacement schedule and plan for end of life 'EOL' hardware. Latest software requirements are placing more demand on increasing computer processing thresholds.	Critical.	33,000
IT 02-24	Main Core Switch - Town Hall - 2nd Floor	To replace network hardware that has reached end of life "EOL" according to manufacturer specifications.	Critical	11,000
IT 03-24	Innovation Technology	The potential to improve internal efficiencies and or provide additional cost savings to the Town.	Critical.	50,000

Information Technology

2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	
IT 01-24	Annual Equipment PSAB adds/replacements	-	33,000	-	-	-	-	33,000
IT 02-24	Main Core Switch - Town Hall - 2nd Floor	-	11,000	-	-	-	-	11,000
IT 03-24	Innovation Technology	-	50,000	-	-	-	-	50,000

Information Technology 2024 Draft Capital Budget Summary



				Draft Budget \$
Project #	Project Name	Description	Justification	
IT 04-24	Mobile Ticketing Management System	Mobile ticketing system to be utilized by By Law department to enhance and streamline ticketing processes.	Town requires a need for a mobile ticketing solution and management system that will allow staff to issue parking citations. Billing statements can be automatically generated and printed. The solution can also offer an e-commerce portal for parking ticket payments and integration with current financial system.	24,000
IT 05-24	Video Surveillance upgrade - MSSP	To provide video surveillance coverage in the expansion areas of MSSP. Replace aging camera's that have exceeded warranty and currently inoperable throughout the park.	Critical:Liability claims and provide appropriate video snapshots to local authorities when asked.	50,000
Total 2024 Draft Budget				168,000

Information Technology
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
IT 04-24	Mobile Ticketing Management System	-	24,000	-	-	-	-	24,000
IT 05-24	Video Surveillance upgrade - MSSP	-	50,000	-	-	-	-	50,000
Total 2024 Draft Budget		-	168,000	-	-	-	-	168,000

Information Technology Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	168,000	99,000	83,000	142,200	95,000
Total Funding Source	168,000	99,000	83,000	142,200	95,000

Information Technology Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	161,000	108,600	129,000	124,000	124,600
Total Funding Source	161,000	108,600	129,000	124,000	124,600

Information Technology Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
100193 - Annual Equipment PSAB adds/replacements	33,000	-	-	-	-
100194 - Main Core Switch - Town Hall - 2nd Floor	11,000	-	-	-	-
100195 - Innovation Technology	50,000	-	-	-	-
100198 - Annual Equipment PSAB adds/replacements	-	33,000	-	-	-
100199 - Server Replacement	-	16,000	-	-	-
100200 - Innovation Technology	-	50,000	-	-	-
100201 - Annual Equipment PSAB adds/replacements	-	-	33,000	-	-
100202 - Innovation Technology	-	-	50,000	-	-
100203 - Annual Equipment PSAB adds/replacements	-	-	-	45,000	-
100204 - Server Replacement	-	-	-	16,000	-
100205 - Main Core Switch	-	-	-	8,000	-
100206 - ActiveNet Upgrade	-	-	-	15,000	-
100207 - Innovation Technology	-	-	-	50,000	-
100208 - Barracuda Spam Firewall	-	-	-	8,200	-
100209 - Annual Equipment PSAB adds/replacements	-	-	-	-	45,000

Information Technology Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
100210 - Innovation Technology	-	-	-	-	50,000
100263 - Mobile Ticketing Management System	24,000	-	-	-	-
100264 - Video Surveillance upgrade - MSSP	50,000	-	-	-	-
Total Expenditure	168,000	99,000	83,000	142,200	95,000

Information Technology Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
100211 - Annual Equipment PSAB adds/replacements	45,000	-	-	-	-
100212 - Server Replacement	16,000	-	-	-	-
100213 - Phone Upgrade	50,000	-	-	-	-
100214 - Innovation Technology	50,000	-	-	-	-
100215 - Annual Equipment PSAB adds/replacements	-	45,000	-	-	-
100216 - Main Core Switch - Town Hall	-	8,400	-	-	-
100217 - Innovation Technology	-	50,000	-	-	-
100218 - Barracuda Spam Firewall	-	5,200	-	-	-
100219 - Annual Equipment PSAB adds/replacements	-	-	45,000	-	-
100220 - Server Replacement	-	-	16,000	-	-
100221 - iCity Upgrade	-	-	18,000	-	-
100222 - Innovation Technology	-	-	50,000	-	-
100223 - Annual Equipment PSAB adds/replacements	-	-	-	50,000	-
100224 - Main Core Switch - Firehall Station 2	-	-	-	6,000	-
100225 - Innovation Technology	-	-	-	50,000	-
100226 - ActiveNet Upgrade	-	-	-	18,000	-

Information Technology Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
100227 - Annual Equipment PSAB adds/replacements	-	-	-	-	50,000
100228 - Server Replacement	-	-	-	-	16,000
100229 - Innovation Technology	-	-	-	-	50,000
100230 - Barracuda Spam Firewall	-	-	-	-	8,600
Total Expenditure	161,000	108,600	129,000	124,000	124,600

Information Technology 10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	104,965	(131,728)	(152,228)	(92,228)	(3,228)	40,572
Additions to Reserve						
Contribution from Operating Budget	137,500	147,500	159,000	172,000	186,000	201,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(284,000)					
Estimated Prior Year Projects Completed	(90,193)					
Projected Capital Spending		(168,000)	(99,000)	(83,000)	(142,200)	(95,000)
Projected Reserve (Deficit) - End of Year	(131,728)	(152,228)	(92,228)	(3,228)	40,572	146,572
Target Minimum Reserve Balance	134,650					
Target Reserve Balance	269,300					
Phased-In Target Minimum Balance		77,824				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer		\$ 11,500	\$ 13,000	\$ 14,000	\$ 15,000	

Information Technology 10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	146,572	202,572	327,972	451,972	600,972
Additions to Reserve					
Contribution from Operating Budget	217,000	234,000	253,000	273,000	295,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(161,000)	(108,600)	(129,000)	(124,000)	(124,600)
Projected Reserve (Deficit) - End of Year	202,572	327,972	451,972	600,972	771,372
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	96,764				115,704
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 16,000 \$	17,000 \$	19,000 \$	20,000 \$	22,000

Fire & By-Law Services

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
FD 01-24	Bunker Gear	PPE for fire fighters to perform structural fire fighting	OHSA legislated all bunker gear be replaced every 10 years.	60,000
FD 02-24	Squad 1	light rescue to replace current unit.	current unit is 20 years old and needs replacing.	350,000
FD 03-24	Electronic sign replacement station 2	Current sign does not work and needs to be rebuilt to support messaging.	Sign is broke and does not work, this sign is used for fire safety messaging as well as updates for residents.	15,000
Total 2024 Draft Budget				425,000

Fire & By-Law Services

2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	
FD 01-24	Bunker Gear	-	60,000	-	-	-	-	60,000
FD 02-24	Squad 1	-	350,000	-	-	-	-	350,000
FD 03-24	Electronic sign replacement station 2	15,000	-	-	-	-	-	15,000
Total 2024 Draft Budget		15,000	410,000	-	-	-	-	425,000

Fire & By-Law Services

Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	410,000	470,000	110,000	60,000	760,000
Grants-Provincial	15,000	-	-	-	-
Transfer from Deferred Revenues	-	1,025,600	-	175,000	-
Total Funding Source	425,000	1,495,600	110,000	235,000	760,000

Fire & By-Law Services

Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	1,060,000	60,000	1,860,000	645,000	105,000
Grants-Provincial	-	-	-	-	-
Transfer from Deferred Revenues	-	-	1,000,000	-	-
Total Funding Source	1,060,000	60,000	2,860,000	645,000	105,000

Fire & By-Law Services

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
200120 - Car 2	-	60,000	-	-	-
200129 - Bunker Gear	60,000	-	-	-	-
200130 - Squad 1	350,000	-	-	-	-
200131 - Rescue 3	-	350,000	-	-	-
200132 - Bunker Gear	-	60,000	-	-	-
200133 - Bunker Gear	-	-	60,000	-	-
200135 - Bunker Gear	-	-	-	60,000	-
200136 - New Vehicle	-	-	-	175,000	-
200137 - Bunker Gear	-	-	-	-	60,000
200138 - SCBA	-	-	-	-	700,000
200156 - Electronic sign replacement station 2	15,000	-	-	-	-
200158 - Station 1 Pumper	-	950,000	-	-	-
200159 - Thermal Imaging Cameras (2)	-	16,000	-	-	-
200160 - Hose 44mm	-	6,000	-	-	-
200165 - Service Vehicle 2	-	-	50,000	-	-
200167 - Hose 65mm	-	5,600	-	-	-

Fire & By-Law Services

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
200168 - Hose 100mm	-	8,000	-	-	-
200169 - Jaws of Life (2)	-	40,000	-	-	-
Total Expenditure	425,000	1,495,600	110,000	235,000	760,000

Fire & By-Law Services

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
200139 - Bunker Gear	60,000	-	-	-	-
200140 - Pumper 1	1,000,000	-	-	-	-
200142 - Bunker Gear	-	60,000	-	-	-
200143 - Bunker Gear	-	-	60,000	-	-
200144 - Aerial 1	-	-	1,800,000	-	-
200145 - Bunker Gear	-	-	-	45,000	-
200146 - Tanker 1	-	-	-	600,000	-
200147 - Bunker Gear	-	-	-	-	45,000
200166 - Bunker Gear	-	-	-	-	60,000
200170 - Provision for Vehicles/Equipment	-	-	1,000,000	-	-
Total Expenditure	1,060,000	60,000	2,860,000	645,000	105,000

Fire & By-Law Services 10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	1,218,432	(107,982)	17,918	126,918	641,918	1,256,918
Additions to Reserve						
Contribution from Operating Budget	485,900	535,900	579,000	625,000	675,000	729,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(1,212,314)					
Estimated Prior Year Projects Completed	(600,000)					
Projected Capital Spending		(410,000)	(470,000)	(110,000)	(60,000)	(760,000)
Projected Reserve (Deficit) - End of Year	(107,982)	17,918	126,918	641,918	1,256,918	1,225,918
Target Minimum Reserve Balance	540,750					
Target Reserve Balance	1,081,500					
Phased-In Target Minimum Balance		1,081,500				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer			\$ 43,100	\$ 46,000	\$ 50,000	\$ 54,000

Fire & By-Law Services 10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	1,225,918	952,918	1,742,918	800,918	1,073,918
Additions to Reserve					
Contribution from Operating Budget	787,000	850,000	918,000	918,000	918,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(1,060,000)	(60,000)	(1,860,000)	(645,000)	(105,000)
Projected Reserve (Deficit) - End of Year	952,918	1,742,918	800,918	1,073,918	1,886,918
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	1,081,500				1,081,500
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 58,000	\$ 63,000	\$ 68,000	-	\$ -

2024 Draft Capital Budget	30	Town of Pelham
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Facilities

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
FAC 01-24	Concrete & Asphalt Repairs - Various Facilities	This is for various asphalt and concrete repairs at Town owned facilities."	budget increased to include sidewalk at centennial park	50,000
FAC 02-24	Old Pelham Town Hall - Building Automation System	Installation of a Building Automation System to improve energy efficiency of the facility.	Energy efficiency	5,000
FAC 03-24	Fire Station #1 - Architectural Design	Architectural design for station #1.	Building is aging and needs replacement.	300,000
FAC 04-24	33 Parklane - Storage Shelving	Additional storage shelving for the Park Lane Water Building used by both Water and Facilities staff.	Due to the growth of water infrastructure and Town facilities, additional storage space is needed for parts, materials and tools.	10,000
FAC 05-24	Facilities Energy Efficiency Study	Study and analysis of the energy consumption and improvement opportunities of Town facilities.	This project is to retain a consulting firm to identify energy efficiency upgrades to reduce energy loss, assess the viability of installing solar arrays on existing municipal buildings, and develop a long term plan to improve building performance.	180,000

Facilities

2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	
FAC 01-24	Concrete & Asphalt Repairs - Various Facilities	-	50,000	-	-	-	-	50,000
FAC 02-24	Old Pelham Town Hall - Building Automation System	-	5,000	-	-	-	-	5,000
FAC 03-24	Fire Station #1 - Architectural Design	-	231,000	-	69,000	-	-	300,000
FAC 04-24	33 Parklane - Storage Shelving	-	10,000	-	-	-	-	10,000
FAC 05-24	Facilities Energy Efficiency Study	90,000	90,000	-	-	-	-	180,000

Facilities

2024 Draft Capital Budget Summary



				Draft Budget \$
Project #	Project Name	Description	Justification	
FAC 06-24	Key fobs Town Hall	Upgrading of the security system at Town Hall to include key fob readers for staff and councillors to use.	Town Hall does not have a proper security system in place. This project would see that all doors have control devices installed with key fob readers to better control access, allow for the doors to be unlocked at certain times, and create a more secure facility.	75,000
FAC 07-24	New Public Works Facility Concept Design	Conceptual design and floor plan for a new public works facility.	The Town's existing public works facility has been identified as being undersized and in need of major capital investment to repair. The purpose of this project is to review the space requirements and prepare a conceptual design for a new public works facility.	30,000

Facilities
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
FAC 06-24	Key fobs Town Hall	-	75,000	-	-	-	-	75,000
FAC 07-24	New Public Works Facility Concept Design	-	30,000	-	-	-	-	30,000

Facilities

2024 Draft Capital Budget Summary



				Draft Budget \$
Project #	Project Name	Description	Justification	
FAC 08-24	New Fonthill Library Construction	Renovation of the existing Fonthill Library including accessibility and energy efficiency upgrades.	The existing Fonthill Library is outdated and does not meet all AODA requirements. A renovation of the interior and installation of an elevator is required in order to meet current AODA standards. Energy efficiency upgrades such as new heating and cooling units will be included in the project.	3,385,000
FAC 09-24	MCC Eco-Window Film	Installation of window film at the MCC for the purpose of improving energy efficiency of the facility.	Window film helps mitigate the transfer of heat through window glass. This better regulates the internal temperature of the facility and will improve energy efficiency	60,000
FAC 10-24	Feasibility Study for Shared Operations Centre wit	This is a feasibility study for which the Town is responsible for 1/3 the cost	PW is outgrowing it's aging Tice Rd location and needs a larger/enhanced operations centre.	50,000

Facilities

2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	
FAC 08-24	New Fonthill Library Construction	2,396,000	-	-	989,000	-	-	3,385,000
FAC 09-24	MCC Eco-Window Film	-	60,000	-	-	-	-	60,000
FAC 10-24	Feasibility Study for Shared Operations Centre wit	-	50,000	-	-	-	-	50,000

Facilities

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
FAC 11-24	Pool Equipment	1 lifeguard chair (\$15,000) and 1 accessible lift chair (\$5,000)	Statutory change of regulation required 1 additional lifeguard chair and accessible life chair is end of life replacement.	20,000
Total 2024 Draft Budget				<u>4,165,000</u>

Facilities
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
FAC 11-24	Pool Equipment	-	20,000	-	-	-	-	20,000
Total 2024 Draft Budget		2,486,000	621,000	-	1,058,000	-	-	4,165,000



Facilities

Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	621,000	265,000	467,500	323,000	527,500
Grants-Provincial	90,000	-	-	-	-
Grants-Federal	2,396,000	-	-	-	-
Transfer from Deferred Revenues	1,058,000	-	1,637,400	-	800,000
Unfinanced Capital - Debenture/Lease	-	-	5,362,600	-	2,000,000
Total Funding Source	4,165,000	265,000	7,467,500	323,000	3,327,500

Facilities

Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	50,000	169,500	156,000	709,000	1,200,000
Grants-Provincial	-	-	-	-	-
Grants-Federal	-	-	-	-	-
Transfer from Deferred Revenues	800,000	-	-	-	-
Unfinanced Capital - Debenture/Lease	4,500,000	-	-	-	-
Total Funding Source	5,350,000	169,500	156,000	709,000	1,200,000

Facilities

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300525 - Fire Station #1 - Expansion and Rehabilitation	-	-	7,000,000	-	-
300537 - Concrete & Asphalt Repairs - Various Facilities	50,000	-	-	-	-
300541 - Concrete & Asphalt Repairs - Various Facilities	-	50,000	-	-	-
300545 - Municipal Building - interior lighting upgrades	-	8,000	-	-	-
300547 - Concrete & Asphalt Repairs - Various Facilities	-	-	-	50,000	-
300548 - Old Pelham Town Hall - Building Automation System	5,000	-	-	-	-
300549 - Fire Station #2 - upgrade lighting to LED	-	18,000	-	-	-
300557 - Concrete & Asphalt Repairs-Variou Facilities	-	-	-	-	50,000
300558 - Fire Station #2 - Building Automation System (BAS)	-	10,000	-	-	-
300561 - Centennial Park Bldg., (washrooms, Pavilion, chang	-	-	-	-	800,000
301095 - Fire Station #1 - Architechural Design	300,000	-	-	-	-
301096 - OPTH - 50% Repair and Repointing of Brick	-	-	126,500	-	-

Facilities

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
301098 - OPTH - Septic Replacement - deferred from 2020	-	-	70,000	-	-
301101 - Model Railway Building - Wood Siding Replacement	-	-	23,000	-	-
301103 - 33 Parklane - Storage Shelving	10,000	-	-	-	-
301107 - Operations Centre - Modified Bitument Roof Replace	-	-	-	80,000	-
301108 - Town Hall - Window Replacement	-	60,000	-	-	-
301110 - MCC - Gymnasium Floor Refinish/Replacement	-	30,000	-	-	-
301111 - Operations Centre - Tube Heater Replacement	-	-	30,000	-	-
301112 - OPTH - Furnace Replacement	-	4,000	-	-	-
301113 - Operations Centre - Property Acquisition Place Hold	-	-	-	-	2,000,000
301115 - Town Hall - Un-Ballasted EPDM Roof Replacement	-	-	55,000	-	-
301117 - Rental Table & Chair Replacement (bi-annual progra	-	-	10,000	-	-
301119 - Model Railway Building - Washroom Vanity & Fixture	-	-	3,000	-	-

Facilities

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
301120 - Operations Centre - Architechural Design	-	-	-	-	250,000
301121 - Town Hall - Carpet Replacement	-	-	-	110,000	-
301123 - 33 Park Lane - Overhead Door Replacement	-	-	-	38,000	-
301124 - Operations Centre - Fence and Gate Replacement	-	-	-	30,000	-
301125 - HBP - Parking Lot Lighting Replacement	-	-	-	10,000	-
301126 - 33 Park Lane - Exterior Door Replacement	-	-	-	5,000	-
301128 - Maple Street Parking Lot Repaving	-	-	-	-	125,000
301129 - Operations Centre - Salt Dome Replacement	-	-	-	-	50,000
301131 - HBP - Parking Lot Fence Replacement	-	-	-	-	25,000
301132 - HBP - Asphalt Parking Lot Repaving (20%)	-	-	-	-	15,000
301133 - Rental Table & Chair Replacement (bi-annual progra	-	-	-	-	10,000
301135 - Town Hall - Hot Water Tank Replacement	-	-	-	-	2,500
301175 - MCC Rubber Floor Replacement	-	85,000	-	-	-
301179 - MCC Eco-Window Film	60,000	-	-	-	-
301180 - Facilities Energy Efficiency Study	180,000	-	-	-	-
301181 - Facilities Masterplan	-	-	150,000	-	-

Facilities

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
301182 - Key fobs Town Hall	75,000	-	-	-	-
301184 - New Public Works Facility Concept Design	30,000	-	-	-	-
301185 - New Fonthill Library Construction	3,385,000	-	-	-	-
301211 - Feasibility Study for Shared Operations Centre wit	50,000	-	-	-	-
301212 - Pool Equipment	20,000	-	-	-	-
Total Expenditure	4,165,000	265,000	7,467,500	323,000	3,327,500

Facilities

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
300546 - Tice Road Operations Centre Addition	5,300,000	-	-	-	-
300564 - Concrete & Asphalt Repairs-Various Facilities	50,000	-	-	-	-
301114 - MCC - Backup Generator Project	-	-	-	-	1,200,000
301140 - Town Hall - TPO Roof Replacement	-	40,000	-	-	-
301141 - 33 Park Lane - Metal Siding Replacement	-	25,000	-	-	-
301143 - OPTH - Asphalt Parking Lot Repaving	-	18,000	-	-	-
301144 - Fire Station #2 - On Demand Hot Water Heaters	-	10,000	-	-	-
301145 - Rental Table & Chair Replacement (bi-annual progra	-	10,000	-	-	-
301146 - Fire Station #2 - Training room AC Unit Replacemen	-	9,000	-	-	-
301147 - 33 Park Lane - Window Replacement	-	5,000	-	-	-
301148 - Fire Station #3 - Hot Water Tank Replacement	-	2,500	-	-	-
301151 - Town Hall - Exterior Paint	-	-	40,000	-	-
301152 - Fire Station #2 - Radiant Tube Heater Replacement	-	-	20,000	-	-
301154 - MCC - Hot Water Tank Replacement	-	-	18,000	-	-

Facilities

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
301155 - Town Hall - Exterior Doors	-	-	15,000	-	-
301157 - Fire Station #2 - Air Make Up & Ventilator System	-	-	8,000	-	-
301158 - Model Railway Building - Woodlanding and Stairs	-	-	5,000	-	-
301160 - Fire Station #1 - Asphalt Parking Lot Repaving	-	-	-	260,000	-
301161 - Fire Station #2 - Asphalt Parking Lot Repaving	-	-	-	175,000	-
301162 - Fire Station #2 - Modified Bitumen Roof Replacemen	-	-	-	80,000	-
301163 - MCC - Public Area Furniture	-	-	-	75,000	-
301164 - MCC - Gym Floor Covering	-	-	-	35,000	-
301165 - 55 Park Lane - Overhead Door Replacement	-	-	-	10,000	-
301166 - Rental Table & Chair Replacement (bi-annual progra	-	-	-	10,000	-
301167 - OPTH - Electric Panel Replacement	-	-	-	8,000	-
301168 - HBP - Public Washroom Vanity Replacement	-	-	-	6,000	-

Facilities

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
301170 - Concrete & Ashphalt Repairs - Various Facilities	-	50,000	-	-	-
301171 - Concrete & Ashphalt Repairs - Various Facilities	-	-	50,000	-	-
301172 - Concrete & Ashphalt Repairs - Various Facilities	-	-	-	50,000	-
Total Expenditure	5,350,000	169,500	156,000	709,000	1,200,000

Facilities

10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	635,999	(582,335)	(743,135)	(511,135)	(441,635)	(184,635)
Additions to Reserve						
Contribution from Operating Budget	410,200	460,200	497,000	537,000	580,000	626,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(341,000)					
Estimated Prior Year Projects Completed	(1,287,534)					
Projected Capital Spending		(621,000)	(265,000)	(467,500)	(323,000)	(527,500)
Projected Reserve (Deficit) - End of Year	(582,335)	(743,135)	(511,135)	(441,635)	(184,635)	(86,135)
Target Minimum Reserve Balance	692,000					
Target Reserve Balance	1,384,000					
Phased-In Target Minimum Balance		(263,755)				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer			\$ 36,800	\$ 40,000	\$ 43,000	\$ 46,000

Facilities

10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	(86,135)	539,865	1,100,365	1,732,365	1,811,365
Additions to Reserve					
Contribution from Operating Budget	676,000	730,000	788,000	788,000	788,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(50,000)	(169,500)	(156,000)	(709,000)	(1,200,000)
Projected Reserve (Deficit) - End of Year	539,865	1,100,365	1,732,365	1,811,365	1,399,365
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	54,835				373,415
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 50,000	\$ 54,000	\$ 58,000	-	\$ -

Roads

2024 Draft Capital Budget Summary



				Draft Budget \$
Project #	Project Name	Description	Justification	
RD 01-24	Bridge/Culvert Appraisal (legislated)	This capital project is for the biannual inspections of the Town's Bridges and Major Culverts as legislated by the Province.	This capital project includes the detailed inspection and condition assessment of the Town's bridges and major culverts. The Town is required to complete these inspections on a biannual basis as legislated by the Province of Ontario. The last inspections were completed in 2022.	30,000
RD 02-24	Concrete Repair & Replacement Program	This capital project is used to repair and replace damaged concrete sidewalk and concrete curb and gutter segments throughout the Town that do not meet minimum maintenance standards.	Required to meet compliance with Minimum Maintenance Standards (MMS) on concrete sidewalks and curb and gutter segments on our urban roadways which provide safe movement of traffic and pedestrians. This project focuses on repairing and replacing damaged sections of concrete sidewalk and curb that present a safety risk to the residents of the Town.	110,000

Roads
2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Developmen t Charges \$	Other \$	Debenture \$	
RD 01-24	Bridge/Culvert Appraisal (legislated)	-	30,000	-	-	-	-	30,000
RD 02-24	Concrete Repair & Replacement Program	-	110,000	-	-	-	-	110,000

Roads

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
RD 03-24	Culvert Replacement Program	This is an annual capital project that focuses on the repair and replacement of damaged culverts throughout the Town.	This capital project is used to replace and repair damaged or failing culverts. The project usually includes the rehabilitation/replacement of two to three major culverts. The projects provide for the safe movement of vehicular and pedestrian traffic within the Town and mitigates the risks associated with aging infrastructure.	60,000
RD 04-24	Design of Station Street from Port Robinson Road to	This project is for the urbanization of Station Street from Port Robinson to Highway 20 and includes new active transportation and storm infrastructure.	Station Street is an older road with poor drainage and active transportation connectivity. Urbanizing the street will create better active transportation between the businesses on Highway 20 and the residential areas of Fonthill, and allow for infill development through the construction of new storm sewers.	100,000

Roads
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
RD 03-24	Culvert Replacement Program	-	60,000	-	-	-	-	60,000
RD 04-24	Design of Station Street from Port Robinson Road to	-	100,000	-	-	-	-	100,000

Roads

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
RD 05-24	Engineering	This is an annual capital account used to complete miscellaneous engineering assignments.	This capital account is used to fund miscellaneous engineering assignments such as speed zone studies, traffic signal and stop controlled intersection warrants, roadside safety review, etc.	35,000
RD 06-24	Road Base and Surface Repair Program	This capital project includes road base repairs to the Town's road network in order to extend the life of the pavements.	Completing an annual patching and road base repair program is essential to extend the life of the Town's hard surfaced roads including asphalt pavements and surface treated roads. The requirement for this program was a recommendation that came forward as part of the 2023 Road Needs and Condition Study completed by ARA.	300,000

Roads
2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Developmen t Charges \$	Other \$	Debenture \$	
RD 05-24	Engineering	-	35,000	-	-	-	-	35,000
RD 06-24	Road Base and Surface Repair Program	-	300,000	-	-	-	-	300,000

Roads

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
RD 07-24	Road Rehabilitation Program	This capital project includes the road rehabilitation and reconstruction of road segments within the Town's network.	The road rehabilitation and reconstruction program focuses on improving the Town's road network in order to allow for the safe and reliable movement of vehicular and pedestrian traffic. In accordance with the 2019 Road Needs and Condition Study resurfacing projects are selected for road segments between PCI of 45 - 60 and reconstruction projects are selected for PCI's less than 45.	1,200,000

Roads

2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing
		Grants	Reserve Transfers	Parkland Dedication	Development Charges	Other	Debenture	
		\$	\$	\$	\$	\$	\$	\$
RD 07-24	Road Rehabilitation Program	711,000	489,000	-	-	-	-	1,200,000

Roads

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
RD 08-24	Stormwater Facility Maintenance	This capital project will be used to perform maintenance and repairs to the Town's Storm Water Management Facilities.	The Town of Pelham owns and operates Storm Water Management ponds. The Town completed a study to determine the condition of the Town's SWM ponds and the associated maintenance responsibilities with the assets. Ongoing and regular maintenance and repair work on the Town's SWM facilities are required in order to ensure that they are operating in accordance with the design and Environmental Compliance approvals.	300,000

Roads
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
RD 08-24	Stormwater Facility Maintenance	-	300,000	-	-	-	-	300,000

Roads

2024 Draft Capital Budget Summary



				Draft Budget \$
Project #	Project Name	Description	Justification	
RD 09-24	Road Reconstruction - Quaker Rd: Pelham St to Line	The reconstruction of Quaker Road between Pelham Street and Line Avenue will include full roadway reconstruction including storm sewers, sanitary sewers, watermain, concrete curb and gutter and concrete sidewalk.	The Region of Niagara is installing a new regional sanitary main on Quaker Road between Pelham Street and Rice Road and will require full roadway restoration following the installation of the Region's sewer. Furthermore, new developments in the area of Quaker and Line Ave has brought forward the need for storm water drainage systems on the roadway. Town staff will be working in coordination with Regional Staff and the developers to deliver this project.	2,100,000
RD 10-24	Storm Sewer CCTV Inspection	This is an annual project that is used to inspect our storm sewer system	New legislation requires that part of the Town's storm network be inspected annually to ensure there are no major deficiencies with the storm system.	80,000

Roads

2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
RD 09-24	Road Reconstruction - Quaker Rd: Pelham St to Line	566,000	-	-	1,534,000	-	-	2,100,000
RD 10-24	Storm Sewer CCTV Inspection	-	80,000	-	-	-	-	80,000

Roads

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
RD 11-24	Traffic Calming Port Robinson Rd	Traffic calming measures for Port Robinson Road	Staff have fielded numerous complaints regarding speeding on Port Robinson Road. This project will see that traffic calming measures be installed on Port Robinson Road to reduce traffic speeds.	20,000
RD 12-24	Church Street Culvert - at Chantler Rd	This project includes the replacement of a 1.8m diameter cross culvert on Church Street located approximately 90m north of Chantler Road.	This cross culvert has been identified as requiring replacement due to deterioration and rotation of the structure. Further deterioration of the structure poses a risk to the road surface. Therefore, it is to be replaced.	500,000
RD 13-24	Sulphur Springs Road Embankment Reconstruction	Stabilization of road embankments that are experiencing deterioration.	Staff have identified four different locations where there is evidence of slope failure. The purpose of this project is to reconstruct the embankments and stabilize the slopes as per engineering designs and prioritization that has been prepared.	250,000

Roads
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
RD 11-24	Traffic Calming Port Robinson Rd	-	20,000	-	-	-	-	20,000
RD 12-24	Church Street Culvert - at Chantler Rd	-	500,000	-	-	-	-	500,000
RD 13-24	Sulphur Springs Road Embankment Reconstruction	-	250,000	-	-	-	-	250,000



Roads

2024 Draft Capital Budget Summary



				Draft Budget \$
Project #	Project Name	Description	Justification	
RD 14-24	Pedestrian Railing on Highway 20	Repair of the pedestrian railing on Highway 20 near the intersection with Pelham Street.	The railing near the intersection of Highway 20 and Pelham Street is showing extreme signs of deterioration and requires extensive repair. The railing is required due to the grade change of the sidewalk.	35,000
RD 15-24	Geotechnical study investigations.	Geotechnical Engineering investigations to provide stability designs for 4 failing embankments (Sulphur Springs Dr, Spencer Ln, Centre St, River Rd)	Roads need rehabilitation to be operational	200,000
Total 2024 Draft Budget				5,320,000

Roads

2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Developmen t Charges \$	Other \$	Debenture \$	
RD 14-24	Pedestrian Railing on Highway 20	35,000	-	-	-	-	-	35,000
RD 15-24	Geotechnical study investigations.	-	200,000	-	-	-	-	200,000
Total 2024 Draft Budget		1,312,000	2,474,000	-	1,534,000	-	-	5,320,000

Roads

Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	2,474,000	2,885,160	2,636,700	4,778,293	3,529,831
Grants-Provincial	746,000	835,000	835,000	835,000	356,000
Grants-Federal	566,000	-	-	1,132,478	566,239
Grants- Municipal	-	-	150,000	-	-
Transfer from Deferred Revenues	1,534,000	2,384,840	-	3,762,500	2,499,830
Unfinanced Capital - Debenture/Lease	-	2,300,000	562,500	2,600,000	1,800,000
Total Funding Source	5,320,000	8,405,000	4,184,200	13,108,271	8,751,900

Roads

Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	4,112,831	1,332,761	1,679,761	1,122,761	907,761
Grants-Provincial	835,000	835,000	664,000	1,095,000	600,000
Grants-Federal	566,239	566,239	566,239	566,239	566,239
Grants- Municipal	-	-	-	-	-
Transfer from Deferred Revenues	1,446,830	-	1,323,000	-	-
Unfinanced Capital - Debenture/Lease	-	-	-	-	-
Total Funding Source	6,960,900	2,734,000	4,233,000	2,784,000	2,074,000

Roads

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300186 - Storm Sewer CCTV Inspection	80,000	-	-	-	-
300187 - Traffic Calming Port Robinson Rd	20,000	-	-	-	-
300188 - Smart Technology for Street Lights	-	100,000	-	-	-
300582 - Design - Welland: Canboro Rd to E of Balfour	-	-	-	124,571	-
300583 - Road Rehabilitation - Effingham St: 500m South of	-	-	-	485,000	-
300588 - Design - Lorimer St: Hurricane to South Limit	-	-	-	-	63,000
300589 - Design - Merritt: Line Ave to Rice Rd	-	-	100,000	-	-
300610 - EA for Merritt - Pelham St to Rice Rd	-	125,000	-	-	-
300619 - Foss Road - Regional Forcemain Sani - Culvert Repl	-	-	-	80,500	-
300621 - Design - Merritt Rd: Pelham St to Line Ave	-	-	200,000	-	-
300635 - Road Reconstruction - Pancake Ln: Pelham St to Hai	-	-	-	3,800,000	-
300638 - Design - Emmett St: Pelham St to Station St	-	-	-	175,000	-
300642 - Road Reconstruction - Station Street: Port Robinso	-	-	-	3,600,000	-

Roads

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300644 - Pelham St Quaker Rd Reg Rd 20 traffic control - Me	-	-	-	-	400,000
300647 - Summersides Blvd secondary servicing/landscaping -	-	500,000	-	-	-
300652 - Bridge Replacement Program - Roland Rd	-	-	1,000,000	-	-
300653 - Bridge/Culvert Appraisal (legislated)	30,000	-	-	-	-
300655 - Summersides Blvd secondary servicing/landscaping -	-	-	763,200	-	-
300658 - Concrete Repair & Replacement Program	110,000	-	-	-	-
300659 - Culvert Replacement Program	60,000	-	-	-	-
300661 - Design - Orchard Place: Haist St to limit	-	-	45,000	-	-
300662 - Design of Station Street from Port Robinson Road t	100,000	-	-	-	-
300663 - Engineering	35,000	-	-	-	-
300664 - Road Base and Surface Repair Program	300,000	-	-	-	-
300665 - Road Reconstruction - Canboro: Haist St to Pelham	-	3,600,000	-	-	-
300666 - Road Reconstruction - College St & Emmett St: Pelh	-	-	-	-	2,800,000
300668 - Road Rehabilitation Program	1,200,000	-	-	-	-

Roads

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300672 - Stormwater Facility Maintenance	300,000	-	-	-	-
300674 - Concrete Repair & Replacement Program	-	110,000	-	-	-
300676 - Summersides Blvd secondary servicing/landscaping -	-	-	-	763,200	-
300677 - Culvert Replacement Program	-	60,000	-	-	-
300678 - Design - Donahugh Dr: Pelham St to Terrace Heights	-	-	60,000	-	-
300679 - Design - Pinecrest: Hwy 20 to end	-	-	63,000	-	-
300680 - Engineering	-	35,000	-	-	-
300682 - Road Base and Surface Repair Program	-	200,000	-	-	-
300683 - Road Reconstruction - Quaker Rd: Pelham St to Line	2,100,000	-	-	-	-
300684 - Road Extension - Station St: South of Port Robinso	-	2,250,000	-	-	-
300685 - Road Rehabilitation Program	-	900,000	-	-	-
300687 - Sign Retro-Reflectivity Assessment	-	25,000	-	-	-
300688 - Stormwater Facility Maintenance	-	100,000	-	-	-
300690 - Bridge/Culvert Appraisal (legislated)	-	-	25,000	-	-
300692 - Concrete Repair & Replacement Program	-	-	110,000	-	-
300693 - Culvert Replacement Program	-	-	60,000	-	-

2024 Draft Capital Budget

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Town of Pelham

Roads

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300694 - Design - Strathcona Dr North and South: Haist St t	-	-	-	110,000	-
300696 - Engineering	-	-	35,000	-	-
300697 - Pavement Condition Assessment	-	-	30,000	-	-
300699 - Road Base and Surface Repair Program	-	-	200,000	-	-
300700 - Road Reconstruction - Donahugh Dr: Pelham St to Te	-	-	-	-	600,000
300701 - Road Reconstruction - Pinecrest Crt: Hwy 20 to end	-	-	-	630,000	-
300702 - Road Rehabilitation Program	-	-	900,000	-	-
300704 - Sign Retro-Reflectivity Assessment	-	-	15,000	-	-
300705 - Stormwater Facility Maintenance	-	-	100,000	-	-
300708 - Concrete Repair & Replacement Program	-	-	-	110,000	-
300709 - Culvert Replacement Program	-	-	-	60,000	-
300710 - Design - Hurricane Rd: Chestnut to Hwy 20	-	-	-	250,000	-
300711 - Engineering	-	-	-	35,000	-
300712 - Road Base and Surface Repair Program	-	-	-	200,000	-
300714 - Merritt Rd Pelham St Rice Rd Urbanize Rd Section -	-	-	-	-	1,750,000

Roads

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300715 - Merritt Rd Pelham St Rice Rd Sidewalk both sides -	-	-	-	-	316,900
300716 - Road Rehabilitation Program	-	-	-	900,000	-
300718 - Sign Retro-Reflectivity Assessment	-	-	-	25,000	-
300719 - Stormwater Facility Maintenance	-	-	-	100,000	-
300723 - Concrete Repair & Replacement Program	-	-	-	-	110,000
300726 - Pelham Quaker & Welland Rd intersection reconstruc	-	150,000	-	-	-
300727 - Road Resurfacing - Top course asphalt on Port Robi	-	-	-	500,000	-
300728 - Culvert Replacement Program	-	-	-	-	60,000
300729 - Engineering	-	-	-	-	35,000
300731 - Road Base and Surface Repair Program	-	-	-	-	200,000
300733 - Road Rehabilitation Program	-	-	-	-	600,000
300735 - Sign Retro-Reflectivity Assessment	-	-	-	-	15,000
300736 - Stormwater Facility Maintenance	-	-	-	-	12,000
301027 - Design: Canboro Road: 75m East of Baxter Lane to B	-	-	100,000	-	-
301067 - Pelham Street & Highway 20 Intersection Street Sca	-	-	350,000	-	-

Roads

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
301069 - Design - Stella St/John St/Vera Ave Urbanization	-	-	28,000	-	-
301071 - Pavement Condition Assessment	-	-	-	30,000	-
301186 - Pedestrian Railing on Highway 20	35,000	-	-	-	-
301187 - Road Rehabilitation - Effingham St: Highway 20 to	-	-	-	-	800,000
301188 - Church Street Culvert - at Chantler Rd	500,000	-	-	-	-
301190 - Sulphur Springs Road Embankment Reconstruction	250,000	-	-	-	-
301194 - Canboro Road - Garner Ave to Balfour St semi urban	-	-	-	900,000	-
301195 - Canboro Road - Garner Ave to Balfour St traffic co	-	-	-	230,000	-
301201 - Haist Street urbanization	-	-	-	-	990,000
301210 - Geotechnical study investigations.	200,000	-	-	-	-
301213 - Foss Road Resurfacing	-	250,000	-	-	-
Total Expenditure	5,320,000	8,405,000	4,184,200	13,108,271	8,751,900

Roads

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
300609 - Road Reconstruction - Balfour, Canboro to Welland	-	-	219,000	-	-
300667 - Road Reconstruction - Station St: Hurricane Rd to	-	660,000	-	-	-
300695 - Road Reconstruction - Lorimer St: Hurricane to Sou	630,000	-	-	-	-
300713 - Road Reconstruction - Hurricane Rd: Chestnut to Hw	2,190,000	-	-	-	-
300724 - Merritt Rd Pelham St Rice Rd Urbanize Rd Section -	1,750,000	-	-	-	-
300725 - Merritt Rd Pelham St Rice Rd Sidewalk both sides -	316,900	-	-	-	-
300737 - Road Reconstruction - Haist Crt: Haist St to limit	-	-	-	260,000	-
300738 - Road Reconstruction - Orchard Pl: Haist St to limi	-	-	-	450,000	-
300741 - Christmas Decoration Replacements	12,000	-	-	-	-
300742 - Concrete Repair & Replacement Program	110,000	-	-	-	-
300743 - Culvert Replacement Program	60,000	-	-	-	-
300744 - Engineering	35,000	-	-	-	-
300745 - Residential Traffic Calming Initiative	20,000	-	-	-	-

2024 Draft Capital Budget

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Town of Pelham

Roads

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
300746 - Road Base and Surface Repair Program	200,000	-	-	-	-
300747 - Road Reconstruction	1,000,000	-	-	-	-
300748 - Road Rehabilitation Program	600,000	-	-	-	-
300750 - Sign Retro-Reflectivity Assessment	15,000	-	-	-	-
300751 - Stormwater Facility Maintenance	12,000	-	-	-	-
300752 - Streetlight Replacement	10,000	-	-	-	-
300754 - Christmas Decoration Replacements	-	12,000	-	-	-
300755 - Concrete Repair & Replacement Program	-	110,000	-	-	-
300756 - Culvert Replacement Program	-	60,000	-	-	-
300757 - Engineering	-	35,000	-	-	-
300758 - Residential Traffic Calming Initiative	-	20,000	-	-	-
300759 - Road Base and Surface Repair Program	-	200,000	-	-	-
300760 - Road Reconstruction	-	1,000,000	-	-	-
300761 - Road Rehabilitation Program	-	600,000	-	-	-
300763 - Sign Retro-Reflectivity Assessment	-	15,000	-	-	-
300767 - Stormwater Facility Maintenance	-	12,000	-	-	-
300768 - Streetlight Replacement	-	10,000	-	-	-
300770 - Christmas Decoration Replacements	-	-	12,000	-	-
300771 - Concrete Repair & Replacement Program	-	-	110,000	-	-

Roads

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
300772 - Culvert Replacement Program	-	-	60,000	-	-
300773 - Engineering	-	-	35,000	-	-
300774 - Pavement Condition Assessment	-	-	30,000	-	-
300775 - Residential Traffic Calming Initiative	-	-	20,000	-	-
300776 - Road Base and Surface Repair Program	-	-	200,000	-	-
300777 - Road Reconstruction	-	-	1,000,000	-	-
300778 - Road Rehabilitation Program	-	-	600,000	-	-
300780 - Rural Transportation Network Safety Review	-	-	20,000	-	-
300781 - Sign Retro-Reflectivity Assessment	-	-	15,000	-	-
300782 - Stormwater Facility Maintenance	-	-	12,000	-	-
300783 - Streetlight Replacement	-	-	10,000	-	-
300785 - Christmas Decoration Replacements	-	-	-	12,000	-
300786 - Concrete Repair & Replacement Program	-	-	-	110,000	-
300787 - Culvert Replacement Program	-	-	-	60,000	-
300788 - Engineering	-	-	-	35,000	-
300789 - Residential Traffic Calming Initiative	-	-	-	20,000	-
300790 - Road Base and Surface Repair Program	-	-	-	200,000	-
300791 - Road Reconstruction	-	-	-	1,000,000	-

Roads

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
300792 - Road Rehabilitation Program	-	-	-	600,000	-
300794 - Sign Retro-Reflectivity Assessment	-	-	-	15,000	-
300795 - Stormwater Facility Maintenance	-	-	-	12,000	-
300796 - Streetlight Replacement	-	-	-	10,000	-
300798 - Christmas Decoration Replacements	-	-	-	-	12,000
300799 - Concrete Repair & Replacement Program	-	-	-	-	110,000
300800 - Culvert Replacement Program	-	-	-	-	60,000
300801 - Engineering	-	-	-	-	35,000
300802 - Residential Traffic Calming Initiative	-	-	-	-	20,000
300803 - Road Base and Surface Repair Program	-	-	-	-	200,000
300804 - Road Reconstruction	-	-	-	-	1,000,000
300805 - Road Rehabilitation Program	-	-	-	-	600,000
300807 - Sign Retro-Reflectivity Assessment	-	-	-	-	15,000
300808 - Stormwater Facility Maintenance	-	-	-	-	12,000
300809 - Streetlight Replacement	-	-	-	-	10,000
301198 - Balfour Street	-	-	1,890,000	-	-
Total Expenditure	6,960,900	2,734,000	4,233,000	2,784,000	2,074,000

Roads

10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	2,469,836	(1,342,698)	(1,115,398)	(1,083,558)	(570,258)	(1,946,551)
Additions to Reserve						
Contribution from Operating Budget	2,548,800	2,701,300	2,917,000	3,150,000	3,402,000	3,674,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(3,760,121)					
Estimated Prior Year Projects Completed	(2,601,213)					
Projected Capital Spending		(2,474,000)	(2,885,160)	(2,636,700)	(4,778,293)	(3,529,831)
Projected Reserve (Deficit) - End of Year	(1,342,698)	(1,115,398)	(1,083,558)	(570,258)	(1,946,551)	(1,802,382)
Target Minimum Reserve Balance	2,891,000					
Target Reserve Balance	5,782,000					
Phased-In Target Minimum Balance		671,843				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer			\$ 215,700	\$ 233,000	\$ 252,000	\$ 272,000

Roads

10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	(1,802,382)	(1,947,213)	1,005,026	3,953,265	7,458,504
Additions to Reserve					
Contribution from Operating Budget	3,968,000	4,285,000	4,628,000	4,628,000	4,628,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(4,112,831)	(1,332,761)	(1,679,761)	(1,122,761)	(907,761)
Projected Reserve (Deficit) - End of Year	(1,947,213)	1,005,026	3,953,265	7,458,504	11,178,743
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	1,411,563				2,151,283
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 294,000	\$ 317,000	\$ 343,000	\$ -	\$ -

Fleet

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
VEH 01-24	Combination Snow Plow & Spreader (Replaces Truck 4)	"Replacement of an existing 2009 International Combination Snow Plow/Spreader at the end of it's useful life. This unit will be replaced with a vehicle suited for clearing snow and treating icy roadways."	"This vehicle is no longer mechanically reliable and suffers numerous breakdowns during winter events leading to delays in response times. This unit is required to perform winter maintenance at the level of service prescribed within the Town of Pelham's Public Works Winter Operations Policy S802-04, and O. Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS under Municipal Act, 2001, S.O. 2001, c. 25"	350,000

Fleet
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
VEH 01-24	Combination Snow Plow & Spreader (Replaces Truck 4	-	350,000	-	-	-	-	350,000



Fleet

2024 Draft Capital Budget Summary



				Draft Budget \$
Project #	Project Name	Description	Justification	
VEH 02-24	1-ton Dump Box (Replaces unit 305 - 2011 Ford F4	"Replacement of an existing 2011 Ford F450 Powerstroke at the end of it's useful life. This vehicle will be replaced with a vehicle suited for heavy duty use in the maintenance of the Cemeteries, Parks, Facilities, and other landscaping activities which includes towing lawn equipment and the hauling of excavated material."	"The existing unit is reaching 13 years of service and is mechanically unreliable and prone to numerous break downs leading to a loss of efficiency related to downtime for repairs."	111,000
VEH 03-24	Work Truck (Replaces 106 - 2011 Ford F150)	Replacement of an existing 2011 Ford F150 at the end of it's useful life. This vehicle will be replaced with an electric truck suited.	The existing unit has reached the end of it's useful life.	100,000
VEH 04-24	2018 Lease Payments-Heavy Duty Work Truck w landsc	Lease Payments - Heavy Duty Work Truck with landscape box (\$13,908.00), SUV for Facilities (\$7416), and SUV for Building (\$7416)	Continued Capital Lease payments for fleet supporting Beautification and Building Department.	28,740

Fleet

2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debt \$	
VEH 02-24	1-ton Dump Box (Replaces unit 305 - 2011 Ford F4	-	111,000	-	-	-	-	111,000
VEH 03-24	Work Truck (Replaces 106 - 2011 Ford F150)	-	100,000	-	-	-	-	100,000
VEH 04-24	2018 Lease Payments-Heavy Duty Work Truck w landsc	-	21,324	-	-	7,416	-	28,740

Fleet

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
VEH 05-24	Seasonal rental of summer fleet - 4 Seasonal Vehic	Seasonal rental of summer fleet, 6 Seasonal Vehicles for use in Parks and Facilities (7 months) is required to accommodate additional seasonal staff related to Beautification and Facilities for the maintenance of Parks, Sports Fields, Trails, Forestry, Cemetery and Planting Bed Maintenance.	The existing fleet is unable to support the additional summer staff or summer maintenance activities.	37,000
VEH 06-24	(2) Tractors w/plow & spreader (Replaced Truck 422	Rental of (2) Tractors fitted with snow plows designed to clear municipal roadways.	"This is an annual program that is required to perform the winter maintenance level of service prescribed within the Town of Pelham's Public Works Winter Operations Policy S802-04, and O. Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS under Municipal Act, 2001, S.O. 2001, c. 25"	25,550

Fleet
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
VEH 05-24	Seasonal rental of summer fleet - 4 Seasonal Vehic	-	37,000	-	-	-	-	37,000
VEH 06-24	(2) Tractors w/plow & spreader (Replaced Truck 422	-	25,550	-	-	-	-	25,550
2024 Draft Capital Budget		85						Town of Pelham

Fleet

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
VEH 07-24	1-ton Dump Box (Replaces unit 325 - 2011 Ford F4	"Replacement of an existing 2011 Ford F450 Powerstroke at the end of it's useful life. This vehicle will be replaced with a vehicle suited for heavy duty use in the maintenance of the Cemeteries, Parks, Facilities, and other landscaping activities which includes towing lawn equipment and the hauling of excavated material."	The existing unit is reaching 13 years of service and is mechanically unreliable and prone to numerous break downs leading to a loss of efficiency related to downtime for repairs.	115,000
Total 2024 Draft Budget				767,290

Fleet
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
VEH 07-24	1-ton Dump Box (Replaces unit 325 - 2011 Ford F4	-	115,000	-	-	-	-	115,000
Total 2024 Draft Budget		-	759,874	-	-	7,416	-	767,290

Fleet

Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	759,874	895,874	1,268,874	651,874	626,524
Other Revenues	7,416	7,416	7,416	7,416	7,416
Transfer from Deferred Revenues	-	350,000	918,000	-	-
Total Funding Source	767,290	1,253,290	2,194,290	659,290	633,940

Fleet Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	287,550	285,800	167,550	124,750	96,250
Other Revenues	-	-	-	-	-
Transfer from Deferred Revenues	190,000	606,750	-	-	-
Total Funding Source	477,550	892,550	167,550	124,750	96,250

Fleet

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300874 - Combination Snow Plow & Spreader (Replaces Truck 4	350,000	-	-	-	-
300883 - Forestry Truck (Addition to fleet) - deferred from	-	-	240,000	-	-
300884 - PTO driven Wood Chipper (Replaces Unit 709 - 1994	-	-	-	15,000	-
300891 - Wood Chipper (Replaces unit 708 - 2010 Vermeer BC1	-	65,000	-	-	-
300896 - Combination Snow Plow & Spreader (Replaces Truck 4	-	350,000	-	-	-
300898 - 1-ton Dump Box (Replaces unit 305 - 2011 Ford F4	111,000	-	-	-	-
300899 - Work Truck (Replaces 107 - 2011 Ford F150 3/4 ton	-	100,000	-	-	-
300900 - Work Truck (Replaces 106 - 2011 Ford F150)	100,000	-	-	-	-
300901 - 2018 Lease Payments-Heavy Duty Work Truck w landsc	28,740	-	-	-	-
300902 - Seasonal rental of summer fleet - 4 Seasonal Vehic	37,000	-	-	-	-
300903 - (2) Tractors w/plow & spreader (Replaced Truck 422	25,550	-	-	-	-

2024 Draft Capital Budget

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Town of Pelham

Fleet Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300906 - Small SUV Replaces 105 - 2012 Ford Super Cab	-	62,000	-	-	-
300907 - 1-ton Dump Box (Replaces unit 325 - 2011 Ford F4	115,000	-	-	-	-
300908 - Backhoe (Replaces unit 501 - 2009 Cat 416E)	-	240,000	-	-	-
300909 - Leaf Vacuum Trailer (Replaces 2014 Trac-Vac)	-	-	-	5,000	-
300910 - Tandem Axle Combination Snow Plow & Spreader (Repl	-	-	-	400,000	-
300911 - Shoring Box Trailer (Replaces unit 717 - 2009 Dave	-	-	-	11,000	-
300912 - 2018 Lease Payments-Heavy Duty Work Truck w landsc	-	28,740	-	-	-
300913 - Seasonal rental of summer fleet - 4 Seasonal Vehic	-	32,000	-	-	-
300914 - (2) Tractors w/plow & spreader (Replaced Truck 422	-	25,550	-	-	-
300915 - Tandem Axle Combination Snow Plow & Spreader (Repl	-	-	400,000	-	-
300916 - Combination Snow Plow & Spreader (Growth related a	-	350,000	-	-	-

Fleet Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300917 - 2018 Lease Payments-Heavy Duty Work Truck w landsc	-	-	28,740	-	-
300918 - Seasonal rental of summer fleet - 4 Seasonal Vehic	-	-	32,000	-	-
300919 - (2) Tractors w/plow & spreader (Replaced Truck 422	-	-	25,550	-	-
300920 - Hydro-Vac Trailer (Replaces unit 714 - 2010 Vermeer	-	-	100,000	-	-
300921 - Lawn Mower (Replaces unit 529 - 2015 John Deere X7	-	-	18,000	-	-
300922 - 48" Zero Turn Mower (Replaces Unit 505 - 2011 Kubo	-	-	22,000	-	-
300923 - 60" Zero Turn Mower (Replaces Unit 506 - 2011 Kubo	-	-	25,000	-	-
300924 - Park Maintenance Tractor 4x4 (Replaces Unit 507 -	-	-	60,000	-	-
300925 - Loader - (Replaces Unit 523 - 2006 Cat 924)	-	-	300,000	-	-
300926 - Backhoe (Replaces unit 504 - 2010 John Deere 310J)	-	-	-	-	200,000
300927 - Truck and Automotive Diagnostic Computer (Replaces	-	-	25,000	-	-

Fleet Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300928 - 2018 Lease Payments-Heavy Duty Work Truck w landsc	-	-	-	28,740	-
300929 - Seasonal rental of summer fleet - 4 Seasonal Vehic	-	-	-	32,000	-
300930 - (2) Tractors w/plow & spreader (Replaced Truck 422	-	-	-	25,550	-
300931 - Van with Utility Body - (Replaces unit 225 - 2012	-	-	-	125,000	-
300933 - Lawn Mower (Replaces unit 530 - 2015 John Deere X7	-	-	-	17,000	-
300934 - 2018 Lease Payments-Heavy Duty Work Truck w landsc	-	-	-	-	28,740
300935 - Seasonal rental of summer fleet - 4 Seasonal Vehic	-	-	-	-	25,200
300936 - Small SUV Replaces unit 004 - 2017 Ford Escape	-	-	-	-	60,000
300937 - Small SUV - Building Department Replaces unit 005	-	-	-	-	60,000
300938 - Van with utility shelving Replacement unit 133 - 2	-	-	-	-	60,000
300939 - Turf Mower (Replaces unit 526 - Kubota GF1800 48")	-	-	-	-	25,000

Fleet Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
300940 - Turf Mower (Replaces unit 527 - Kubota GF1800 60")	-	-	-	-	25,000
300941 - Ice Resurfacer (Replaces Unit 712 - 2018 Unit) Sch	-	-	-	-	125,000
300942 - Slip In Poly Tank (Replaces 2016 Purchase)	-	-	-	-	25,000
301202 - 60" Mower - New Crew required due to growth	-	-	25,000	-	-
301203 - 48" Mower - New crew due to growth	-	-	22,000	-	-
301204 - Landscape Trailer - New crew due to growth	-	-	13,000	-	-
301205 - Pickup Truck - New crew due to growth	-	-	57,000	-	-
301206 - 16FT Mower Deck - New crew required due to growth	-	-	26,000	-	-
301207 - 50 hp Tractor for bulk mowing - New crew due to gr	-	-	55,000	-	-
301208 - Forestry Truck (Boom and Chip Box) - Due to Growth	-	-	480,000	-	-
301209 - Small Compactor Truck (Garbage Pick-up) Due to Gro	-	-	240,000	-	-
Total Expenditure	767,290	1,253,290	2,194,290	659,290	633,940

Fleet

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
300897 - Tractor with Snow Plow and Salt Spreader (growth r	190,000	-	-	-	-
300943 - Seasonal rental of summer fleet - 4 Seasonal Vehic	32,000	-	-	-	-
300944 - (2) Tractors w/plow & spreader (Replaced Truck 422	25,550	-	-	-	-
300945 - Small SUV - Building Department (end of 2018 lease	60,000	-	-	-	-
300946 - Small SUV - Facilities Department (end of 2018 lea	60,000	-	-	-	-
300947 - Work Truck with Landscape Box (end of 2018 lease)	110,000	-	-	-	-
300948 - Seasonal rental of summer fleet - 4 Seasonal Vehic	-	32,000	-	-	-
300949 - (2) Tractors w/plow & spreader (Replaced Truck 422	-	25,550	-	-	-
300952 - Work Truck Facilities (end of 2019 lease)	-	65,000	-	-	-
300953 - Work Truck Facilities (end of 2019 lease)	-	65,000	-	-	-
300954 - Small Grader for Shouldering and snow removal (Add	-	200,000	-	-	-
300955 - Pick Up Truck	-	65,000	-	-	-

Fleet

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
300956 - Street Sweeper with Hydro-Vac Capability (addition)	-	300,000	-	-	-
300957 - Compact SUV	-	65,000	-	-	-
300959 - Work Truck 4x4 Roads (end of 2019 lease)	-	75,000	-	-	-
300960 - Seasonal rental of summer fleet - 4 Seasonal Vehic	-	-	32,000	-	-
300961 - (2) Tractors w/plow & spreader (Replaced Truck 422	-	-	25,550	-	-
300962 - Small SUV Building (Replaces Unit 104 - 2009 Ford	-	-	55,000	-	-
300963 - Small SUV By-Law (Replaces Unit 101 - 2009 Ford Ra	-	-	55,000	-	-
300964 - Seasonal rental of summer fleet - 4 Seasonal Vehic	-	-	-	25,200	-
300965 - (2) Tractors w/plow & spreader (Replaced Truck 422	-	-	-	25,550	-
300966 - 60" Turf Mower (Replaces 2020 Purchase)	-	-	-	17,000	-
300967 - 72" Turf Mower (Replaces 2020 Purchase)	-	-	-	17,000	-
300969 - Road Patrol Vehicle (Replaces 2019 Purchase)	-	-	-	40,000	-

Fleet Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
300970 - Seasonal rental of summer fleet - 4 Seasonal Vehic	-	-	-	-	25,200
300971 - (2) Tractors w/plow & spreader (Replaced Truck 422	-	-	-	-	25,550
300972 - Vehicle Pressure Washer - Replaces 2018 unit Repla	-	-	-	-	10,500
300977 - Work Truck (Replaces Truck 127 - 2006 Ford F-150)	-	-	-	-	35,000
Total Expenditure	477,550	892,550	167,550	124,750	96,250

Fleet 10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	1,552,894	788,770	611,196	344,322	(245,552)	(164,426)
Additions to Reserve						
Contribution from Operating Budget	542,300	582,300	629,000	679,000	733,000	792,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(983,874)					
Estimated Prior Year Projects Completed	(322,550)					
Projected Capital Spending		(759,874)	(895,874)	(1,268,874)	(651,874)	(626,524)
Projected Reserve (Deficit) - End of Year	788,770	611,196	344,322	(245,552)	(164,426)	1,050
Target Minimum Reserve Balance	668,600					
Target Reserve Balance	1,337,200					
Phased-In Target Minimum Balance		1,337,200				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer			\$ 46,700	\$ 50,000	\$ 54,000	\$ 59,000

Fleet 10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	1,050	568,500	1,205,700	2,035,150	2,907,400
Additions to Reserve					
Contribution from Operating Budget	855,000	923,000	997,000	997,000	997,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(287,550)	(285,800)	(167,550)	(124,750)	(96,250)
Projected Reserve (Deficit) - End of Year	568,500	1,205,700	2,035,150	2,907,400	3,808,150
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	1,337,200				1,337,200
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 63,000	\$ 68,000	\$ 74,000	-	\$ -

Cemeteries

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
CEM 01-24	Hillside Cemetery Path - Plan 7	Construction of pathways (laneways) through the newly surveyed section of Hillside Cemetery	This project is required to open up and sell plots within the new section of the Hillside Cemetery.	35,000
CEM 02-24	Pelham Cemetery Data Mngmnt	Databasing historical cemeteries data	Operational efficiencies & data security	35,000
Total 2024 Draft Budget				70,000



Cemeteries
2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Developmen t Charges \$	Other \$	Debenture \$	
CEM 01-24	Hillside Cemetery Path - Plan 7	-	35,000	-	-	-	-	35,000
CEM 02-24	Pelham Cemetery Data Mngmnt	-	35,000	-	-	-	-	35,000
Total 2024 Draft Budget		-	70,000	-	-	-	-	70,000

Cemeteries

Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	70,000	42,000	135,000	62,000	120,000
Total Funding Source	70,000	42,000	135,000	62,000	120,000

Cemeteries

Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	75,000	-	50,000	35,000	90,000
Total Funding Source	75,000	-	50,000	35,000	90,000

Cemeteries

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
301191 - Pelham Cemetery Data Mngmnt	35,000	-	-	-	-
400016 - Hillside Cemetery - cremation garden, pedestrian l	-	-	-	-	120,000
400017 - Fonthill Cemetery - yard buffering / reflective ar	-	42,000	-	-	-
400018 - Hillside Cemetery - yard buffering / reflective ar	-	-	-	39,000	-
400019 - Fonthill and Hillside Cemeteries - entry features	-	-	65,000	-	-
400020 - Fonthill Cemetery - Mausoleum Crypt repairs - FCA	-	-	-	23,000	-
400026 - Fonthill Cemetery Columbarium	-	-	70,000	-	-
400027 - Hillside Cemetery Path - Plan 7	35,000	-	-	-	-
Total Expenditure	70,000	42,000	135,000	62,000	120,000

Cemeteries

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
400021 - Fonthill Cemetery - roof replacement Mausoleum - F	75,000	-	-	-	-
400023 - Cemeteries Master Plan Update	-	-	50,000	-	-
400024 - Hillside Cemetery Section Expansion (North/West Co	-	-	-	35,000	-
400028 - Fonthill Cemetery Columbarium	-	-	-	-	90,000
Total Expenditure	75,000	-	50,000	35,000	90,000

Cemeteries

10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	157,162	187,162	159,162	162,162	76,162	67,162
Additions to Reserve						
Contribution from Operating Budget	42,000	42,000	45,000	49,000	53,000	57,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(12,000)					
Estimated Prior Year Projects Completed	-					
Projected Capital Spending		(70,000)	(42,000)	(135,000)	(62,000)	(120,000)
Projected Reserve (Deficit) - End of Year	187,162	159,162	162,162	76,162	67,162	4,162
Target Minimum Reserve Balance	54,150					
Target Reserve Balance	108,300					
Phased-In Target Minimum Balance		108,300				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer		\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000

Cemeteries

10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	4,162	(8,838)	58,162	80,162	117,162
Additions to Reserve					
Contribution from Operating Budget	62,000	67,000	72,000	72,000	72,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(75,000)		(50,000)	(35,000)	(90,000)
Projected Reserve (Deficit) - End of Year	(8,838)	58,162	80,162	117,162	99,162
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	108,300				108,300
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 5,000 \$	5,000 \$	5,000 \$	- \$	-

Park Facilities

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
PRK 01-24	Ball Diamond Upgrades - Centennial Park #1 (clay i	Centennial Park Ball Diamond conversion from limestone infield to clay; new players benches with shade provision; bleachers & backstop improvements.	Request from Pelham Minor Ball during 2024 budget open house. Searching for grant to fund this project.	90,000
PRK 02-24	General Park Furniture (Benches/Picnic Tables/Rece	Annual budget required for the periodic replacement of parks and street furniture.	This project is required to replace damaged or deteriorated street and park furniture not able to be absorbed in the Operating Budget.	20,000
PRK 03-24	Playground Turf Repair	Repair of artificial turf at playground structures.	"Annual program to repair turf identified through annual and monthly inspections."	12,000
PRK 04-24	Steve Bauer Trail Sign Improvement	Replacement of Steve Bauer Trail Signs across Town.	"The existing signs are in poor condition and require replacement."	65,000
PRK 05-24	Gate Way Signage Replacement & Jane Haist Trail Si	Replacement of existing gateway & Janet Haist trail signage.	The existing signs are in poor condition and require replacement.	30,000
PRK 06-24	Summerside Blvd Treescape (medium trees)	Planting med sized trees in new build area.	There currently are no med trees and neighbours require them.	50,000

Park Facilities

2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	
PRK 01-24	Ball Diamond Upgrades - Centennial Park #1 (clay i	90,000	-	-	-	-	-	90,000
PRK 02-24	General Park Furniture (Benches/Picnic Tables/Rece	-	20,000	-	-	-	-	20,000
PRK 03-24	Playground Turf Repair	-	12,000	-	-	-	-	12,000
PRK 04-24	Steve Bauer Trail Sign Improvement	65,000	-	-	-	-	-	65,000
PRK 05-24	Gate Way Signage Replacement & Jane Haist Trail Si	-	30,000	-	-	-	-	30,000
PRK 06-24	Summerside Blvd Treescape (medium trees)	-	50,000	-	-	-	-	50,000

Park Facilities

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
PRK 07-24	Placeholder for Accessibility for Parks and Rec	To make parks more accessible	A review was done providing suggestions the Town needs to meet in order to be accessible	100,000
Total 2024 Draft Budget				367,000

Park Facilities

2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
PRK 07-24	Placeholder for Accessibility for Parks and Rec	-	-	100,000	-	-	-	100,000
Total 2024 Draft Budget		155,000	112,000	100,000	-	-	-	367,000

Park Facilities Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	112,000	632,000	2,326,839	204,500	89,000
Grants-Provincial	65,000	-	-	-	-
Grants-Federal	90,000	1,000,000	1,850,161	-	-
Transfer from Deferred Revenues	-	300,000	-	237,500	456,000
Unfinanced Capital - Debenture/Lease	-	-	-	-	-
Transfer from Deferred Revenues - Parkland Dedicat	100,000	1,050,000	400,000	502,000	230,000
Total Funding Source	367,000	2,982,000	4,577,000	944,000	775,000

Park Facilities

Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	345,000	359,575	60,000	120,000	165,000
Grants-Provincial	-	-	-	-	-
Grants-Federal	-	-	-	-	-
Transfer from Deferred Revenues	-	-	-	-	855,000
Unfinanced Capital - Debenture/Lease	-	4,000,000	-	-	-
Transfer from Deferred Revenues - Parkland Dedicat	160,000	275,425	310,000	160,000	-
Total Funding Source	505,000	4,635,000	370,000	280,000	1,020,000

Park Facilities

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
301183 - Class EA for MSSP Entrance	-	250,000	-	-	-
500197 - East Fonthill Parkland Development	-	1,300,000	-	-	-
500202 - Centennial Park South Soccer Field Construction	-	350,000	-	-	-
500205 - Saffron Meadows Park Development	-	-	500,000	-	-
500208 - Ball Diamond Upgrades - Harold Black Park #1 (clay	-	60,000	-	-	-
500209 - Ball Diamond Upgrades - Centennial Park #1 (clay i	90,000	-	-	-	-
500211 - Design Build - Harold Black Park Diamond 2 Lightin	-	300,000	-	-	-
500213 - Installation of Community Bulletin Boards	-	-	-	-	40,000
500216 - North Pelham Multi Purpose Court redevelopment	-	-	-	-	70,000
500224 - North Pelham Park Ball Diamonds Upgrade (clay infi	-	90,000	-	-	-
500225 - General Park Furniture (Benches/Picnic Tables/Rece	20,000	-	-	-	-
500226 - Playground Turf Repair	12,000	-	-	-	-
500227 - Centennial Park Cenotaph Restoration	-	-	40,000	-	-

Park Facilities

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
500232 - General Park Furniture (Benches/Picnic Tables/Rece	-	20,000	-	-	-
500233 - Playground Turf Repair	-	12,000	-	-	-
500235 - Peace Park Bandshell - upgrade lighting - FCA Crit	-	-	5,000	-	-
500238 - Kunda Park Development	-	-	-	400,000	-
500239 - General Park Furniture (Benches/Picnic Tables/Rece	-	-	20,000	-	-
500240 - Playground Turf Repair	-	-	12,000	-	-
500245 - Playground Turf Repair	-	-	-	5,000	-
500246 - General Park Furniture (Benches/Picnic Tables/Rece	-	-	-	20,000	-
500247 - Woodstream Park Playground Retrofit	-	-	-	160,000	-
500250 - General Park Furniture (Benches/Picnic Tables/Rece	-	-	-	-	20,000
500251 - Playground Turf Repair	-	-	-	-	5,000
500252 - Marlene Stewart Streit Park Playground Retrofit	-	-	-	-	160,000
500254 - Replace outdoor pool and electrical	-	-	4,000,000	-	-
500300 - OPTH Cenotaph Cleaning and UV Coating	-	-	-	9,000	-

Park Facilities

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
500301 - Civic Square - Design	-	-	-	100,000	-
500313 - Steve Bauer Trail Sign Improvement	65,000	-	-	-	-
500314 - Gate Way Signage Replacement & Jane Haist Trail Si	30,000	-	-	-	-
500510 - Centennial Park - New Parking Lot	-	250,000	-	-	-
500511 - MSSP Playground	-	-	-	250,000	-
500512 - Playground Equipment (3X)	-	-	-	-	480,000
500513 - Summerside Blvd Treescape (medium trees)	50,000	-	-	-	-
500514 - Placeholder for Accessibility for Parks and Rec	100,000	-	-	-	-
500515 - Centennial Park - Paving for Pre-existing Gravel P	-	350,000	-	-	-
Total Expenditure	367,000	2,982,000	4,577,000	944,000	775,000

Park Facilities

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
500229 - Marlene Stewart Streit Park Pool House - roof repl	-	-	-	100,000	-
500230 - Hurleston Park - Playground Retrofit	-	160,000	-	-	-
500231 - Harold Black Park Playground Retrofit	-	160,000	-	-	-
500236 - North Pelham Park - Playground retrofit	160,000	-	-	-	-
500237 - Centennial Park Playground Retrofit	160,000	-	-	-	-
500244 - Rolling Meadows Park - Playground Retrofit	-	-	160,000	-	-
500249 - Pelham Corners Park - Playground Retrofit	-	-	-	160,000	-
500253 - Cherry Ridge Park Playground Retrofit	160,000	-	-	-	-
500255 - Playground Turf Repair	5,000	-	-	-	-
500256 - General Park Furniture (Benches/Picnic Tables/Rece	20,000	-	-	-	-
500258 - Lighting	-	160,000	-	-	-
500260 - General Park Furniture (Benches/Picnic Tables/Rece	-	20,000	-	-	-
500261 - East Fenwick Parkland	-	-	-	-	1,000,000
500262 - Deferred Project: Skate Park/MSSP Parking Lot Ligh	-	135,000	-	-	-
500263 - Peace Park Cenotaph Restoration	-	-	40,000	-	-

Park Facilities Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
500264 - General Park Furniture (Benches/Picnic Tables/Rece	-	-	20,000	-	-
500265 - Lookout Park Pavilion	-	-	150,000	-	-
500267 - General Park Furniture (Benches/Picnic Tables/Rece	-	-	-	20,000	-
500269 - General Park Furniture (Benches/Picnic Tables/Rece	-	-	-	-	20,000
500302 - Civic Square Construction	-	4,000,000	-	-	-
Total Expenditure	505,000	4,635,000	370,000	280,000	1,020,000

Park Facilities

10 Year Projected Reserve Balance



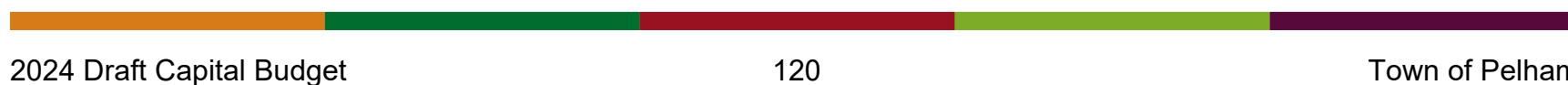
	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	61,894	(192,411)	(108,811)	(529,811)	(2,628,650)	(2,587,150)
Additions to Reserve						
Contribution from Operating Budget	155,600	195,600	211,000	228,000	246,000	266,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(215,000)					
Estimated Prior Year Projects Completed	(194,905)					
Projected Capital Spending		(112,000)	(632,000)	(2,326,839)	(204,500)	(89,000)
Projected Reserve (Deficit) - End of Year	(192,411)	(108,811)	(529,811)	(2,628,650)	(2,587,150)	(2,410,150)
Target Minimum Reserve Balance	293,600					
Target Reserve Balance	587,200					
Phased-In Target Minimum Balance		(99,425)				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer			\$ 15,400	\$ 17,000	\$ 18,000	\$ 20,000

Park Facilities

10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	(2,410,150)	(2,468,150)	(2,517,725)	(2,242,725)	(2,027,725)
Additions to Reserve					
Contribution from Operating Budget	287,000	310,000	335,000	335,000	335,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(345,000)	(359,575)	(60,000)	(120,000)	(165,000)
Projected Reserve (Deficit) - End of Year	(2,468,150)	(2,517,725)	(2,242,725)	(2,027,725)	(1,857,725)
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	31,585				162,595
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 21,000	\$ 23,000	\$ 25,000	-	\$ -



Library

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
LIB 01-24	Computer Services Development	To replace/enhance computer services.	Out dated & old computer services need updating/replacing.	10,000
Total 2024 Draft Budget				10,000

Library
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
LIB 01-24	Computer Services Development	-	10,000	-	-	-	-	10,000
Total 2024 Draft Budget		-	10,000	-	-	-	-	10,000



Library

Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	10,000	10,000	10,000	10,000	10,000
Total Funding Source	10,000	10,000	10,000	10,000	10,000

Library

Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	10,000	10,000	10,000	10,000	10,000
Total Funding Source	10,000	10,000	10,000	10,000	10,000

Library

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
500282 - Computer Services Development	10,000	-	-	-	-
500283 - Computer Services Development	-	10,000	-	-	-
500284 - Computer Services Development	-	-	10,000	-	-
500285 - Computer Services Development	-	-	-	10,000	-
500286 - Computer Services Development	-	-	-	-	10,000
Total Expenditure	10,000	10,000	10,000	10,000	10,000

Library

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
500287 - Computer Services Development	10,000	-	-	-	-
500288 - Computer Services Development	-	10,000	-	-	-
500289 - Computer Services Development	-	-	10,000	-	-
500290 - Computer Services Development	-	-	-	10,000	-
500291 - Computer Services Development	-	-	-	-	10,000
Total Expenditure	10,000	10,000	10,000	10,000	10,000

Library

10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	388,450	374,820	364,820	354,820	344,820	334,820
Additions to Reserve						
Contribution from Operating Budget	-	-	-	-	-	-
Reduction in Reserve						
Estimated 2023 Projects Completed	(10,000)					
Estimated Prior Year Projects Completed	(3,630)					
Projected Capital Spending		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Projected Reserve (Deficit) - End of Year	374,820	364,820	354,820	344,820	334,820	324,820
Target Minimum Reserve Balance	10,650					
Target Reserve Balance	21,300					
Phased-In Target Minimum Balance		21,300				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %

Library

10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	324,820	314,820	304,820	294,820	284,820
Additions to Reserve					
Contribution from Operating Budget	-	-	-	-	-
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Projected Reserve (Deficit) - End of Year	314,820	304,820	294,820	284,820	274,820
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	21,300				21,300
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %

Community Planning & Development

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
PLN 01-24	Development Fee Study	Review of Planning and Engineering development application fees.	Update fees to ensure proper cost recovery of development review function.	75,000
Total 2024 Draft Budget				75,000

Community Planning & Development

2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
PLN 01-24	Development Fee Study	-	75,000	-	-	-	-	75,000
Total 2024 Draft Budget		-	75,000	-	-	-	-	75,000



Community Planning & Development Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	75,000	100,000	-	87,500	-
Transfer from Deferred Revenues	-	-	-	87,500	-
Total Funding Source	75,000	100,000	-	175,000	-

Community Planning & Development Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	100,000	-	-	225,000	-
Transfer from Deferred Revenues	-	-	-	-	-
Total Funding Source	100,000	-	-	225,000	-

Community Planning & Development Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
600126 - Zoning By-law Review and Update	-	100,000	-	-	-
600128 - Official Plan Review and Update	-	-	-	175,000	-
600150 - Development Fee Study	75,000	-	-	-	-
Total Expenditure	75,000	100,000	-	175,000	-

Community Planning & Development Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
600129 - Zoning By-law Review and Update	100,000	-	-	-	-
600130 - Official Plan Review and Update	-	-	-	225,000	-
Total Expenditure	100,000	-	-	225,000	-

Community Planning & Development

10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	363,357	(35,124)	(30,124)	(44,124)	48,876	61,376
Additions to Reserve						
Contribution from Operating Budget	80,000	80,000	86,000	93,000	100,000	108,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(291,000)					
Estimated Prior Year Projects Completed	(187,481)					
Projected Capital Spending		(75,000)	(100,000)		(87,500)	
Projected Reserve (Deficit) - End of Year	(35,124)	(30,124)	(44,124)	48,876	61,376	169,376
Target Minimum Reserve Balance	80,400					
Target Reserve Balance	160,800					
Phased-In Target Minimum Balance		160,800				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer		\$	6,000 \$	7,000 \$	7,000 \$	8,000

Community Planning & Development 10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	169,376	186,376	312,376	448,376	359,376
Additions to Reserve					
Contribution from Operating Budget	117,000	126,000	136,000	136,000	136,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(100,000)			(225,000)	
Projected Reserve (Deficit) - End of Year	186,376	312,376	448,376	359,376	495,376
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	160,800				160,800
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 9,000	\$ 9,000	\$ 10,000	- \$	-

Municipal Drainage
2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
Total 2024 Draft Budget				-

Municipal Drainage 2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
Total 2024 Draft Budget		-	-	-	-	-	-	-

Municipal Drainage Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	-	40,000	-	-	40,000
Total Funding Source	-	40,000	-	-	40,000

Municipal Drainage Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	-	-	-	40,000	-
Total Funding Source	-	-	-	40,000	-

Municipal Drainage Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
600134 - Replace Culverts	-	40,000	-	-	-
600135 - Replace Culverts	-	-	-	-	40,000
Total Expenditure	-	40,000	-	-	40,000

Municipal Drainage Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
600136 - Replace Culverts	-	-	-	40,000	-
Total Expenditure	-	-	-	40,000	-

Municipal Drainage 10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	61,763	1,634	21,134	2,134	25,134	50,134
Additions to Reserve						
Contribution from Operating Budget	19,500	19,500	21,000	23,000	25,000	27,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(40,000)					
Estimated Prior Year Projects Completed	(39,629)					
Projected Capital Spending			(40,000)			(40,000)
Projected Reserve (Deficit) - End of Year	1,634	21,134	2,134	25,134	50,134	37,134
Target Minimum Reserve Balance	28,150					
Target Reserve Balance	56,300					
Phased-In Target Minimum Balance		8,264				
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer		\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000

2024 Draft Capital Budget	143	Town of Pelham
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Municipal Drainage 10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	37,134	66,134	97,134	130,134	123,134
Additions to Reserve					
Contribution from Operating Budget	29,000	31,000	33,000	33,000	33,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending				(40,000)	
Projected Reserve (Deficit) - End of Year	66,134	97,134	130,134	123,134	156,134
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance	14,894				21,524
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 2,000 \$	2,000 \$	2,000 \$	- \$	-

Wastewater

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
WST 01-24	Sanitary Sewer Inspection, CCTV and Flushing Progr	This is an annual project that is used to inspect our sanitary sewer system.	1/3 of the Town's network is inspected annually to ensure that there are no major deficiencies with our sanitary system.	115,000
WST 02-24	Sanitary Sewer Capital Construction Adjustments an	This project is used to complete sanitary sewer capital upgrades throughout the Town.	Sanitary Sewers that are damaged have the potential of causing sewer backups on private property. Repairs to the Sanitary Sewers.	140,000

Wastewater
2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Developmen t Charges \$	Other \$	Debenture \$	
WST 01-24	Sanitary Sewer Inspection, CCTV and Flushing Progr	-	115,000	-	-	-	-	115,000
WST 02-24	Sanitary Sewer Capital Construction Adjustments an	-	140,000	-	-	-	-	140,000

Wastewater

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
WST 03-24	Quaker Road Sanitary Replacement	The reconstruction of Quaker Road between Pelham Street and Line Avenue will include full roadway reconstruction including storm sewers, sanitary sewers, watermain, concrete curb and gutter and concrete sidewalk.	The Region of Niagara is installing a new regional sanitary main on Quaker Road between Pelham Street and Rice Road and will require full roadway restoration following the installation of the Region's sewer. Furthermore, new developments in the area of Quaker and Line Ave has brought forward the need for storm water drainage systems on the roadway. Town staff will be working in coordination with Regional Staff and the developers to deliver this project.	525,000
WST 04-24	CLI ECA Operations Manual	Operations and maintenance manuals for the Town's sanitary and storm infrastructure.	New legislation requires that the Town prepare manuals for the operation and maintenance of sanitary and storm infrastructure. The manuals must be system specific.	150,000
Total 2024 Draft Budget				930,000

2024 Draft Capital Budget

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Town of Pelham

Wastewater
2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	
WST 03-24	Quaker Road Sanitary Replacement	-	525,000	-	-	-	-	525,000
WST 04-24	CLI ECA Operations Manual	-	150,000	-	-	-	-	150,000
Total 2024 Draft Budget		-	930,000	-	-	-	-	930,000



Wastewater

Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	930,000	2,210,436	175,000	275,000	1,150,000
Transfer from Deferred Revenues	-	2,802,087	-	-	1,493,000
Total Funding Source	930,000	5,012,523	175,000	275,000	2,643,000

Wastewater

Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	341,500	185,000	175,000	175,000	1,729,500
Transfer from Deferred Revenues	2,203,500	745,000	140,000	528,000	2,045,500
Total Funding Source	2,545,000	930,000	315,000	703,000	3,775,000

Wastewater Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
700193 - Foss Road Regional Forcemain Project - Culvert Rep	-	-	-	100,000	-
700197 - Ker Crescent outlet- upgrade existing	-	-	-	-	740,000
700203 - Sanitary Sewer Inspection, CCTV and Flushing Progr	115,000	-	-	-	-
700204 - Sanitary Sewer Capital Construction Adjustments an	140,000	-	-	-	-
700207 - Sanitary Sewer Inspection, CCTV and Flushing Progr	-	115,000	-	-	-
700208 - Sanitary Sewer Capital Construction Adjustments an	-	60,000	-	-	-
700209 - Sanitary Sewers Model Development Update	-	10,000	-	-	-
700213 - Sanitary Sewer Inspection, CCTV and Flushing Progr	-	-	115,000	-	-
700214 - Sanitary Sewer Capital Construction Adjustments an	-	-	60,000	-	-
700217 - Sanitary Sewer Inspection, CCTV and Flushing Progr	-	-	-	115,000	-
700218 - Sanitary Sewer Capital Construction Adjustments an	-	-	-	60,000	-

Wastewater Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
700221 - Sanitary Sewer Inspection, CCTV and Flushing Progr	-	-	-	-	115,000
700222 - Sanitary Sewer Capital Construction Adjustments an	-	-	-	-	60,000
700357 - Quaker Road Sanitary Replacement	525,000	-	-	-	-
700358 - Foss Road Sanitary Upgrades	-	4,827,523	-	-	-
700360 - Station Street sani upgrade (Port Robinson to Hwy	-	-	-	-	1,728,000
700375 - CLI ECA Operations Manual	150,000	-	-	-	-
Total Expenditure	930,000	5,012,523	175,000	275,000	2,643,000

Wastewater Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
700188 - Merritt Road Sewer Main	2,000,000	-	-	-	-
700190 - Pelham St Square extension new 300 mm to service n	-	745,000	-	-	-
700191 - Welland Rd upgrade existing sewer from 200mm to 30	-	-	-	-	1,310,000
700195 - Hurricane Rd upgrade existing Station to Hwy 20	-	-	-	-	2,290,000
700196 - Concord upgrade existing	370,000	-	-	-	-
700212 - Provision for potential oversizing	-	-	140,000	-	-
700225 - Sanitary Sewer Inspection, CCTV and Flushing Progr	115,000	-	-	-	-
700226 - Sanitary Sewer Capital Construction Adjustments an	60,000	-	-	-	-
700229 - Sanitary Sewer Inspection, CCTV and Flushing Progr	-	115,000	-	-	-
700231 - Sanitary Sewer Capital Construction Adjustments an	-	60,000	-	-	-
700232 - Sanitary Sewer Model - Development Update	-	10,000	-	-	-
700235 - Sanitary Sewer Inspection, CCTV and Flushing Progr	-	-	115,000	-	-

Wastewater Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
700237 - Sanitary Sewer Capital Construction Adjustments an	-	-	60,000	-	-
700240 - Sanitary Sewer Inspection, CCTV and Flushing Progr	-	-	-	115,000	-
700242 - Sanitary Sewer Capital Construction Adjustments an	-	-	-	60,000	-
700245 - Sanitary Sewer Inspection, CCTV and Flushing Progr	-	-	-	-	115,000
700247 - Sanitary Sewer Capital Construction Adjustments an	-	-	-	-	60,000
700377 - Haist Street new sani	-	-	-	528,000	-
Total Expenditure	2,545,000	930,000	315,000	703,000	3,775,000

Wastewater 10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	2,563,441	228,347	(258,525)	(1,989,961)	(1,647,961)	(1,364,961)
Additions to Reserve						
Contribution from Operating Budget	343,128	443,128	479,000	517,000	558,000	603,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(1,625,000)					
Estimated Prior Year Projects Completed	(1,053,222)					
Projected Capital Spending		(930,000)	(2,210,436)	(175,000)	(275,000)	(1,150,000)
Projected Reserve (Deficit) - End of Year	228,347	(258,525)	(1,989,961)	(1,647,961)	(1,364,961)	(1,911,961)
Target Minimum Reserve Balance						
Target Reserve Balance	885,183	1,267,849	1,362,938	1,465,158		
Phased-In Target Minimum Balance						
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer			\$ 35,872	\$ 38,000	\$ 41,000	\$ 45,000

Wastewater 10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	(1,911,961)	(1,602,461)	(1,084,461)	(500,461)	83,539
Additions to Reserve					
Contribution from Operating Budget	651,000	703,000	759,000	759,000	759,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(341,500)	(185,000)	(175,000)	(175,000)	(1,729,500)
Projected Reserve (Deficit) - End of Year	(1,602,461)	(1,084,461)	(500,461)	83,539	(886,961)
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance					
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 48,000	\$ 52,000	\$ 56,000	-	\$ -

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Water

2024 Draft Capital Budget Summary



Project #	Project Name	Description	Justification	Draft Budget \$
WTR 01-24	Quaker Rd: Pelham St to Line Ave, Watermain Replac	The reconstruction of Quaker Road between Pelham Street and Line Avenue will include full roadway reconstruction including storm sewers, sanitary sewers, watermain, concrete curb and gutter and concrete sidewalk.	The Region of Niagara is installing a new regional sanitary main on Quaker Road between Pelham Street and Rice Road and will require full roadway restoration following the installation of the Region's sewer. Furthermore, new developments in the area of Quaker and Line Ave has brought forward the need for storm water drainage systems on the roadway. Town staff will be working in coordination with Regional Staff and the developers to deliver this project.	560,000

Water
2024 Draft Capital Budget Summary

		Financing						
Project #	Project Name	Grants \$	Reserve Transfers \$	Parkland Dedication \$	Development Charges \$	Other \$	Debenture \$	Total Financing \$
WTR 01-24	Quaker Rd: Pelham St to Line Ave, Watermain Replac	-	560,000	-	-	-	-	560,000

Water

2024 Draft Capital Budget Summary



				Draft Budget \$
Project #	Project Name	Description	Justification	
WTR 02-24	Construction: Watermain Replacement - Daleview, St	This capital project includes the detailed design for the replacement of an aging cast-iron watermain (50 plus years).	The existing cast-iron watermain is aging (over 50 years old) and is experiencing failures and water quality issues. The replacement of the watermain has been identified for replacement in accordance with the DWQMS.	2,700,000
Total 2024 Draft Budget				3,260,000

Water
2024 Draft Capital Budget Summary

Project #	Project Name	Financing						Total Financing \$
		Grants \$	Reserve Transfers \$	Parkland Dedication \$	Developmen t Charges \$	Other \$	Debenture \$	
WTR 02-24	Construction: Watermain Replacement - Daleview, St	1,980,000	720,000	-	-	-	-	2,700,000
Total 2024 Draft Budget		1,980,000	1,280,000	-	-	-	-	3,260,000

Water

Capital Project Summary - 10 Years



Funding Source	2024	2025	2026	2027	2028
Transfer from Reserve	1,280,000	1,165,954	30,000	2,149,745	743,500
Grants-Provincial	900,000	445,021	-	-	-
Grants-Federal	1,080,000	534,025	-	-	-
Transfer from Deferred Revenues	-	-	-	1,320,455	1,878,000
Total Funding Source	3,260,000	2,145,000	30,000	3,470,200	2,621,500

Water

Capital Project Summary - 10 Years



Funding Source	2029	2030	2031	2032	2033
Transfer from Reserve	1,912,250	1,531,250	1,626,000	430,000	470,000
Grants-Provincial	-	-	-	-	-
Grants-Federal	-	-	-	-	-
Transfer from Deferred Revenues	-	-	-	-	-
Total Funding Source	1,912,250	1,531,250	1,626,000	430,000	470,000

Water Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
700272 - Quaker Rd: Pelham St to Line Ave, Watermain Replac	560,000	-	-	-	-
700282 - Merritt: Pelham St to Line Ave, Watermain Replacem	-	-	-	211,245	-
700283 - Merritt Road Watermain replacement	-	-	-	1,320,455	-
700285 - Construction: Pancake: Pelham St to Haist St, Wate	-	-	-	1,500,000	-
700288 - Water Loading Station Addition - South/West Area F	-	-	-	-	100,000
700290 - Canboro: Haist St to Pelham St Watermain Replaceme	-	2,000,000	-	-	-
700291 - Emmett Street: Pelham St to Station St, Watermain	-	-	-	-	193,500
700296 - Station Street Extension, Watermain Construction	-	-	-	-	450,000
700297 - Water Loading Station Replacement - Canboro Road a	-	60,000	-	-	-
700298 - Water System Repair Equipment	-	30,000	-	-	-
700301 - Haist Court: Haist St to limit, Watermain Replacem	-	-	-	58,500	-
700303 - Water System Repair Equipment	-	-	30,000	-	-

Water

Capital Project Summary - 10 Years



Expenditure	2024	2025	2026	2027	2028
700304 - Water System Repair Equipment	-	-	-	30,000	-
700305 - Watermain Replacement - cast iron replacement prog	-	-	-	350,000	-
700306 - Chestnut Ridge Water Pressure Pump Replacement	-	-	-	-	20,000
700307 - Water System Repair Equipment	-	-	-	-	30,000
700308 - Watermain Replacement - cast iron replacement prog	-	-	-	-	400,000
700355 - Design: Welland: Canboro Rd to E of Balfour, Water	-	55,000	-	-	-
700363 - Clare Ave watermain upgrade	-	-	-	-	714,000
700367 - Construction: Watermain Replacement - Daleview, St	2,700,000	-	-	-	-
700370 - Line Ave watermain upgrade	-	-	-	-	714,000
Total Expenditure	3,260,000	2,145,000	30,000	3,470,200	2,621,500

Water

Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
700278 - Welland: Canboro Rd to E of Balfour, Watermain Rep	-	-	396,000	-	-
700280 - Lorimer Street: Hurricane to South Limit, Watermai	171,750	-	-	-	-
700293 - Orchard Place: Haist Street to limit, Watermain Re	-	101,250	-	-	-
700299 - Damude Dr: Haist St to Terrace Heights Crt, Waterm	175,500	-	-	-	-
700300 - Donahugh Drive: Pelham St to Terrace Heights Crt,	135,000	-	-	-	-
700309 - Water System Repair Equipment	30,000	-	-	-	-
700310 - Watermain Replacement - cast iron replacement prog	400,000	-	-	-	-
700311 - Water System Repair Equipment	-	30,000	-	-	-
700315 - Watermain Replacement - cast iron replacement prog	-	400,000	-	-	-
700316 - Water System Repair Equipment	-	-	30,000	-	-
700318 - Watermain Replacement - cast iron replacement prog	-	-	400,000	-	-
700319 - Water System Repair Equipment	-	-	-	30,000	-

Water Capital Project Summary - 10 Years



Expenditure	2029	2030	2031	2032	2033
700321 - Watermain Replacement - cast iron replacement prog	-	-	-	400,000	-
700322 - Hydrant Replacement Projects	-	-	-	-	40,000
700324 - Water System Repair Equipment	-	-	-	-	30,000
700325 - Watermain Replacement - cast iron replacement prog	-	-	-	-	400,000
700328 - Water Meter Replacement Project - Phase 3	-	-	800,000	-	-
700368 - Water Meter Replacement Project - Phase 1	1,000,000	-	-	-	-
700369 - Water Meter Replacement Project - Phase 2	-	1,000,000	-	-	-
Total Expenditure	1,912,250	1,531,250	1,626,000	430,000	470,000

Water

10 Year Projected Reserve Balance



	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	500,582	(344,886)	(526,712)	(506,666)	744,334	(22,411)
Additions to Reserve						
Contribution from Operating Budget	898,174	1,098,174	1,186,000	1,281,000	1,383,000	1,494,000
Reduction in Reserve						
Estimated 2023 Projects Completed	(1,178,358)					
Estimated Prior Year Projects Completed	(565,284)					
Projected Capital Spending		(1,280,000)	(1,165,954)	(30,000)	(2,149,745)	(743,500)
Projected Reserve (Deficit) - End of Year	(344,886)	(526,712)	(506,666)	744,334	(22,411)	728,089
Target Minimum Reserve Balance	269,300					
Target Reserve Balance	689,586	1,021,045	1,097,623	1,179,945		
Phased-In Target Minimum Balance						
Annual percentage increase in operating reserve transfer			8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer			\$ 87,826	\$ 95,000	\$ 102,000	\$ 111,000

Water

10 Year Projected Reserve Balance



	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	728,089	429,839	641,589	897,589	2,349,589
Additions to Reserve					
Contribution from Operating Budget	1,614,000	1,743,000	1,882,000	1,882,000	1,882,000
Reduction in Reserve					
Estimated 2023 Projects Completed					
Estimated Prior Year Projects Completed					
Projected Capital Spending	(1,912,250)	(1,531,250)	(1,626,000)	(430,000)	(470,000)
Projected Reserve (Deficit) - End of Year	429,839	641,589	897,589	2,349,589	3,761,589
Target Minimum Reserve Balance					
Target Reserve Balance					
Phased-In Target Minimum Balance					
Annual percentage increase in operating reserve transfer	8.0 %	8.0 %	8.0 %	8.0 %	8.0 %
Annual dollar increase in operating reserve transfer	\$ 120,000	\$ 129,000	\$ 139,000	\$ -	\$ -

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Debentures and Debt

The Town of Pelham currently has external debt in the form of debentures, issued by the Regional Municipality of Niagara, the upper-tier municipality. The Town has also borrowed short-term funds from the bank.

Existing Debentures

As of December 31, 2023, the Town expects to have outstanding debentures of \$26,497,389. The 2024 Debenture Schedule outlines the projected balance for those debentures at December 31, 2024 as well as the related projects.

Proposed Debentures

The 2024 budget does not propose to issue any new debt.

The Town of Pelham's debt servicing costs, as a percentage of net revenues, are not projected to exceed the provincial annual repayment limit of 25%.

Sources of Funding for Debentures

The Town uses different revenue sources to pay for the principal and interest payments on debentures.

Operating Debt is paid for by the tax levy and the principal and interest payments are included in the operating budget.

MCC Donation Pledge Debt will be paid in part by donation pledges for the Meridian Community Centre (MCC), but will become operating debt and be paid for by the tax levy at the point when debt payments exceed pledges, which is anticipated in 2027.

Parkland Dedication Debt is paid for by the parkland dedication obligatory reserve fund and the principal and interest payments are not included in the operating budget. The projection of the reserve balance over the next ten years is found in the Reserve and Reserve Fund section of the budget.

Development Charge Debt is paid for by the development charge obligatory reserve fund and the principal and interest payments are not included in the operating budget. The projection of the reserve balance over the next ten years is found in the Reserve and Reserve Fund section of the budget.

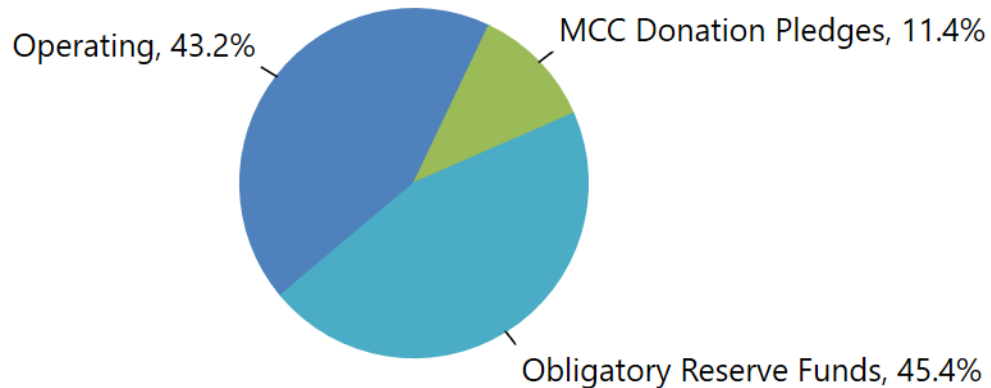
As of the beginning of 2024, \$11,446,342, or 43.2% of the existing debentures will be paid for by the tax levy. \$12,035,993, or 45.4% of the existing debentures are paid for by development charges reserve funds, and \$3,015,054 or 11.4% will be paid for by pledged donations to the Meridian Community Centre until the donations are no longer sufficient (estimated in 2027), at which time it will be paid for by the tax levy. Total long-

Debentures and Debt



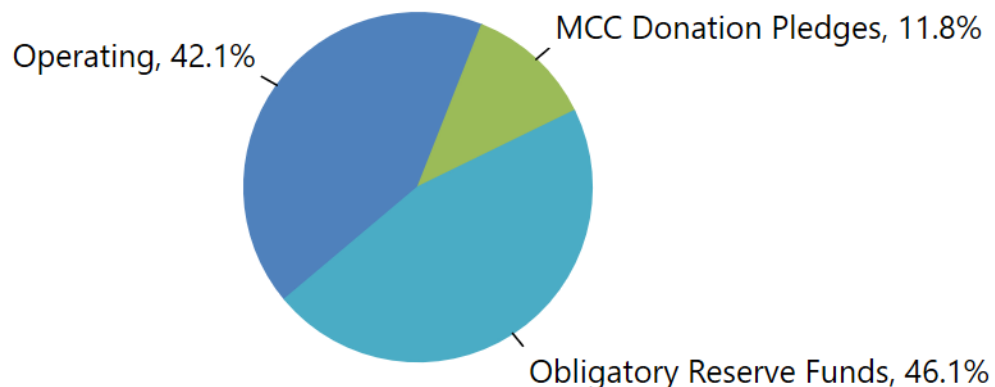
term debt is expected to be \$26,497,389.

Sources of Funding for Long-Term Debt
as at December 31, 2023

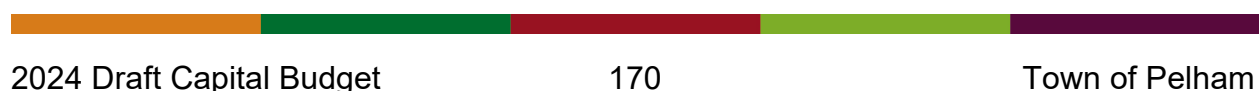


At the end of 2024, \$10,220,088, or 42.1% of the existing debentures will be paid for by the tax levy. \$11,190,317, or 46.1% of the existing debentures are paid for by development charges reserve funds, and \$2,864,265 or 11.8% will be paid for by pledged donations to the Meridian Community Centre. Total long-term debt is expected to be \$24,274,670.

Sources of Funding for Long-Term Debt
as at December 31, 2024



Long-term Debt and the Annual Repayment Limit



Debentures and Debt



Provincial limits on municipal debt are set based on a maximum percentage of "own-source revenues" that may be used to service debt costs (e.g. interest and principal payments) on an annual basis. In Ontario, municipalities may incur long-term debt for municipal infrastructure as long as annual debt payments do not exceed 25% of "own-source" revenues without prior approval of the Ontario Municipal Board (OMB). This is referred to as the Annual Repayment Limit (ARL). The ARL is essentially the maximum amount that a municipality can pay in principal and interest payments in the year for new long-term debt without first obtaining approval from the OMB.

"Own-source" revenues (or "Net Revenues") are determined by the ministry and include items such as property taxes, user fees and investment income. It excludes revenue such as grants, gain/loss on sale of tangible capital assets, and revenue from obligatory reserve funds such as development charges and parkland dedication.

This means that while a significant amount of Pelham's debt is paid for by development charges, the revenue from those development charges is not included in the calculation of the ARL. This helps minimize the amount of risk the municipality can take with respect to debt payments. Because development charge revenue can fluctuate and is not guaranteed, it is not factored into the calculation.

There are two important steps in the ARL process.

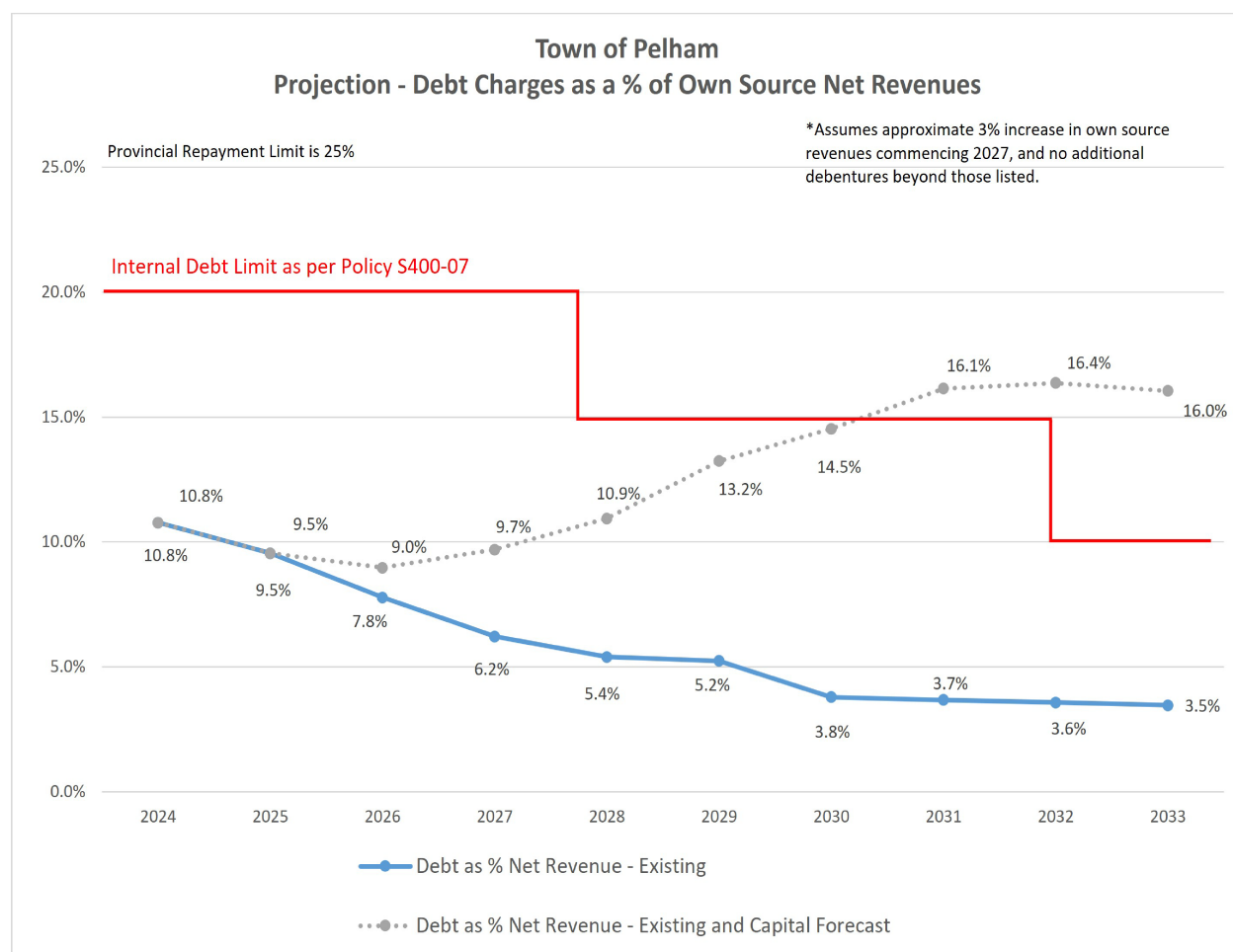
First, the Ministry of Municipal Affairs determines each municipalities' limit annually using a formula in the regulation based on the most recent Financial Information Return (FIR) available at that time. The Province provides an annual statement for municipalities known as the Annual Repayment Limit Statement, under Ontario Regulation 403/02, outlining the revenue and debt servicing calculations. It calculates 25% of annual "own-source" revenues, subtracts existing debt servicing costs, and the remaining amount is the estimated ARL.

The Town of Pelham's 2023 Annual Repayment Limit Statement, which is based on the 2021 FIR, is found on page 180. It shows the Town was using \$3.3 million, or 13.5% of Net Revenues to service debt. This calculation was based on existing revenue and debt at that time, and did not include future proposed debt. The estimated ARL, which is the additional amount of principal and interest payments the municipality could incur without OMB approval, was almost \$2.9 million.



Debentures and Debt

Second, according to Section 401(5) of the Municipal Act, the Council of the municipality shall have the Treasurer calculate an updated ARL for any additional approved debt payments and disclose it to Council before any new debt issuance is approved in order to assist Council with decisions regarding capital programs and debt. The ARL must also be updated prior to the undertaking of significant lease agreements, contractual obligations, or liabilities for which payment will be required beyond the term of the present Council. A projected update of the ARL is presented below.



This projection is based on a number of assumptions based on the best information available at this time. For 2024, the estimated net revenues are taken from the 2022 FIR based on the expected results of the 2024 Annual Repayment Limit Statement. Interest rates on debt are estimated at 4.5%.



Debentures and Debt

The projection assumes a half-year principal and interest payment in the year the debenture is issued because debentures have historically been issued mid-year.

For 2024 , the projected net revenues take into consideration the incremental tax revenue increase and a 3% increase in own source revenues is assumed thereafter.

The dotted line at the top of the graph is a projection of debt as a percentage of net revenues if the 10-year budget forecast were carried out in the future. This is provided for information purposes, and none of these capital projects, nor the associated debt have been approved by Council. The Treasurer recommends grants and other sources of funding as an alternative to debt wherever possible.

In 2020, Pelham Town Council approved Policy S400-07, which establishes guiding principles, primary objectives, key management and administrative responsibilities, and standards of care for the prudent financing of the Town's operating and capital needs. The policy includes an internal debt limit, which is lower than the provincial limit, and will be phased in from 20% from the years 2020 to 2024, to 15% from 2025 to 2029, to 10% from 2030 onward. These limits are also depicted on the graph.

The 2024 capital plan is compliant with Policy S400-07 because future year projects beyond 2024 have not been approved by Council, however the current capital plan would exceed the internal debt limit in 2031. The Town is currently updating its Asset Management Plan and upon its completion will be able to better evaluate the required timing of capital projects and their associated funding.

Short-term Borrowing

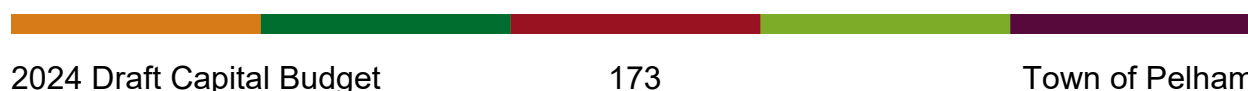
The Town has bank indebtedness as described in Note 3 to the financial statements - a line of credit with a \$11.5 million limit and a non-revolving demand instalment loan with a balance of \$900,000 at December 31, 2022. The current strategy is to repay the demand loan and reduce the need to borrow short-term. The balance of the loan is expected to be \$766,667 at December 31, 2023.

Operating Leases

The Town currently has no Lease Financing Agreements as defined in Policy S400-07. The existing leases, while operating in nature, are listed in the Fleet Capital Budget. They are for five summer vehicles, two tractors with snowplows, two sport utility vehicles, and a heavy duty work truck.

Capital Forecast

The current capital forecast indicates the following debt will be taken out in the next five





Debentures and Debt

years (assuming debt is issued in the year following the budget year when the project is completed)

2025	\$3.80 Million
2026	\$5.90 Million
2027	\$5.20 Million
2028	\$8.80 Million
2029	\$7.50 Million

None of this debt has been approved by Council, nor is it being approved in the 2024 capital budget; it is forecast from 2024 to 2029 based on capital requirements in excess of reserves and reserve funds available in the future. As part of the asset management plan update, all projects will be reviewed for required timing and alternative funding options.

Financial Indicators

It is required under Policy S400-07 that the budget include a report on financial indicators, including those listed in Appendix B of the Policy. Details regarding the indicators and how they are calculated can be found in the policy.

The financial indicators are included at the end of this report. In addition to the comparison to other Niagara municipalities, the indicators have been presented for Pelham from 2017 to 2020 for trend analysis.

The Town's Debt Servicing Cost as a percentage of Own-Source Revenues is 11%, which is classified as high risk and is significantly higher than other Niagara municipalities. The current capital forecast estimates that the Town's debt will decrease slightly but stay fairly steady, reaching 14.5% in 2030. The debt would exceed the Internal Debt Limit in 2031 and beyond.

Pelham's Debt Service Coverage Ratio, which measures its ability to service debt with recurrent operating cash flows, is 1.96 which is listed as low, and is an improvement over the prior year ratio of 1.85. In 2018 the ratio was 1.01 which was almost in the high risk category. This means that the Town improved its flexibility to adjust to changing expenditure needs because a lower portion of its cash flows are needed to pay for debt. If the Town takes out additional debt in the future at a faster rate than its revenues are increasing, the ratio will decrease and become higher risk. Alternatively, if the Town can increase its revenues at a faster rate than its debt payments, the ratio will increase and become lower risk.

Debentures and Debt



The Town's Debt to Reserve Ratio compares the amount of debt taken out which will need to be funded in the future versus the amount that has been put into reserves to provide for the future. Pelham's ratio is over 2.19, which means that debt to be funded in the future is two times higher than reserves available for the future. This is again an improvement over last year's ratio of 2.24. The current capital plan is not expected to improve this ratio, because more debt would be taken out, from 2025 onwards, while the reserves are not expected to increase significantly. Most other Niagara municipalities are below 1, which means they have more reserves than debt, and three of them have a debt to reserve ratio of approximately 1 to 2.

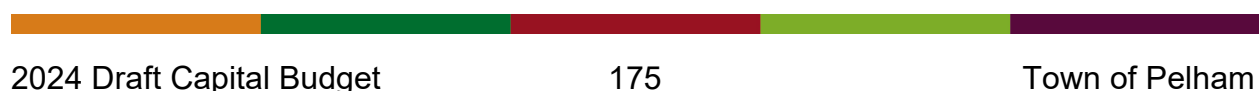
Pelham's Debt per Capita is \$1,580, which is higher than the other lower tier municipalities in Niagara, with an average of \$615 (excluding Pelham). This is an improvement from last year's ratio however, the current capital forecast includes increasing debt in the next three years, so the per capita debt will likely increase if the current plan is followed.

The Town's Net Financial Assets (Net Debt) as a percentage of Own-Source Revenues is -38% which means that the Town will need future revenues to pay for existing debt. This is partially because almost half of the Town's debt is funded by development charges, which are based on future growth paying for infrastructure that is needed presently. The Town is in the low risk category, similar to most other Niagara municipalities. The percentage has improved from the prior year, which was -49%. The current capital plan would not improve this percentage significantly because additional debt is required.

Pelham's Reserves and Reserve Funds as a Percentage of Operating Expenditures is 47% which is considered low risk, and all other Niagara lower tier municipalities are in the low risk category. Pelham saw a slight increase over the prior year when Pelham was at 55%. This percentage measures the amount of funds that have been set aside for future needs and contingencies.

The Town's Asset Consumption Ratio is 41%, which is in the low risk category along with most Niagara municipalities. However, this ratio is impacted by the MCC, which is a new asset with significant cost, and is not representative of the consumption ratio of other Town assets. For example, the Town's linear assets, which include roads, water, storm sewer and sanitary sewer distribution networks have a consumption ratio of 53% which would be considered moderate risk.

Vehicles have a consumption ratio of 77% which is in the high risk category. Machinery, equipment, furniture and fixtures are at 65% consumption. Because the capital forecast involves increased capital spending (for which debt is required), it would likely improve the asset consumption ratio.



Debentures and Debt



Overall, the Town of Pelham has higher risk debt-related financial indicators than other lower tier municipalities in the Niagara Region.

The impact of the capital forecast on these indicators in the future is dependent on a number of factors, including grant funding from upper levels of government, as well as growth within the Town which would contribute to higher property tax income and improved ratios. There are a number of steps the Town is taking to help address the needs of the capital forecast as well as the associated funding:

1. Policies regarding Reserves and Reserve Funds as well as Capital Financing and Debt Management were approved by Council in 2020. These policies will help guide the funding allocation of the capital forecast.
2. The Town is currently updating its Asset Management Plan and upon its completion will be able to better evaluate the required timing and estimated costs of capital projects and their associated funding. This will inform the required funding from the reserves as well as potential debt requirements.
3. The Town is researching and applying for grants which would alleviate the burden on the reserves and requirements for debt.



Municipal Treasurer's Adjustment of Annual Repayment Projected Limit 2024

Estimated Annual Repayment Limit (ARL), based on submitted 2022 Financial Information Return

2022 Net Revenues	\$ 27,588,881
25% of Net Revenues	6,897,220
Less: 2022 Net Debt charges	(3,268,510)
Unadjusted Estimated ARL	<u>\$ 3,628,710</u>

2022 Net Revenues above	\$ 27,588,881
Add: 2023 Incremental Tax Increase	996,572
Add: Budgeted Incremental Water & Wastewater Increase	428,203
Estimated 2023 Net Revenues for 2025 ARL	<u>\$ 29,013,656</u>

2023 Net Revenues above	\$ 29,013,656
Add: 2024 Incremental Tax Increase	1,350,116
Add: Incremental Water & Wastewater Revenue as per Budget	426,084
Estimated 2024 Net Revenues for 2026 ARL	<u>\$ 30,789,856</u>



Municipal Treasurer's Adjustment of Annual Repayment Projected Limit 2024

	2024 Debt Charges as % Net Revenues	2024	2025	2026	2027	2028
Estimated Net Revenues		\$ 27,588,881	\$ 29,013,656	\$ 30,789,856	\$ 31,713,552	\$ 32,664,959
25% of Net Revenues above		6,897,220	7,253,414	7,697,464	7,928,388	8,166,240
Existing Debt Charges						
Operating	5.64 %	(1,555,679)	(1,352,016)	(1,170,830)	(1,134,051)	(925,427)
Development Charges	4.38 %	(1,208,016)	(1,207,650)	(1,016,562)	(629,222)	(629,065)
MCC Pledges	0.76 %	(208,380)	(208,353)	(208,325)	(208,297)	(208,268)
Future Potential Debt Charges						
Capital Forecast, Tax Levy Supported	- %	-	-	(145,336)	(663,489)	(1,200,599)
Capital Forecast, DC Supported	- %	-	-	(221,163)	(442,326)	(606,618)
Capital Forecast, Rate Supported	- %	-	-	-	-	-
Estimated Adjusted ARL		\$ 3,925,145	\$ 4,485,395	\$ 4,935,248	\$ 4,851,003	\$ 4,596,263
Debt Charges as % Net Revenues		10.77 %	9.54 %	8.97 %	9.70 %	10.93 %
Estimated Allowable Borrowing						
7%, 10 years (Illustration Only)		\$ 28,505,000	\$ 32,574,000	\$ 35,840,000	\$ 35,229,000	\$ 33,379,000
5%, 20 years (Illustration Only)		\$ 29,587,000	\$ 33,810,000	\$ 37,201,000	\$ 36,566,000	\$ 34,646,000



Municipal Treasurer's Adjustment of Annual Repayment Projected Limit 2024

	2029	2030	2031	2032	2033
Estimated Net Revenues	\$ 33,644,908	\$34,654,255	\$ 35,693,883	\$ 36,764,699	\$ 37,867,640
25% of Net Revenues above	8,411,227	8,663,564	8,923,471	9,191,175	9,466,910
Existing Debt Charges					
Operating	(925,127)	(476,342)	(476,192)	(476,036)	(475,876)
Development Charges	(628,903)	(628,737)	(628,564)	(628,386)	(628,203)
MCC Pledges	(208,239)	(208,209)	(208,178)	(208,147)	(208,116)
Future Potential Debt Charges					
Capital Forecast, Tax Levy Supported	(1,605,011)	(2,129,483)	(2,666,593)	(2,919,351)	(2,919,351)
Capital Forecast, DC Supported	(994,222)	(1,345,492)	(1,473,451)	(1,536,640)	(1,599,830)
Capital Forecast, Rate Supported	(90,234)	(243,658)	(306,848)	(306,848)	(306,848)
Estimated Adjusted ARL	\$ 3,959,491	\$ 3,631,643	\$ 3,163,645	\$ 3,115,767	\$ 3,328,686
Debt Charges as % Net Revenues	13.23 %	14.52 %	16.14 %	16.53 %	16.21 %
Estimated Allowable Borrowing					
7%, 10 years (Illustration Only)	\$ 28,754,000	\$26,373,000	\$ 22,975,000	\$ 22,627,000	\$ 24,173,000
5%, 20 years (Illustration Only)	\$ 29,846,000	\$27,375,000	\$ 23,847,000	\$ 23,486,000	\$ 25,091,000

Debentures and Debt



Ministry of Municipal Affairs and Housing
777 Bay Street,
Toronto, Ontario M5G 2E5

Ministère des affaires municipales et du logement
777 rue Bay,
Toronto (Ontario) M5G 2E5

2023 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE: 18405
MUNID: 26028
MUNICIPALITY: Pelham T
UPPER TIER: Niagara R
REPAYMENT LIMIT: \$ 2,859,721

The repayment limit has been calculated based on data contained in the 2021 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2021 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2023

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	35,638,438
(a)	15 years @ 5% p.a.	\$	29,682,921
(a)	10 years @ 5% p.a.	\$	22,082,004
(a)	5 years @ 5% p.a.	\$	12,381,093
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	30,295,920
(a)	15 years @ 7% p.a.	\$	26,046,088
(a)	10 years @ 7% p.a.	\$	20,085,480
(a)	5 years @ 7% p.a.	\$	11,725,419

Debentures and Debt



DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT (UNDER ONTARIO REGULATION 403/02)		
MUNICIPALITY:	Pelham T	MMAH CODE: 18405
Debt Charges for the Current Year		1 \$
0210	Principal (SLC 74 3099 01)	2,433,289
0220	Interest (SLC 74 3099 02)	924,280
0299	Subtotal	3,357,569
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	Total Debt Charges	3,357,569
Amounts Recovered from Unconsolidated Entities		1 \$
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	Total Debt Charges to be Excluded	0
9920	Net Debt Charges	3,357,569
Total Revenue (SLC 10 9910 01)		1 \$ 37,620,745
Excluded Revenue Amounts		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01)	2,627,453
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	1,207,932
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	20,000
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	493,065
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	98,226
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	13,586
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	1,810,913
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	5,775,896
2253	Other Deferred revenue earned (SLC 10 1814 01)	105,467
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	142,153
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)	456,896
2299	Subtotal	12,751,587
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	Net Revenues	24,869,158
2620	25% of Net Revenues	6,217,290
9930	ESTIMATED ANNUAL REPAYMENT LIMIT (25% of Net Revenues less Net Debt Charges)	2,859,721

* SLC denotes Schedule, Line Column.



2024 Debenture Schedule

Project	2024 Beginning Year Balance	2024 Debt Proposed	Principal	Interest	2024 Year End Balance	Year Debt Completed
Operating Debt						
Roads - Pelham St (310)	\$ 100,341	\$ -	\$ 100,341	\$ 1,923	\$ -	2024
Fire Station #2	99,130	-	99,131	1,900	(1)	2024
Roads - Port Robinson	52,551	-	25,912	1,110	26,639	2025
Fire Station #3	298,746	-	147,305	6,311	151,441	2025
Roads - Fenwick Downtown Revitalization	509,572	-	166,178	9,888	343,394	2026
Facilities - Meridian Community Center	7,675,530	-	226,311	250,834	7,449,219	2046
Facilities - Predevelopment Costs	624,873	-	98,551	13,336	526,322	2028
Roads - East Fonthill Roads Construction	199,508	-	65,062	3,871	134,446	2026
Roads - Wellspring Way/Shaw Ave	685,080	-	108,047	14,621	577,033	2029
Roads - Summersides East to Rice Rd	1,096,035	-	172,860	23,391	923,175	2029



2024 Debenture Schedule

Project	2024 Beginning Year Balance	2024 Debt Proposed	Principal	Interest	2024 Year End Balance	Year Debt Completed
Roads - Summersides Station to Wellspring	104,975	-	16,556	2,240	88,419	2029
Total Operating Debt	\$ 11,446,341	\$ -	\$ 1,226,254	\$ 329,425	\$10,220,087	
Debt funded by Development Charges (DC; non-operating)						
Roads - Port Robinson	122,619	-	60,461	2,590	62,158	2025
Skate Park	64,512	-	31,809	1,363	32,703	2025
East Fonthill Study	134,220	-	66,180	2,835	68,040	2025
Water - Port Robinson	49,351	-	24,334	1,042	25,017	2025
Roads - Fenwick Downtown Revitalization	764,357	-	249,268	14,789	515,089	2026
Roads - Port Robinson Reconstruction	280,013	-	91,316	5,418	188,697	2026
Facilities - Meridian Community Center	10,543,098	-	296,929	332,733	10,246,169	2047
Wastewater - Port Robinson Reconstruction	77,824	-	25,379	1,506	52,445	2025
Total Development Charge Debt	\$ 12,035,994	\$ -	\$ 845,676	\$ 362,276	\$11,190,318	



2024 Debenture Schedule

Project	2024 Beginning Year Balance	2024 Debt Proposed	Principal	Interest	2024 Year End Balance	Year Debt Completed
Debt funded by MCC Donation Pledges (non-operating)						
Facilities - Meridian Community Center	\$ 3,015,054	\$ -	\$ 150,789	\$ 57,591	\$ 2,864,265	2040
Total MCC Donation Pledge Debt	\$ 3,015,054	\$ -	\$ 150,789	\$ 57,591	\$ 2,864,265	
2024 Total Debt Obligations	\$ 26,497,389	\$ -	\$ 2,222,719	\$ 749,292	\$24,274,670	

Note 1: Bank indebtedness, including the revolving line of credit and non-revolving demand instalment loan have been excluded.

Note 2: Debt will be funded by MCC capital donations pledged for future years until they are no longer able to cover the debt payments, at which time it will become operating debt. This is estimated to occur in 2027.



Debentures and Debt

Debt-Related Financial Indicators As at December 31, 2022

	Debt Servicing Cost as a % of Own-Source Revenues		Debt Service Coverage Ratio		Debt to Reserve Ratio		Debt per Capita		Net Financial Assets (Net Debt) as a % of Own-Source Revenues		Total Reserves and Reserve Funds as a % of Operating Expenditures		Asset Consumption Ratio	
Importance	A measure of the Town's ability to service debt payments. A higher number indicates that debt servicing is consuming a higher portion of the operating budget and may constrain the funding that is available for other service delivery.		A measure of the Town's ability to service debt with recurrent operating cash flows. If this ratio is 1, the Town has just enough cash flow to pay for debt servicing. If it is less than one, the Town operating income is constrained in covering debt servicing costs.		A measure of the amount of debt taken out that will need to be funded in the future, versus the amount that has been put away into reserves to provide for future expenditures. A ratio of greater than 1 means that debt outstanding exceeds reserves available. A ratio of less than 1 means that debt outstanding is lower than reserves available.		A measure of how much debt is outstanding per citizen of the Town. This can give an indication of the amount of future tax revenues that need to be recovered to pay for existing infrastructure, and a high level of debt relative to other similar municipalities may mean that the Town would have less flexibility to respond to an unanticipated event or expenditure.		A measure of the amount that Own-Source Revenue is servicing debt. A ratio less than zero indicates that the Town is in a Net Debt position (liabilities exceed financial assets). An increasing negative number may indicate challenges for long-term sustainability because an increasing amount of future revenues will be required to pay for the existing debt.		A measure of the amount of funds that have been set aside for future needs and contingencies. A higher percentage means that the Town may be relying less on debt or putting funds away for future expenditures. A lower percentage may mean that the Town is relying more heavily on in-year tax levy and rates to pay for expenditures.		A measure of the amount of the Town capital assets' life expectancy which has been consumed. A higher ratio may indicate that there are significant replacement needs, and a lower ratio may indicate that there is not significant aging of the Town's capital assets.	
Low Risk	Less than 5%	L	1.5 or higher	L					Greater than -50%	L	Greater than 20%	L	Less than 0.5	L
Moderate Risk	5% to 10%	M	1 to 1.49	M					-50% to -100%	M	10% to 20%	M	0.5 to 0.75	M
High Risk	Greater than 10%	H	Less than 1	H					Less than -100%	H	Less than 10%	H	Greater than 0.75	H
Pelham	12%	H	1.96	L		2.19	\$	1,580	-38%	L	47%	L	0.41	L
Fort Erie	2%	L	15.32	L		0.07	\$	117	111%	L	98%	L	0.42	L
Grimsby	1%	L	12.74	L		0.04	\$	72	172%	L	129%	L	0.32	L
Niagara Falls **	4%	L	0.32	H		0.73	\$	742	76%	L	54%	L	0.37	L
N-O-T-L*	2%	L	4.77	L		0.34	\$	287	80%	L	42%	L	0.34	L
Port Colborne	6%	M	1.62	L		1.02	\$	1,369	-25%	L	63%	L	0.44	L
St. Catharines	9%	M	1.17	M		1.92	\$	886	27%	L	27%	L	0.42	L
Thorold	1%	L	23.02	L		0.01	\$	24	85%	L	149%	L	0.34	L
Wainfleet **	3%	L	6.87	L		0.17	\$	208	77%	L	95%	L	0.50	L
Welland	10%	H	0.08	H		1.03	\$	1,270	60%	L	62%	L	0.44	L
West Lincoln **	8%	M	2.13	L		1.15	\$	1,169	27%	L	94%	L	0.32	L

** Used FIR from 2021

Note: For details behind all calculations please refer to Appendix B in the "Capital Financing and Debt Management Policy"



Debentures and Debt

Debt-Related Financial Indicators Town of Pelham - 2020 Through 2022

	Debt Servicing Cost as a % of Own-Source Revenues		Debt Service Coverage Ratio		Debt to Reserve Ratio		Debt per Capita		Net Financial Assets (Net Debt) as a % of Own-Source Revenues		Total Reserves and Reserve Funds as a % of Operating Expenditures		Asset Consumption Ratio	
Importance	A measure of the Town's ability to service debt payments. A higher number indicates that debt servicing is consuming a higher portion of the operating budget and may constrain the funding that is available for other service delivery.		A measure of the Town's ability to service debt with recurrent operating cash flows. If this ratio is 1, the Town has just enough cash flow to pay for debt servicing. If it is less than one, the Town operating income is constrained in covering debt servicing costs.		A measure of the amount of debt taken out that will need to be funded in the future, versus the amount that has been put away into reserves to provide for future expenditures. A ratio of greater than 1 means that debt outstanding exceeds reserves available. A ratio of less than 1 means that debt outstanding is lower than reserves available.		A measure of how much debt is outstanding per citizen of the Town. This can give an indication of the amount of future tax revenues that need to be recovered to pay for existing infrastructure, and a high level of debt relative to other similar municipalities may mean that the Town would have less flexibility to respond to an unanticipated event or expenditure.		A measure of the amount that Own-Source Revenue is servicing debt. A ratio less than zero indicates that the Town is in a Net Debt position (liabilities exceed financial assets). An increasing negative number may indicate challenges for long-term sustainability because an increasing amount of future revenues will be required to pay for the existing debt.		A measure of the amount of funds that have been set aside for future needs and contingencies. A higher percentage means that the Town may be relying less on debt or putting funds away for future expenditures. A lower percentage may mean that the Town is relying more heavily on in-year tax levy and rates to pay for expenditures.		A measure of the amount of the Town capital assets' life expectancy which has been consumed. A higher ratio may indicate that there are significant replacement needs, and a lower ratio may indicate that there is not significant aging of the Town's capital assets.	
Low Risk	Less than 5%	L	1.5 or higher	L					Greater than -50%	L	Greater than 20%	L	Less than 0.5	L
Moderate Risk	5% to 10%	M	1 to 1.49	M					-50% to -100%	M	10% to 20%	M	0.5 to 0.75	M
High Risk	Greater than 10%	H	Less than 1	H					Less than -100%	H	Less than 10%	H	Greater than 0.75	H
Pelham - 2022	12%	H	1.96	L	2.19	\$	1,580	-38%	L	47%	L	0.41	L	
Pelham - 2021	14%	H	1.85	L	2.24	\$	1,706	-49%	L	55%	L	0.41	L	
Pelham - 2020	13%	H	1.85	L	3.31	\$	1,956	-79%	M	42%	L	0.40	L	

Note: For details behind all calculations please refer to Appendix B in the "Capital Financing and Debt Management Policy"

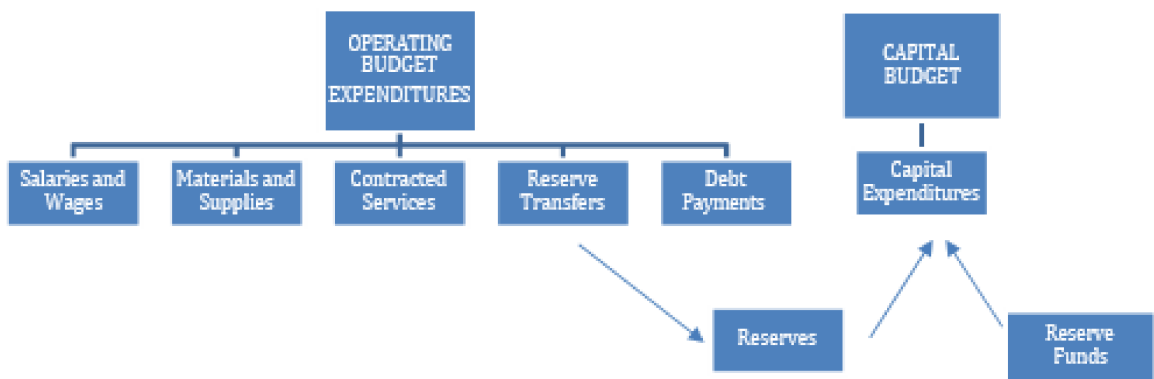


Reserves and Reserve Funds

In 2020, Pelham Town Council approved Policy S400-08, which establishes guiding principles, primary objectives, key management and administrative responsibilities, and standards of care for Reserves and Reserve Funds managed by the Town.

Reserves and Reserve Funds are established by Council to assist with long-term financial stability and planning. By maintaining reserves, the Town can accumulate funds for future expenditures or contingent liabilities.

The Town operating budget includes reserve transfers, which are used to fund operating projects, capital projects and other significant expenditures.



Reserves are established at the discretion of Council, often as part of a financial strategy to fund programs or capital projects. Reserves are an allocation from the accumulated surplus of the Town. They are not associated with any specific asset. A reserve is generally used to mitigate the impact of fluctuations in operating costs and revenue.

Discretionary Reserve Funds are similar to reserves as described above, but they require the physical segregation of cash and liquid assets. Some discretionary reserve funds are "rate- supported" because they receive revenues and incur expenses on their own without support from the general tax levy. Examples of rate- supported discretionary reserve funds are the Building Department Reserve Fund, Water Reserve, and Wastewater Reserve.



Reserves and Reserve Funds

The Town of Pelham has established the following reserves and discretionary reserve funds:

- Building Department
- Cemetery
- Community Improvement Plan
- Elections
- Fire Equipment
- Fleet
- Human Resource Capacity Building
- Information Technology
- Land Acquisition
- Library
- Meridian Community Centre
- Municipal Building Facility
- Municipal Drainage
- Parks and Recreation
- Physician Recruitment
- Planning
- Roads
- Volunteer firefighter life insurance
- Wastewater
- Water
- Working Capital

The airport reserve is proportionately consolidated in the financial statements and is not controlled by the Town.

Discretionary reserves generally do not earn interest. Interest is allocated to discretionary reserve funds at the Town's average rate of interest for the year as determined by the Treasurer. The Town's reserves and discretionary reserve funds at December 31, 2022 are found in Note 8 to the financial statements.

Obligatory Reserve Funds are segregated and restricted for a specific purpose. They represent monies set aside either by a by-law of the municipality, an external agreement, or the requirement of provincial legislation. Interest earned on obligatory reserve funds must be allocated to the specific reserve fund that earned it and used for that purpose. Obligatory reserve funds are included in deferred revenue, and the revenue is recognized when eligible expenditures are made using those funds. The Town's obligatory reserve funds at December 31, 2022 are found in Note 4 to the financial statements.



Reserves and Reserve Funds

The Town of Pelham has the following obligatory reserve funds:

- Development Charges
- Parkland Dedication
- Federal Gas Tax
- Provincial Gas Tax
- Ontario Community Infrastructure Fund (OCIF)
- Other externally restricted grants and funds received

Reserve Forecast

A 10-year reserve forecast summary has been prepared to illustrate the long-range financial planning of the Town. Many of the balances can be difficult to predict as their use is affected by uncertain future events, interest rates, and the timing of capital projects. However, the following table illustrates projections based on the current capital plan, with reserve transfers from the operating budget increasing each year in most cases, to meet the phased-in minimum reserve targets as outlined in the Reserve and Reserve Fund Policy, and provide for future expenditures. Should the approved transfers to reserve differ from those in the projection, or additional expenditures be incurred, the balances will be reduced. This forecast has assumed that some projects will be debentured beginning in 2025, in accordance with the 10-year capital forecast.



10-Year Reserve Forecast Summary

Reserves and Reserve Funds	December 31, 2022 Balance	December 31, 2023 Projected	December 31, 2024 Projected	December 31, 2025 Projected	December 31, 2026 Projected	December 31, 2027 Projected
Airport	\$ 28,357	\$ 28,357	\$ 28,357	\$ 28,357	\$ 28,357	\$ 28,357
Building Department	1,973,804	2,117,583	2,117,583	2,117,583	2,117,583	2,117,583
Cemetery	157,162	187,162	159,162	162,162	76,162	67,162
Community Improvement Plan	283,957	283,957	283,957	283,957	283,957	283,957
Elections	14,345	14,345	14,345	14,345	14,345	14,345
Fire Equipment	1,218,432	(107,982)	17,918	126,918	641,918	1,256,918
Fleet	1,552,894	788,770	611,196	344,322	(245,552)	(164,426)
Human Resource Capacity Building	551,264	391,264	191,264	191,264	191,264	191,264
Information Technology	104,965	(131,728)	(152,228)	(92,228)	(3,228)	40,572
Land Acquisition	(837,592)	(837,592)	(837,592)	(837,592)	(837,592)	(837,592)
Library	388,450	374,820	364,820	373,820	382,820	391,820
Meridian Community Centre	601,747	601,747	601,747	601,747	601,747	601,747
Municipal Building Facility	635,999	(582,335)	(743,135)	(511,135)	(441,635)	(184,635)
Municipal Drainage	61,763	1,634	21,134	2,134	25,134	50,134
Parks and Recreation	61,894	(192,411)	(108,811)	(529,811)	(2,628,650)	(2,587,150)
Physician Recruitment	27,705	27,705	27,705	27,705	27,705	27,705
Planning	363,357	(35,124)	(30,124)	(44,124)	48,876	61,376
Roads	2,469,836	(1,342,698)	(1,115,398)	(1,083,558)	(570,258)	(1,946,551)

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10-Year Reserve Forecast Summary

Reserves and Reserve Funds	December 31, 2022 Balance	December 31, 2023 Projected	December 31, 2024 Projected	December 31, 2025 Projected	December 31, 2026 Projected	December 31, 2027 Projected
Volunteer Firefighter Life Insurance	37,500	37,500	37,500	37,500	37,500	37,500
Wastewater	2,563,441	228,347	(258,525)	(1,989,961)	(1,647,961)	(1,364,961)
Water	500,582	(344,886)	(526,712)	(506,666)	744,334	(22,411)
Working Capital	389,468	389,468	389,468	389,468	389,468	389,468
Total Reserves	\$13,149,330	\$ 1,897,903	\$ 1,093,631	\$ (893,793)	\$ (763,706)	\$ (1,547,818)



10-Year Reserve Forecast Summary

Reserves and Reserve Funds	December 31, 2028 Projected	December 31, 2029 Projected	December 31, 2030 Projected	December 31, 2031 Projected	December 31, 2032 Projected	December 31, 2033 Projected
Airport	\$ 28,357	\$ 28,357	\$ 28,357	\$ 28,357	\$ 28,357	\$ 28,357
Building Department	2,117,583	2,117,583	2,117,583	2,117,583	2,117,583	2,117,583
Cemetery	4,162	(8,838)	58,162	80,162	117,162	99,162
Community Improvement Plan	283,957	283,957	283,957	283,957	283,957	283,957
Elections	14,345	14,345	14,345	14,345	14,345	14,345
Fire Equipment	1,225,918	952,918	1,742,918	800,918	1,073,918	1,886,918
Fleet	1,050	568,500	1,205,700	2,035,150	2,907,400	3,808,150
Human Resource Capacity Building	191,264	191,264	191,264	191,264	191,264	191,264
Information Technology	146,572	202,572	327,972	451,972	600,972	771,372
Land Acquisition	(837,592)	(837,592)	(837,592)	(837,592)	(837,592)	(837,592)
Library	400,820	409,820	418,820	427,820	436,820	445,820
Meridian Community Centre	601,747	601,747	601,747	601,747	601,747	601,747
Municipal Building Facility	(86,135)	539,865	1,100,365	1,732,365	1,811,365	1,399,365
Municipal Drainage	37,134	66,134	97,134	130,134	123,134	156,134
Parks and Recreation	(2,410,150)	(2,468,150)	(2,517,725)	(2,242,725)	(2,027,725)	(1,857,725)
Physician Recruitment	27,705	27,705	27,705	27,705	27,705	27,705
Planning	169,376	186,376	312,376	448,376	359,376	495,376
Roads	(1,802,382)	(1,947,213)	1,005,026	3,953,265	7,458,504	11,178,743



10-Year Reserve Forecast Summary

Reserves and Reserve Funds	December 31, 2028 Projected	December 31, 2029 Projected	December 31, 2030 Projected	December 31, 2031 Projected	December 31, 2032 Projected	December 31, 2033 Projected
Volunteer Firefighter Life Insurance	37,500	37,500	37,500	37,500	37,500	37,500
Wastewater	(1,911,961)	(1,602,461)	(1,084,461)	(500,461)	83,539	(886,961)
Water	728,089	429,839	641,589	897,589	2,349,589	3,761,589
Working Capital	389,468	389,468	389,468	389,468	389,468	389,468
Total Reserves	\$ (643,173)	\$ 183,696	\$ 6,162,210	\$11,068,899	\$18,148,388	\$24,112,277



Reserve Fund Projection

A 10-year reserve fund projection has been prepared to illustrate the long-range financial planning of the Town. Many of the balances can be difficult to predict as their use is affected by uncertain future events, interest rates, and the timing of capital projects. Furthermore, the timing of collections is dependent on external factors such as rate of growth and development of the Town, or approval of transfers from the federal and provincial governments. These factors cannot be controlled by the Town and so these estimates will have to be revised as actual collections occur.

The following tables illustrate projections based on the current capital plan, with estimates made concerning the timing of collections. Should the amounts collected differ or additional expenditures be incurred, the balances will be reduced. These projections have assumed that projects will be debentured, in order to maintain a positive balance in the reserve fund.

Development Charge Reserve Fund

In previous years, the projected collections for the Development Charge (DC) Reserve Fund were based on the estimates of anticipated amount, type and location of residential development within the Town of Pelham between 2019 to 2029 that were found in the Town's DC Background study. However, the actual timing of residential growth and collections between 2019 and 2023 have been quite different from the DC Background study. Therefore, taking a conservative approach, the projected collections for 2024 to 2033 are based on actual collection trends. The Town is in the process of updating its DC Background Study and the update growth projections from the new study will be available to project collections during the 2025 budget process. .

The projected expenditures are based on debenture schedules and the 10-year capital budget.

The forecast indicates that anticipated DC collections are expected to be approximately \$3.0-3.7 million per year, if growth were fairly evenly spread over ten years. Actual collections were approximately \$6.5 million in 2022 and projected to be \$2.9 million in 2023. The Town's increased development charge rates, based on an updated DC background study, were effective October 1, 2018.



Reserve Fund Projection

The increasing deficit in the Indoor Recreation service area of the Development Charge Reserve Fund should improve when that component of the Town's development charge rate is updated.

Parkland Dedication Reserve Fund

The projected collections for the Parkland Dedication Reserve Fund are based on historical collections. The 5-year average of collections is approximately \$385,000 however there has been significant growth in recent years so the projection has been adjusted down as the rate of development slows.

The projected expenditures are based on debenture schedules and the 10-year capital budget. Assumptions have been made regarding the projects that will qualify for funding from the Parkland Dedication Reserve Fund, but this may be subject to change depending on the scope of the project.

The Parkland Dedication Reserve Fund is forecasted to be in a deficit position in 2025 and beyond, which would not be permissible, however because of the unpredictable and variable nature of collections, this will be evaluated in future forecasts to ensure a positive balance.



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2022	28,863	166,393	2,126,385	(1,735,945)	2,158,554
Additions					
Estimated Collections	108,500	54,100	1,460,600	354,400	399,700
Estimated Interest (1%)	289	1,664	21,264	(17,359)	21,586
Total Additions	108,789	55,764	1,481,864	337,041	421,286
Expenditures					
Debenture principal and interest	69,244	-	452,538	33,281	629,800
Wastewater DC	-	-	-	-	-
Roads DC	-	-	1,098,952	-	-
Parks & Gen Gov DC	101,250	-	-	47,454	-
Total Expenditures	170,494	-	1,551,490	80,735	629,800
Projected Balance at Dec. 31, 2023	(32,842)	222,157	2,056,759	(1,479,639)	1,950,040



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2022	77,086	(672,246)	2,570,742	23,311	4,743,143
Additions					
Estimated Collections	83,900	167,300	371,500	-	3,000,000
Estimated Interest (1%)	771	(6,722)	25,707	233	47,433
Total Additions	84,671	160,578	397,207	233	3,047,433
Expenditures					
Debenture principal and interest	-	77,672	26,894	-	1,289,429
Wastewater DC	-	-	1,096,837	-	1,096,837
Roads DC	-	-	-	-	1,098,952
Parks & Gen Gov DC	-	-	-	-	148,704
Total Expenditures	-	77,672	1,123,731	-	3,633,922
Projected Balance at Dec. 31, 2023	161,757	(589,340)	1,844,218	23,544	4,156,654



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2023	\$ (32,842)	\$ 222,157	\$ 2,056,759	\$ (1,479,639)	\$ 1,950,040
Additions					
Estimated Collections	108,500	54,100	1,460,600	354,400	399,700
Estimated Interest (1%)	(328)	2,222	20,568	(14,796)	19,500
Total Additions	108,172	56,322	1,481,168	339,604	419,200
Expenditures					
Debenture principal and interest	69,015	-	423,841	33,172	629,662
Projected Capital Spending	-	69,000	1,534,000	-	-
Total Expenditures	69,015	69,000	1,957,841	33,172	629,662
Projected Balance at Dec. 31, 2024	6,315	209,479	1,580,086	(1,173,207)	1,739,578



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2023	\$ 161,757	\$ (589,340)	\$ 1,844,218	\$ 23,544	\$ 4,156,654
Additions					
Estimated Collections	83,900	167,300	371,500	-	3,000,000
Estimated Interest (1%)	1,618	(5,893)	18,442	235	41,568
Total Additions	85,518	161,407	389,942	235	3,041,568
Expenditures					
Debenture principal and interest	-	25,376	26,885	-	1,207,951
Projected Capital Spending	989,000	-	-	-	2,592,000
Total Expenditures	989,000	25,376	26,885	-	3,799,951
Projected Balance at Dec. 31, 2024	(741,725)	(453,309)	2,207,275	23,779	3,398,271



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2024	\$ 6,315	\$ 209,479	\$ 1,580,086	\$ (1,173,207)	\$ 1,739,578
Additions					
Estimated Collections	110,670	55,182	1,489,812	361,488	407,694
Estimated Interest (2.5%)	158	5,237	39,502	(29,330)	43,489
Total Additions	110,828	60,419	1,529,314	332,158	451,183
Expenditures					
Debenture principal and interest	69,031	-	423,601	33,180	629,520
Projected Capital Spending	-	75,600	484,840	-	-
Total Expenditures	69,031	75,600	908,441	33,180	629,520
Projected Balance at Dec. 31, 2025	48,112	194,298	2,200,959	(874,229)	1,561,241



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2024	\$ (741,725)	\$ (453,309)	\$ 2,207,275	\$ 23,779	\$ 3,398,271
Additions					
Estimated Collections	85,578	170,646	378,930	-	3,060,000
Estimated Interest (2.5%)	(18,543)	(11,333)	55,182	594	84,956
Total Additions	67,035	159,313	434,112	594	3,144,956
Expenditures					
Debenture principal and interest	-	25,382	26,866	-	1,207,580
Projected Capital Spending	-	-	2,802,087	-	3,362,527
Total Expenditures	-	25,382	2,828,953	-	4,570,107
Projected Balance at Dec. 31, 2025	(674,690)	(319,378)	(187,566)	24,373	1,973,120



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2025	\$ 48,112	\$ 194,298	\$ 2,200,959	\$ (874,229)	\$ 1,561,241
Additions					
Estimated Collections	112,883	56,286	1,519,608	368,718	415,848
Estimated Interest (2.5%)	1,203	4,857	55,024	(21,856)	39,031
Total Additions	114,086	61,143	1,574,632	346,862	454,879
Expenditures					
Debenture principal and interest	-	-	360,267	-	629,373
Projected Capital Spending	-	1,637,400	918,000	-	-
DC Debt Projection	-	60,030	142,176	18,957	-
Total Expenditures	-	1,697,430	1,420,443	18,957	629,373
Projected Balance at Dec. 31, 2026	162,198	(1,441,989)	2,355,148	(546,324)	1,386,747



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2025	\$ (674,690)	\$ (319,378)	\$ (187,566)	24,373	\$ 1,973,120
Additions					
Estimated Collections	87,290	174,059	386,509	-	3,121,201
Estimated Interest (2.5%)	(16,867)	(7,984)	(4,689)	609	49,328
Total Additions	70,423	166,075	381,820	609	3,170,529
Expenditures					
Debenture principal and interest	-	-	26,846	-	1,016,486
Projected Capital Spending	-	-	-	-	2,555,400
DC Debt Projection	-	-	-	-	221,163
Total Expenditures	-	-	26,846	-	3,793,049
Projected Balance at Dec. 31, 2026	(604,267)	(153,303)	167,408	24,982	1,350,600



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2026	\$ 162,198	\$ (1,441,989)	\$ 2,355,148	\$ (546,324)	\$ 1,386,747
Additions					
Estimated Collections	115,141	57,411	1,550,000	376,092	424,165
Estimated Interest (3%)	4,866	(43,260)	70,654	(16,390)	41,602
Total Additions	120,007	14,151	1,620,654	359,702	465,767
Expenditures					
Debenture principal and interest	-	-	-	-	629,221
Projected Capital Spending	87,500	175,000	1,162,500	237,500	-
DC Debt Projection	-	120,060	284,352	37,914	-
Total Expenditures	87,500	295,060	1,446,852	275,414	629,221
Projected Balance at Dec. 31, 2027	194,705	(1,722,898)	2,528,950	(462,036)	1,223,293



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2026	\$ (604,267)	\$ (153,303)	\$ 167,408	\$ 24,982	\$ 1,350,600
Additions					
Estimated Collections	89,035	177,540	394,239	-	3,183,623
Estimated Interest (3%)	(18,128)	(4,599)	5,022	749	40,516
Total Additions	70,907	172,941	399,261	749	3,224,139
Expenditures					
Debenture principal and interest	-	-	-	-	629,221
Projected Capital Spending	-	1,320,455	-	-	2,982,955
DC Debt Projection	-	-	-	-	442,326
Total Expenditures	-	1,320,455	-	-	4,054,502
Projected Balance at Dec. 31, 2027	(533,360)	(1,300,817)	566,669	25,731	520,237



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2027	\$ 194,705	\$ (1,722,898)	\$ 2,528,950	\$ (462,036)	\$ 1,223,293
Additions					
Estimated Collections	117,444	58,560	1,581,000	383,614	432,648
Estimated Interest (3%)	5,841	(51,687)	75,869	(13,861)	36,699
Total Additions	123,285	6,873	1,656,869	369,753	469,347
Expenditures					
Debenture principal and interest	-	-	-	-	629,065
Projected Capital Spending	-	-	221,830	-	-
DC Debt Projection	-	120,060	448,645	37,914	-
Total Expenditures	-	120,060	670,475	37,914	629,065
Projected Balance at Dec. 31, 2028	317,990	(1,836,085)	3,515,344	(130,197)	1,063,575



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2027	\$ (533,360)	\$ (1,300,817)	\$ 566,669	\$ 25,731	\$ 520,237
Additions					
Estimated Collections	90,816	181,091	402,124	-	3,247,297
Estimated Interest (3%)	(16,001)	(39,025)	17,000	772	15,607
Total Additions	74,815	142,066	419,124	772	3,262,904
Expenditures					
Debenture principal and interest	-	-	-	-	629,065
Projected Capital Spending	-	450,000	1,493,000	-	2,164,830
DC Debt Projection	-	-	-	-	606,619
Total Expenditures	-	450,000	1,493,000	-	3,400,514
Projected Balance at Dec. 31, 2028	(458,545)	(1,608,751)	(507,207)	26,503	382,627



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2028	\$ 317,990	\$ (1,836,085)	\$ 3,515,344	\$ (130,197)	\$ 1,063,575
Additions					
Estimated Collections	119,793	59,731	1,612,620	391,286	441,301
Estimated Interest (3%)	9,540	(55,083)	105,460	(3,906)	31,907
Total Additions	129,333	4,648	1,718,080	387,380	473,208
Expenditures					
Debenture principal and interest	-	-	-	-	628,903
Projected Capital Spending	-	-	411,830	-	-
DC Debt Projection	-	120,060	756,883	117,280	-
Total Expenditures	-	120,060	1,168,713	117,280	628,903
Projected Balance at Dec. 31, 2029	447,323	(1,951,497)	4,064,711	139,903	907,880



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2028	\$ (458,545)	\$ (1,608,751)	\$ (507,207)	\$ 26,503	\$ 382,627
Additions					
Estimated Collections	92,632	184,713	410,166	-	3,312,242
Estimated Interest (3%)	(13,756)	(48,263)	(15,216)	795	11,478
Total Additions	78,876	136,450	394,950	795	3,323,720
Expenditures					
Debenture principal and interest	-	-	-	-	628,903
Projected Capital Spending	-	-	1,203,500	-	1,615,330
DC Debt Projection	-	90,234	-	-	1,084,457
Total Expenditures	-	90,234	1,203,500	-	3,328,690
Projected Balance at Dec. 31, 2029	(379,669)	(1,562,535)	(1,315,757)	27,298	377,657



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2029	\$ 447,323	\$ (1,951,497)	\$ 4,064,711	\$ 139,903	\$ 907,880
Additions					
Estimated Collections	122,189	60,925	1,644,873	399,112	450,127
Estimated Interest (3%)	13,420	(58,545)	121,941	4,197	27,236
Total Additions	135,609	2,380	1,766,814	403,309	477,363
Expenditures					
Debenture principal and interest	-	-	-	-	628,737
Projected Capital Spending	-	-	606,750	-	-
DC Debt Projection	-	120,060	1,028,787	196,645	-
Total Expenditures	-	120,060	1,635,537	196,645	628,737
Projected Balance at Dec. 31, 2030	582,932	(2,069,177)	4,195,988	346,567	756,506



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2029	\$ (379,669)	\$ (1,562,535)	\$ (1,315,757)	\$ 27,298	\$ 377,657
Additions					
Estimated Collections	94,485	188,407	418,369	-	3,378,487
Estimated Interest (3%)	(11,390)	(46,876)	(39,473)	819	11,329
Total Additions	83,095	141,531	378,896	819	3,389,816
Expenditures					
Debenture principal and interest	-	-	-	-	628,737
Projected Capital Spending	-	-	745,000	-	1,351,750
DC Debt Projection	-	180,469	63,189	-	1,589,150
Total Expenditures	-	180,469	808,189	-	3,569,637
Projected Balance at Dec. 31, 2030	(296,574)	(1,601,473)	(1,745,050)	28,117	197,836



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2030	\$ 582,932	\$ (2,069,177)	\$ 4,195,988	\$ 346,567	\$ 756,506
Additions					
Estimated Collections	124,632	62,144	1,677,770	407,094	459,130
Estimated Interest (3%)	17,488	(62,075)	125,880	10,397	22,695
Total Additions	142,120	69	1,803,650	417,491	481,825
Expenditures					
Debenture principal and interest	-	-	-	-	628,564
Projected Capital Spending	-	-	1,323,000	-	-
DC Debt Projection	-	120,060	1,156,745	196,645	-
Total Expenditures	-	120,060	2,479,745	196,645	628,564
Projected Balance at Dec. 31, 2031	725,052	(2,189,168)	3,519,893	567,413	609,767



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2030	\$ (296,574)	\$ (1,601,473)	\$ (1,745,050)	\$ 28,117	\$ 197,836
Additions					
Estimated Collections	96,375	192,175	426,737	-	3,446,057
Estimated Interest (3%)	(8,897)	(48,044)	(52,352)	844	5,936
Total Additions	87,478	144,131	374,385	844	3,451,993
Expenditures					
Debenture principal and interest	-	-	-	-	628,564
Projected Capital Spending	-	-	140,000	-	1,463,000
DC Debt Projection	-	180,469	126,379	-	1,780,298
Total Expenditures	-	180,469	266,379	-	3,871,862
Projected Balance at Dec. 31, 2031	(209,096)	(1,637,811)	(1,637,044)	28,961	(222,033)



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2031	\$ 725,052	\$ (2,189,168)	\$ 3,519,893	\$ 567,413	\$ 609,767
Additions					
Estimated Collections	127,125	63,387	1,711,326	415,236	468,312
Estimated Interest (3.5%)	25,377	(76,621)	123,196	19,859	21,342
Total Additions	152,502	(13,234)	1,834,522	435,095	489,654
Expenditures					
Debenture principal and interest	-	-	-	-	628,386
Projected Capital Spending	-	-	-	-	-
DC Debt Projection	-	183,249	1,156,745	196,645	-
Total Expenditures	-	183,249	1,156,745	196,645	628,386
Projected Balance at Dec. 31, 2032	877,554	(2,385,651)	4,197,670	805,863	471,035



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2031	\$ (209,096)	\$ (1,637,811)	\$ (1,637,044)	\$ 28,961	\$ (222,033)
Additions					
Estimated Collections	98,302	196,019	435,271	-	3,514,978
Estimated Interest (3.5%)	(7,318)	(57,323)	(57,297)	1,014	(7,771)
Total Additions	90,984	138,696	377,974	1,014	3,507,207
Expenditures					
Debenture principal and interest	-	-	-	-	628,386
Projected Capital Spending	-	-	528,000	-	528,000
DC Debt Projection	-	180,469	126,379	-	1,843,487
Total Expenditures	-	180,469	654,379	-	2,999,873
Projected Balance at Dec. 31, 2032	(118,112)	(1,679,584)	(1,913,449)	29,975	285,301



10-Year Projected Development Charge Reserve Fund

	General Government	Fire Protection	Public Works	Outdoor Recreation	Indoor Recreation
Projected Balance at Dec. 31, 2032	\$ 877,554	\$ (2,385,651)	\$ 4,197,670	\$ 805,863	\$ 471,035
Additions					
Estimated Collections	129,668	64,655	1,745,552	423,541	477,679
Estimated Interest (3.5%)	30,714	(83,498)	146,918	28,205	16,486
Total Additions	160,382	(18,843)	1,892,470	451,746	494,165
Expenditures					
Debenture principal and interest	-	-	-	-	628,202
Projected Capital Spending	-	-	-	-	-
DC Debt Projection	-	246,439	1,156,745	196,645	-
Total Expenditures	-	246,439	1,156,745	196,645	628,202
Projected Balance at Dec. 31, 2033	1,037,936	(2,650,933)	4,933,395	1,060,964	336,998



10-Year Projected Development Charge Reserve Fund

	Library Services	Water	Wastewater	Stormwater	Total
Projected Balance at Dec. 31, 2032	\$ (118,112)	\$ (1,679,584)	\$ (1,913,449)	\$ 29,975	\$ 285,301
Additions					
Estimated Collections	100,268	199,939	443,977	-	3,585,279
Estimated Interest (3.5%)	(4,134)	(58,785)	(66,971)	1,049	9,984
Total Additions	96,134	141,154	377,006	1,049	3,595,263
Expenditures					
Debenture principal and interest	-	-	-	-	628,202
Projected Capital Spending	-	-	2,045,500	-	2,045,500
DC Debt Projection	-	180,469	126,379	-	1,906,677
Total Expenditures	-	180,469	2,171,879	-	4,580,379
Projected Balance at Dec. 31, 2033	(21,978)	(1,718,899)	(3,708,322)	31,024	(699,815)



Parkland Dedication Reserve Fund 10-Year Projection

	2023	2024	2025	2026	2027	2028
Projected Reserve (Deficit) - Start of Year	1,358,739	1,007,326	917,399	(109,666)	(509,666)	1,011,666
Additions to Reserve						
Estimated Collections (Note 1)	350,000	350,000	350,000	350,000	350,000	340,000
Interest (Note 2)	13,587	10,073	22,935	-	-	-
Reductions in Reserve						
Collection Receivable	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(218,446)
Estimated 2023 Projects Completed	(365,000)					
Projected Capital Spending	-	(100,000)	1,050,000	(400,000)	(502,000)	(230,000)
Projected Reserve Fund (Deficit) - End of Year	1,007,326	917,399	(109,666)	(509,666)	1,011,666	1,120,112
Note 1: Annual change in collections (rounded to nearest thousand)		0.0 %	0.0 %	0.0 %	0.0 %	(3.0)%
Note 2: Estimated interest rate	1.0 %	1.0 %	2.5 %	2.5 %	3.0 %	3.0 %



Parkland Dedication Reserve Fund 10-Year Projection

	2029	2030	2031	2032	2033
Projected Reserve (Deficit) - Start of Year	1,120,112)	1,280,112)	1,555,537)	1,865,537)	2,025,537)
Additions to Reserve					
Estimated Collections (Note 1)	340,000	340,000	330,000	330,000	330,000
Interest (Note 2)	-	-	-	-	-
Reductions in Reserve					
Collection Receivable	(340,000)	(340,000)	(330,000)	(330,000)	(330,000)
Estimated 2023 Projects Completed					
Projected Capital Spending	(160,000)	(275,425)	(310,000)	(160,000)	-
Projected Reserve Fund (Deficit) - End of Year	<u>1,280,112)</u>	<u>1,555,537)</u>	<u>1,865,537)</u>	<u>2,025,537)</u>	<u>2,025,537)</u>
Note 1: Annual change in collections (rounded to nearest thousand)	0.0 %	0.0 %	(3.0)%	0.0 %	0.0 %
Note 2: Estimated interest rate	3.0 %	3.0 %	3.0 %	3.5 %	3.5 %



Reserves Funds for Grants

Canada Community-Building Fund Reserve Fund

The Town has an agreement with the Association of Municipalities of Ontario pertaining to Canada Community- Building Fund (formerly Federal Gas Tax) grant funding. Certain capital projects are eligible for funding and the 20-year capital budget has been prepared on the assumption that all gas tax funds will be applied toward roads capital projects in the year the funds are received, therefore there is no projected balance for this reserve fund from 2022 onward.

To continue receiving this funding, it is required that the Town continue to spend over and above the "base amount", which is essentially the Town's own spending on capital infrastructure from 2000 to 2004.

The projected expenditures are based on the 10-year capital budget.

Ontario Community Infrastructure Fund (OCIF) Reserve Fund

The Town has an agreement with the provincial government pertaining to OCIF funding. The amount of funding that is expected for 2023 is \$836,826, therefore the capital budget has been prepared on the assumption that funding for 2024 will equal \$836,826 which is the same as 2023, and all OCIF funds will be spent within the year, therefore there is no projected balance for this reserve fund.

Due to the uncertainty of the amount of future funding, OCIF grant funding has been projected at the same amount past 2024 until amounts can be estimated.

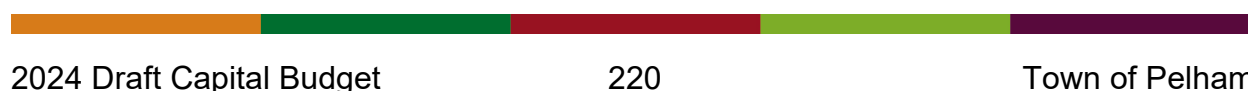
The projected expenditures are based on the 10-year capital budget.

Reserve and Reserve Fund Targets

The Town's Reserve and Reserve Fund Policy establishes general reserve targets and minimum reserve targets based on the capital forecast. The long-term strategy to achieve the target minimum balance for the reserves established phased-in targets from 2020 to 2024, from 2025 to 2029, from 2030 to 2034, and from 2035 to 2039. The goal is for each reserve to reach its target minimum balance by 2039.

These targets are temporary estimates to provide long-term planning strategies based on the current asset management plan which utilizes the current capital forecast. The Asset management Plan was completed in 2022 for the core assets. These reserve targets will be updated utilizing the Asset Management Plan.

The following graph depicts the projected 2023 year-end capital reserve and capital discretionary reserve fund balances versus the targets. The targets are as calculated in





Reserves Funds for Grants

the reserve and reserve fund policy and will be updated in 2025 when the asset management plan is complete for core assets. There is a significant gap between the target and projected balance for many of the reserves. The roads reserve has the greatest demand for capital funding and the reserve balance needs to be built up to ensure that future capital needs can be met, while reducing the amount of debt required to complete those projects. It should be noted that these projected balances include commitments, and will differ from the balances in the 2022 consolidated financial statements if there are funds being carried forward due to projects in progress at year end.

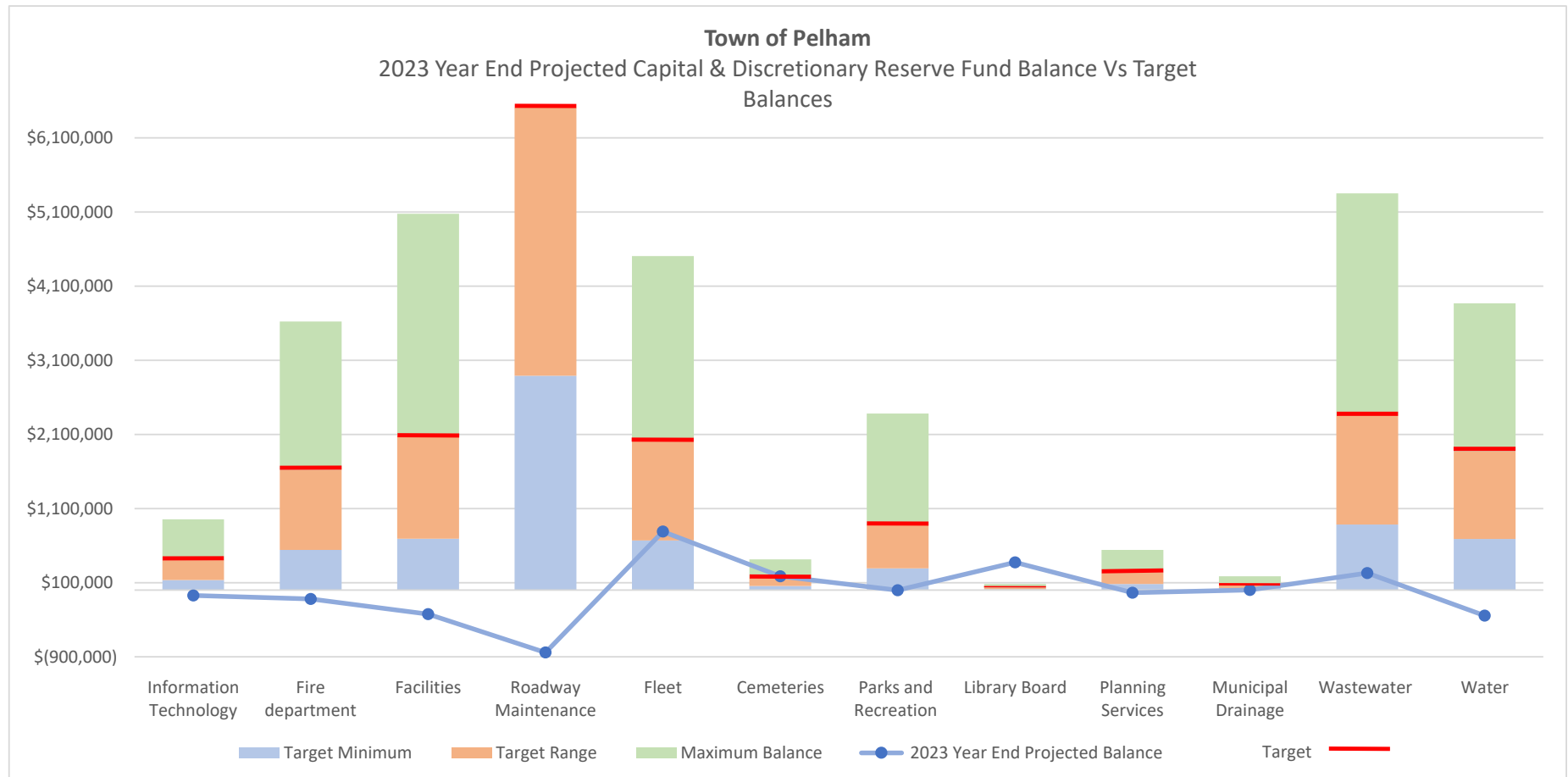
The 2024 Capital Budget includes ten years of reserve forecasts, along with the Target Minimum Reserve Balance and Target Reserve Balance for each reserve and reserve fund. It is beneficial to look at the trend of each reserve and reserve fund over time in order to determine whether the balance is gradually improving toward the phased-in targets. Balance fluctuations are a necessary and planned characteristic of the reserves and reserve funds. The Town uses them to "save up" for planned expenditures, and then as the capital projects are carried out, the balance in the reserves will decrease again and need to be built back up.

It should also be noted that building up reserves, reducing debt, and considering the tax levy impact can be competing goals. For the 2024 forecast, effort has been made where possible to evenly distribute planned capital expenditures, and debt has been minimized as a first priority. As a result, the forecast for the Town's debt as a percentage of own source net revenues has decreased from the 2023 forecast, but reserve balances will only increase slightly over time.

The table following the graph, Summary of Capital Reserve Transfers and Forecast Tax Levy Impact depicts the capital reserve transfers that are needed in the next five years to fund the current capital forecast and meet the internal debt limit in policy S400-07. It adds in the capital impact of other items, such as annual expenditures that have been shifted from the capital to the operating budget and anticipated debt payments on newly issued debt based on the capital forecast. In order to complete the capital projects in the capital forecast within the specified years and meet the internal debt limit, the Town would need to increase tax levy supported transfers from 2024 to 2028. This would result in an overall increase in tax levy supported capital costs of \$342,500 to \$1,101,110 per year, which is a 2-6% tax levy increase each year for capital (before growth and other budget changes). This forecast is based on a large number of assumptions, including future capital costs, timing of project completion, interest rates, and available grant funding. Any change to these variables would result in changes to the forecast. The Town is actively pursuing grant funding and seeking cost-saving measures to minimize the impact on the tax levy.



Reserve and Reserve Fund Targets





Summary of Capital Reserve Transfers and Forecast Tax Levy Impact

	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast
Capital - Information Services	137,500	147,500	159,000	172,000	186,000	201,000
Capital - Fire department	485,900	535,900	579,000	625,000	675,000	729,000
Capital - Facilities	410,200	460,200	497,000	537,000	580,000	626,000
Capital - Roadway Maintenance	2,548,800	2,701,300	2,917,000	3,150,000	3,402,000	3,674,000
Capital - Fleet	542,300	582,300	629,000	679,000	733,000	792,000
Capital - Fonthill/Hillside Cemeteries	42,000	42,000	45,000	49,000	53,000	57,000
Capital - Recreation Admin	155,600	195,600	211,000	228,000	246,000	266,000
Capital - Planning Services	80,000	80,000	86,000	93,000	100,000	108,000
Capital - Municipal Drainage	19,500	19,500	21,000	23,000	25,000	27,000
Tax Levy Supported Capital Reserve Transfers	4,421,800	4,764,300	5,144,000	5,556,000	6,000,000	6,480,000
Capital - Wastewater Distribution System	343,128	443,128	479,000	517,000	558,000	603,000
Capital - Water Distribution System	898,174	1,098,174	1,186,000	1,281,000	1,383,000	1,494,000
Waster/Wastewater Rate Supported Capital Reserve Transfers	1,241,302	1,541,302	1,665,000	1,798,000	1,941,000	2,097,000
Grand Total Capital Reserve Transfers	5,663,102	5,862,474	6,330,000	6,837,000	7,383,000	7,974,000

2024 Draft Capital Budget

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Town of Pelham



Summary of Capital Reserve Transfers and Forecast Tax Levy Impact

	2023 Budget	2024 Budget	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecast
Estimated Tax Levy Supported Debt Payments on Newly Issued Debt			-	145,336	663,489	1,200,599
Increase in Tax Levy Supported Capital Reserve Transfers		342,500	379,700	412,000	444,000	480,000
Increase in Tax Levy Supported Debt Payments		-	-	145,336	518,153	537,110
Estimated Tax Levy Increase from Capital - \$		342,500	379,700	557,336	962,153	1,017,110
Estimated Tax Levy Increase from Capital - %		1.9 %	2.1 %	3.1 %	5.4 %	5.7 %

Note that the tax levy increase from capital does not take into consideration other budget adjustments which are part of the operating budget, or additional tax revenues generated from growth within the Town. This is only an isolation of the impact of the capital forecast on the tax levy needs in the future based on the current capital forecast.

Recommendations of the SCOW-05/2023 Special Meeting of Committee of the Whole, Capital Budget Meeting held November 29, 2023

BE IT RESOLVED THAT COUNCIL HEREBY approves the following
Recommendations Resulting from the SCOW-05/2023 Special Meeting of
Committee of the Whole, Capital Budget Meeting held November 29, 2023:

- 1. THAT the agenda for the November 29, 2023 Special Meeting of Committee be adopted, as circulated.**
- 2. THAT Committee recommend project RD 12-24 "Smart Technology for Street Lights" be removed from the 2024 Capital Budget.**
- 3. THAT Committee recommend project PRK 01-24 "Centennial Park South Soccer Field Construction" be removed from the 2024 Capital Budget;**

AND THAT project PRK 01-24 be deferred to the 2025 draft capital budget with alternative options for the location, other than Centennial Park.

- 4. THAT Committee recommend project PRK 10-24 "Paving for Pre-existing Gravel Parking Lot" be removed from the 2024 Capital Budget.**
- 5. THAT Committee recommend project 07-24 "Class EA for MSSP Entrance" be removed from the 2024 Capital Budget.**
- 6. THAT Committee receive the 2024 Capital Budget Presentation from the Treasurer, Deputy Treasurer and Director of Public Works, for information;**

AND THAT Committee receive the ten-year capital forecast, for information;

AND THAT Committee recommend to Council to approve the 2024 Capital Budget, as amended, at their meeting scheduled for December 20, 2023.

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

Recommendations of the SCOW-05/2023 Special Meeting of Committee of the Whole, Capital Budget Meeting held November 29, 2023

BE IT RESOLVED THAT COUNCIL HEREBY approves the following
Recommendations Resulting from the SCOW-05/2023 Special Meeting of
Committee of the Whole, Capital Budget Meeting held November 29, 2023:

- 1. THAT the agenda for the November 29, 2023 Special Meeting of Committee be adopted, as circulated.**
- 2. THAT Committee recommend project RD 12-24 "Smart Technology for Street Lights" be removed from the 2024 Capital Budget in the amount of \$100,000.**
- 3. THAT Committee recommend project PRK 01-24 "Centennial Park South Soccer Field Construction" be removed from the 2024 Capital Budget in the amount of \$350,000;**

AND THAT project PRK 01-24 be deferred to the 2025 draft capital budget in the amount of \$350,000 with alternative options for the location, other than Centennial Park.

- 4. THAT Committee recommend project PRK 10-24 "Paving for Pre-existing Gravel Parking Lot" be removed from the 2024 Capital Budget in the amount of \$350,000.**
- 5. THAT Committee recommend project 07-24 "Class EA for MSSP Entrance" be removed from the 2024 Capital Budget in the amount of \$250,000.**
- 6. THAT Committee receive the 2024 Capital Budget Presentation from the Treasurer, Deputy Treasurer and Director of Public Works, for information;**

AND THAT Committee receive the ten-year capital forecast, for information;

AND THAT Committee recommend to Council to approve the 2024 Capital Budget, as amended, at their meeting scheduled for December 20, 2023.

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

Recommendations of the SCOW-06/2023 Special Meeting of Committee of the Whole, Operating Budget Meeting held December 13, 2023

BE IT RESOLVED THAT COUNCIL HEREBY approves the following Recommendations Resulting from the SCOW-05/2023 Special Meeting of Committee of the Whole, Operating Budget Meeting held December 13, 2023:

1. THAT the agenda for the December 13, 2023 Special Meeting of Committee be adopted, as circulated.

2. THAT Committee receive the 2024 Operating Budget Presentation from the Lincoln Pelham Public Library, for information;

AND THAT Committee receive the 2024 Operating Budget Presentation from the Treasurer and Deputy Treasurer, for information;

AND THAT Committee recommend to Council to approve the 2024 Operating Budget, as amended, at their meeting scheduled for December 20, 2023.

3. THAT this Special Meeting of Committee be adjourned.

COMMITTEE OF THE WHOLE MINUTES

Meeting #: SCOW-05/2023
Date: Wednesday, November 29, 2023
Location: Town of Pelham Municipal Office - Council
Chambers
20 Pelham Town Square, Fonthill

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

Members Absent Mayor Marvin Junkin

Staff Present: David Cribbs
Bob Lymburner
Jason Marr
Teresa Quinlin-Murphy
Jennifer Stirton
Vickie vanRavenswaay
Barbara Wiens
Sarah Leach
William Tigert
Ryan Cook

1. Call to Order and Declaration of Quorum

Noting that a quorum was present, the Deputy Mayor called the meeting to order at approximately 1:00 pm.

2. Land Recognition Statement

The Deputy Mayor read the land acknowledgment into the record.

3. Adoption of Agenda

Moved By Councillor Wayne Olson

THAT the agenda for the November 29, 2023, Special Meeting of Committee be adopted.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

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

5. Presentations

5.1 2024 Draft Capital Budget and Presentation

Teresa Quinlin-Murphy, Treasurer, Jason Marr, Director of Public Works, and Usama Seraj, Deputy Treasurer, presented information regarding the 2024 Capital Budget for the Town of Pelham.

6. Committee Input - 2024 Capital Budget

Moved By Councillor Brian Eckhardt

THAT Committee recommend project RD 12-24 "Smart Technology for Street Lights" be removed from the 2024 Capital Budget in the amount of \$100,000.

Carried

Moved By Councillor Wayne Olson

THAT Committee recommend project PRK 01-24 "Centennial Park South Soccer Field Construction" be removed from the 2024 Capital Budget in the amount of \$350,000;

AND THAT project PRK 01-24 be deferred to the 2025 draft capital budget in the amount of \$350,000 with alternative options for the location, other than Centennial Park.

Carried

Moved By Councillor Kevin Ker

THAT Committee recommend project PRK 10-24 "Paving for Pre-existing Gravel Parking Lot" be removed from the 2024 Capital Budget in the amount of \$350,000.

Carried

Moved By Councillor Brian Eckhardt

THAT Committee recommend project 07-24 "Class EA for MSSP Entrance" be removed from the 2024 Capital Budget in the amount of \$250,000.

Carried

Moved By Councillor Shellee Niznik

THAT Committee recommend project 08-24 "Summerside Blvd Treescape (medium trees)" be removed from the 2024 Capital Budget.

Defeated

Moved By Councillor Wayne Olson

THAT Committee receive the 2024 Capital Budget Presentation from the Treasurer, Deputy Treasurer and Director of Public Works, for information;

AND THAT Committee receive the ten-year capital forecast, for information;

AND THAT Committee recommend to Council to approve the 2024 Capital Budget, as amended, at their meeting scheduled for December 20, 2023.

Carried

7. Adjournment

The meeting adjourned at 4:13 pm.

Moved By Councillor Bob Hildebrandt

THAT this Special Meeting of Committee be adjourned.

Carried

Deputy Mayor: John Wink

Town Clerk: William Tigert

COMMITTEE OF THE WHOLE MINUTES

Meeting #: SCOW-07/2023
Date: Wednesday, December 13, 2023
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
Jason Marr
Teresa Quinlin-Murphy
Vickie vanRavenswaay
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 5:30 pm.

2. Land Recognition Statement

Councillor Ker read the land acknowledgment into the record.

3. Adoption of Agenda

Moved By Councillor Brian Eckhardt

THAT the agenda for the December 13, 2023, Special Meeting of Committee be adopted.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

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

5. Presentations

5.1 2024 Operating Budget and Presentation - Lincoln Pelham Public Library

Julie Andrews, Chief Executive Officer provided a presentation on the Lincoln Pelham Public Library operating budget. A copy is available through the Clerk.

5.2 2024 Draft Operating Budget and Presentation

Teresa Quinlin-Murphy, Treasurer, and Usama Seraj, Deputy Treasurer, presented information regarding the 2024 Operating Budget for the Town of Pelham. A copy is available through the Clerk.

Ms. Quinlin-Murphy advised that the Operating Budget as presented has been amended to include \$94,000 of additional revenue at the Meridian Community Centre, which will bring the tax levy down from 4.28% to 3.78%.

6. Committee Input - 2024 Operating Budget

Councillor Olson requested a review of all expenses included within the categories of 'Material and Supplies' and 'Contracted Services' for each department. Ms. Quinlin-Murphy indicated she would report back to Council with this information.

Moved By Councillor Kevin Ker

THAT Committee receive the 2024 Operating Budget Presentation from the Lincoln Pelham Public Library, for information;

AND THAT Committee receive the 2024 Operating Budget Presentation from the Treasurer and Deputy Treasurer, for information;

AND THAT Committee recommend to Council to approve the 2024 Operating Budget, as amended, at their meeting scheduled for December 20, 2023.

Carried

7. Adjournment

The meeting adjourned at 5:21 pm.

Moved By Councillor Wayne Olson

THAT this Special Meeting of Committee be adjourned.

Carried

Mayor: Marvin Junkin

Town Clerk: William Tigert

Memo

To: Mayor and Councillors at the Town of Pelham

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

Date: December 20, 2023

RE: Development Charges Background Study Update

BE IT RESOLVED THAT Council receive the Memo entitled Development Charges Background Study Update, report # 2023-0276-Corporate Services for information.

Watson & Associates Economists Ltd. have been updating the Town's Development Charges (D.C.) Background Study in 2023. A draft ready is ready to be posted for the public to review.

This is a summary of the next steps for the D.C. By-law Adoption and Implementation:

Notice of Public Meeting:

1. At least 20 days of notice of the public meeting of Council must be given.
2. At least 60 days prior to passing the D.C. by-law, make the background study available on the Town's website. Two weeks prior to the public meeting, the Town must make available the background study and proposed D.C. by-law.

Public Meeting:

1. A meeting open to the public is to be held by Council.
2. Copies of the background study and proposed D.C. by-law must be made available at least 60 days prior to the passage of the D.C. by-law and these documents should be reviewed at the meeting.
3. Any person who attends the meeting may make representations relating to the proposed D.C. by-law.

Adoption:

1. Pass D.C. by-law within one year of completing the background study.
2. Pass D.C by-law following the public meeting of Council.

Notice of D.C. By-law Passage:

1. Within 20 days of D.C. by-law passage, give notice of D.C. by-law passage and appeal deadline.
2. The last day for appealing the D.C. by-law shall be the day that is 40 days after the day the D.C. by-law is passed.

D.C. By-law Adoption & Implementation	Timeline
Notice of Public Meeting	January 26, 2024
D.C. Background Study available to Town's website	December 20, 2023
Council Meeting	February 21, 2024
Pass D.C. By-law	March 6, 2024
Date new D.C. fees are effective	March 6, 2024
Notice of D.C. By-law passage	March 7, 2024
Last day to appeal D.C. By-law	April 15, 2024

**Minutes of a Meeting of the Lincoln Pelham Union Public Library Board
Tuesday 21 November 2023 at 7:00PM
Zoom**

Present: Donna Burton (Chair), Ruth Gretsinger, Linda Roote, Terry Teather, Jayme Toms, Stephanie Xamin, Nicole Nolan, Councillor Niznik

Staff: Julie Andrews (CEO (Chief Executive Officer)), Susan DiBattista (Director, Community Engagement), Amy Guilmette (Director, Customer Experience), Cassandra Best (Fund Development, Event and Volunteer Coordinator), recorder.

Regrets: Councillor Mikolic, Andrew Colgoni, Joanna Kocsis

1. D. Burton called the meeting to order at 7:08 PM. Councillor Niznik shared about an Indigenous book she had just read that resonated with her in a powerful way. It highlighted the injustice taking place in Indigenous communities in northern Ontario.

2. Approval of Agenda

23- 51	Moved: J. Toms	Seconded: Councillor Niznik
	Be it resolved that the agenda for the meeting of November 21, 2023, be approved. Carried.	

3. Conflict of Interest Declarations

No conflict of interest was declared.

4. Request to lift Consent Agenda Items for separate consideration

5. Consent Agenda to be considered in block

23- 52	Moved: T. Teather	Seconded: R. Gretsinger
	Be it resolved that the Consent Agenda be approved. Carried.	

6. Items for Separate Consideration - None

7. Community Engagement Report: Some highlights given were that M. Daley has attended some senior's events in Pelham, S. DiBattista has joined a Community Practice DEI group that will meet quarterly, K. Spence was accepted into Leadership Niagara program. November 19th was customer appreciation day.

	Moved: N. Nolan	Seconded: S. Xamin
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23-53	Be it resolved that the Community Engagement Report be received and filed for information . Carried.
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8. CEO Report: Two new positions were filled, a Children's Program Associate was hired internally for 10 hours a week in Pelham. A new person is coming into the Teen Programming role with a great deal of experience working with youth in Niagara Region. A highlight was given on Staff Day on November 10th and a new learning module Niche Academy is coming to the library for staff and clients. Planning Study is underway with the goal of 40 interviews being completed. Architect for Fonthill was awarded to Ward 99, which is the same firm that has been doing drawings for MFR. CEO meeting with Building and Planning department on Thursday and going over the Green Municipal Fund application.

23-54	Moved: J. Toms	Seconded: L. Roote
	Be it resolved that the CEO Report be received and filed for information . Carried.	

9. Financial Report: Still haven't received public libraries grant for 2023, but no libraries have. Expect to have a small surplus at the end of the year. Budgets are still being worked on in Lincoln and Pelham. Question about difference between staffing and administration costs, explained what falls under Administration (insurance, office supplies, things needed to run the library that is not staffing).

23-55	Moved: R. Gretsinger	Seconded: T. Teather
	Be it resolved that the Financial Report for 31 October 2023 be approved. Carried.	

10. Meetings and Closures for 2024:

23-56	Moved: Councillor Niznik	Seconded: N. Nolan
	Be it resolved that the meetings and closures schedule for 2024 be approved. Carried.	

11. Closed Session:

23-57	Moved: R. Gretsinger	Seconded: J. Toms
	Be it resolved that the meeting move into closed session to discuss matters pertaining to an identifiable individual. Carried.	

23-58	Moved: R. Gretsinger	Seconded: L. Roote
	Be it resolved that the meeting move out of closed session and the decisions made in closed session are carried out by the CEO. Carried.	

12. Adjournment: 8:17pm

23- 59	Moved: N. Nolan	
	Be it resolved that the meeting be adjourned at 8:17 PM. Carried.	

Library Board Chair Donna M. Burt Date: Dec 12 / 23
 Secretary/Treasurer Jennifer Date: 12 Dec 2023.

Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the Lake, Grimsby and Port Colborne

Progress Report – January 1, 2024

**Multi-Year Accessibility Plan
(2022-2026)**

**In Compliance with O. Reg. 191/11, O. Reg. 413/12 Including
Information and Communication, Employment,
Design of Public Spaces and Customer Service Accessibility
Standards**

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Introduction

Under the *Accessibility for Ontarians with Disabilities Act*, 2005, Ontario Regulation 191/11 (Integrated Accessibility Standard) public and private sector organizations in the Province of Ontario must develop a multi-year accessibility plan to identify and address barriers to information and communication, employment, transportation and customer service for people with disabilities. Also under the legislation, municipalities must provide progress reports on the multi-year accessibility plan.

The Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake, Grimsby and Port Colborne (JAAC) is pleased to present its Progress Report on its 3rd Multi-Year Accessibility Plan (2022-2026) for 2023. Accessibility provides the municipalities with an opportunity to provide excellence in customer service and an accessible experience to all citizens. The municipalities remain committed to meeting the accessibility needs of their citizens and staff.

This Progress Report identifies the steps the municipalities have taken and will continue to take to ensure their goods and services are accessible to all people of all abilities.

The JAAC municipalities wish to thank their community partners, stakeholders and service partners in helping the JAAC achieve their accessibility goals.

Integrated Accessibility Standards Regulation: Information and Communication

Regulation	Action Plan	Accountability	Complete	Status Comments
(1) Every provider shall develop, implement and maintain policies governing its provision of goods, services or facilities, as the case may be, to persons with disabilities. O. Reg. 165/16, s. 16.	1.1 <u>Accessibility Policy</u> Established accessibility policy. Annual review of Policy to ensure it is up to date, reflects all Town changes as they occur and is posted on the website.	Clerks	Yes, ongoing	December 31, 2023
<u>Provision of Alternate Formats</u> Providing the following information in alternate format or accessible communication supports (for example: American Sign Language (ASL) interpretation or Teletype Telephone (TTY)) upon request according to legislated deadlines; for example: <ul style="list-style-type: none"> • O. Reg. 191/11–13 (1) - Organizational emergency procedures, plans and public safety information (January 1, 2012). • O. Reg. 191/11–3 (1) - Town Accessibility Policy and Accessibility Plan (January 1, 2013). • O. Reg. 191/11–21 (1) Applicant and employee related information (January 1, 2014). 	1. <u>Establish Vendor of Record:</u> 1.1 The municipality to contract Alternate Format Service Provider Vendor of Record. Create RFP and evaluate proposals from proponents.	Clerks	Yes, ongoing	December 31, 2023
	1.2 Accessible Documents Training – Provide to applicable employees. Annual review of training content; update as needed. Training regarding municipal Accessible Documents Guide for internal documents provided to new hires.	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Information and Communication

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><u>Provision of Alternate Formats continued</u></p> <p>Providing the following information in alternate format or accessible communication supports (for example: American Sign Language (ASL) interpretation or Teletype Telephone (TTY)) upon request according to legislated deadlines; for example:</p> <ul style="list-style-type: none"> • O. Reg. 191/11–13 (1) - Organizational emergency procedures, plans and public safety information (January 1, 2012). • O. Reg. 191/11–3 (1) - Town Accessibility Policy and Accessibility Plan (January 1, 2013). • O. Reg. 191/11–21 (1) Applicant and employee related information (January 1, 2014). 	<p>1.4 Annual review of source list of vendors willing to provide ASL interpretation upon request</p>	Clerks, Accessibility Consultant	Yes, ongoing	December 31, 2023
	<p>1.5 Process Map – Annual review of internal procedures for processing requests for alternate formats (i.e., how vendor/coordinator is contacted, how requests are tracked, response procedure to customer, customer follow-up)</p>	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Information and Communication

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 191/11–11(1–4)</i> <u>Feedback Mechanism</u></p> <p>Ensure accessible feedback mechanism in relation to areas covered under Integrated Accessibility Regulation. Every obligated organization shall notify public about availability of accessible formats and communication supports.</p>	Annual review of Feedback Mechanism	Clerks	Yes, ongoing	December 31, 2023
<p><i>O. Reg. 191/11–14(1–7)</i> <u>Websites</u></p> <p>New web content to conform to W3C WCAG 2.0 Level A. Except where not practicable, this applies to: Web-based applications that an organization controls directly or through a contractual relationship that allows for modification of a product.</p>	1.2. Annual update of municipal website to communicate new feedback procedures and mechanisms (as appropriate)	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Information and Communication

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><u>O. Reg. 191/11–12 (1)</u> <u>Organizational Material in</u> <u>Alternate Format:</u></p> <p>Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities:</p> <p>(a) in a timely manner that takes into account the person's accessibility needs and in consultation with the person making the request.</p>	<p><u>Alternate Format Provision:</u></p> <p>1.1. Establish municipal Accessible Communication Policy – outlining Town protocols for using a standardized Town Accessible Style Guide – including templates for accessible word processing, accessible PDF's and accessible web-based materials</p>	Clerks, JAAC and Accessibility Consultant	No	December 31, 2023
	<p>1.2. Participate in accessible template procedural training and other accessible communication refresher training as needed</p>	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: General Regulations

Regulation	Action Plan	Accountability	Complete	Status Comments
<u>O. Reg. 191/11-3 (1) Accessibility Policy</u> Dissemination of Town Accessibility Policy to public.	<u>Communication Plan:</u> 1.1. Post Accessibility Policy on municipal website.	Clerks	Yes, ongoing	December 31, 2023
	1.2. Accessibility Policy available in alternate formats or alternate communication supports upon request	Clerks	Yes, ongoing	December 31, 2023
<u>O. Reg. 191/11-4(1) Accessibility Plan</u> Provide public consultation opportunity to review Accessibility Plan for municipality.	2.1 Prepare Multi-Year Accessibility Plan presentation; prepare consultation documents in alternate format upon request	Clerks, Accessibility Consultant	Yes, ongoing	December 31, 2023
	2.2 Assist with the facilitation of the public consultation process	Clerks, Accessibility Consultant	Ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: General Regulations

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><u>O. Reg. 191/11–14(1–7) Websites</u></p> <p>New websites and web content to conform to W3C WCAG 2.0 Level A. Except where not practicable, this applies to:</p> <p>Websites</p> <p>Web content (published after January 1, 2012)</p> <p>Web-based applications that an organization controls directly or through a contractual relationship that allows for modification of a product.</p>	<p><u>Municipal Website – Accessibility Page:</u> 1.1. Annual review and update of Accessibility Page to outline Accessibility Policy and update as needed</p>	Clerks	Yes, ongoing	December 31, 2023
	<p><u>Website Compliance:</u></p> <p>2.1. Ensure all new website content is meets WCAG 2.0 Level AA compliance</p>	Clerks	Yes, ongoing	December 31, 2023
	<p>2.2. Ensure all new web-based applications meets WCAG 2.0 Level AA compliance</p>	Clerks	Yes, ongoing	December 31, 2023
<p><u>O. Reg. 191/11–11(1–4) Feedback Mechanism</u></p> <p>Ensure accessible feedback mechanism in relation to areas covered under Integrated Accessibility Regulation. Every obligated organization shall notify public about availability of accessible formats and communication supports.</p>	<p>3.1. Annual update of Town website to communicate new feedback procedures and mechanisms (as appropriate)</p>	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Information and Communication

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 191/11-7(1-6)</i> <u>Training</u> Provide training regarding Integrated Accessibility Regulation requirements to all persons who provide goods, services or facilities on behalf of the organization. Training to take place as soon as practicable and shall include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required.</p>	<p><u>Training Plan Development:</u> . Provide annual refresher AODA training through municipal training modules on a regular basis (at least annually)</p>	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Employment

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 191/11–22</i> <u>Availability of Accommodations</u> Notice provided to employees and public about the availability of accommodation for applicants with disabilities during recruitment process.</p> <p><i>O. Reg. 191/11–28 (1–3)</i> <u>Documented Individual Accommodation Plans</u> Documented Accommodation Plans provided to employees with disabilities.</p> <p><i>O. Reg. 191/11–29 (1–3)</i> <u>Return-to-Work Process</u> Documented Return-to-Work process established including disability-related accommodations.</p>	1.1. An annual review of Accommodation Policy and Accommodation Planning Tool and Return-to-Work Process and Planning tools	Human Resources	Yes, ongoing	December 31, 2023
	1.2. Review Employment Policy and Procedures and update as required	Human Resources	Yes, ongoing	December 31, 2023
	1.3. Review recruitment accommodations including notice in advertisements as required	Human Resources	Yes, ongoing	December 31, 2023
	1.4. Annual review of AODA LMS training modules and update as needed	Human Resources, Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Employment

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><u>O. Reg. 191/11–23 (1–4)</u> <u>Selection Process</u> <u>Accommodations</u></p> <p>Accommodation provided to applicants selected to participate in assessment or selection process, upon request. Suitable accommodation provided in manner that takes applicant's accessibility needs.</p>	<p><u>Policy:</u> 1.1. An annual review of the Recruitment Policy and Procedures</p>	Human Resources	Yes, ongoing	December 31, 2023
	<p>1.2. Annual review of AODA LMS training modules and update as needed</p>	Human Resources, Clerks	Yes, ongoing	December 31, 2023
<p><u>O. Reg. 191/11–24</u> <u>Notice to Successful Applicants:</u></p> <p>Successful applicant provided accommodation policy when making offer of employment.</p>	<p>1.1. Review of Offers of Employment Procedures as required</p>	Human Resources	Yes, ongoing	December 31, 2023
	<p>1.2. Annual review of Employment Offer Checklist to ensure that all successful applicants/new employees are aware of municipal staff website, Accessibility Policy, Accommodation Policy and Accommodation Planning Procedures and Emergency Response and Evacuation Support Procedures</p>	Human Resources	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Employment

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><u>O. Reg. 191/11-25 (1-3)</u> <u>Notice to Employees</u></p> <p>Accommodation policy provided to all employees and updates provided whenever changes are made.</p>	<p>1. <u>Policy:</u> 1.1 Updates provided to employees as needed</p>	Human Resources	Yes, ongoing	December 31, 2023
<p><u>O. Reg. 191/11-26 (1-2)</u> <u>Alternate Formats for Employees</u></p> <p>Alternate formats provided to employees with disabilities upon request including information needed to perform employee's job, information generally available in workplace. Employer will consult employee making request when determining suitability of accessible format provided.</p>	<p><u>Policy and Procedure:</u> . Reminder Notices sent to all Supervisors and Managers regarding process/procedure on how to respond to requests for alternate formats from employees</p>	Human Resources; Clerks	Yes, ongoing	December 31, 2023
	<p>.All Health and Safety and Orientation material for new and existing employees (as relevant to the employee and job description) to be provided in an alternate format upon employee's request</p>	Human Resources; Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Employment

Regulation	Action Plan	Accountability	Complete	Status Comments
O. Reg. 191/11–30 (1–2); 31 (1–2); 32 (1–2) Performance Management, Career Development and Advancement and Redeployment processes include accessibility accommodation and provided in alternate format upon request.	<u>Performance Management Career Development and Advancement and Redeployment:</u> 1.1. Annual review of Supervisors training regarding how to provide accessibility in performance management, development and advancement and redeployment	Human Resources	Yes, ongoing	December 31, 2023
	.Ensure accommodation plans meets all requirements, and moves with the employee when changing locations	Human Resources	Yes, ongoing	December 31, 2023
O. Reg. 191/11–7 (1–6) <u>Training</u> Employment Training (i.e. Ontario Human Rights Code, accessible recruitment and screening, employment policy and accommodation planning training).	1. <u>Training</u> Annual refresher AODA training through Town training modules	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Design of Public Spaces

Regulation	Action Plan	Accountability	Complete	Status Comments
<i>O. Reg. 413/12; OBC Section 3.8</i>	Ongoing implementation of accessibility audit recommendations for all municipal facilities and venues	Public Works	Yes, ongoing	December 31, 2023
<p><i>O. Reg. 191/11–4 (1–4)</i> <u>Accessibility Plan</u></p> <p>Develop a “multi-year Accessibility Plan” that outlines compliance strategies to comply with Integrated Accessibility Regulation (i.e., Information and Communication, and Employment).</p> <p>Accessibility Plan must be posted to organization’s website and available in alternate format upon request.</p> <p>Annual Status Report outlining progress must be written and posted to website each year. Accessibility Plan and Progress Reports must include consultation with people with disabilities (at least one public meeting).</p> <p>Accessibility Plan to be reviewed and updated every five years. Review must include consultation with people with disabilities.</p>	1. Development of a five-year Accessibility Plan. Plan includes organization-wide analysis of barriers and proposed solutions. Town policy implications to be reviewed	Clerks	Yes	May 31, 2022
	2. Participate in public consultation into Town Accessibility Plan development to address any policy changes	Clerks	Yes	December 2022

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p>O. Reg. 80.44 In addition to the accessibility plan requirements set out in section 4, obligated organizations, other than small organizations, shall ensure that their multi-year accessibility plans include the following:</p> <p>1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part.</p> <p>2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order. O. Reg. 413/12, s. 6.</p>	<p><u>Maintenance of Accessibility Features</u> 1.1 Annual check of accessibility features and planned maintenance managed by Public Works</p>	Public Works	Yes, ongoing	December 31, 2023
	<p><u>Temporary Disruptions</u> 1.1 Disruptions are posted at site of disruption. If disruption to last more than 3 days, notice is posted to the Town website.</p>	Public Works Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 80.46</i></p> <p>1. The goods, services or facilities must be provided in a manner that respects the dignity and independence of persons with disabilities.</p> <p>2. The provision of goods, services or facilities to persons with disabilities must be integrated with the provision of goods, services or facilities to others, unless an alternative measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods, services or facilities.</p> <p>3. Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods, services or facilities.</p> <p>4. When communicating with a person with a disability, the provider shall do so in a manner that takes into account the person's disability. <i>O. Reg. 165/16, s. 16.</i></p>	Policy outlines how Town is compliant with these requirements.	Clerks	Yes, ongoing	December 31, 2023
	<p>Provision of goods, services and facilities to people with disabilities is integrated into provision of goods, services or facilities for all citizens wherever possible.</p> <p>When communicating with people with disabilities the Town takes into account the person's accessibility needs.</p>	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
O. Reg. 80.46 (3) Without limiting subsections (1) and (2), the policies must deal with the use of assistive devices by persons with disabilities to obtain, use or benefit from the goods, services or facilities or with the availability of other measures, if any, which enable them to do so. O. Reg. 165/16, s. 16.	Accessibility Policy addresses assistive devices used by citizens with disabilities	Clerks	Yes, ongoing	December 31, 2023
(4) Every provider, other than a small organization, shall prepare one or more documents describing the policies established under this section and, on request, shall give a copy of any such document to any person. O. Reg. 165/16, s. 16.	Accessibility Policy established and available upon request.	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<i>O. Reg. 80.46</i> (5) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the documents required by subsection (4) are available on request. O. Reg. 165/16, s. 16.	Notice of policy availability on municipal website	Clerks	Yes, ongoing	December 31, 2023
(6) The notice required by subsection (5) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances. O. Reg. 165/16, s. 16.	Policy posted on municipal website	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<i>O. Reg. 80.47</i> (2) If a person with a disability is accompanied by a guide dog or other service animal, the provider shall ensure that the person is permitted to enter the premises with the animal and to keep the animal with him or her, unless the animal is otherwise excluded by law from the premises. O. Reg. 165/16, s. 16.	Service animal requirements addressed in municipal Accessibility Policy	Clerks	Yes, ongoing	December 31, 2023
<i>O. Reg. 80.47</i> (3) If a service animal is excluded by law from the premises, the provider shall ensure that other measures are available to enable a person with a disability to obtain, use or benefit from the provider's goods, services or facilities. O. Reg. 165/16, s. 16.	Service animal requirements addressed in Town Accessibility Policy	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 80.47</i> (5) The provider may require a person with a disability to be accompanied by a support person when on the premises, but only if, after consulting with the person with a disability and considering the available evidence, the provider determines that, (b) there is no other reasonable way to protect the health or safety of the person with a disability and the health or safety of others on the premises. <i>O. Reg. 165/16, s. 16.</i></p>	<p>Support Person requirements addressed in municipal Accessibility policy</p>	<p>Clerks</p>	<p>Yes, ongoing</p>	<p>December 31, 2023</p>

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 80.47</i> (7) If, under subsection (5), the provider requires a person with a disability to be accompanied by a support person when on the premises, the provider shall waive payment of the amount, if any, payable in respect of the support person's admission to the premises or in connection with the support person's presence on the premises. O. Reg. 165/16, s. 16.</p>	<p>Accessibility policy addresses support person requirements</p>	<p>Clerks</p>	<p>Yes, ongoing</p>	<p>December 31, 2023</p>

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<i>O. Reg. 80.47</i> (8) Every provider, other than a small organization, shall prepare one or more documents describing its policies with respect to the matters governed by this section and, on request, shall give a copy of any such document to any person. O. Reg. 165/16, s. 16.	Accessibility Policy established to address compliance needs	Clerks	Yes, ongoing	December 31, 2023
<i>O. Reg. 80.47</i> (9) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the documents required by subsection (8) are available on request. O. Reg. 165/16, s. 16. (10) The notice required by subsection (9) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances. O. Reg. 165/16, s. 16.	Notice provided on municipal website	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 80.48</i> (1) If, in order to obtain, use or benefit from a provider's goods, services or facilities, persons with disabilities usually use other particular facilities or services of the provider and if there is a temporary disruption in those other facilities or services in whole or in part, the provider shall give notice of the disruption to the public. <i>O. Reg. 165/16, s. 16.</i></p>	<p>Notice of service disruption provided at site of disruption, to Clerks department and on the municipal website as appropriate.</p>	<p>Public Works, Clerks</p>	<p>Yes, ongoing</p>	<p>December 31, 2023</p>
<p><i>O. Reg. 80.48</i> (2) Notice of the disruption must include the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available. <i>O. Reg. 165/16, s. 16.</i></p>	<p>Notice of disruption provides reason, duration and description of alternate facilities or services.</p>	<p>Public Works, Clerks</p>	<p>Yes, ongoing</p>	<p>December 31, 2023</p>

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 80.48</i> (3) Every provider, other than a small organization, shall prepare a document setting out the steps that the provider will ensure are taken in connection with a temporary disruption and, on request, shall give a copy of the document to any person. O. Reg. 165/16, s. 16.</p> <p>(4) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the document required by subsection (3) is available on request. O. Reg. 165/16, s. 16.</p>	<p>Accessibility Policy established to address compliance needs. Policy is available upon request.</p>	<p>Clerks</p>	<p>Yes, ongoing</p>	<p>January 1, 2022 – December 31, 2026</p>

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 80.48</i> (5) The notices required by subsections (2) and (4) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances. O. Reg. 165/16, s. 16.</p>	Notice provided on municipal website	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p>O. Reg. 80.49 (1) In addition to the requirements in section 7, every provider shall ensure that the following persons receive training about the provision of the provider's goods, services or facilities, as the case may be, to persons with disabilities:</p> <ol style="list-style-type: none"> 1. Every person who is an employee of, or a volunteer with, the provider. 2. Every person who participates in developing the provider's policies. 3. Every other person who provides goods, services or facilities on behalf of the provider. O. Reg. 165/16, s. 16. 	<p>Training provided through municipal Learning Management System and JAAC.</p>	<p>Clerks</p>	<p>Yes, ongoing</p>	<p>December 31, 2023</p>

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p>O. Reg. 80.49 (2) The training must include a review of the purposes of the Act and the requirements of this Part and instruction about the following matters:</p> <ol style="list-style-type: none"> 1. How to interact and communicate with persons with various types of disability. 2. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person. 3. How to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods, services or facilities to a person with a disability. 4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods, services or facilities. O. Reg. 165/16, s. 16. 	Training addresses all legislative requirements.	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<i>O. Reg. 80.49</i> (3) Every person referred to in subsection (1) shall be trained as soon as practicable. O. Reg. 165/16, s. 16.	Training of new hires occurs at onboarding	Human Resources; Clerks	Yes, ongoing	December 31, 2023
(4) Every provider shall also provide training on an ongoing basis in respect of any changes to the policies described in section 80.46. O. Reg. 165/16, s. 16.	Ongoing training occurs with any change to Accessibility Policy.	Clerks	Yes, ongoing	December 31, 2023
(5) Every provider, other than a small organization, shall keep records of the training provided under this section, including the dates on which the training is provided and the number of individuals to whom it is provided. O. Reg. 165/16, s. 16.	Training records kept.	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 80.49</i> (6) Every provider, other than a small organization, shall, (a) prepare a document that describes its training policy, summarizes the content of the training and specifies when the training is to be provided; Every provider, other than a small organization, shall, (b) on request, give a copy of the document to any person. O. Reg. 165/16, s. 16.</p>	<p>Accessibility Policy established to address compliance needs. Policy is available upon request. Policy posted on website.</p>	<p>Clerks</p>	<p>Yes, ongoing</p>	<p>December 31, 2023</p>
<p>(7) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the document required by subsection (6) is available on request. O. Reg. 165/16, s. 16.</p>				
<p>(8) The notice required by subsection (7) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances. O. Reg. 165/16, s. 16.</p>				

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<p><i>O. Reg. 80.50</i> (1) Every provider shall establish a process for receiving and responding to, (a) feedback about the manner in which it provides goods, services or facilities to persons with disabilities; (1) Every provider shall establish a process for receiving and responding to, (b) feedback about whether the feedback process established for purposes of clause (a) complies with subsection (3). <i>O. Reg. 165/16, s. 16.</i></p>	<p>Accessibility Policy addresses feedback mechanism and how feedback is received by Town.</p>	<p>Clerks</p>	<p>Yes, ongoing</p>	<p>December 31, 2023</p>

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<i>O. Reg. 80.50</i> (2) The feedback process must specify the actions that the provider will take if a complaint is received about the manner in which it provides goods, services or facilities to persons with disabilities. O. Reg. 165/16, s. 16.	Feedback mechanism specifies who complaints are received and managed.	Clerks	Yes, ongoing	December 31, 2023
(3) Every provider shall ensure that the feedback process is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports, on request. O. Reg. 165/16, s. 16.	Feedback mechanism is accessible to people with disabilities by providing accessible formats and communication supports upon request.	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<i>O. Reg. 80.50</i> (4) Every provider shall make information about the feedback process readily available to the public. O. Reg. 165/16, s. 16.	Feedback mechanism available to public via municipal website.	Clerks	Yes, ongoing	December 31, 2023
(5) Every provider, other than a small organization, shall prepare a document describing the feedback process and, on request, shall give a copy of the document to any person. O. Reg. 165/16, s. 16.	Accessibility Policy addresses feedback mechanism and how feedback is received by Town.	Clerks	Yes, ongoing	December 31, 2023
(6) Every provider, other than a small organization, shall notify persons to whom it provides goods, services or facilities that the document required by subsection (5) is available on request. O. Reg. 165/16, s. 16.	Public is notified that Accessibility Policy is available upon request.	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
<i>O. Reg. 80.50</i> (7) The notice required by subsection (6) may be given by posting the information at a conspicuous place on premises owned or operated by the provider, by posting it on the provider's website, if any, or by such other method as is reasonable in the circumstances. O. Reg. 165/16, s. 16.	Notice of feedback mechanism provided on municipal website	Clerks	Yes, ongoing	December 31, 2023
<i>O. Reg. 80.51</i> (1) If a provider is required by this Part to give a copy of a document to a person with a disability, the provider shall, on request, provide or arrange for the provision of the document, or the information contained in the document, to the person in an accessible format or with communication support, (a) in a timely manner that takes into account the person's accessibility needs due to disability;	Documents provided to public are available in alternate format upon request.	Clerks	Yes, ongoing	December 31, 2023

Integrated Accessibility Standards Regulation: Customer Service

Regulation	Action Plan	Accountability	Complete	Status Comments
(1) If a provider is required by this Part to give a copy of a document to a person with a disability, the provider shall, on request, provide or arrange for the provision of the document, or the information contained in the document, to the person in an accessible format or with communication support, (b) at a cost that is no more than the regular cost charged to other persons. O. Reg. 165/16, s. 16.	Alternate formats provided at no more than regular cost to public.	Clerks	Yes, ongoing	December 31, 2023
(2) The provider shall consult with the person making the request in determining the suitability of an accessible format or communication support. O. Reg. 165/16, s. 16.	The Town consults with person requesting alternate format regarding suitability of the format to meet the person's needs.	Clerks	Yes, ongoing	December 31, 2023

Additional Activities of the JAAC

Activity	Action Steps	Accountability	Complete	Status Comments
Establish JAAC for new Council Term	1. Recruit, screen and appoint JAAC members for new Council term.	Clerks	Yes	January 2023
	2. Orient and support new JAAC members to activities of committee. Establish meeting schedule, provide background information as orientation.	Consultant	Yes	March 2023
Accessibility Award Working to acknowledge the accessibility efforts of the community at large.	<ol style="list-style-type: none"> 1. Establish acknowledgement criteria and self-nomination process. 2. Promote self-nomination and community nomination process. 3. Acknowledgement ceremonies with respective Councils and presentation of accessibility decal. 	JAAC	No, ongoing	To be established January 2024
Accessibility Audits Accessibility audits of municipal facilities	1. Refresher Accessibility audits of 5 facilities per JAAC partner. Review physical plant according to a variety of accessibility needs and provide a corrective action plan.	JAAC	Yes	September 30, 2023

Additional Activities of the JAAC

Activity	Action Steps	Accountability	Complete	Status Comments
Compliance Maintenance	1. Update and provide refresher AODA training to JAAC partner staff.	JAAC/Clerks	Yes	April 2023
	2. Clarify accessible parking requirements in accordance with Design of Public Spaces Standard; O. Reg. 413/12	JAAC/Clerks	Yes	August 2023
	3. Conduct site plans for Town of Pelham, Town of Lincoln, Town of Grimsby and Town of Niagara-on-the-Lake	JAAC	Yes	January – November 2023
Community Outreach and Engagement Outreach to community businesses to provide education and information about the AODA	1. Provide educational information about the AODA and compliance requirements to: <ul style="list-style-type: none"> Lincoln Council Lincoln Chamber of Commerce Lincoln BIA 	JAAC	Yes	November 30, 2023
	2. Meet with other AAC's to ensure sharing of best practices and explore opportunities for partnership. Meeting initiated by Niagara Falls AAC, scheduled for Spring 2024.	JAAC	No	Spring 2024

Subject: Proposed Public Art Policy

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0260 Proposed Public Art Policy, for information;

AND THAT Council approve the appended Public Art Policy, S100-16.

Background:

A project team was formed with the purpose of developing a comprehensive public art policy and procedure. The team comprised current and emerging leaders, including the Manager of Public Works, Deputy Clerk, Communications Specialist, Grant Specialist, Town Planner, Manager of People Services, Deputy Treasurer, and Festival and Events Programmer. The team members represent a range of departments, ensuring a holistic approach to the development of the public art policy.

Recognizing the significance of public art in enhancing community identity and cultural vibrancy, the necessity for a public art policy and procedure was identified. With the aim to incorporate diverse art forms into public spaces, this initiative seeks to communicate guidelines that will govern the acquisition, placement, and maintenance of public art within the community.

Analysis:

The Town of Pelham is fortunate to have a thriving arts community. The establishment of a public art policy and procedure allows the Town to capitalize on the benefits of public art, including but not limited to:

- Creating an aesthetically pleasing environment;
- Fostering a sense of local pride and civic identity;
- Increasing cultural tourism;
- Contributing to a distinct cultural heritage.

The proposed policy outlines a transparent and systematic process for the selection, acquisition, installation, maintenance, and removal of public art within the community. The policy seeks to enhance the appearance and vibrancy of the

community and contribute to the cultural identity of the Town. Further, this policy establishes clear expectations for artists, community representatives, staff, and Council.

Recognizing the abundance of private space throughout the Town suitable for art, this policy promotes collaborative initiatives between the Town and private entities to expand opportunities for artistic installations.

Additionally, the policy incorporates legal precautions to reduce risk and liabilities, through clear definitions, exclusionary provisions, formal agreements, recognition of artist rights, insurance requirements, maintenance planning, and removal procedures. These elements contribute to a strong framework and ethical management of public art.

Financial Considerations:

The preferred acquisition strategy for new public art is in-kind donations or financial donations in line with the Donations to the Town of Pelham Policy S400-01.

To support this initiative, the Town will establish an annual budget line item in its Operating Budget to fund the acquisition of public art, should the need arise. Additionally, the Town will establish a Public Art Reserve and may dedicate an annual amount from its Operating or Capital Budget to fund the Public Art Reserve. Further, the Town will establish a maintenance budget line in its Operating Budget to address expenses associated with the ongoing maintenance, conservation, and repair needs of public art.

Alternatives Reviewed:

Council could consider any of the alternative options identified below:

1. Council could forgo policy adoption. This may offer flexibility; however, a formal public art policy will provide a structured and consistent framework for the integration of art into public spaces.
2. Council could direct staff to amend the policy as they see fit. This may include, but is not limited to amending the scope of “public art” as defined in Section 3.

Strategic Plan Relationship: Community Development and Growth

The development of a public art policy will contribute to community development through cultural enrichment, celebrating diversity, and embracing various art forms. Moreover, the integration of public art will enhance the aesthetic appeal of public spaces, fostering a shared sense of community and potentially establishing

landmarks that attract visitors. Public art can be instrumental in revitalizing urban areas, as it could attract businesses and residents, thereby fostering growth and development within the community.

Consultation:

The Town Solicitor reviewed the contents of the proposed policy. Further, the Cultural Master Plan was reviewed.

Other Pertinent Reports/Attachments:

S100-16 – Proposed Public Art Policy
S100-16 – Proposed Public Art Procedure

Prepared by:

Sarah Leach, BA
Deputy Clerk

Recommended by:

Ryan Cook, Manager of Public Works; Sarah Leach, Deputy Clerk; Leah Letford, Communications Specialist; Brilee Sears, Grant Specialist; Andrew Edwards, Town Planner; Brianna Langohr, Manager of People Services; Lauren Philips, Festival and Events Programmer; Usama Seraj, Deputy Treasurer

Prepared and Submitted by:

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



Policy Name: Public Art Policy	Policy No: S100-16
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Corporate Wide

1. Purpose

The purpose of this policy is to establish a consistent and transparent process for the selection, acquisition, installation, maintenance and removal of public art by The Corporation of the Town of Pelham ("the Town").

2. Policy Statement

The Town recognizes that public art is an asset that enhances quality of life for residents, fosters community pride, improves the aesthetic of public spaces and contributes to the Town's cultural landscape. Through its investments in public art the Town celebrates culture and heritage, reflects on diversity, expresses the shared values of the community, and defines its unique identity.

3. Definitions

"Acquisition" or **"Acquired"** means the process by which the Town obtains and accepts ownership and possession of an Artistic Work and includes purchases, commissions and In-Kind Donations.

"Artist" means the designer and/or creator of an Artistic Work and includes but is not limited to a professional or amateur artist, graphic designer, architect, landscape designer or student.

"Artistic Work" means a work in any media created by one or more Artists.

"Borrowed" means an Artistic Work that is loaned to the Town by the owner of the Artistic Work for a defined period of time pursuant to a written agreement and for which no transfer of ownership occurs.

"Commemoration" means an item of tangible property that acknowledges or is designed or intended to acknowledge the memory of one or more people, places, events or ideas.



“Community Art” means an Artistic Work designed and/or created collaboratively by an Artist and members of an identified community who actively participate in its design and/or creation and for which the process of collaboration and the Artistic Work product are of equal importance.

“Council” means the municipal Council of the Town.

“Joint Venture” means a collaboration between the Town and private property owner(s) for the purposes of expanded Public Art opportunities as detailed in a signed agreement from both parties.

“Mural” means an Artistic Work applied directly to a wall or building façade, either painted directly on the surface or on affixed panels, for the purpose of artistic expression, decoration, and Public Art.

“Permanent Installation” means Public Art that is intended to be displayed for an indefinite period.

“Private Space” means an area on or within property not owned by the Town but that is physically or visually accessible to the general public, including but not limited to the exterior of private buildings, utility poles and boxes, and other forms of private infrastructure.

“Public Art” means an Artistic Work that is Acquired by the Town for the purpose of being displayed in a Public Space and that enhances the aesthetic and/or cultural environment of the Town. Without limiting the generality of the foregoing, Public Art includes:

- Temporary Installations;
- Permanent Installations;
- Community Art situated in a Public Space;
- Artistic Works that are aesthetic, functional, interactive, or any combination thereof;
- Freestanding Artistic Works that are installed in a fixed location in a Public Space such as sculptures; and
- Artistic Works that are fully integrated into the structure of the Public Space such as Murals and architecture, landscaping or other amenities designed and/or created by one or more Artists, in whole or in part.

For greater certainty, **“Public Art”** does not include:

- Signs as defined and described in Town of Pelham By-law No. 48-2023;



- Playground equipment;
- Graffiti in Public Spaces;
- Landscaping that is not designed or created, in whole or in part, by one or more Artists;
- Objects resembling Artistic Works that are stock items or are mass-produced;
- Artistic Works that are portable or easily moved; or
- Artistic Works that make use of electronic or technological media.

“Public Art Operational Plan” means an operational plan developed and administered by Town staff in conjunction with this policy, which will identify and prioritize potential Public Art locations, propose themes and materials for future Public Art based on an assessment of existing Public Art, and recommend a practical implementation strategy for Public Art, including budgetary implications and requests for funding.

“Public Space” means an area on or within property owned by the Town that is accessible to the general public including but not limited to parks, open spaces, roadways, trail systems, and areas of buildings or structures owned or managed by the Town that provide unrestricted physical or visual access to the general public.

“Temporary Installation” means Public Art that is intended to be displayed for a limited period and that does not leave a lasting record.

“Town” refers to the Town of Pelham.

4. General Provisions

4.1. Application of Policy

This policy applies to Public Art as defined in section 3. For greater certainty, this policy does not apply to:

- i. Graffiti management;
- ii. Community exhibition and display spaces located within the Meridian Community Centre;
- iii. Community Art that is not situated in a Public Space;
- iv. Artistic Works situated in a Public Space during a Community Event as defined in Town of Pelham By-law No. 4454(2022);



- v. Commemorations that are not created by an Artist and/or situated in a Public Space; or
- vi. Artistic Works situated in a Private Space unless the Artistic Work was designed, created and/or installed pursuant to a partnership or joint venture between the owner(s) of the Private Space and the Town.

4.2. Roles and Responsibilities

The facilitation and management of Public Art is a consultative process that involves multiple stakeholders including Artists, community representatives, Town staff and Council.

The Town will designate staff to prepare a Public Art Operational Plan. Projected sites for Public Art in Public Spaces will be identified through the Public Art Operational Plan and reassessed annually. Private Space joint ventures will be assessed through an on-going process. Opportunities to incorporate and integrate Public Art into the planning, design and execution of Town development projects will also be identified through the Public Art Operational Plan and reassessed as required.

The Town will establish a Public Art Working Group to identify annual priorities and capital requirements for Public Art, to provide advice and assistance in relation to the Public Art Operational Plan, and to coordinate the management of Public Art across various Town departments throughout the year.

The Public Art Working Group will review any Public Art proposals received by the Town and will prepare Public Art proposals as required. Proposals supported by the Public Art Working Group will be submitted to the Pelham Cultural Advisory Committee for review and, if approved, will be recommended to Council.

The Pelham Cultural Advisory Committee will also:

- i. Provide input on Public Art plans, policies, projects and programs;
- ii. Provide advice and assistance in relation to the Public Art Operational Plan;
- iii. Provide coordination assistance for the development of Public Art from concept to installation;
- iv. Identify and advise on opportunities for Public Art within Public Spaces and Private Space joint ventures; and
- v. Serve as ambassadors for the Public Art program.

Council may, in its sole discretion, accept or decline any Public Art proposal.

4.3. Acquisitions of Public Art



The Town may accept an In-Kind Donation as Public Art. Proposed In-Kind Donations of Public Art are subject to Town of Pelham Policy No. S400-11 and must comply with its provisions, including but not limited to the requirements that the In-Kind Donation be free and clear of encumbrances and that the Donor enter into a written agreement with the Town. The Town may accept or decline an In-Kind Donation in accordance with Policy No. S400-11.

For Acquisitions by purchase or commission, the Town will solicit proposals for the provision of Public Art. In soliciting proposals, the Town will make every reasonable effort to:

- i. Attract Artists from a variety of artistic disciplines;
- ii. Encourage opportunities for learning, participation, and experimentation in arts and culture; and
- iii. Provide a process that is meaningful, fair, and equitable.

The Town will solicit proposals for Public Art by issuing a Request for Proposal (RFP) in accordance with Town of Pelham Policy No. S402-00. Artistic Works considered for selection will be evaluated according to the criteria of the RFP, which will include, but not be limited to, the following:

- i. Quality and condition of the proposed Artistic Work;
- ii. Authenticity of the proposed Artistic Work;
- iii. Experience and reputation of the Artist;
- iv. Suitability of the proposed Artistic Work for display in a Public Space;
- v. The proposed Artistic Work is not duplicative of existing Public Art or aspects thereof;
- vi. Relevance of the proposed Artistic Work to the Town's natural and built environment, cultural heritage, history, and, where applicable, its Public Art theme(s);
- vii. Ethical and legal considerations regarding ownership, if any;
- viii. Monetary and/or appraised value of the proposed Artistic Work;
- ix. Anticipated maintenance requirements of the proposed Artistic Work and a maintenance plan; and
- x. Projected lifespan of the proposed Artistic Work.

Notwithstanding the provisions of Policy No. S402-00, the Town will give priority to proposals submitted by Artists residing in Pelham and surrounding areas, respectively, provided that the requirements of the RFP and this policy are met.



4.4. Public Art Funding

The preferred Acquisition strategy for new Public Art is In-Kind Donations or Financial Donations as described in Policy No. S400-11. However, the Town may contribute to the Acquisition of Public Art by purchase or commission on a case-by-case basis.

The Town will establish an annual budget line item in its Operating Budget to fund the Acquisition(s) of Public Art. The Town will also establish a Public Art Reserve and may dedicate an annual amount from its Operating or Capital Budget to fund the Public Art Reserve. The Town will also establish a maintenance budget line in its Operating Budget to address costs related to the ongoing maintenance, conservation, and repair needs of Public Art.

4.5. Agreements

Where Public Art is Borrowed, the Town and the owner of the Artistic Work will enter into a written loan agreement setting out the terms and conditions pursuant to which the Artistic Work is Borrowed, which agreement must be satisfactory to the Town Solicitor and signed by the Town and the owner before the Artistic Work is received.

Where an Acquisition of Public Art is approved, the Town and the Artist will enter into a written agreement setting out the terms and conditions of the Acquisition, which agreement must be satisfactory to the Town Solicitor and signed by the Town and the Artist before the Artistic Work is commenced. Matters addressed in the agreement may include but are not limited to:

- i. Scope of work to be completed by the Artist;
- ii. Materials to be used in the Artistic Work;
- iii. Timeline for completion of the Artistic Work;
- iv. Installation;
- v. Maintenance obligations of the Artist and/or the Town;
- vi. Warranty;
- vii. Copyright, intellectual property and moral rights of the Artist;
- viii. Sub-contractor involvement and payment;
- ix. Amount and method(s) of payment to the Artist;
- x. Insurance of the Artistic Work;
- xi. Community notification, if necessary; and
- xii. Recognition of the Artist.



4.6. Artist's Rights

The Town recognizes that an Artist has certain rights in relation to Artistic Works that are designed and/or created by the Artist, which generally include copyright, intellectual property and moral rights.

Copyright grants an Artist the sole right to reproduce, distribute, display and alter their Artistic Works during their lifetime and generally for 70 years thereafter. The right may be assigned or licensed to another entity. The Town will respect the copyright of the Artist(s) that design and/or create Public Art.

Intellectual property rights are the rights of Artists over the creations of their minds and typically give the Artist an exclusive right over the use of their creation for a certain period of time. The Town will respect the intellectual property rights of the Artist(s) that design and/or create Public Art.

Moral rights protect the integrity of Artistic Works and the reputation of the Artist. Moral rights include the right to be identified as the Artist of an Artistic Work by name or pseudonym, or to remain anonymous, and the right not to have an Artistic Work modified or associated with goods or services in a manner that is prejudicial to the Artist's reputation. Moral rights are non-transferable and endure even after copyright has been assigned; however, the rights may be waived by the Artist agreeing to not exercise them in whole or in part. The Town will respect the moral rights of the Artist(s) that design and/or create Public Art.

4.7. Location and Installation

The Town is responsible for coordinating Temporary Installations and Permanent Installations of Public Art.

Where Public Art will be situated within a Private Space as part of a joint venture with the Town, the proposed location must be submitted to the Town for approval prior to commencing a Temporary Installation or a Permanent Installation. All relevant departments will be consulted early in the project development process to ensure the appropriateness of the proposed location. Installation costs and responsibilities will be guided by the terms of the Acquisition agreement.

Where a Mural will be installed on an exterior building surface, façade or other exterior wall in or on a Public Space, the Mural should, whenever possible, be created on removable panels that can be fastened to and removed from the intended surface.

For Public Art that is Acquired by the Town, the installation process will be identified, in advance, in the Acquisition agreement and may involve the participation of the Artist and/or a contracted professional installer.



For Public Art that is Borrowed by the Town, the installation process will be identified, in advance, through the written loan agreement and may involve the participation of the owner of the Borrowed Artistic Work, the Artist and/or a contracted professional installer.

The condition of all Artistic Works that are Acquired or Borrowed by the Town will be documented upon receipt and any defects, deficiencies or problems identified will be referred to the Artist or the owner of the Artistic Work, as the case may be, for resolution, prior to installation.

4.8. Insurance

All Public Art that is Acquired by the Town is the property of the Town and will be insured under the policies of commercial general liability and property insurance obtained and maintained by the Town.

All Public Art that is Borrowed by the Town will be insured under the policies of commercial general liability and property insurance obtained and maintained by the Town for the period in which the Artistic Work is Borrowed as set out in the written loan agreement.

4.9. Maintenance

The Artist is responsible for developing a maintenance plan for each Artistic Work to be Acquired by the Town, which must be included in the Artist's submission in response to the RFP.

Maintenance plans must include maintenance specifications, budget implications, manufacturer lists, key contacts including the Artist, and any other matters pertinent to maintenance of the Artistic Work. As the complexity of maintenance plans may vary based on the size, nature and material of the associated Artistic Work, the Public Works Department must review and approve the maintenance plan prior to acceptance of the Artist's proposal.

The Town is responsible for the care and maintenance of Public Art in accordance with the approved maintenance plan for each Artistic Work. The Recreation, Culture and Wellness Department and the Public Works Department will implement and monitor the maintenance plan. The Town will undertake routine inspections of Public Art in accordance with a pre-determined schedule and may, if deemed necessary, retain a qualified art restorer to undertake any or all such inspections.

4.10. Removal of Public Art



The Town may remove Public Art, when necessary, in consultation with the Pelham Cultural Advisory Committee. Prior to removal, all reasonable efforts will be made to resolve problems or re-site the Public Art, in consultation with the Artist(s) and/or Donor(s) where appropriate.

Reasons for removal include, but are not limited to:

- i. Endangerment of public safety;
- ii. Unanticipated or excessive repair or maintenance requirements;
- iii. Irreparable damage;
- iv. Inaccessibility of the Public Space where the Public Art is located; and/or
- v. Redevelopment of the Public Space where the Public Art is located.

In the event of theft, vandalism or accidental loss of an Artistic Work that is Public Art, the Town may determine whether repair, replacement or removal of the Artistic Work is appropriate.

Where Public Art is removed in accordance with this policy, the Town has sole authority to determine if the removed Artistic Work will be relocated to another Public Space, returned to the Artist, or destroyed.

5. Attachments

None.



Procedure: Public Art Procedure	Procedure No: PA-01
Revision No. 1	-
Revision date(s):	12/4/2023
Department/Division:	Corporate Wide

1. Purpose

The purpose of this procedure is to assist staff and other interested stakeholders in the planning, selection and siting of public art in the Town of Pelham in accordance with Public Art Policy S100-16.

2. Procedural Constraints

This procedure may be affected by the availability of Town Staff, financial resources, regulatory restrictions and requirements from other departments and agencies.

3. Public Art Working Group

The Town's Senior Leadership Team (SLT) will designate a minimum of 4 staff to form a Public Art Working Group to provide assistance in the development and management of the Town's Public Art Operational Plan. The group should be comprised of at least 1 staff member from all relevant municipal departments as chosen by (SLT). The group will meet, as required, to establish annual priorities and capital requirements.

The Public Art Working Group will assist in the preparation of public art Request for Proposals (RFP) and review and evaluate received submissions. Proposals supported by the Public Art Working Group will be submitted to the Pelham Cultural Advisory Committee for further review, and if approved, recommended to Council.

4. Public Art Operational Plan

The Public Works Operational Plan is developed and maintained by the Public Art Working Group in collaboration with the Pelham Cultural Advisory Committee, and in accordance with the Public Art Policy S100-16.



The Public Art Operational Plan will encourage the creation of artistic work of the highest standards, that is deemed relevant to the community, and that allows the public to be inspired, make connections and understand relationships among the works in the collection and the community.

The Public Art Operational Plan describes and prioritizes potential public art locations (including private partnerships), proposes themes and materials for public art, and will recommend a practical implementation of the plan, including budgetary implications and requests for funding.

5. Competitions and Commissions

The Public Art Working Group will solicit proposals for public art by issuing an RFP in accordance with Town of Pelham's Purchasing Policy No. S402-00. Proposals will be evaluated according to the criteria stated in the RFP, including, but not limited to:

- i. Quality of the proposal.
- ii. Authenticity of the proposed Artistic Work.
- iii. Experience and reputation of the Artist.
- iv. Suitability of the proposed Artistic Work for display in a public space.
- v. Relevance of the proposed Artistic Work to the Town's natural and built environment, cultural heritage, history, and theme.
- vi. Ethical and legal considerations regarding ownership.
- vii. Monetary and/or proposed value of the proposed Artistic work.
- viii. Proposed maintenance plan.
- ix. Artist's ability to meet project schedules or timelines.

Where an acquisition of public art is approved, the Town and Artist will enter into a written agreement setting out the terms and conditions of the acquisition, with the assistance of the Town Solicitor. Matters addressed in the agreement may include but are not limited to:

- i. Scope of work to be completed by the Artist.
- ii. Materials to be used in the Artistic Work.
- iii. Timeline for completion of the Artistic Work.
- iv. Installation methods and responsibility.
- v. Maintenance obligations and responsibility.
- vi. Warranties.



- vii. Copyright, intellectual property and moral rights of the Artist.
- viii. Sub-contractors.
- ix. Payments and methods of payments.
- x. Insurance of Artistic work.
- xi. Artist recognition.

6. Borrowed Art, Loans, or Gifts

From time to time the Town of Pelham may borrow or be loaned an artistic work to be displayed publicly at an approved site or location. Prior to taking possession of the artistic work the Town and the owner of the artistic work will enter into a written agreement setting out the terms and conditions, with the assistance of the Town Solicitor.

Prior to the acceptance of artwork through gift or donation, the art must be reviewed and approved in accordance with Public Art Policy S100-16.

7. Site Selection

Public art sites for municipal projects and private contributions will be selected based on the following Site Selection Criteria:

- i. Sites for public art will be accessible; visible; compatible with the site's current and potential uses; and compatible with surrounding sites and adjacent public art. Sites must be able to accommodate work, be safe and meet all required standards.
- ii. Opportunities to expand on existing or future public artworks.
- iii. Public art should be located in a diversity of sites across the Town of Pelham and should not be concentrated in any one site or area.
- iv. Pre-qualified municipally owned sites identified for public art opportunities. can be found in Appendix – A of this procedure.
- v. Partnerships or joint ventures with private property owners may be considered. Once a location has been submitted to the Town, all relevant departments must be consulted prior to the continuation of the project.

Public art must be located in areas offering the public free and unobstructed experience of the artwork, with preference given to areas providing the greatest opportunities for interaction and accessibility.



If public art is sited indoors, the artwork must offer the general public a free and uninhibited experience during normal working hours.

8. Installation of Public Art

The Town is responsible for coordinating temporary and permanent installations of public art.

Where a mural or other artistic work will be installed on an exterior building surface, façade or other exterior wall in or on a public space, the artistic work should, whenever possible, be created on removable panels, that can be fastened to and removed from the intended surface.

Where the installation of public art or artistic works involves the participation of the Artist or contracted professional installer, the installation plan must be approved and coordinated through Public Works Facility Technician.

9. Public Relations/Communications

Public Relations focuses on educational and promotional initiatives and may include such features as display material, signage and interpretive displays to help understand, appreciate and celebrate art in the public realm.

10. Maintenance of Public Art

The Town of Pelham is responsible for the care and maintenance of Public Art in a manner to allow for continued public access and enjoyment. The maintenance of Public Art will be completed or coordinated by the Public Works Department. It is understood that the nature of Public Art and Artistic Work can be unique, making its maintenance requirements complex and variable. As such the Public Works Department will review and approve the maintenance plan prior to acceptance of the Artist's proposal.

All maintenance of Public Art or Artistic Work will be completed as per the Artists Maintenance Plan as provided and approved during the RFP process.



11. Management of Public Art Collection

The Recreation Culture and Wellness Department in conjunction with Public Works will maintain an up-to-date inventory as well as processing and documenting new items and items being removed from the collection.

Utilizing the inventory, the Town will undertake routine inspections of Public Art in accordance with a predetermined schedule based on the requirement of each unique piece.

Should a piece require expert analysis or restoration, the Town will retain a qualified art restorer to undertake any action beyond the capabilities of Staff.

12. Removal of Public Art

The Town may remove Public Art, when necessary, in consultation with the Pelham Cultural Advisory Committee, and through Council approval.

Reasons for removal include, but limited to: Endangerment of public safety, excessive repair or maintenance requirements, irreparable damage, inaccessibility of public space, or redevelopment of public space where the Artistic Work is located.

In the event of vandalism or damage, the Town may determine whether repair, replacement, or removal is appropriate.

Where Public Art is removed in accordance with Public Art Policy S100-16, the Town has sole authority to determine if the removed work will be relocated to another public space, returned to the artist, donated, sold or destroyed.



Appendix – A	Procedure No: PA-01
Revision No. 1	-
Revision date(s):	12/4/2023
Department/Division:	Corporate Wide

Potential Public Art Sites

Site	Description	Address
Pelham Town Hall	Building	20 Pelham Town Square
Meridian Community Centre	Building	100 Meridian Way
Fonthill Public Library	Building	43 Pelham Town Square
Maple Acres Public Library	Building	781 Canboro Road
Marlene Stewart Streit Park – Pool Building	Building	55 Park Lane
Marlene Stewart Streit Park – Storage Building	Building	33 Park Lane
Old Pelham Town Hall	Building	
Centennial Park – Concession	Building	998 Church Street
Harold Black Park – Concession	Building	953 Haist Street
Model Railway Building	Building	1139 Maple Street
Marlene Stewart Streit Park	Park	55 Park Lane
Centennial Park	Park	998 Church Street
Harold Black Park	Park	953 Haist Street
Cherry Ridge Park	Park	90 Sandra Drive
Woodstream Park	Park	79 Spruceside Crescent
Rolling Meadows Park	Park	23 Meadowvale Drive
Pelham Corners Park	Park	1077 Edward Avenue
Peace Park	Park	20 Pelham Town Square
Hurleston Park	Park	23 Shorthill Place
River Estates Park	Park	30 Bergenstein Crescent
Look-out Park	Park	16 Marlene Stewart Drive
Weiland Heights Park	Park	55 Abbott Place
North Pelham Park	Park	1780 Cream Street
Fonthill DBA	Public Space	
Fenwick DBA	Public Space	



Ridgeville DBA	Public Space	
Port Robinson Road & Rice Road	Parkette – Public Space	
Rice Road & Regional Road 20 – Pond Overlook	Parkette – Public Space	
Steve Bauer Trail – Various	Public Space	

Subject: Dissolution of Pelham Sports & Leisure Council

Recommendation:

BE IT RESOLVED THAT Council receive Report # 2023-0274 – Town Solicitor, for information;

AND THAT Council approve By-law No. 73(2023), being a by-law for dissolution of Pelham Sports & Leisure Council;

AND THAT Council provide direction on the allocation of any funds received from Pelham Sports & Leisure Council upon dissolution.

Background:

Pelham Sports & Leisure Council (“PSLC”) was formed in or around 1991 to support non-profit sports, recreation and leisure groups operating in the Town and to act in an advisory capacity to the Town on matters pertaining to sports, recreation and leisure. PSLC is no longer active and wishes to be dissolved.

Analysis:

PSLC has a constitution and by-laws that govern its operations. The constitution states that PSLC operates as a not-for-profit organization and further states:

“Upon dissolution of the Sports and Leisure Council by the Town Council, the net assets remaining after payment of all debts, shall be transferred to the Town.”

There are no other procedures or requirements for dissolution in the constitution or by-laws. In addition, PSLC is not incorporated as a not-for-profit corporation, which means that it is not subject to legislative requirements for corporate dissolution.

PSLC ceased operating several years ago; however, it remains in existence as it has not been dissolved. The authorized signing officer of PSLC has requested that it be dissolved and has advised that PSLC has a bank account that contains a modest sum (less than \$1500.00), which it wishes to transfer to the Town.

Staff recommend that Council pass a by-law to dissolve PSLC and authorize the transfer of its net assets to the Town’s general revenue account.

Financial Considerations:

There are no significant financial considerations associated with this report.

Alternatives Reviewed:

None.

Strategic Plan Relationship: Community Development and Growth

The continued existence of an inoperative organization provides no benefit to the community; however, the Town may use any funds received from PSLC to support recreational programming and related services, which is in keeping with the organization's original goals.

Consultation:

The Director of Recreation, Culture and Wellness was consulted in the preparation of this report and the proposed by-law.

Other Pertinent Reports/Attachments:

Proposed By-law No. 73(2023), being a By-law for the dissolution of the Pelham Sports & Leisure Council.

Prepared and Recommended by:

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

Approved and Submitted by:

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



The Corporation of the Town of Pelham

By-law No. 73(2023)

Being a By-law for dissolution of the Pelham Sports & Leisure Council.

WHEREAS Pelham Sports & Leisure Council ("PSLC") is an unincorporated association that was formed in or around 1991 to support non-profit sports, recreation and leisure groups operating in the Town of Pelham and to act in an advisory capacity to the Corporation of the Town of Pelham ("the Town") on matters pertaining to sports, recreation and leisure;

AND WHEREAS the operations of PSLC are governed by a constitution and by-laws established for this purpose;

AND WHEREAS the constitution provides that PSLC may be dissolved by the Council of the Town and that upon such dissolution, the net assets of PSLC shall be transferred to the Town;

AND WHEREAS PSLC is no longer in operation and wishes to be dissolved and to transfer its assets to the Town in accordance with its constitution;

AND WHEREAS the Council of the Town deems it desirable to proceed with the proposed dissolution and asset transfer;

NOW THEREFORE the Council of The Corporation of the Town of Pelham enacts as follows:

1. That Pelham Sports & Leisure Council be and is hereby dissolved.
2. That Pelham Sports & Leisure Council shall, after payment of all debts, transfer its remaining net assets to the Corporation of the Town of Pelham.
3. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 20th day of December, 2023.

Marvin Junkin, Mayor

William Tigert, Town Clerk

Subject: 2024 User Fees and Charges

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0265 - 2024 User Fees and Charges Report, for information;

AND THAT Council receive the 2024 User Fees and Charges and give consideration to adopting By-law 71-2023.

Background:

Each year Town administration reviews applicable user fees and charges to ensure those fees charged by the Town assist in covering some or all the costs associated with providing a service, program, room or process that is outside of the core functions of the municipality.

Analysis:

It is recommended that the departmental increases to various services and programs be effective for 2024. By establishing an up-to-date 2024 fee schedule, staff can appropriately charge at 2024 rates.

Financial Considerations:

The increased fees are meant to cover actual, inflationary increases to operating costs.

Alternatives Reviewed:

Not applicable.

Strategic Plan Relationship: Financial Health

Adopting increases to the various departmental fees is required to assist in covering some or all the costs associated with providing a service or program.

Consultation:

The User Fees and Charges have been reviewed by all members of SLT.

Other Pertinent Reports/Attachments:

Appendix 1 – 2024 User Fees and Charges

Prepared and Recommended by:

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

Prepared and Submitted by:

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

Town of Pelham
User Fees and Charges
2023 with 2024 Comparison



Overview

An experience at a summer camp or swim program,
a requirement to obtain duplicate billing information or
a new beginning obtaining a house permit,
all of these experiences and more are realized within
this guide.

User fees and charges are established to ensure that services specific to individuals are not subsidized by all ratepayers within the Town of Pelham.

The Town of Pelham is proud to offer the experiences outlined in this guide at a minimal cost to the community members that require them.

The user fees and charges outlined in this document are regulated by By-law 4411 (2022).

Disclaimer

Where it is found that a fee in this schedule is different than an approved bylaw or policy, the latter shall prevail.

All fees and charges do not include applicable taxes. Where fees and charges are subject to taxes, they will be added at point of sale.

Contact

For more information about content found within this guide, please contact:



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Clerk’s Department



Corporate Services



Fire & By-Law Services





Planning & Development Services

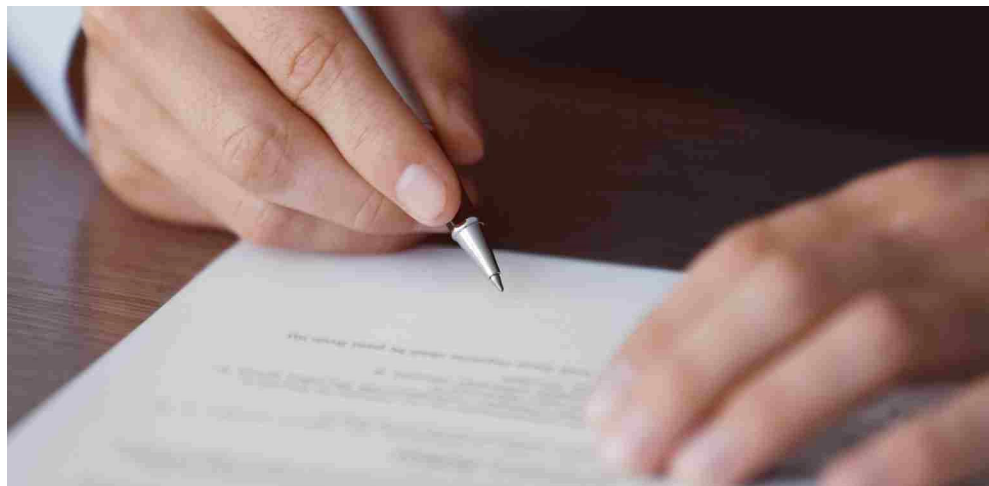


Recreation & Cultural



Public Works

 Indicates Changes
 Indicates New Additions



Clerk's Department

	2023	2024
Business Licensing		
Itinerant Seller, Hawker, Peddler, Door to Door Seller	\$200.00	\$200.00
Refreshment Vehicle & Food Vending Vehicle	\$250.00	\$250.00
Bed and Breakfast, Fee Per Bedroom	\$150.00	\$150.00
Short Term Accommodation, Fee Per Bedroom	\$300.00	\$300.00
Affidavits/Commissioner of Oath		
Signature for all other documents – first document	\$15.00	\$15.00
Signature for all other documents – each additional document	\$5.00	\$5.00
Registrar statement/Travel letter – first letter	\$20.00	\$20.00
Registrar statement/Travel letter – each additional letter	\$5.00	\$5.00
Burial Permits/Death Registrations	\$10.00	\$10.00
Burial Permits/Death Registrations – After hours	\$100.00	\$100.00
Photocopies per page	\$0.25	\$0.25
Retrieval of Archived Records from Off-Site Storage	\$11.00	\$11.00
Lottery Licensing		
Bingo License % of prizes not exceeding \$5,500.00	3%	3%
Raffle Lotteries % of prizes not exceeding \$50,000.00	3%	3%
Bazaar Lotteries % of prizes not exceeding \$500.00	3%	3%
Bazaar Lotteries – per wheel	\$10.00	\$10.00
Break Open Ticket (Nevada) Lottery % of prizes each occasion	3%	3%
Break Open Ticket (Nevada) Lottery Home Base % of total	2.25%	2.25%
Line Fences Administrative Fee (see email from Holly)	\$425.00	\$425.00



Clerk's Department

	2023	2024
Marriage Licensing		
License Fee	\$130.00	\$130.00
Ceremony Fee – On Site – Business Hours* – \$50 Deposit Required Upon Booking, non-refundable if cancelled by wedding couple	\$200.00	\$200.00
During COVID-19, Outdoor Weddings at Peace Park are preferred. Rental of Peace Park Bandshell applies (10 people) p/hr, OR:	\$14.00	\$14.00
*Rental Fee – Town Hall Council Chambers p/hr	N/A	\$25.00
*Rental Fee – Business Hours – MCC Accursi Lounge (25 people) p/hr	\$23.00	\$23.00
*Rental Fee – Business Hours – MCC ½ Accursi (50 people) p/hr	\$35.00 \$51.00	\$35.00 \$51.00
Ceremony Fee – Off Site and After Hours (Plus Expenses)	\$300.00	\$300.00
Rehearsal Fee	\$75.00	\$75.00
Witness Fee – Municipal Staff – Normal Business Hours – Each	\$25.00	\$25.00
Cleaning Fees, if required	\$100.00	\$100.00
Municipal Property Damage – Billable	Full Cost Recovery	FCR
*Note 1: For the duration of the COVID-19 Pandemic, Council Chambers is not available for civil marriage ceremonies. All indoor Weddings must be at MCC with limited attendance, subject to Provincial guidelines which may change from time to time. Minimal rental fees apply and are subject to HST.		
Temporary Outdoor Patio on Municipal Property Permit	\$150.00	\$150.00
Freedom of Information		
Application Fee	\$5.00	\$5.00
Photocopies – per page	\$0.20	\$0.20
Manual search, each 15 minutes	\$7.50	\$7.50



Clerk's Department

	2023	2024
Preparation of record for disclosure – each 15 minutes	\$7.50	\$7.50
Retrieval of Archived Records in Off-Site Storage	\$12.50	\$12.50
Integrity Commissioner Complaint Filing Fee(s) *Per Term of Council*		
First Complaint	No Fee	No Fee
Second Complaint	\$100.00	\$100.00
Three or More Complaints	\$300.00	\$300.00
*Please contact the Clerks Department for applicable exemptions		



Corporate Services

	2023	2024
General Tax Services Fees		
Statement of Tax Account	\$10.00	\$10.00
Reprint of Tax Bill	\$10.00	\$10.00
Tax Certificate – Mailed	\$50.00	\$55.00
Tax Certificate – Verbal	\$25.00	\$25.00
Interest and Penalty on Tax Arrears	1.25%	1.25%
NSF Charge	\$30.00	\$35.00
New Roll Creation	\$40.00	\$40.00
Ownership Change	\$40.00	\$40.00
Mortgage Company Administration Fee	\$15.00	\$15.00
Tax Registration Fees		
Tax Registration	Actual fees charged plus 25%	Actual fees charged plus 25%
After Final Notice	Actual fees charged plus 25%	Actual fees charged plus 25%
Sale by Tender/Auction	\$2,200.00	\$2,200.00
Preparation of Extension Agreement	\$500.00	\$500.00
POA add to taxes	\$50.00	\$50.00
General Accounts Receivable		
Interest on Accounts Receivable	1.25%	1.25%
NSF Charge on Accounts Receivable	\$30.00	\$35.00
Administrative Fee for Adding Arrears to Tax	\$25.00	\$30.00



Fire & By-Law Services

	2023	2024
Prevention, Protection and Inspection Fees		
File Search	\$75.00	\$75.00
Request for Reports/Copies	\$75.00	\$75.00
Photographs	\$10.00	\$10.00
Fireworks Permits		
Sales	\$100.00	\$100.00
Storage	\$100.00	\$100.00
Display	\$100.00	\$100.00
Fire Route Application		
Administration Fee	\$100.00	\$100.00
Residential Requests		
Mortgage Clearance	\$100.00	\$100.00
Change of Ownership	\$100.00	\$100.00
Multi residential after two units (each)	\$25.00	\$25.00
Burn Permit (annual)	\$25.00	\$25.00
Burn Permit (new requiring an inspection)	\$50.00	\$50.00
Commercial & Industrial Requests		
First 2000 square meters	\$200.00	\$200.00
Each additional 100 square meters (each)	\$50.00	\$50.00
Tenant Space Individual (each)	\$50.00	\$50.00



Fire & By-Law Services

	2023	2024
Prevention, Protection and Inspection Fees (continued)		
L.L.B.O. Licenses Requests		
Premises	\$100.00	\$100.00
Patio (each)	\$50.00	\$50.00
Special Occasions (each)	\$50.00	\$50.00
Hotels-Motels Requests		
1-10 units	\$200.00	\$200.00
Over 10 units (per unit)	\$10.00	\$10.00
Day Care Requests		
Day Nurseries/Home Day Care Licenses	\$150.00	\$150.00
Fire Safety Plans		
Approvals	\$50.00	\$100.00
Inspection for Trade Shows		
Home Shows/Special Functions	\$150.00	\$150.00
Installation of Rural 911 Sign	\$100.00	\$100.00
Issuance of Occupant		
Loads sign – 60 persons or less	\$50.00	\$50.00
Loads sign – 61 persons or more	\$100.00	\$100.00
Vacation Rental Inspection Fee	\$150.00	\$150.00



Fire & By-Law Services

	2023	2024
Prevention, Protection and Inspection Fees (continued)		
Accreditation Inspections		
Nursing Homes	\$150.00	\$150.00
Rest Homes	\$150.00	\$150.00
Seniors Apartments	\$150.00	\$150.00
Care Facilities	\$150.00	\$150.00
Fire Drills		
Fire drill observation by (an) inspector(s) assigned by the chief fire official of any subsequent fire drill within the same calendar year	\$500.00	\$500.00
Municipal Property Damage		
	Full Cost Recovery	Full Cost Recovery
Discretionary Fees		
Equipment, Labour and/or Materials used at an incident	Full Cost Recovery	Full Cost Recovery
False Alarm Response		
Per hour per Fire Department Vehicle	\$510.00	\$510.00
Per additional ½ hour per Fire Department Vehicle	\$255.00	\$255.00
<i>Note: False Alarm Fees will only be implemented when it is determined by the Fire Chief that the false alarm was preventable or the fire alarm system was improperly installed, maintained or resulted from a malicious act by an individual. See By-Law 3085(2010) for details.</i>		
Response to an unauthorized Open Air Burn		
Per hour per Fire Department Vehicle	\$510.00	\$550.00
Per additional ½ hour per Fire Department Vehicle	\$255.00	\$275.00



Fire & By-Law Services

	2023	2024
Municipal Property Damage (continued)		
Motor Vehicle Fires and Collisions – Non-Resident		
Per hour per Fire Department Vehicle	\$510.00	\$550.00
Per additional ½ hour per Fire Department Vehicle	\$255.00	\$275.00
Fail to Comply with an Ontario Regulation causing an Emergency Response OR 210/01		
Per hour per Fire Department Vehicle	\$510.00	\$550.00
Per additional ½ hour per Fire Department Vehicle	\$255.00	\$275.00
<i>Note: Motor Vehicle fires and Collisions – Non-Resident MAY be charged where the Pelham Fire Department has responded to an emergency situation, including motor vehicle accidents and fire, in which a non-resident person is involved.</i>		
Sign Fees		
Ground Signs up to 50 square feet	\$100.00	\$100.00
Ground Signs over 50 square feet	\$150.00	\$150.00
Menu Board Signs	-	\$150.00
Mobile Signs with Modifiable Copy	-	\$100.00
Portable Ground Signs (1-60)	\$100.00	\$100.00
Pole Signs	\$150.00	\$150.00
Projecting Signs	\$150.00	\$150.00
Roof Signs	\$150.00	\$150.00
Temporary Special-Event Signs	\$100.00	\$100.00
Wall Signs	\$100.00	\$100.00
Signs Exceeding Sign Face Area or Height Requirements	-	\$150.00



Fire & By-Law Services

	2023	2024
Applications and Permits for Signs requiring Council Approval		
Applications to Council for variance	\$250.00	\$250.00
Property Standards & Clean Yard (default not remedied)		
Administrative Fee	\$175.00	\$200.00
Initial Inspection Fee	\$95.00	\$100.00
Re-Inspection Fee	\$95.00	\$100.00
Mailing Fee	\$25.00	\$30.00
Remedial Action taken to correct default (total	N/A	+ 30%
Notice to comply	N/A	\$95.00
Fencing		
Application to Council for Fencing Variance	\$150.00	\$150.00
Kennel License	\$100.00	\$100.00
Notice to comply (all bylaws)	N/A	\$95.00
Municipal Orders (all bylaws)	N/A	\$110.00



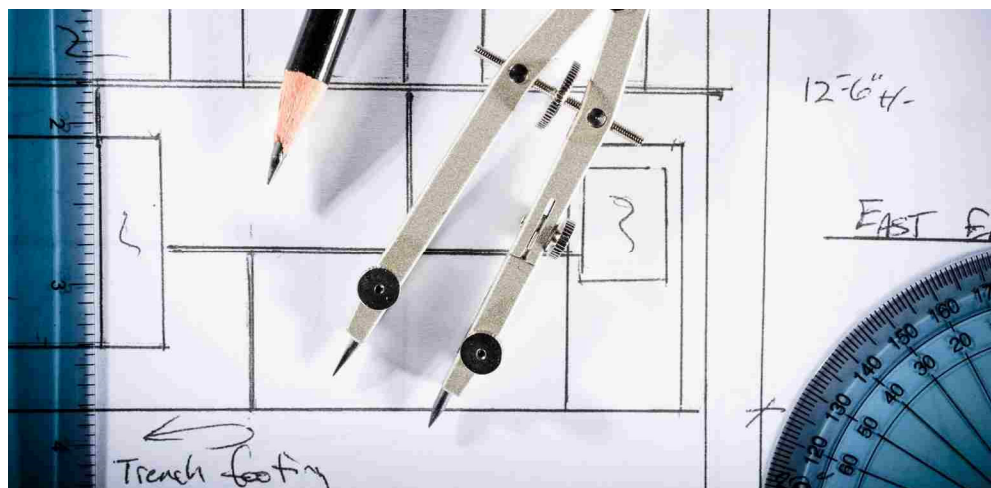
Planning & Development Services

	2023	2024
Planning Fees		
Draft Plan of Subdivision	\$9,623.00	\$9,912.00
Resubmission of Draft Plan Prior to Approval	\$1,137.00	\$1,171.00
Modification to Draft Plan of Subdivision	\$6,014.00	\$6,194.00
Extension to Approval of a Draft Plan of Subdivision	\$963.00	\$992.00
Final Approval of a Draft Plan of Subdivision	\$1,806.00	\$1,860.00
Subdivision Agreement	*	*
Amendment to a Subdivision Agreement	\$904.00	\$931.00
Draft Plan of Condominium	\$4,813.00	\$4,957.00
Resubmission of Draft Plan of Condominium Prior to Approval	\$1,137.00	\$1,171.00
Modification to Approval of a Draft Plan of Condominium	\$2,407.00	\$2,479.00
Extension to Approval of a Draft Plan of Condominium	\$963.00	\$992.00
Town Consultant Review Fee	Full Cost Recovery	FCR
Condominium Agreement	*	*
Amendment to Condominium Agreement	\$904.00	\$931.00
Development Agreement Application	*or**	*or**
Town Consultant Review	Full Cost Recovery	FCR
Amendment to Development Agreement	\$904.00	\$931.00
Release of Development Agreement	\$1,085.00	\$1,118.00
Site Plan Approval Application **Note: separate fee for the agreement	\$4,210.00	\$4,336.00
Resubmission of Site Plan Prior to Approval	\$853.00	\$879.00
Site Plan Approval for Minor Development i.e. farm help house, triplex, building addition <100m ² etc.	\$1,193.00	\$1,229.00
Town Consultant Review Fee	Full Cost Recovery	FCR



Planning & Development Services

Planning Fees (continued)		2023	2024
Site Plan Amendment ***Note: Separate fee for the agreement		\$3,010.00	\$3,100.00
Release of Site Plan Agreement		\$1,085.00	\$1,118.00
*Subdivision Agreements, Site Plan Agreements and Development Agreements requiring the extension of municipal services			
Garden Suite Agreement		\$1,739.00	\$1,791.00
Encroachment Agreement		\$335.00	\$345.00
Zoning By-Law Amendment		\$4,813.00	\$4,957.00
APO Zoning By-Law Amendment		\$3,010.00	\$3,100.00
Official Plan Amendment		\$6,014.00	\$6,194.00
Combined Zoning By-Law & Official Plan Amendment		\$9,623.00	\$9,912.00
Extension of a Temporary Use By-Law		\$3,010.00	\$3,100.00
Removal of Holding Symbol		\$602.00	\$620.00
Town Consultant Review Fee	Full Cost Recovery		FCR
Repeal of Interim Control By-Law		\$1,202.00	\$1,238.00
Deeming By-Law		\$602.00	\$620.00
Lifting of Inhibiting Order		\$602.00	\$620.00
Lifting of One Foot Reserve		\$602.00	\$620.00
Removal of Part Lot Control		\$1,202.00	\$1,238.00
Communication Towers and Renewable Energy Application		\$1,202.00	\$1,238.00
Property Standards Appeal		\$602.00	\$620.00
Aggregate Application Fees	Full Cost Recovery		FCR
Real Estate Compliance Letter (10 business day service)		\$146.00	\$150.00
Real Estate Compliance Letter (Expedited 4 business day)		\$234.00	\$241.00
Zoning Information Letter (10 business day service)		\$109.00	\$112.00



Planning & Development Services

	2023	2024
Planning Fees (continued)		
* Subdivision Agreements, Site Plan Agreements and Development Agreements requiring the extension of municipal services		
\$11,909.00 where the cost of construction of all Work is less than \$100,000.00;		
\$11,909.00 plus 4.0% of the costs between \$100,000.00 and \$400,000.00;		
\$25,866.00 plus three and one-half percent (3.5%) of the costs exceeding four hundred thousand dollars (\$400,000.00);		
** Site Plan Agreements; and, Development Agreements where municipal services are not required to be extended	\$2,978.00	
*** Shall be paid in addition to the Official Plan Amendment, Zoning By-Law Amendment and other planning application fees		
Agreements for temporary Second Dwelling Units	\$1,114.00	\$1,147.00
Change of Address	\$128.00	\$132.00
Consent	\$1,607.00	\$1,655.00
Request for Change in Conditions	\$590.00	\$608.00
Rescheduling Fee	\$269.00	\$277.00
Final Certification	\$423.00	\$436.00
Recirculation Due to Change in Application	\$269.00	\$277.00
Special Hearing Fee (In Addition to Application Fee)	\$590.00	\$608.00
Minor Variance	\$1,178.00	\$1,213.00
Rescheduling Fee	\$269.00	\$277.00
Recirculation Due to Change in Application	\$269.00	\$277.00
Special Hearing Fee (In Addition to Application Fee)	\$590.00	\$608.00
Cancel Consent Application Fee	\$412.00	\$424.00
Cancel Consent Certificate Fee	\$103.00	\$106.00



Planning & Development Services

Region of Niagara Fees to Take Effect When Region Becomes Upper Tier Municipality Without Planning Authority (Note: Regional fees subject to fee increase change by the Region of Niagara)		2024
Official Plan Amendments		
Regional Official Plan Amendment Review		\$11,205.00
Regional OPA - Urban Boundary Expansion		\$11,205.00
Regional OPA – Establish or Expand Pit or Quarry		\$114,100.00
Major OPA Review (3 or more types of policy review)		\$4,775.00
Minor OPA Review (2 or less types of policy review)		\$2,450.00
Subdivision, Vacant Land or Common Element Condominium Fees		
Draft Plan Review Base Fee		\$1,790.00
Draft Plan Per Ha. Fee (Note: fee is Base fee + Per Ha. fee)		\$790.00
Revision of Submission by Applicant Prior to Draft Approval		\$1,925.00
Modification of Draft Approval		\$1,925.00
Extension of Draft Approval		\$1,395.00
Extension of Draft Approval Approved Prior to 2006		\$2,775.00
Clearance of Draft Plan Conditions (per Phase)		\$1,925.00
Standard Condominium Fees		
Standard Condominium Draft Plan Review		\$1,775.00
Revisions to Submission by Applicant Prior to Draft Approval		\$1,245.00
Modification to Standard Condo. Draft Approval		\$1,245.00
Extension of Standard Draft Condo. Approval		\$890.00
Extension of Standard Draft Condo. Approval Prior to 2006		\$890.00
Clearance of Standard Condo. Conditions		\$1,600.00



Development Planning & Services

Region of Niagara Fees to Take Effect When Region Becomes Upper Tier Municipality Without Planning Authority (Note: Regional fees subject to fee increase change by the Region of Niagara)		2024
Zoning By-law Application Fees		
Major Zoning By-law Amendment Review		\$2,500.00
Minor Zoning By-law Amendment Review		\$1,395.00
Agricultural Purposes Only (APO) Review		\$1,090.00
Revision to Submission By Applicant Prior to Approval (Major)		\$1,075.00
Removal of Holding Symbol		\$895.00
Consent to Sever Application Fees		
Consent Review – Urban		\$510.00
Consent Review – Rural/Outside Urban		\$835.00
Final Certification Fee (active files under Regional Authority)		\$740.00
Site Plan Fees		
Major Site Plan Review		\$1,345.00
Revision to Submission by Applicant Prior to Approval		\$780.00
Clearance of Conditions		\$995.00
Minor Variance Application		
Minor Variance Review		\$760.00
Niagara Escarpment Plan Applications		
Development Permit Review		\$2,225.00
Minor Development Permit Review (no provincial/regional interests-		\$830.00
Environmental Site Assessments, Request to Use Non-Potable Water. Site Conditions		
Response to Request		\$410.00
Response to Request – Update Letter		\$150.00



Development Planning & Services

Region of Niagara Fees to Take Effect When Region Becomes Upper Tier Municipality Without Planning Authority (Note: Regional fees subject to fee increase change by the Region of Niagara)		2024
Secondary Plan Review Fees		
Secondary Plans Privately Initiated		\$6,935.00
Pre-Consultation Fees		
Pre-Consultation Review		\$500.00
Special Studies Fees		
Environmental Review		
Major EIS Review (2 features or more)		\$3,000.00
Minor EIS Review (1 feature)		\$1,500.00
EIS Terms of Reference		\$535.00
EIS Second Submission and Greater (Addendum) Review		Half the Original Fee
EIS Draft Review		\$535.00
Review of Restoration Plan		\$760.00
Review of Tree Preservation Plan		\$380.00
Review of Monitoring Plan		\$975.00
Urban Design		
Major Urban Design Review		\$1,000.00
Minor Urban Design Review		\$300.00



Planning & Development Services

	2023	2024
Building Permit Fees		
Minimum Permit Fee unless otherwise stated	\$279.00	\$287.37
<i>New Construction – per square foot</i>		
Assembly Occupancies – Group A		
School, church, restaurant, theatre, educational or recreational facility and similar occupancies	\$1.92	\$1.98
Preparation of record for disclosure – each 15 minutes	\$8.06	\$8.30
Institutional Occupancies – Group B		
Hospital, nursing home, reformatory, prison and similar occupancies	\$1.92	\$1.98
Residential Occupancies – Group C		
Single Family Dwelling, Semi-Detached Dwelling & Duplex Dwelling	\$1.58	\$1.63
Multiple Unit Dwelling i.e. apartment dwelling, townhouse dwelling, hotels, motels, other residential buildings or parts thereof	\$1.62	\$1.67
Residential Additions	\$1.40	\$1.44
Business/Personal Services Occupancies – Group D		
Office, bank, medical office/clinic and similar occupancies	\$1.92	\$1.98
Mercantile Occupancies – Group E		
Store, shopping mall/plaza, shop, market, retail outlet and similar occupancies	\$1.92	\$1.98
Industrial Occupancies – Group F		
Industrial mall, plaza, garage, plant, factory, warehouse, manufacturing building and similar occupancies	\$1.79	\$1.84
Special Occupancies/Categories		
New Farm Buildings	\$0.55	\$0.57
Tents	\$279.00	\$287.37



Planning & Development Services

	2023	2024
Special Occupancies/Categories per square foot (continued)		
Park Model Trailer, Mobile Home	\$279.00	\$287.37
Accessory Buildings/Structures		
Garage/Carport, Deck/Porch/Patio, Sunroom/Solarium, shed or other accessory building	\$279.00 \$.094> 300/ft ²	\$287.37 \$0.96> 300/ft ²
Private Swimming Pool	\$279.00	\$287.37
Public Swimming Pool or Spa	\$836.00	\$861.08
Designated Buildings/Structures		
Communication Tower, Solar Panels, Retaining Wall, Pedestrian Bridge, Wind Turbine, Crane Runway and similar buildings/structures	\$557.00	\$573.71
Alterations & Repairs – per square foot		
Interior Alterations/Repairs/Tenant Improvements		
Assembly occupancies – Group A	\$0.44	\$0.45
Institutional Occupancies – Group B	\$0.44	\$0.45
Residential Occupancies - Group C	\$0.34	\$0.35
Business/Personal Service - Group D	\$0.44	\$0.45
Mercantile Occupancies - Group E	\$0.44	\$0.45
Industrial Occupancies - Group F	\$0.44	\$0.45
Alterations/Additions to existing Farm Buildings	\$0.30	\$0.31
Alter/Replace Roof Structure	\$0.44	\$0.45
Fireplace, Woodstove, Insert, Chimney and similar construction	\$279.00	\$287.37



Planning & Development Services

	2023	2024
<i>Demolition</i>		
Part 9 Buildings/Structures	\$279.00	\$287.37
Other	\$836.00	\$861.08
<i>Miscellaneous</i>		
Partial Occupancy (does not apply to single family dwellings)	\$279.00	\$287.37
Change of use of a building or part thereof	\$279.00	\$287.37
Transfer of a Permit to a New Owner	\$279.00	\$287.37
Request for Deferral of Permit Revocation	\$279.00	\$287.37
Move a Building/Structure	\$279.00	\$287.37
Conditional Permit	\$668.00	\$688.04
Conditional Permit Agreement	\$279.00	\$287.37
Permit Renewal / Per Year	\$122.00	\$125.66
Re-inspection Fee	\$84.00	\$86.52
Clearance Letter	\$84.00	\$86.52
Building Code Order Compliance Letter	\$168.00	\$173.04
Hourly Rate	\$72.00	\$74.16
Occupant Load Inspection	\$279.00	\$287.37
Photocopying & printing per page	\$0.28	\$0.29
Alternative Solution Review	\$557.00	\$573.71
<i>Partial Permit/Staged Construction</i>		
Building Foundation	15%	15%
Building Shell	75%	75%
Building Completion	10%	10%



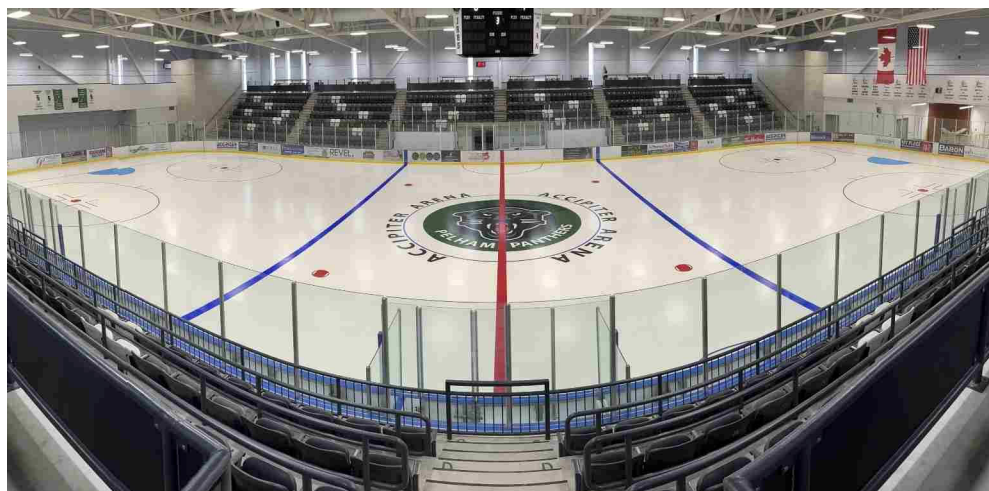
Planning & Development Services

	2023	2024
Plumbing		
For plumbing work not included in any of the above classes of permit		
First 6 fixtures	\$279.00	\$287.30
Each additional	\$11.15	\$11.48
Refund of Permit Fees		
Where only administrative functions have been completed (application received and cost analysis complete)	90%	90%
Where only administrative and zoning functions have been	80%	80%
Where administrative, zoning and plans examination functions have been performed	60%	60%
Where the permit has been issued and no inspections performed	50%	50%
Deduction for each inspection performed	5%	5%
No fees shall be refunded after twelve (12) months from the date of permit issuance or when refund is less than \$100		
Construction Prior to Permit Issuance		
Where construction has commenced prior to the issuance of a permit for any class of permit described herein, the permit fee shall be doubled		
Municipal Property Damage	Full Cost Recovery	Full Cost Recovery



Recreation & Cultural Services

	2023	2024
Arena Rentals		
Ice Time – per hour (50min)		
Prime Time - Weekdays 4pm – midnight & weekends	\$215.00	\$221.00
Prime Time - Youth	\$154.00	\$159.00
Non-Prime Time – Weekdays prior to 4pm	Y \$91.00/A \$118.00	Y \$94.00/A \$122
Prime Time Last Minute Ice (less than 24hrs notice)	Y \$75.00/A \$118.00	Y \$77.00/A \$122
Trainers Rate – 5 max	\$62.00	\$64.00
Summer Ice (April 15 – August 15)		
Non-Prime Time	\$118.00	\$122.00
Prime Time - Youth	\$154.00	\$159.00
Prime Time – Adul	\$182.00	\$203.00
Corporate Sponsor Free Skate Rates		
Prime Time Saturday Skate Sponsorship per occurrence	\$270.00	\$278.00
Prime Time Sunday Skate Sponsorship per occurrence	\$315.00	\$324.00
Non-Prime Public Skate Sponsorship per occurrence	\$154.00	\$159.00
Public Skating		
Adults	\$3.54	\$3.54
Students	\$3.10	\$3.10
Child	\$3.10	\$3.10
Family (up to 5 members)	\$10.62	\$10.62
Preschool Skate	\$3.10	\$3.10
Non-Profit Organized Group Rate	\$26.55	\$26.55
Children's Birthday Party (Under 14 yrs., Max 15 children)		
• 2 hour hall + public skate or 1 hour gym	\$118.00	
• + theme party (decorations)	N/A	
• + specialty party (staff led options — tea party/craft/gym	N/A	



Recreation & Cultural Services

Arena Rentals (continued)	2023	2024
Photo booth with props (no camera)	\$18.50	
Special Skating		
Shinny Hockey Drop-In	\$5.31	\$5.31
Shinny Membership (20)	N/A	\$88.50
Women's Hockey – Learn To Play Drop-In	\$5.31	\$5.31
Women's Hockey – Learn To Play Program + Shinny Combo	\$8.85	\$8.85
Adult Learn To Skate (10 classes)	\$61.95	\$61.95
Ticket Ice	\$5.31	\$5.31
Summer Floor Rates – hourly		
Hourly – Adult	\$56.00	\$92.00
Hourly – Youth	\$37.00	\$48.00
Daily Event	\$546.00	\$562.00
Daily - Youth	\$357.00	\$368.00
Event Electrical System Includes ESA inspection	\$1,150.00	\$1,150.00
MCC Arena Advertising		
Accipiter Arena		
On Ice (Per Ice Season/Year)	N/A	
Boards (Per Year)	\$1,000.00	\$1,000.00
Duliban Insurance Arena		
On Ice (Per Ice Season/Year)	\$750.00	\$750.00
Boards (Per Year)	\$800.00	\$800.00
Clip Frames	N/A	\$10.00/wk or \$25.00/mth



Recreation & Cultural Services

Rentals (continued)		2023	2024
Ice Resurfacer (Per Side/Year)		\$2,000.00	\$2,000.00
Old Pelham Town Hall			
Monday – Thursday (Daily Rental)		\$138.00	\$142.00
Monday – Thursday (Hourly Rental)		\$35.00	\$36.00
Friday – Sunday & Holidays (Daily Rental)		\$247.00	\$254.00
Friday – Sunday & Holidays (Hourly Rental)		\$51.00	\$52.50
Youth/Multiple Use Rate (5+) (Daily Rental Monday to Thursday)		\$110.00	\$113.00
West Lounge		\$37.00	\$38.00
Stage Rental per set up		\$225.00	\$232.00
Refundable Security Deposit (taxes not applicable)		\$100.00	\$100.00
SOCAN fee – without dancing per event	Full Cost Recovery		FCR
SOCAN fee – with dancing per event	Full Cost Recovery		FCR
Meridian Community Centre Gymsnasiums			
½ gymnasium rental (hourly) Licensed Users-Youth Rate/Service Club		\$13.00	\$14.00
Full size gymnasium rental (hourly)		\$44.00	\$45.00
Full size gymnasium rental daily (Service Club)		\$260.00	\$268.00
½ gymnasium rental (hourly)		\$23.00	\$24.00
Custodial Charge (hourly)		\$39.00	\$40.00
Team Chairs (per event)		\$125.00	\$129.00
Set up & Use of Nets & Standards (Volleyball, Badminton, Pickleball)		\$10.00/per event	\$10.00/per event



Recreation & Cultural Services

Rentals (continued)		2023	2024
Equipment Rental (Volleyball; Badminton Racquet w shuttle; Pickleball Racket w ball)		\$2.00/event	\$2.50/event
Gym Floor Covering (Per Gym)		\$250.00/event	\$258.00/event
Meridian Community Centre – Kinsmen Community Room			
FULL ROOM			
Daily – Monday to Thursday		\$138.00	\$142.00
Hourly – Monday to Thursday		\$35.00	\$36.00
Daily – Friday to Sunday & Holidays		\$246.00	\$253.00
Hourly – Friday to Sunday & Holidays		\$51.00	\$52.50
HALF ROOM			
Daily – Monday to Thursday		\$68.00	\$70.00
Hourly – Monday to Thursday		\$19.00	\$20.00
Daily – Friday to Sunday & Holidays		\$123.00	\$127.00
Hourly – Friday to Sunday & Holidays		\$27.00	\$28.00
Meridian Community Centre – Dr. Gary & Mall Accursi			
Multipurpose Community Room			
FULL ROOM			
Daily – Monday to Thursday		\$206.00	\$212.00
Hourly – Monday to Thursday		\$52.00	\$54.00
Daily – Friday to Sunday & Holidays		\$370.00	\$381.00
Hourly – Friday to Sunday & Holidays		\$76.00	\$78.00
HALF ROOM			
Daily – Monday to Thursday		\$137.00	\$141.00
Hourly – Monday to Thursday		\$35.00	\$36.00
Daily – Friday to Sunday & Holidays		\$246.00	\$253.00
Hourly – Friday to Sunday & Holidays		\$51.00	\$52.50



Recreation & Cultural Services

Rentals (continued)	2023	2024
Special Functions Area		
Hourly	\$23.00	\$24.00
Daily	\$87.00	\$90.00
Daily (with rental of Dr. Gary Accursi Multipurpose Community Room)	\$54.00	\$56.00
Community room – Kitchen		
Daily (with rental of Dr. Gary & Mall Accursi Multipurpose Community Room)	\$54.00	\$56.00
Hourly (with rental of Dr. Gary & Mall Accursi Multipurpose Community)	N/A	\$20.00
Atrium		
TOP Facility User Groups – 8' space 1 table + 2 chairs/day per booth	\$26.00	\$27.00
MCC Servery – Ciolfi's Corner		
Hourly	\$35.00	\$36.00
MCC – Small Meeting Room (RCW Meeting Room & Main Floor)		
Monday to Thursday (Daily)	\$52.00	\$54.00
Friday to Sunday & Holidays (Daily)	\$83.00	\$85.50
Monday to Thursday (Hourly)	\$12.00	\$13.50
Friday to Sunday & Holidays (Hourly)	\$18.00	\$18.50
Miscellaneous		
Refundable Security Deposit (taxes not applicable)	\$100.00	\$100.00
Last Minute Cancellation Fee (less than 24hrs) – Applicable to all Facility	\$41.00	\$42.00
SOCAN fee - without dancing per event	Full Cost Recovery	FCR
SOCAN fee – with dancing per event	Full Cost Recovery	FCR
Stage Rental per set up	\$125.00	\$130.00
Pelham Minor Hockey Association Courtyard (Hourly/Daily)	\$30.00/\$125.00	\$31.00/\$129.00
Portable Bar per rental	\$125.00	\$129.00



Recreation & Cultural Services

Rentals (continued)	2023	2024
Serving Fee per event	\$125.00	\$129.00
Linen Rental Fees per Item	\$12.00	\$12.50
Propane Heaters Rental Fee per Heater	\$30.00	\$31.00
Summer Field Rate Schedule		
Ball Diamonds		
Level "A" groomed and lined	\$25.00	\$26.00
Level "A" youth	\$18.00	\$18.50
Level "C" no service	\$15.00	\$15.50
Level "C" youth	\$11.00	\$11.50
Diamond Lights (per hour)	\$13.00	\$13.50
Tournaments & Special Events		
Level "A" groomed and lined	\$198.00	\$204.00
Level "A" youth	\$141.00	\$145.00
Level "C" no service	\$119.00	\$123.00
Level "C" youth	\$85.00	\$87.50
<i>Note: Fees do not include use of lights – apply per hour light fee if required</i>		
Soccer Fields per hour		
Adult	\$24.00	\$25.00
Minor	\$19.00	\$19.50
Soccer Lights (per hour)	\$31.00	\$32.00
Soccer Tournament and Special Events		
Adult	\$189.00	\$195.00
Minor	\$147.00	\$151.00
Soccer Field Lining – Non-Municipal Fields per facility per lining	\$200.00	\$206.00



Recreation & Cultural Services

	2023	2024
Park Pavilions: Centennial Park & Harold Black Park and MSSP Park Pavilion		
Park Pavilion	\$36.00	\$37.00
Passive Areas: Centennial Park & Harold Black Park & MSSP		
Permit Fee + Insurance	\$31.00	\$32.00
Peace Park including Bandshell		
Pavilion Rate + Passive Area Rate (under 100 people)	\$69.00	\$71.00
Pavilion Rate + Passive Area Rate (over 100 people)	\$139.00	\$143.00
Per Hour Rate	\$16.00	\$16.50
SOCAN fee	Full Cost Recovery FCR	
Town Staff fee (per hour)	\$40.00	\$40.00
Hydro Fee for One Time Events	\$46.00	\$46.00
Centennial Park Tennis and Pickle Ball Courts		
Tennis lights per season	Full Cost Recovery	
Family Membership	\$150.00	\$150.00
Single Adult Membership	\$100.00	\$100.00
Single Student/Senior Membership	\$50.00	\$50.00
Children (12 years and under)	Free	Free
Outdoor Court Instructor Rental – per court/per day (up to 3hrs)	\$20.00	\$20.00
Lesson Fees will be determined based on competitive rates		
Storage Space Per Year		
Youth Organization Storage	\$500.00	\$500.00
Centennial/ H.B. Park	\$50.00	\$50.00



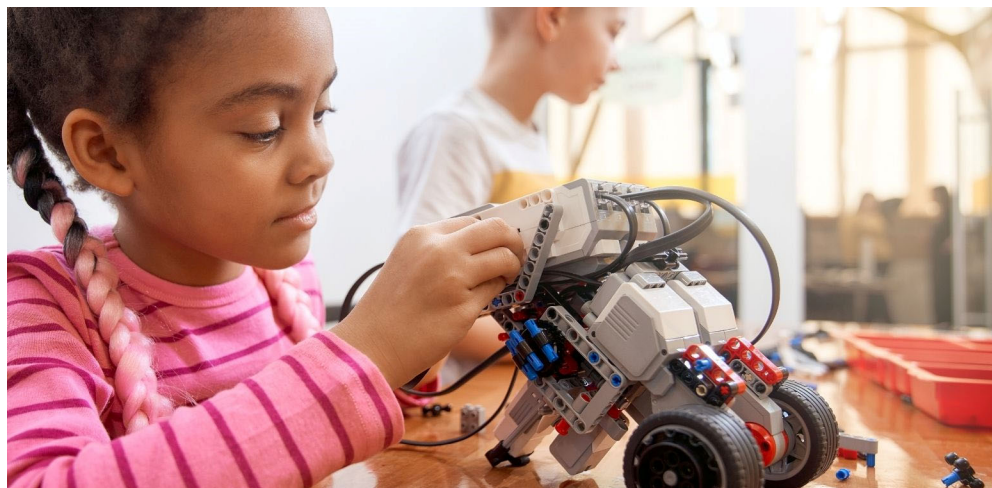
Recreation & Cultural Services

	2023	2024
Supply Rentals (Daily Fee with Facility Rental)		
Picnic Table/Folding Table	\$25.00	\$25.00
Folding Cruiser Table	\$12.00	\$12.00
10 x 10 Tents with Weights	\$28.00	\$30.00
Kids Folding Table	\$12.00	\$12.00
Refundable Equipment Deposit (taxes not applicable)	\$100.00	\$100.00
Aquatic Rates		
Swimming Lessons		
Parent & Tot 1, 2, 3	\$69.00	\$69.00
Preschool 1-5	\$80.00	\$80.00
Swimmer 1, 2	\$80.00	\$80.00
Swimmer 3, 4, 5, 6	\$86.00	\$86.00
*Swim Discounts 25% off 3 rd child (Pre 1 – Swimmer 7/8/9 in same session)		
Patrol (Rookie, Ranger, Star)	\$89.00	\$89.00
Private Lessons (10)	\$190.00	\$190.00
Semi Private Lessons (10)	\$160.00	\$160.00
Stroke Builder Lessons (10)	\$86.00	
Bronze Star	\$92.00	\$92.00
Bronze Medallion/Emergency First Aid CPR (Additional Fee for Materials)	\$163.00	\$163.00
Canadian Lifesaving Society Manual	Cost	Cost
Bronze Cross	\$138.00	\$138.00
Bronze Cross Recertification	\$56.00	
Swim Team	\$115.00	\$115.00
NL Recertification	\$79.00	
Facility Charges		
Pool Rental per hour (includes 2 lifeguards) + Insurance	\$116.25	\$116.25



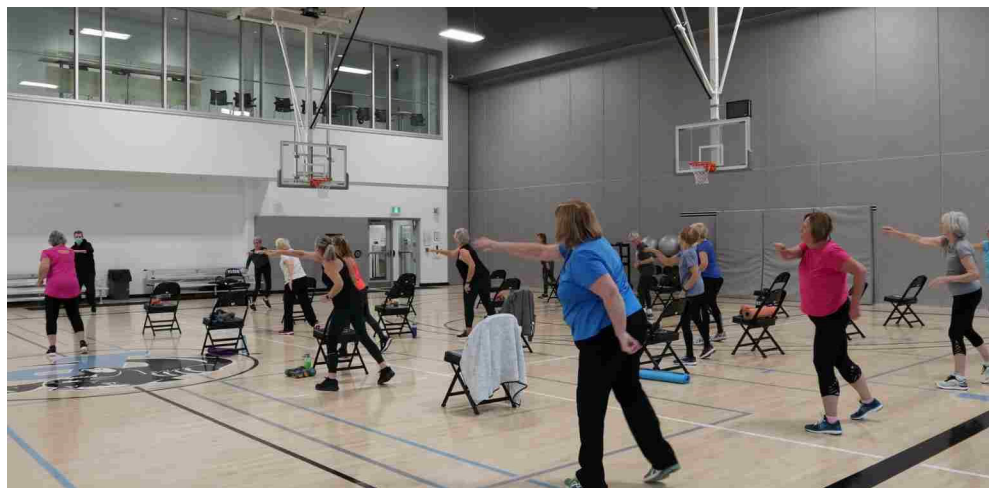
Recreation & Cultural Services

Aquatic Rates (Continued)	2023	2024
Lifeguard Fee Per hour	\$30.00	\$30.00
Public Swim Rates		
Adult	\$3.98	\$3.98
Child/Senior	\$3.54	\$3.54
Family	\$11.95	\$11.95
Swim Pass – Single	\$55.75	\$55.75
Swim Pass - Family	\$101.77	\$101.77
Aqua Zumba	\$5.31	\$5.31
Lane Swim (1 lane for 1 hour/week for the season)	\$20.00	
Camp Rates		
March Break Camp		
Single Week	\$190.00	\$190.00
Single Day Registration	\$65.00	
Family Weekly Registration Discount Each Child after 2 nd Child	(\$45.00)	(\$45.00)
Extended Care per week	\$38.00	\$38.00
Extended Care per day	\$8.50	
Lunch per week (subject to change)	\$48.50	\$48.50
Lunch per day (subject to change)	\$10.00	\$10.00
Leaders in Training Program	\$115.50	\$115.50
Refund Administration Fee	\$20.00	\$20.00
Summer Camp		
Single Day Registration	\$65.00	
Single TRIP Day Registration	\$65.00	
Single Week Registration	\$190.00	\$190.00



Recreation & Cultural Services

Summer Camp cont'd	2023	2024
Multiple Week Registration discount each week after 2 weeks	(\$10.00)	(\$10.00)
Family Day Registration (max 3)	N/A	
Family TRIP Day Registration (max 3)	N/A	
Family Weekly Registration Discount Each Child after 2 nd Child	25%	25%
Extended Care per week	\$38.00	\$38.00
Extended Care per day	\$8.50	
Extended Care Multiple weeks (3 weeks or more)	\$33.00	\$33.00
4 Day Camp Week (Due to Holiday)	\$150.00	\$150.00
Refund Admin Fee – before June 1	\$20.00	\$20.00
Refund Admin Fee – After June 1 – 2 weeks prior to camp week	\$50.00	\$50.00
STEM-Camp		
Single Week Registration (25% discount on three or more	\$299.00	
Early Bird Registration Fee (25% discount on three or more	\$279.00	
Multiple Week Registration Discount (each week after 2 weeks)	\$10.00	
Extended Care per week	\$38.00	
Optional Friday Lunch	\$10.00	
Specialty Programs/Camps		
Single Week Registration	\$210.00	\$210.00
Family Weekly Registration Discount Each Child after 2 nd Child	25%	
Extended Care per week	\$38.00	\$38.00
Extended Care per day	\$8.50	
Extended Care Multiple weeks (3 weeks or more)	\$33.00	
Ballroom Dance Lessons (10 Classes) (50% off 2 nd and 3 rd class)	\$72.57	\$72.57
Ballroom Social Tickets	\$15.00	\$15.00
Improv Classes (10 Classes)	\$9.00	



Recreation & Cultural Services

Specialty Programs/Camps (continued)		2023	2024
Triathlon Club Monthly		\$65.00	
Triathlon Club with Swim Team membership Summer		\$225.00	
Activity Drop in Fee Adult		\$5.31	\$5.31
Activity Membership (20) Adult		\$70.80	\$88.50
Activity Drop in Fee Youth		\$3.10	\$3.10
Activity Punch Pass (25) Youth		\$70.80	
Seniors Social Membership Fee Annual		\$36.00	
P.D Camp Registration includes lunch		\$65.00	\$65.00
Holiday Workshop Registration (includes dinner)		\$30.00	\$35.00
Mini Camp		\$120.00	
Brock Fit (12 weeks)		\$119.47	\$119.47
Pickleball Clinics (Per Person)		\$14.00	\$14.00
Spin classes 10-week session/Drop In	\$100.00		\$100.00/\$10.00
Municipal Property Damage		Full Cost Recovery	FCR
Overnight Parking at the Meridian Community Centre			
Overnight Parking at the MCC per night			\$10.00 /night
Overnight Parking at the MCC per month			\$100.00/month



Public Works

	2023			2024		
Culvert Fees	3m	6m	9m	3m	6m	9m
250 mm Culvert + Coupler \$11.00	\$820.00	\$1,229.00	\$1,843.00	\$845	\$1,266	\$1,898
300 mm Culvert + Coupler \$21.00	\$858.00	\$1,305.00	\$1,957.00	\$884	\$1,344	\$2,015
375 mm Culvert + Coupler \$29.00	\$897.00	\$1,381.00	\$2,071.00	\$924	\$1,422	\$2,133
450 mm Culvert + Coupler \$36.00	\$945.00	\$1,477.00	\$2,216.00	\$973	\$1,521	\$2,282
525 mm Culvert + Coupler \$74.00	\$1,012.00	\$1,611.00	\$2,415.00	\$1,042	\$1,659	\$2,487
600 mm Culvert + Coupler \$73.00	\$1,068.00	\$1,725.00	\$2,587.00	\$1,100	\$1,776	\$2,664

*** larger or off sizes will be charged as per occurrence

Cemeteries

Resident Rates

Land Acquisition

Adult Grave	\$670.00	\$690.00
Perpetual Care per lot	\$440.00	\$453.00
Columbarium niche	\$2,414.00	\$2,486.00
Perpetual Care per niche	\$426.00	\$439.00

Non-Resident Rates

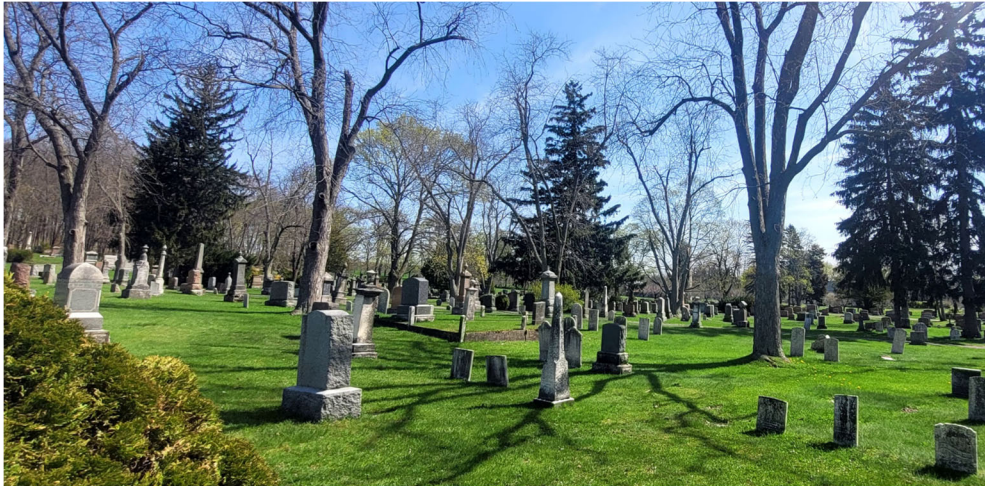
Land Acquisition

Adult Grave	\$1,056.00	\$1,088.00
Perpetual Care per lot	\$704.00	\$725.00
Columbarium niche	\$3,009.00	\$3,099.00
Perpetual Care per niche (15%)	\$531.00	\$547.00



Public Works

	2023	2024
Interment Fees (not including Administrative Fee)		
Standard Burial		
Adult		
Opening and Closing Weekdays	\$672.00	\$692.00
Opening and Closing Saturday morning	\$964.00	\$992.00
Opening and Closing Saturday afternoon	\$1,014.00	\$1,044.00
Infant		
Weekdays	\$316.00	\$325.00
Saturday	\$642.00	\$661.00
Cremated Remains		
Weekdays	\$249.00	\$256.00
Saturday	\$488.00	\$503.00
Columbarium Weekday	\$298.00	\$307.00
Columbarium Saturday	\$499.00	\$514.00
Mausoleum		
Weekdays	\$332.00	\$341.00
Saturday	\$498.00	\$513.00
Disinterment Charges		
Adult/Child disinterment only	\$1,018.00	\$1,049.00
Infant/Stillborn disinterment only	\$338.00	\$348.00



Public Works

	2023	2024
Disinterment Fees (continued)		
Cremains disinterment only	\$736.00	\$758.00
Columbarium Removal only	\$298.00	\$307.00
Foundation Charges		
Foundation charge per cubic foot	\$45.00	\$46.00
Markers	\$98.00	\$101.00
Cornerstones	\$103.00	\$106.00
Administration Fees		
Interment Administrative Fee	\$13.00	\$30.00
Interment Rights Transfer	\$57.00	\$59.00
Interment Rights Exchange	\$57.00	\$59.00
Interment Rights Replacement/Duplicate	\$35.00	\$36.00
Cemetery Records Search – per hour	\$30.00	\$31.00
Marker Perpetual Care and Maintenance		
Upright marker four feet or less in height and length	\$200.00	\$206.00
Upright market more than four feet in height or length	\$400.00	\$412.00
Flat Marker over 173 square inches	\$100.00	\$103.00



Public Works

	2023	2024
Foundation Charges (continued)		
Other Fees		
Columbarium Plate (not including costs of engraving to Town specifications)	\$77.00	\$79.00
Overtime Rate per hour	\$283.00	\$291.00
Archaeological Dig – per hour (not including ministry charges)	\$93.00	\$96.00
Dedication Items with Plaque (includes engraving)		
Wheel Chair Accessible Picnic Table	\$4,000.00	\$4,000.00
6-Foot "Pelham Bench"	\$3,000.00	\$3,000.00
Pride Bench	\$3,000.00	\$3,000.00
Bike Rack	\$1,000.00	\$1,000.00
Bike Repair Station	\$4,500.00	\$4,500.00
Concrete Ping Pong Table	\$10,500.00	\$10,500.00
Chess/Checkers Games Table	\$4,000.00	\$4,000.00
Tree Dedication	\$750.00	\$750.00
Permit Fees		
Special Event Permits (includes administration, site inspection and traffic plan review)	\$160.00	\$165.00
Municipal Permit and Inspection Fee	\$160.00	\$165.00



Public Works

	2023	2024
Permit Fees (continued)		
Road Closure/Open Fees		
Closure/Open (4 hours max)	\$244.00	\$251.00
Overtime – Closure/Open (4 hours max)	\$303.00	\$312.00
Double Time Sunday and Holidays – Closure /Open (4 hours max)	\$372.00	\$383.00
Barricade/Cone/Barrel Deposit – refundable		
Under 10 Units	\$106.00	\$109.00
10 – 20 Units	\$212.00	\$218.00
Over 20 Units	\$530.00	\$545.00
Unsolicited Request to Purchase Lands Due Diligence Fee	\$1,273.00	\$1,300.00
Municipal Property Damage	Full Cost Recovery	FCR
Development Inspection per diem	Full Cost Recovery	FCR
Closed Road Allowance Disposal Charges	Full Cost Recovery	FCR
Special Customized Signage	Full Cost Recovery	FCR

**Inquiries related to this user fee and charges guide
and requests for alternate formats can be directed to:**

The Corporation of the Town of Pelham
Attention: Corporate Services Department
Town of Pelham, Municipal Building
P.O Box 400, 20 Pelham Town Square
Fonthill, Ontario
L0S 1E0

Subject: Demand Loan Repayment and Establishment of Debt Repayment Reserve Fund

Recommendation:

BE IT RESOLVED THAT Council receive Report # 2023-0271 - Demand Loan Payment and Establishment of Debt Repayment Reserve, for information;

AND THAT Council approve the full payment of the demand loan in the amount of \$777,777.89 plus any accrued interest to be funded from the 2023 operating surplus;

AND THAT Council approve the establishment of a Debt Repayment Reserve Fund that will be funded from budgeted debt principal and interest payments from existing debentures when these debentures are fully paid up. These funds will be used for future debt payments and/or to replenish negative reserve balances.

Background:

The Town of Pelham has an authorized revolving line of credit of \$11,500,000 at prime minus 0.25%, of which \$11,500,000 remains unused as at December 20, 2023. The line of credit is secured by a borrowing by-law for operating line of \$11,500,000 held. Payment is due on demand. The Town has a non-revolving demand instalment loan of \$777,777.89 at prime minus 0.10% as at December 20, 2023. Payment is due on demand.

Since 2010, the Town has had bank indebtedness through either a demand loan, line of credit and/or construction bridge loan during the construction of the Meridian Community Centre (MCC). The *Municipal Act, 2001* allows municipalities to have a line of credit for operating budget purposes. Table 1 shows the cash balances and bank indebtedness balances as per the Financial Statements from 2010 to 2022. The Town's goal is to reduce the debt outstanding and increase cash balances. The Town has been able to achieve this goal in the last few years. Part of the reason the cash balance is so high is due to some of the capital projects being deferred or not completing in the year of approval.

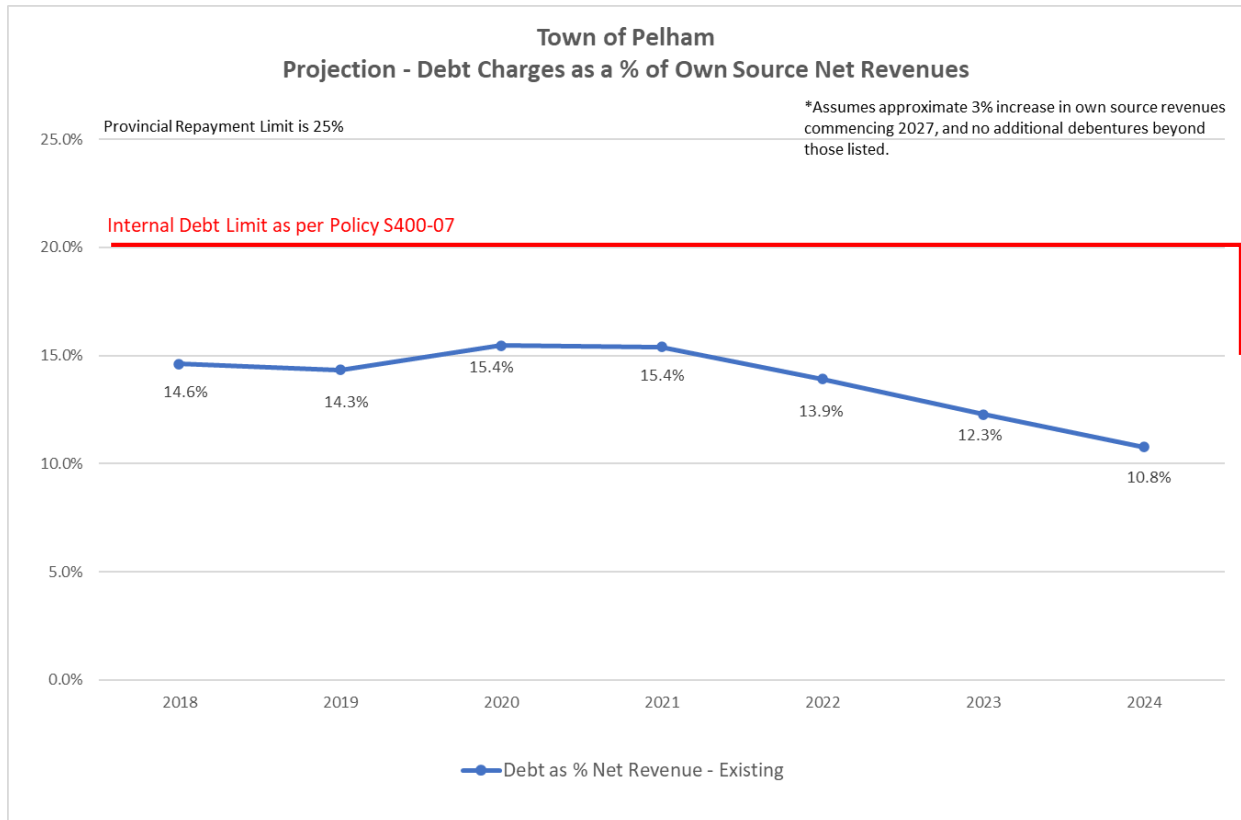
The remaining Bank Indebtedness balance pertains to the non-revolving demand instalment loan of \$777,778 as at December 20, 2023. The Town has not needed to use the line of credit since 2018.

Cash and Bank Indebtedness per Financial Statements				Table 1	
		(1)	(2)	(3)	(4) = (1)+(2)+(3)
Year	Cash	Demand Loan	Line of Credit	Construction Bridge Loan	Total Bank Indebtedness
2010	\$ 1,575,714	\$ -	\$ 3,012,125	\$ -	\$ 3,012,125
2011	1,977,526	-	2,990,431	-	2,990,431
2012	374,162	-	-	-	-
2013	403,745	-	1,000,000	-	1,000,000
2014	473,272	200,000	3,000,000	-	3,200,000
2015	554,430	1,600,000	1,750,000	-	3,350,000
2016	9,324,711	1,600,000	200,000	-	1,800,000
2017	3,885,925	1,577,778	1,000,000	-	2,577,778
2018	1,280,672	1,433,333	1,000,000	13,527,443	15,960,776
2019	7,848,224	1,300,000	-	8,994,044	10,294,044
2020	15,859,111	1,166,667	-		1,166,667
2021	18,850,877	1,033,333	-		1,033,333
2022	\$ 18,163,039	\$ 900,000	\$ -		\$ 900,000

Table 1 shows the Town's success in reducing the bank indebtedness and increasing the cash balance. The last amount remaining to be paid off is the demand loan, after which the Town will not have any bank indebtedness. The Town has paid \$122,222 in 2023 of the \$900,000 outstanding at the end of 2022, leaving a principal balance of \$777,778. The 2023 projected operating surplus will have sufficient funds to pay off the full demand loan outstanding of \$777,778.

Table 2 shows the historical trend of the Town's internal limit (debt as a percentage of Town's own source net revenues) decreasing from 2018 at 14.6% to the projected 2024 at 10.8%. This is in line with the objective of the Town's Capital Financing and Debt Management Policy S400-07 of having the Town's internal limit be at 10%.

Table 2



Analysis:

In 2023, the Town is projecting an operating surplus on the modified cash basis budget of approximately \$1.3 million. The reason for this excess of revenue over budget is due to the following:

Supplemental taxes	\$530,000
Interest penalties	170,000
Interest revenue	<u>600,000</u>
Total	<u>\$1,300,000</u>

In accordance to the Reserve and Reserve Fund Policy (S400-08), approximately \$600,000 of additional interest has been allocated to the obligatory reserve funds, deferred grants, discretionary reserve funds and rate reserves such as water, wastewater and building reserves.

The principal balance of the demand loan as at December 20,2023 is \$777,778. The interest rate paid on this debt is prime less 0.10% which is approximately 7.1%. The interest the Town is receiving at the bank is 5.3%. The recommendation is for the Town to pay down the demand loan, which is more advantageous than receiving a lesser rate of interest on the cash. The Town has the cash to pay off this loan from the in-year surplus.

Other items that have been approved by Council in 2023 from the in-year surplus are as follows:

1. October 18, 2023, Council Meeting \$137,500 for Centennial Washrooms
2. December 6, 2023, Council meeting \$43,452 for MCC elevator oil coolers installation.

There is sufficient in-year surplus to cover the Council approved projects that are going to be funded by the 2023 in-year surplus, plus pay off the demand loan of \$777,778.

Financial Considerations:

Establishing of a Debt Repayment Reserve Fund

In the base operating budget, the principal and interest payments are built into the budget for the demand loan and all existing debentures. Table 3 shows the existing debentures that have maturity dates up to 2033. There are three other debentures that mature in 2040, 2046 and 2047 relating to the Meridian Community Centre. These are excluded from this chart. The interest rates are lower than what they would be in 2023, with interest rates starting at 4.5%.

Staff recommend creating a new reserve fund to be called the Debt Repayment Reserve Fund which will ensure funds are available for the new anticipated debt in the 10-year capital financial plan. This will help to avoid potential future increases to the operating budget since the funds will be in the Debt Repayment Reserve Fund.

Town of Pelham Debt Repayment Forecast to 2033						Table 3
Project	Debenture Number	Maturity Dates	Interest Rates	Principal	Interest	Total
Bridge Loan	7552	2023	Prime minus 0.10%	133,333	17,014	150,347
Roads - Pelham St (310)	78-2014	2024	1.20% to 3.3%	100,341	1,923	102,264
Fire Station #2	78-2014	2024	1.20% to 3.3%	99,131	1,900	101,031
RDS - Port Robinson	75-2015	2025	1.94%	26,640	388	27,028
Fire Station #3	75-2015	2025	1.94%	151,442	2,207	153,650
RDS - Fenwick Downtown Rev	35-2016	2026	1.20% to 2.40%	173,647	2,169	175,816
RDS - East Fonthill Roads Constr	35-2016	2026	1.20% to 2.40%	67,986	849	68,836
REC - Predevelopment for New Facility	59-2019	2029	2.40%	110,163	1,485	111,648
RDS - East Fonthill Roads (Wellspring/Shaw)	59-2019	2029	2.40%	120,777	1,628	122,405
RDS - Summersides: East to Rice	59-2019	2029	2.40%	193,227	2,605	195,831
RDS - Summersides: Station to Wellspring	59-2019	2029	2.40%	18,507	249	18,756
Total				1,195,193	32,419	1,227,611

Table 4 shows the projected 10-year capital financing plan of debt that will be taken out to fund the capital projects listed. By 2031, the new annual interest and

principal payments will be \$2,377,155. The existing budgeted interest and principal payments are \$1,227,611 for debentures that mature up to 2031 (see Table 3). By keeping the existing budgeted interest and principal amounts in the Debt Repayment Reserve Fund, it will help to mitigate the tax levy increase.

Projected Debt in the 10-year Capital Financing				Table 4			
				Debt Variables			
Project	Tax Levy Funded Debt	Project Year	Debt Year	New Debt Annual Payment	Interest Rate	Payment Term	Payment Frequency
300647 - Summersides Blvd secondary servicing/landscaping - PHASE 1B (2,289,600 with 3 phases)	\$ 500,000	2025	2026	\$ 62,642	4.5%	10	Semi-Annual
300665 - Road Reconstruction - Canboro: Haist St to Pelham St	1,800,000	2025	2026	225,511.45	4.5%	10	Semi-Annual
300525 - Fire Station #1 - Expansion and Rehabilitation	5,362,600	2026	2027	495,497.18	4.5%	15	Semi-Annual
300655 - Summersides Blvd secondary servicing/landscaping - PHASE 2 (2,289,600 with 3 phases)	562,500	2026	2027	70,472.33	4.5%	10	Semi-Annual
300635 - Road Reconstruction - Pancake Ln: Pelham St to Haist St	2,600,000	2027	2028	325,738.77	4.5%	10	Semi-Annual
300666 - Road Reconstruction - College St & Emmett St: Pelham St to Station St	1,800,000	2028	2029	225,511.45	4.5%	10	Semi-Annual
301113 - Operations Centre - Property Acquisition Place Holder	2,000,000	2028	2029	250,568.28	4.5%	10	Semi-Annual
300546 - Tice Road Operations Centre Addition	4,500,000	2029	2030	415,794.08	4.5%	15	Semi-Annual
500302 - Civic Square Construction	4,000,000	2030	2031	305,419.02	4.5%	20	Semi-Annual
Total	\$ 23,125,100			\$ 2,377,155			

Table 5 shows how the Debt Repayment Reserve Fund is helping to offset the debt increase in year by offsetting the new additional debt with the existing amount in the budget. The new debt will have no operating budget increase up to 2028 since the balance in the Debt Repayment Reserve Fund will be sufficient to cover the interest and principal payments for the new capital projects. Starting in 2029, there will an impact to the tax levy increase by 1.87% in 2029; then a 2.62% increase in 2030; and then 1.62% in 2031, assuming the debt is taken out as forecasted in the 2024 10-year capital budget. The Debt Repayment Reserve Fund helped to smooth out the debt increases in the operating budget.

Table 5

Debt Repayment Reserve Fund	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Opening Balance	-	150,347	503,989	750,155	675,004	274,115	-	-	-	-
Transfer to Reserve - Note 1										
Bridge Loan	150,347	150,347	150,347	150,347	150,347	150,347	150,347	150,347	150,347	150,347
Roads - Pelham St (310)		102,264	102,264	102,264	102,264	102,264	102,264	102,264	102,264	102,264
Fire Station #2		101,031	101,031	101,031	101,031	101,031	101,031	101,031	101,031	101,031
RDS - Port Robinson			27,028	27,028	27,028	27,028	27,028	27,028	27,028	27,028
Fire Station #3			153,650	153,650	153,650	153,650	153,650	153,650	153,650	153,650
RDS - Fenwick Downtown Rev				175,816	175,816	175,816	175,816	175,816	175,816	175,816
RDS - East Fonthill Roads Constr				68,836	68,836	68,836	68,836	68,836	68,836	68,836
REC - Predevelopment for New Facility							111,648	111,648	111,648	111,648
RDS - East Fonthill Roads (Wellspring/Shaw)							122,405	122,405	122,405	122,405
RDS - Summersides: East to Rice							195,831	195,831	195,831	195,831
RDS - Summersides: Station to Wellspring							18,756	18,756	18,756	18,756
Total Additions	150,347	353,642	534,319	778,971	778,971	778,971	1,227,611	1,227,611	1,227,611	1,227,611
Transfer From Reserve - Note 2										
300647 - Summersides Blvd (Phase 1)			62,642	62,642	62,642	62,642	62,642	62,642	62,642	62,642
300665 - Road Reconstruction - Canboro: Haist St to Pelham St			225,511	225,511	225,511	225,511	225,511	225,511	225,511	225,511
300525 - Fire Station #1 - Expansion and Rehabilitation				495,497	495,497	495,497	495,497	495,497	495,497	495,497
300655 - Summersides Blvd secondary servicing/landscaping - Phase 2				70,472	70,472	70,472	70,472	70,472	70,472	70,472
300635 - Road Reconstruction - Pancake Ln: Pelham St to Haist St					325,739	325,739	325,739	325,739	325,739	325,739
300666 - Road Reconstruction - College St & Emmett St: Pelham St to Station St						225,511	225,511	225,511	225,511	225,511
301113 - Operations Centre - Property Acquisition Place Holder							250,568	250,568	250,568	250,568
300546 - Tice Road Operations Centre Addition							415,794	415,794	415,794	415,794
500302 - Civic Square Construction								305,419	305,419	305,419
Total Subtractions	-	-	288,153	854,122	1,179,861	1,405,372	2,071,734	2,377,153	2,377,153	2,377,153
Ending Balance	150,347	503,989	750,155	675,004	274,115	(352,286)	(844,123)	(1,149,542)	(1,149,542)	(1,149,542)
Tax Levy Increase						1.87%	2.62%	1.62%		
Notes:										
1. Once a debenture is paid off, the annual repayment amount already built into the operating budget will be transferred to debt repayment reserve annually.										
2. As New debt is taken on, transfer from reserve will offset the increase to tax levy until 2028, then the tax levy will need to increase to cover the additional \$1,149,544 (this is the difference of the new debt of \$2,377,155 less the existing budgeted debt payments of \$1,227,611).										

Alternatives Reviewed:

The alternative is not to pay down the demand loan and continue to pay a higher interest rate for debt versus what the Town is earning for the cash on hand.

A second alternative is for the savings from the interest and principal of matured debentures to go directly to existing reserves and not set up a separate Debt Repayment Reserve Fund.

Strategic Plan Relationship: Financial Health

Paying off relatively high interest debt will improve the Town's financial positioning. The potential creation of a new Debt Repayment Reserve Fund will potentially reduce future debt acquisition, also improving the Town's financial health.

Consultation:

Senior Leadership Team

Other Pertinent Reports/Attachments:

N/A

Prepared and Recommended by:

Usama Seraj, B.Com.(Hons), CPA, CMA.
Manager Financial Services & Deputy Treasurer

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

Prepared and Submitted by:

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

Subject: Water and Wastewater Long-Range Financial Plan

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0272-Corporate Services, for information;

AND THAT Council approve the Town of Pelham Water and Wastewater Financial Plan-O.Reg. 453/07 for the period January 1, 2024 to December 31, 2029.

Background:

Water and Wastewater Long-Range Financial Plan

As part of the Province's commitment to fulfill Justice O'Connor's Walkerton Inquiry recommendations, the MECP implemented an approvals framework under the *Safe Drinking Water Act, 2002* for drinking water systems called the Municipal Drinking Water Licence Program. All water systems must be licenced under this program. The licence is issued to owners by the MECP once the owner demonstrates it has five key elements in place; one of which is an approved Financial Plan.

The requirements of the Financial Plan are outlined in Ontario Regulation 453/07 and although the regulation only requires a plan for the water system, a Wastewater Financial Plan has been included to provide a complete picture. The Water and Wastewater Long-Range Financial Plan has been completed for the Town of Pelham by BMA Management Consulting Inc. and is included as an attachment to this report.

Ontario Reg. 453/07 establishes parameters with regards to s.30 (1)b) of the *Safe Water Drinking Act* for municipal drinking water license renewal including that; a financial plan that applies for a period of at least six years, starting in the year that the licence would expire (2024) be approved by council.

The Pelham Distribution System's Municipal Drinking Water License expires in 2024. The license renewal process has been initiated by Public Works Staff. The Drinking Water License renewal application is required by the MECP before the end of January 2024. The Annual Water System Summary Report to Council must be sent before the end of February 2024.

Analysis:

The Water and Wastewater Financial Plan will be part of the Water and Wastewater 2024 Budget discussions. This report is a requirement to meet the Pelham Distribution System's Municipal Drinking Water License renewal.

Financial Considerations:

All financial considerations will be reviewed during the Water and Wastewater 2024 Budget presentation on February 7, 2024, Committee of the Whole meeting.

Alternatives Reviewed:

N/A

Strategic Plan Relationship: Financial Health

The Town of Pelham is responsible for the provision of drinking water, is required to meet the requirements set out in the Financial Plans Regulations O.Reg. 453/07.

Consultation:

BMA Management Consulting

Director Public Works

Manager Public Works

Other Pertinent Reports/Attachments:


Appendix 1: Town of Pelham-Water and Wastewater Financial Plan-O.Reg. 453/07

Prepared and Recommended by:

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

Prepared and Submitted by:

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



DRAFT Town of Pelham - Water and Wastewater Financial Plan - O.Reg. 453/07

BMA MANAGEMENT CONSULTING

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Introduction – Water and Wastewater Financial Plan



Review of Regulatory and Legislative Requirements

The Town of Pelham, along with other Ontario municipalities that are responsible for the provision of drinking water, is required to meet the requirements set out in the Financial Plans Regulations O.Reg.453/07.

Although the regulation only requires a Water Financial Plan, a Wastewater Financial Plan has also been included to provide a more complete picture.

Ontario Reg. 453/07 provides the following parameters with regards to s.30 (1) part b of the Safe Drinking Water Act for municipal drinking water licence renewal:

- The financial plan must be approved by Council resolution (or governing body);
- The financial plan must include details regarding lead service pipe replacement;
- The financial plan must include a statement that the financial impacts have been considered and apply for a minimum six-year period commencing in the year in which the existing municipal drinking water licence expires;
- A copy of the financial plan must be submitted to the Ministry of Municipal Affairs and Housing;
- For each year to which the financial plans apply, the financial plans must include the following:
 - Details of the proposed or projected financial position of the drinking water system itemized by:
 - total financial assets;
 - total liabilities;
 - net debt;
 - non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses; and
 - changes in tangible capital assets that are additions, donations, write downs and disposals.
 - Details of the drinking water system's proposed or projected gross cash receipts and gross cash payments itemized by:
 - operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges;
 - capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets;
 - investing transactions that are acquisitions and disposal of investments;
 - financing transactions that are proceeds from the issuance of debt and debt repayment;
 - changes in cash and cash equivalents during the year, and;
 - cash and cash equivalents at the beginning and end of the year.

- The financial plan must include detail regarding proposed or projected financial operations itemized by total revenues, total expenses, annual surplus/deficit and accumulated surplus/deficit (i.e., the components of a “Statement of Operations” as per PSAB) for each year in which the financial plans apply.
- The financial plan is to be made available to the public upon request and at no charge.

General Approach to Preparing the Town’s LRFP

The LRFP identifies the key financial strategies that will influence the building of a sustainable long-term financial future and takes into account:

- Expected expenses and capital outlays for each year of the plan
- Expected revenues for each year
- Financial performance measures

Required Statements

There are three statements that must be completed, in accordance with the O. Reg. 453/07. These include:

Statement of Operations

The Statement of Operations summarizes the revenues and operating expenses for a given period.

Statement of Cash Flows

The Statement of Cash Flows reports on how activities were financed for a given period which provides a measure of the changes in cash for that period.

Statement of Financial Position

The Statement of Financial Position reports on whether enough revenue was generated in a period to cover the expenses in the period and whether sufficient resources have been generated to support current and future activities.

The categories of financial information have been developed to ensure:

- that they provide a sound picture of the financial position of a drinking water system
- that they are aligned with municipal financial statements prepared on a full accrual accounting basis
- consistent financial planning for municipal water services

The goal of the financial plan is to provide the Town with a realistic and informed view of the water and wastewater operating and capital expenditures needed over time to maintain the integrity and health of its physical infrastructure and to accommodate growth and new environmental standards. As such, a Long-Range Financial Plan (LRFP) creates a more purposeful approach to long-term financial management and helps align short term actions with long term financial strategies.



Importance of a Long-Range Financial Plan

A LRFP is a framework to guide the Town in future budget forecast recommendations.

Guiding Principles

- ✓ Ensures a reasonable degree of stability and predictability in the rate burden;
- ✓ Provide a fair sharing in the distribution of resources between current and future ratepayers;
- ✓ Ensure sustainable cash flows;
- ✓ Maximize financial flexibility;
- ✓ Minimize financial vulnerability during economic downturns.
- ✓ To protect and maintain the water and wastewater assets; and
- ✓ Maintain programs and services at their current level.

Principles of Financial Sustainability

The Ministry of the Environment released a guideline (“Towards Financially Sustainable Drinking-Water and Wastewater Systems”) that provides possible approaches to achieving sustainability. The Province’s Principles of Financially Sustainable Water and Wastewater Services are provided below:

- **Principle #1:** Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.
- **Principle #2:** An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.
- **Principle #3:** Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.
- **Principle #4:** Life-cycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.
- **Principle #5:** An asset management plan is a key input to the development of a financial plan.
- **Principle #6:** A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.

- **Principle #7:** Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.
- **Principle #8:** Financial Plans are “living” documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.
- **Principle #9:** Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.

The LRFP will be instrumental in the Town’s ability to meet the Provincial reporting requirements included in O.Reg. 453/07 for water and wastewater operations and has been developed in recognition of the above noted principles.



The LRFP is Dynamic—Regular Updates Should Be Undertaken

This document puts the Town's water & wastewater financial condition in perspective, discusses the current challenges and risks and provides a sustainable financial forecast. The plan also provides a framework for guiding the annual budget and the financial planning over a longer horizon. The LRFP helps to understand the implications that today's decisions have on future budgets. The LRFP has been prepared to meet the regulatory requirements. It does not represent a formal multi-year budget. The approval of the budget is undertaken annually.

Great effort has been made to present accurate financial projections, based upon the data available at this time. In accordance with the regulations, financial plans must be updated in conjunction with an application for licence renewal (i.e., every 5 years), however, there are many potential circumstances that could occur within the short to medium term that would affect the assumptions in the projections for operating and capital. Council priorities, planning policies, changes to service levels, consumption projections and infrastructure requirements, will certainly lead to changes and the LRFP should be adjusted to reflect these changes as they occur.

As a best practice, The Ministry of the Environment document entitled "Toward Financial Sustainability" suggests that Financial

Plans should be updated on an annual forward-looking basis. By doing so, continuous improvement will be fostered and results can be considered as part of the annual budget process.

It is well recognized that a Financial Plan is a **dynamic document** that should be updated and re-evaluated, on an **ongoing** basis to:

- ✓ Amend the assumptions, projections and strategies based on changes in the municipal environment
- ✓ Continue building awareness of the results of projections of current operating and capital spending and funding levels
- ✓ Assist the Town in determining the extent of its financial challenges
- ✓ Reconfirm the key financial goals and strategies that should guide future planning
- ✓ Spur the development of actions in future business plans that would respond to the long-term strategies

Background Information Used to Prepare the Water and Wastewater Financial Plan



Water Distribution System Overview

The Town is responsible for distributing water to local consumers through its own network of distribution pipes. The system consists of approximately 82 kilometers of water mains. The water treatment plant is owned and operated by the Region of Niagara. The replacement cost of the Town's water main assets is approximately \$28.2 million.

Water Assets Replacement Cost	
Asset Type	Cost (\$)
Water Main	\$ 28,233,286

Source: Pelham Asset Management Plan, June 30th 2022

Sanitary Sewer System Overview

The Town is responsible for the collecting wastewater discharged into its sanitary sewer system and transferring the wastewater to the Niagara Region's sanitary sewer system. The Town's sanitary sewer system contains approximately 66 kilometers of municipal mains. The replacement cost for the Wastewater assets is approximately \$49.5 million.

Wastewater Assets Replacement Cost	
Asset Type	Cost (\$)
Gravity Main	\$ 37,218,768
Force Main	\$ 274,525
Manhole	\$ 11,952,000
Total	\$ 49,445,293

Source: Pelham Asset Management Plan, June 30th 2022

Sources of Data to Prepare Long Range Financial Plan

- **Reserves**—Water/WW Lifecycle Reserve projected opening balance 2023 which took into consideration any commitments from previous years.
- **Operating Budget**—The Town provided the 2023 Operating Budgets for Water and Wastewater which were used extensively and forecast assumptions were included for the remainder of the forecast period.
- **Capital Budget**—The proposed six-year Capital Budget included sources of financing. Sources in funding from future development charges for growth related capital, rates through contributions from reserves and the issuance of some debt.
- **Financial Information Return**—The Town's 2022 FIR was used in the preparation of the O. Regs with respect to amortization information.
- **Consumption**—Consumption trends for Niagara Region were provided by the Town to determine an appropriate assumption with respect to rate setting.
- **Customer Accounts and Meters by Size**—The Town provided customer account information by meter size.
- **Historical Rates**—A review was undertaken of the historical rates to gain perspective into the strategies that have been deployed to support financial sustainability.
- **Debt Schedules**—There is no existing debt with respect to rate recovery.
- **Asset Management Plan**—Town of Pelham's prepared report dated June 30th 2022.
- **Legislative Requirements**—A review of Provincial requirements governing water and wastewater operations.

Historical Rates

- From 2018-2023 the Town increased their water and wastewater rates annually to support financial sustainability to ensure that funds are available for the timely replacement of assets. The following table reflects the rates over the past six years:

		2018	2019	2020	2021	2022	2023
Water							
Total Fixed Water Charge		\$ 22.96	\$ 24.68	\$ 26.53	\$ 28.51	\$ 30.65	\$ 32.64
Water Usage Charge (Volumetric) per m3		\$ 1.328	\$ 1.427	\$ 1.530	\$ 1.649	\$ 1.773	\$ 1.888
Water Charge based on Meter Size Bi-Monthly	5/8"	\$ 22.96	\$ 24.68	\$ 26.53	\$ 28.51	\$ 30.65	\$ 32.64
	1"	\$ 45.91	\$ 49.35	\$ 53.04	\$ 57.00	\$ 61.28	\$ 65.26
	1.4"	\$ 64.28	\$ 69.10	\$ 74.27	\$ 79.81	\$ 85.80	\$ 91.37
	2"	\$ 91.81	\$ 98.70	\$ 106.08	\$ 113.99	\$ 122.54	\$ 130.50
	3"	\$ 229.56	\$ 246.77	\$ 265.22	\$ 285.01	\$ 306.39	\$ 326.30
	4"	\$ 382.72	\$ 411.42	\$ 442.18	\$ 475.17	\$ 510.81	\$ 544.01
	6"	\$ 765.22	\$ 822.61	\$ 884.12	\$ 950.08	\$ 1,021.34	\$ 1,087.72
	8"	\$ 1,224.67	\$ 1,316.52	\$ 1,414.96	\$ 1,580.53	\$ 1,634.57	\$ 1,740.82
Volumetric Rate Change		0.0%	7.5%	7.2%	7.8%	7.5%	6.5%
Fixed Rate Change		3.0%	7.5%	7.5%	7.5%	7.5%	6.5%

		2018	2019	2020	2021	2022	2023
Wastewater							
Total Fixed Wastewater Charge		\$ 27.13	\$ 29.71	\$ 32.53	\$ 35.62	\$ 38.29	\$ 41.93
Wastewater Usage Charge (Volumetric) per m3		\$ 0.912	\$ 0.999	\$ 1.090	\$ 1.198	\$ 1.288	\$ 1.410
Wastewater Charge based on Meter Size Bi-Monthly	5/8"	\$ 27.13	\$ 29.71	\$ 32.53	\$ 35.62	\$ 38.29	\$ 41.93
	1"	\$ 54.26	\$ 59.40	\$ 65.05	\$ 71.23	\$ 76.57	\$ 83.85
	1.4"	\$ 75.07	\$ 83.18	\$ 91.08	\$ 99.74	\$ 107.22	\$ 117.41
	2"	\$ 108.53	\$ 118.80	\$ 130.09	\$ 142.46	\$ 153.14	\$ 167.69
	3"	\$ 271.33	\$ 297.04	\$ 325.25	\$ 356.19	\$ 382.90	\$ 419.28
	4"	\$ 452.26	\$ 495.22	\$ 542.27	\$ 593.85	\$ 638.39	\$ 699.04
	6"	\$ 904.25	\$ 990.16	\$ 1,084.23	\$ 1,187.36	\$ 1,276.41	\$ 1,397.67
	8"	\$ 1,446.85	\$ 1,584.67	\$ 1,735.22	\$ 1,900.28	\$ 2,042.80	\$ 2,236.87
Volumetric Rate Change		0.0%	9.6%	9.1%	9.9%	7.5%	9.5%
Fixed Rate Change		3.0%	9.5%	9.5%	9.5%	7.5%	9.5%

Cost of Service and Ratepayer Affordability

- An analysis of the 2023 water and wastewater rates in Pelham was undertaken against Niagara municipalities.
- As shown in the table to the right, the customer cost of water/ww services in Pelham is approximately 23% lower than the peer average for a residential customer that consumes 200 m³ per year. In Pelham, a customer pays \$1,107 annually compared with the Niagara average of \$1,358.
- For non-residential customers, the cost of service in Pelham ranges from 17% to 18% lower than the peer average of Niagara Municipalities. Note that Wainfleet is excluded as there is no service. Grimsby is excluded from the analysis as it only charges water on rates (sewer is charged on the tax levy).
- Differences in rates are impacted by the overall age of the system, the condition of the infrastructure, the complexity of the system and the strategies used to address infrastructure gaps.
- It should be noted that larger municipalities such as Niagara Falls typically have more ICI customers that generate additional revenues than smaller municipalities. With much of the costs fixed, this helps reduce the overall water and wastewater rates in these communities.

	Residential	Commercial	Industrial	Industrial	Industrial
Volume	200 m3	10,000 m3	30,000 m3	100,000 m3	500,000 m3
Meter Size	5/8"	2"	3"	4"	6"
Niagara Falls	\$ 1,128	\$ 32,252	\$ 92,684	\$ 296,682	\$1,442,403
St. Catharines	\$ 1,143	\$ 39,478	\$ 119,295	\$ 389,150	\$1,927,375
Niagara-on-the-Lake	\$ 1,250	\$ 31,296	\$ 95,455	\$ 303,178	\$1,483,451
Lincoln	\$ 1,286	\$ 54,477	\$ 161,527	\$ 534,802	\$2,666,183
Thorold	\$ 1,310	\$ 38,305	\$ 113,805	\$ 378,055	\$1,888,055
West Lincoln	\$ 1,316	\$ 40,434	\$ 116,468	\$ 371,106	\$1,810,211
Welland	\$ 1,469	\$ 52,786	\$ 159,369	\$ 521,277	\$2,584,870
Fort Erie	\$ 1,623	\$ 42,594	\$ 129,665	\$ 413,661	\$2,028,191
Port Colborne	\$ 1,695	\$ 36,310	\$ 111,569	\$ 345,874	\$1,673,111
Niagara Avg	\$ 1,358	\$ 40,881	\$ 122,204	\$ 394,865	\$1,944,872
Niagara Med.	\$ 1,310	\$ 39,478	\$ 116,468	\$ 378,055	\$1,888,055
Pelham	\$ 1,107	\$ 34,769	\$ 103,413	\$ 337,258	\$1,663,912
Niagara Ranking	lowest	3 rd lowest	3 rd lowest	3 rd lowest	3 rd lowest
% Below Niagara Avg	23%	18%	18%	17%	17%

Source: 2023 Rate by-laws, 2023 Household Income Manifold Data Mining

Residential Water/WW Cost of Service

- As shown in the table, the residential customer cost of water is approximately at the Niagara Region average. However, the cost of wastewater services in Pelham is 32% lower than the peer average for a residential customer that consumes 200 m³ per year.

Residential 200 m3 Annual 5/8"	Water	Wastewater	Total Costs
Lincoln	\$ 618	\$ 668	\$ 1,286
Welland	\$ 619	\$ 850	\$ 1,469
St. Catharines	\$ 482	\$ 660	\$ 1,143
Thorold	\$ 528	\$ 783	\$ 1,310
West Lincoln	\$ 509	\$ 807	\$ 1,316
Niagara Falls	\$ 527	\$ 601	\$ 1,128
Fort Erie	\$ 620	\$ 1,003	\$ 1,623
Niagara-on-the-Lake	\$ 611	\$ 638	\$ 1,250
Port Colborne	\$ 693	\$ 1,002	\$ 1,695
Average	\$ 578	\$ 779	\$ 1,358
Median	\$ 611	\$ 783	\$ 1,310
Pelham	\$ 573	\$ 534	\$ 1,107
% Below	-1%	-32%	-18%

Source: 2023 rate by-laws, 2023 household income Manifold Data Mining

Ratepayer Affordability

- Ratepayer affordability has also been taken into consideration. This compares the cost of water/ww services in relation to household income.
- As shown in the table, using this affordability metric, Pelham is the lowest in the survey of peer municipal comparators reflecting greater affordability.
- Pelham's average household income is \$146,977, highest in the Niagara survey. Residential water/ww costs are the lowest in the survey resulting in the lowest cost per income.
- For example, the water/ww costs as a percentage of income in Pelham is 0.8% compared with the survey average of 1.3%.
- There are a number of sources which are used in the industry to establish a benchmark upon which affordability is measured. The most common approach is water/wastewater costs as a percentage of average income. The threshold value, which is expressed as a percent, is applied to a measure of income to determine the point at which the cost of water/wastewater becomes unaffordable.
- There is no one benchmark percentage established in the industry. Depending on the source used, the range typically is from 1.5%-3.0% of household income, beyond which, affordability is questionable.

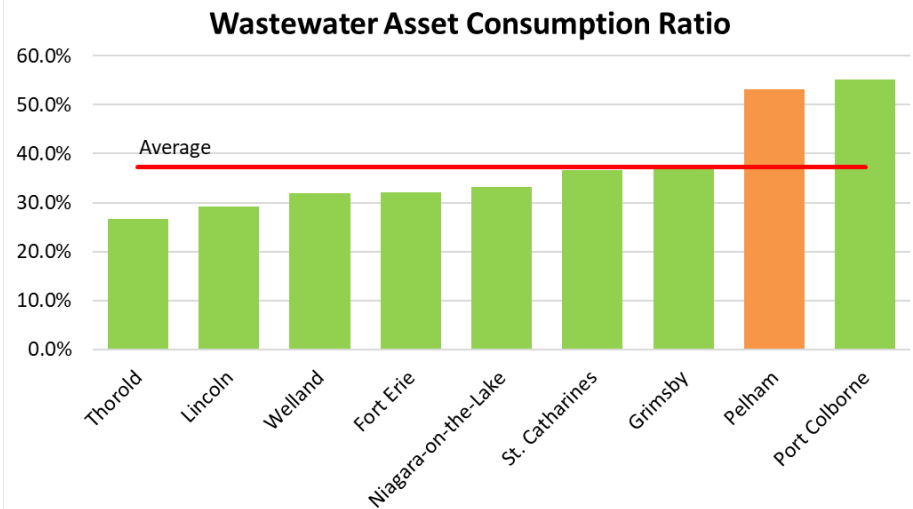
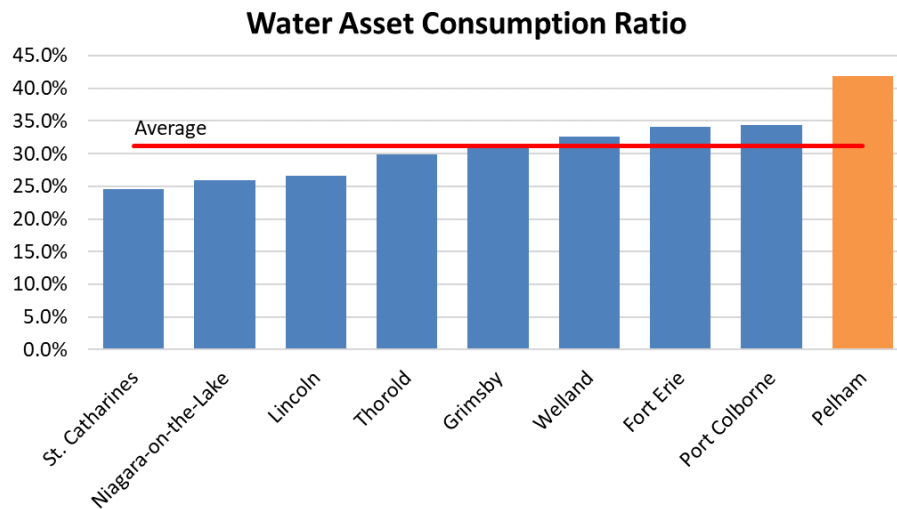
Municipality	2023 Est. Avg. Household Income	2023 Residential Water/WW Costs 200 m3	Affordability Metric
Niagara-on-the-Lake	\$ 136,478	\$ 1,250	0.9%
Lincoln	\$ 130,528	\$ 1,286	1.0%
West Lincoln	\$ 132,780	\$ 1,316	1.0%
Niagara Falls	\$ 94,567	\$ 1,128	1.2%
St. Catharines	\$ 93,330	\$ 1,143	1.2%
Thorold	\$ 99,506	\$ 1,310	1.3%
Welland	\$ 87,690	\$ 1,469	1.7%
Fort Erie	\$ 94,404	\$ 1,623	1.7%
Port Colborne	\$ 91,302	\$ 1,695	1.9%
Niagara Avg	\$ 106,732	\$ 1,358	1.3%
Niagara Med.	\$ 94,567	\$ 1,310	1.2%
Pelham	\$ 146,977	\$ 1,107	0.8%

Source: 2023 rate by-laws, 2023 household income Manifold Data Mining



Asset Consumption Ratio

- This indicator provides an estimate of the useful life left in the municipality's capital assets.
- Municipalities are facing significant infrastructure challenges. Therefore, it is important to keep informed of the age and condition of its capital assets to ensure they are making timely and appropriate investments.
- This is calculated using Schedule 51 of the Financial Information Return.
- As shown in the graph of water and wastewater asset consumption, Pelham has the highest ratio in water and the second highest in wastewater, reflecting that more of the asset have been amortized. Generally, this reflects a greater need to have funds set aside in the capital reserve for future replacement.



Rate Structure - Goals and Objectives

The following provides a set of goals and objectives that were considered in developing the rate structure:

- ✓ ***Affordability***—The rate structure should incorporate policies that support affordable water and wastewater services for all customers while at the same time ensuring that the full cost of service is being recovered. Further, the allocation of costs to different customer groups must be rationalized.
- ✓ ***Revenue Stability and Rate Predictability***—The rate structure should provide for a steady and predictable stream of revenues such that the Town is capable of meeting its current financial requirements. To the extent possible, cash flows should be matched with expenditures. Any rate setting practice employed by the Town will consider the impact on revenue stability and take the appropriate actions to maintain/improve revenue stability.
- ✓ ***Fairness and Equity***—The rate structure should ensure that customers are contributing equitably towards revenue requirements. Equity should be based on the user pay principle.
- ✓ ***Conservation***—The rate structure should encourage the efficient and justifiable uses of water as well as assist in managing system demand. Programs that promote efficient water usage may reduce operating costs and capital investment needs over time. The less water consumed and hence less sewage generated will result in deferral of plant expansions, thereby avoiding capital expenditures for all customers.
- ✓ ***Practical (Simple to Understand and Update)*** - The rate structure should support principles of fairness and equity but at the same time it should be simple to understand, rational and easy to update and administer.
- ✓ ***Economic Development*** - The rate structure should align with other economic development initiatives and should consider the competitive positioning of commercial and industrial properties in Pelham and the Town's ability to attract new business to the community.

Rate Structure Options—Fixed Vs. Volumetric

- As stated by the Canadian Waterworks Association (CWWA), at the heart of the methodology for setting water rates is the concept of a two-part rate structure; a volumetric charge and a fixed charge.
- Municipalities must determine whether to separately charge a fixed cost to its customers and to determine the types of costs that are to be recovered from a monthly charge. These decisions are made, as well, based on the overall objectives of the municipality.
- The extent to which the amount recovered from a fixed monthly fee varies considerably across Ontario based on underlying goals and principles.
- For example, a high allocation to the fixed charge is generally not practical since it results in a volumetric charge that is too low relative to the fixed charge. This is not recommended if water efficiency is an important objective in rate setting. While a high allocation of capital costs to volume will promote water efficiency, there is increased revenue risk brought about by the increased reliance on the volumetric charge to recover fixed costs.
- Consistent with the approach in Pelham, approximately 90% of 110+ Ontario municipalities surveyed have a fixed and volumetric rate structure.

2023	Water	WW	Water %	WW %	Total %
Fixed	\$ 1,197,725	\$ 1,385,149	33.8%	46.5%	39.6%
Volumetric	\$ 2,346,711	\$ 1,591,309	66.2%	53.5%	60.4%
Total	\$ 3,544,436	\$ 2,976,458	100.0%	100.0%	100.0%

- As shown in the table, approximately 34% of the water costs are recovered from the fixed monthly charge and 46.5% of the wastewater costs are recovered from the fixed monthly charge. Given that much of the costs are relatively fixed, particularly related to the Region's costs, maintaining a mid to high-cost recovery from the fixed monthly fee to support revenue stability is appropriate.
- Any reduction in the fixed allocation would increase revenue instability and any increase in the fixed allocation would increase the cost of service to low volume customers.
- The approach in Niagara municipalities varies considerably in terms of recovering costs from fixed versus volumetric with Pelham's approach close to the Niagara average.
- A comparison was made using a typical residential customer that consumes 200 m³ annually. Across the Niagara municipalities, the allocation of costs to be recovered from fixed ranges from a low of 17% in Lincoln to a high of 83% in Port Colborne with the average at 45%. On a typical residential customer consuming 200m³ annually, the amount of the bill that is fixed is 40% in the Town of Pelham.

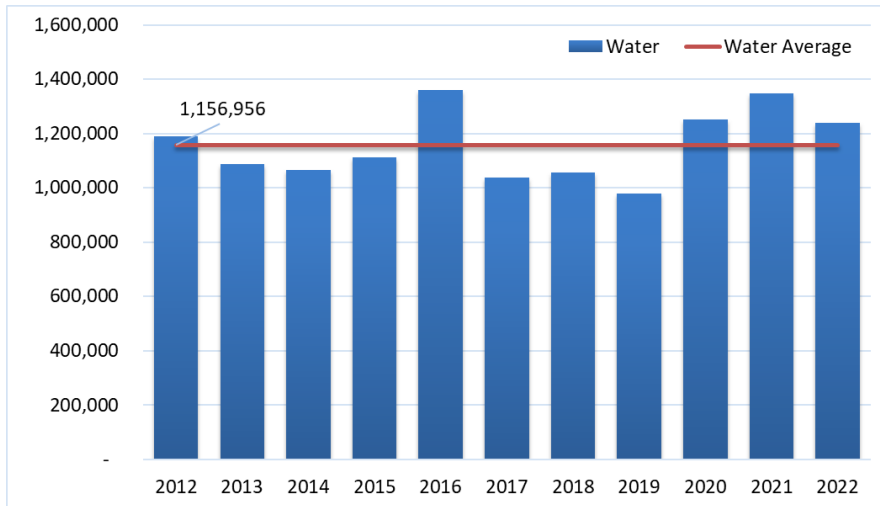
Rate Structure Options—Volumetric Rates

There are a number of different rate structures used by municipalities. The following summarizes the most common types of rate structures:

- Declining (Regressive) Block Rate Structure - In a declining block rate structure, the unit price of water decreases as the volume consumed increases. This structure charges low volume users the highest rate, which is often residential consumers. Declining rate structures are the second most common type of rate structure. This is used primarily in municipalities with large industries.
- Inclining (Progressive) Rate Structure - The main objective of an increasing block structure is to encourage conservation. The rates in an inclining (progressive) rate structure increase as consumption increases by establishing thresholds or blocks at which the rate would change. For inclining block rate structures, the block (quantity) shift points are generally based upon the unique demand characteristics of each user class and are focused on user demand points to enhance water usage awareness. Customer awareness, combined with price incentives, are critical elements in modifying consumption behavior.
- Humpback Rate Structure - A humpback rate structure uses a combination of increasing and decreasing block rates: rates first increase, then decrease in steps as consumption increases. This approach targets high volume users, and then provides lower cost for very high-volume users.
- Uniform Rate Structure - The most common rate structure is the uniform rate for water and wastewater services. A uniform rate structure means that the price per unit remains constant despite consumption and despite the class of user. The cost is calculated by dividing the total cost of the service by the total volume used by customers.
 - This is the approach used in the Town of Pelham and all other Niagara municipalities.
- The recommended approach in setting the rates is to maintain the same rate proportion of fixed and volumetric charges. The existing allocation continues to support affordability objectives and with approximately 39.6% (combined water/ww) from the fixed monthly charges, there is an adequate level of revenue stability.

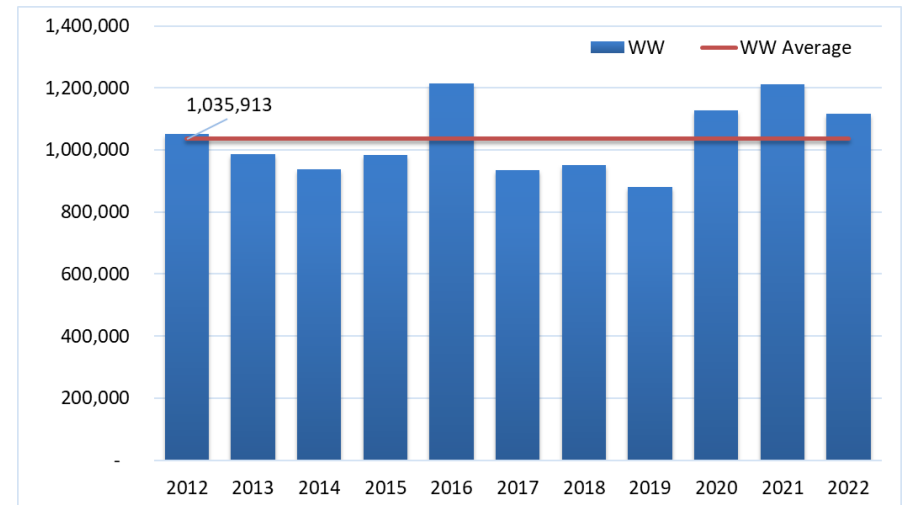
Consumption Trends

The following summarizes the key findings and observations:



- There is considerable variability in the historic use of water. Over the past ten years, the average annual consumption is approximately 1.15 million m³.
- The approach in setting fees was to review the trend and average to determine an appropriate base upon which rate calculations will be made.
- The calculation of fees includes a small increase related to future growth (1%) increase in consumption.

- It should be noted that the wastewater billable consumption is lower than the water as there are less customers that also have wastewater services. As such, this has been taken into consideration in establishing the rates.
- The following provides the WW Consumption trends:



- WW consumption is on average approximately 90% of the water consumed.

Number of Customers

The following summarizes the number of customer accounts for water and wastewater services.

	2022	2023	2024	2025	2026	2027	2028	2029
Water Accounts								
New Accounts		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
5/8"	5,239	5,291	5,344	5,398	5,452	5,506	5,561	5,617
1"	40	40	40	40	40	40	40	40
1.4"	30	30	30	30	30	30	30	30
2"	34	34	34	34	34	34	34	34
3"	3	3	3	3	3	3	3	3
4"	1	1	1	1	1	1	1	1
6"	3	3	3	3	3	3	3	3
8"	3	3	3	3	3	3	3	3
Total	5,353	5,405	5,458	5,512	5,566	5,620	5,675	5,731

	2022	2023	2024	2025	2026	2027	2028	2029
Wastewater Accounts								
New Accounts		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
5/8"	4,818	4,866	4,915	4,964	5,014	5,064	5,114	5,166
1"	31	31	31	31	31	31	31	31
1.4"	23	23	23	23	23	23	23	23
2"	27	27	27	27	27	27	27	27
3"	2	2	2	2	2	2	2	2
4"	1	1	1	1	1	1	1	1
6"	3	3	3	3	3	3	3	3
8"	3	3	3	3	3	3	3	3
Total	4,908	4,956	5,005	5,054	5,104	5,154	5,204	5,256

Water Revenue and Expenditure Analysis

The following summarizes the actual revenues and expenditures from 2019-2022 as well as the budget for 2023.

Water	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget
Salaries and Benefits	\$ 976,106	\$ 996,136	\$ 1,084,388	\$ 1,201,512	\$ 1,000,484
Region	\$ 908,243	\$ 1,123,681	\$ 1,230,081	\$ 1,229,132	\$ 1,346,334
Contribution to Reserves	\$ 237,151	\$ 594,979	\$ 515,529	\$ 465,701	\$ 898,174
Other	\$ 455,341	\$ 451,504	\$ 526,469	\$ 571,756	\$ 518,094
Total Expenditures	\$ 2,576,841	\$ 3,166,300	\$ 3,356,467	\$ 3,468,101	\$ 3,763,086
% Change		22.9%	6.0%	3.3%	8.5%
Salaries and Benefits	37.9%	31.5%	32.3%	34.6%	26.6%
Region	35.2%	35.5%	36.6%	35.4%	35.8%
Contribution to Reserves	9.2%	18.8%	15.4%	13.4%	23.9%
Other	17.7%	14.3%	15.7%	16.5%	13.8%
Total Expenditures	100.0%	100.0%	100.0%	100.0%	100.0%

As shown above, the Region's budgeted water cost to Pelham has in fact increased over the past five years.

Wastewater Revenue and Expenditure Analysis

The following summarizes the actual revenues and expenditures from 2019-2022 as well as the budget for 2023.

WW	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget
Salaries and Benefits	\$ 229,882	\$ 238,594	\$ 266,130	\$ 297,714	\$ 658,641
Region	\$ 1,310,535	\$ 1,477,496	\$ 1,400,588	\$ 1,683,600	\$ 1,962,319
Contribution to Reserves	\$ 346,670	\$ 583,332	\$ 860,699	\$ 702,315	\$ 343,128
Other	\$ 26,862	\$ 10,658	\$ 11,864	\$ 47,335	\$ 32,369
Total Expenditures	\$ 1,913,949	\$ 2,310,080	\$ 2,539,281	\$ 2,730,964	\$ 2,996,457
% Change		20.70%	9.92%	7.55%	9.72%
Salaries and Benefits	12.0%	10.3%	10.5%	10.9%	22.0%
Region	68.5%	64.0%	55.2%	61.6%	65.5%
Contribution to Reserves	18.1%	25.3%	33.9%	25.7%	11.5%
Other	1.4%	0.5%	0.5%	1.7%	1.1%
Total Expenditures	100.0%	100.0%	100.0%	100.0%	100.0%

The Region's cost comprises approximately 62%-69% of the total cost annually. This is by far the largest driving factor in rate setting for Pelham.

Forecast Assumptions

Water and Wastewater Financial Plan



Reserves and Revenue Stability Strategies

A Reserve is a financial provision or amount that is designated for a future purpose that extends beyond the current fiscal year. While its balance may vary over the course of a year, the Reserve is carried forward from one fiscal year to the next to facilitate multi-year financial planning. Reserves can be established to meet specific liabilities such as the replacement/acquisition of capital assets or to protect against known risks or unforeseen circumstances that may create financial difficulties.

The purpose for maintaining reserves includes:

- ✓ To provide for rate stabilization;
- ✓ To provide financing for one-time or short-term requirements;
- ✓ To make provisions for replacements/renewals/acquisitions of assets/infrastructure that are currently being consumed;
- ✓ To avoid spikes in funding requirements for large capital projects by reducing their reliance on long-term debt borrowings;
- ✓ To provide a source of internal financing;
- ✓ To ensure adequate and sustainable cash flows; and
- ✓ To provide **financial sustainability**

The following principles were used in preparing the Financial Plan:

Reserve and Revenue Stability Strategies

- *The Town will maintain all infrastructure in a state of good repair by implementing life cycle costing and providing adequate annual contributions to the replacement reserves to fund the future rehabilitation/replacement of assets.*
- *The Town will target setting aside a contribution to the Water and Wastewater Reserve based on average annual capital spending requirements and in consideration of the annual amortization expense.*



Debt Financing Strategies

Debt management may be defined as the process of providing for the payment of interest and principal payments on existing debt and the planning for new debt issuance at a level which will optimize borrowing cost and not impair the financial position of the municipality.

The prudent use of debt is acknowledged as a fundamental component to well developed and credible financial management and supports financial discipline and stability.

Adherence to a debt management plan signals to credit rating agencies and capital markets that the municipality is well managed and should meet its obligations.

Increasing levels of debt that are growing faster than tax revenues will also put pressure on other programs and future capital priorities and reduce the amount of discretionary spending in the operating budget.

To mitigate these concerns, municipalities need to strike a balance with debt. Too little debt can severely restrict the funds available for financing infrastructure, while too much debt is fiscally unsustainable over the long-term.

Hence, municipalities need to ensure that:

- Future debt service payments can be made in full and on time, without jeopardizing the provision of essential services;
- Outstanding debt obligations will not threaten long-term financial stability of the municipality; and
- The amount of outstanding debt will not place undue burden on residents and businesses.

The Province regulates the amount of debt by setting a repayment limit of 25% of own source revenue. If the Town were to reach that limit, future operating budgets would be severely constrained or revenues would have to increase significantly.

The following principle was used in preparing the Financial Plan:

Debt Financing Strategies

- *Principal and interest for water and wastewater rate supported debt on a consolidated basis will not to exceed 25% of own source revenues with an optimal target of 10%-15%. This maintains sufficient financial flexibility.*

Summary of Financial Environment and Assumptions Water and Wastewater Financial Plan



Summary of Financial Environment and Assumptions

The following summarizes the key challenges, risks and opportunities to long-term financial sustainability which have been addressed as part of the Financial Plan:

- **Employee Benefits Increase**—9% annually.
- **Regional, Utilities, Insurance Expenditure Increases**—5% annually for both water and wastewater.
- **Rates**—Water rates increases of 6.5% annually from 2024-2025 and 5% thereafter and wastewater increases of 9.5% annually from 2024-2029.
- **Other Revenues**— 3% annually.
- **Sources of Financing**—Capital Reserves were used as the primary source of financing as defined in the Town’s Capital Budget document.
- **Debt Issuance Interest Rates**—Debt has been issued in Wastewater operations where there was insufficient funding from Reserves for the replacement of assets. The debt has been issued over a period of 15 years at a term of 3.4%.
- **Service Standards**—Water and wastewater programs are maintained at their current service levels.
- **Capital Requirements**—The total capital replacement budget from 2024-2029 is as follows:
 - Water—\$7.3 million from rates and \$3 million in grants
 - Wastewater—\$5.1 million
- The total capital growth-related budget from 2024-2029 is as follows:
 - Water—\$3.2 million
 - Wastewater—\$6.5 million
- **Regulatory and Legislative Environment**—Municipalities across Ontario have consistently identified legislative and regulatory changes and requirements as a major factor driving the cost of service over the past 10 years and will continue to be a factor well into the future. Statutes and associated regulations that dictate service levels include:
 - Municipal Act;
 - Clean Water Act;
 - Water Opportunities Act;
 - Ontario Water Resources Act;
 - Safe Drinking Water Act (SDWA);
 - Federal Regs for effluent quality under the Fisheries Act
 - Sustainable Water and Sewage Systems Act; and
 - PSAB 3150, Tangible Capital Assets Reporting

Forecast

Water and Wastewater Financial Plan



Summary of Water Operating Budget Forecast

The following is a projection of the Water Operating Budget over the next six years. The projection builds in a gradual increase in the transfer to the Water Capital Reserve to support financial sustainability.

Water	2023 Budget	2024	2025	2026	2027	2028	2029
Revenues							
Consumption Charges	\$ 2,346,711	\$ 2,560,418	\$ 2,773,478	\$ 2,961,117	\$ 3,160,586	\$ 3,372,598	\$ 3,597,911
Flat Rate Charges	\$ 1,197,725	\$ 1,241,162	\$ 1,333,709	\$ 1,412,984	\$ 1,496,984	\$ 1,585,992	\$ 1,680,307
Other Revenues	\$ 218,650	\$ 225,210	\$ 231,966	\$ 238,925	\$ 246,093	\$ 253,475	\$ 261,080
Total Revenues	\$ 3,763,086	\$ 4,026,790	\$ 4,339,153	\$ 4,613,025	\$ 4,903,662	\$ 5,212,065	\$ 5,539,297
EXPENSES							
Salaries	\$ 761,905	\$ 784,762	\$ 808,305	\$ 832,554	\$ 857,531	\$ 883,257	\$ 909,754
Benefits	\$ 238,579	\$ 260,051	\$ 283,456	\$ 308,967	\$ 336,774	\$ 367,083	\$ 400,121
Materials and Supplies	\$ 300,673	\$ 309,693	\$ 318,984	\$ 328,554	\$ 338,410	\$ 348,562	\$ 359,019
Utilities	\$ 8,700	\$ 9,135	\$ 9,592	\$ 10,071	\$ 10,575	\$ 11,104	\$ 11,659
Insurance	\$ 28,621	\$ 30,052	\$ 31,555	\$ 33,132	\$ 34,789	\$ 36,528	\$ 38,355
Contract Services	\$ 180,100	\$ 185,503	\$ 191,068	\$ 196,800	\$ 202,704	\$ 208,785	\$ 215,049
Niagara Region Volumetric Costs	\$ 1,346,334	\$ 1,436,806	\$ 1,508,646	\$ 1,584,078	\$ 1,663,282	\$ 1,746,446	\$ 1,833,769
Transfer to Water Capital Reserve	\$ 898,174	\$ 1,010,788	\$ 1,187,548	\$ 1,318,869	\$ 1,459,597	\$ 1,610,299	\$ 1,771,571
Debt Charges - Principal Existing & Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Charges - Interest Existing & Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Charges - Principal New		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Charges - Interest New		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 3,763,086	\$ 4,026,790	\$ 4,339,153	\$ 4,613,025	\$ 4,903,662	\$ 5,212,065	\$ 5,539,297
NET Spending	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rate Revenue Requirements % Change	4.9%	7.3%	8.0%	6.5%	6.5%	6.5%	6.4%

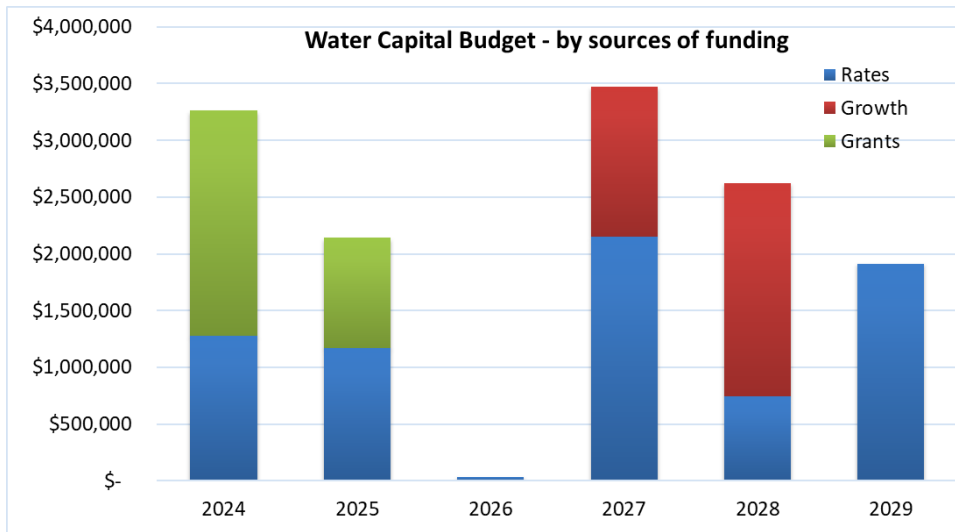
Summary of Wastewater Operating Budget Forecast

The following table reflects the wastewater operating budget forecast over the next six years. There is a need to gradually increase reserve contributions while at the same time maintaining ratepayer affordability.

Wastewater	2023 Budget	2024	2025	2026	2027	2028	2029
Revenues							
Consumption Charges	\$ 1,591,309	\$ 1,772,799	\$ 1,978,031	\$ 2,206,258	\$ 2,459,996	\$ 2,742,033	\$ 3,055,455
Flat Rate Charges	\$ 1,385,149	\$ 1,500,208	\$ 1,657,554	\$ 1,831,418	\$ 2,023,536	\$ 2,235,827	\$ 2,470,410
Other Revenues	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510	\$ 23,185	\$ 23,881
Total Revenues	\$ 2,996,458	\$ 3,293,607	\$ 3,656,803	\$ 4,059,530	\$ 4,506,042	\$ 5,001,045	\$ 5,549,746
EXPENSES							
Salaries	\$ 507,307	\$ 522,526	\$ 538,202	\$ 554,348	\$ 570,978	\$ 588,108	\$ 605,751
Benefits	\$ 151,334	\$ 164,954	\$ 179,800	\$ 195,982	\$ 213,620	\$ 232,846	\$ 253,802
Materials and Supplies	\$ 7,000	\$ 7,210	\$ 7,426	\$ 7,649	\$ 7,879	\$ 8,115	\$ 8,358
Utilities	\$ 4,200	\$ 4,410	\$ 4,631	\$ 4,862	\$ 5,105	\$ 5,360	\$ 5,628
Insurance	\$ 3,169	\$ 3,327	\$ 3,494	\$ 3,669	\$ 3,852	\$ 4,045	\$ 4,247
Contract Services	\$ 18,000	\$ 18,540	\$ 19,096	\$ 19,669	\$ 20,259	\$ 20,867	\$ 21,493
Niagara Region Volumetric Costs	\$ 1,962,319	\$ 2,065,000	\$ 2,168,250	\$ 2,276,663	\$ 2,390,496	\$ 2,510,020	\$ 2,635,521
Transfer to WW Capital Reserve	\$ 343,128	\$ 507,639	\$ 563,487	\$ 694,958	\$ 992,122	\$ 1,329,953	\$ 1,713,214
Debt Charges - Principal Existing & Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Charges - Interest Existing & Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Charges - Principal New		\$ -	\$ 104,417	\$ 186,281	\$ 192,614	\$ 199,163	\$ 205,935
Debt Charges - Interest New		\$ -	\$ 68,000	\$ 115,450	\$ 109,116	\$ 102,567	\$ 95,796
Total Expenses	\$ 2,996,457	\$ 3,293,607	\$ 3,656,803	\$ 4,059,530	\$ 4,506,042	\$ 5,001,045	\$ 5,549,746
NET Spending	\$ (1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rate Revenue Requirements % Change	9.7%	10.0%	11.1%	11.1%	11.0%	11.0%	11.0%

Summary of Water Capital Budget Forecast

The following table summarizes the Capital Budget forecast for the next six years and the associated funding source.

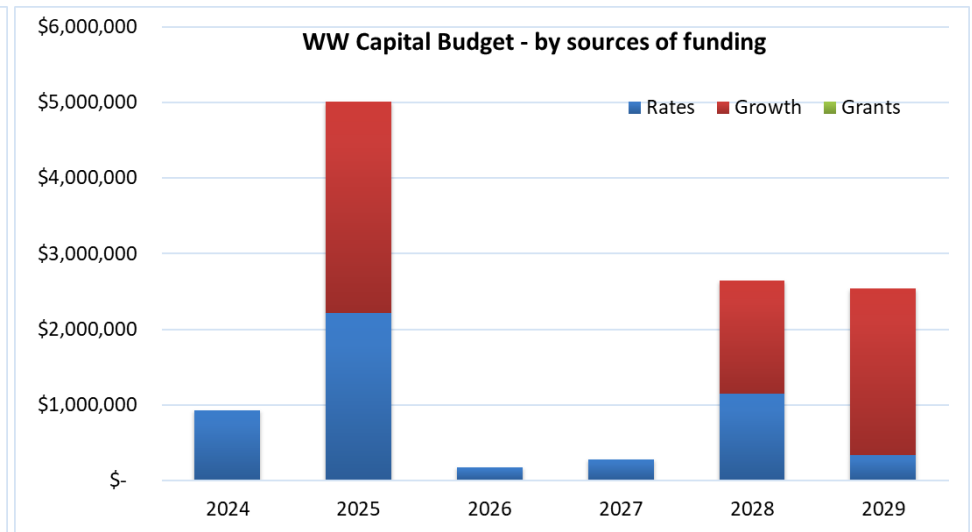


The six-year capital plan, from 2024-2029 includes:

- \$13.5 million is forecast in capital requirements to be funded as follows:
 - \$7.3 from capital reserves
 - \$3.2 million from development charges
 - \$3.0 million from grants (provincial and federal)

Summary of Wastewater Capital Budget Forecast

The following table summarizes the Capital Budget forecast for the next six years and the associated funding source.



The six-year capital plan, from 2024-2029 includes:

- \$11.6 million is forecast in capital requirements to be funded as follows:
 - \$5.1 from rates (debt issuance of \$3.5 million in 2024-2025 and the remainder from capital reserves)
 - \$6.5 million from development charges

Summary of Water Capital Budget Forecast

The following summarizes the Town's Capital Budget.

Project Name	2024	2025	2026	2027	2028	2029	Total 6 Years
700367 - Construction: Watermain Replacement - Daleview, Strathcona, Moote, Pinecrest	\$ 2,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700,000
700272 - WTR 01-23 Quaker Rd: Pelham St to Line Ave, Watermain Replacement	\$ 560,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560,000
700290 - Canboro: Haist St to Pelham St Watermain Replacement	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
700297 - Water Loading Station Replacement - Canboro Road and Effingham	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
700298 - Water System Repair Equipment	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
700355 - Design: Welland: Canboro Rd to E of Balfour, Watermain Replacement	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
700303 - Water System Repair Equipment	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
700282 - Merritt: Pelham St to Line Ave, Watermain Replacement	\$ -	\$ -	\$ -	\$ 211,245	\$ -	\$ -	\$ 211,245
700283 - Merritt Road Watermain replacement	\$ -	\$ -	\$ -	\$ 1,320,455	\$ -	\$ -	\$ 1,320,455
700285 - Construction: Pancake: Pelham St to Haist St, Watermain Replacement	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
700301 - Haist Court: Haist St to limit, Watermain Replacement	\$ -	\$ -	\$ -	\$ 58,500	\$ -	\$ -	\$ 58,500
700304 - Water System Repair Equipment	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
700305 - Watermain Replacement - cast iron replacement program	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
700288 - Water Loading Station Addition - South/West Area Fenwick	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
700291 - Emmett Street: Pelham St to Station St, Watermain Replacement	\$ -	\$ -	\$ -	\$ -	\$ 193,500	\$ -	\$ 193,500
700296 - Station Street Extension, Watermain Construction	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ -	\$ 450,000
700306 - Chestnut Ridge Water Pressure Pump Replacement	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
700307 - Water System Repair Equipment	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
700308 - Watermain Replacement - cast iron replacement program	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000
700363 - Clare Ave watermain upgrade	\$ -	\$ -	\$ -	\$ -	\$ 714,000	\$ -	\$ 714,000
700370 - Line Ave watermain upgrade	\$ -	\$ -	\$ -	\$ -	\$ 714,000	\$ -	\$ 714,000
700280 - Lorimer Street: Hurricane to South Limit, Watermain Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,750	\$ 171,750
700299 - Damude Dr: Haist St to Terrace Heights Crt, Watermain Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,500	\$ 175,500
700300 - Donahugh Drive: Pelham St to Terrace Heights Crt, Watermain Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ 135,000
700309 - Water System Repair Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
700310 - Watermain Replacement - cast iron replacement program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000
700368 - Water Meter Replacement Project - Phase 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Total	\$ 3,260,000	\$ 2,145,000	\$ 30,000	\$ 3,470,200	\$ 2,621,500	\$ 1,912,250	\$ 13,438,950

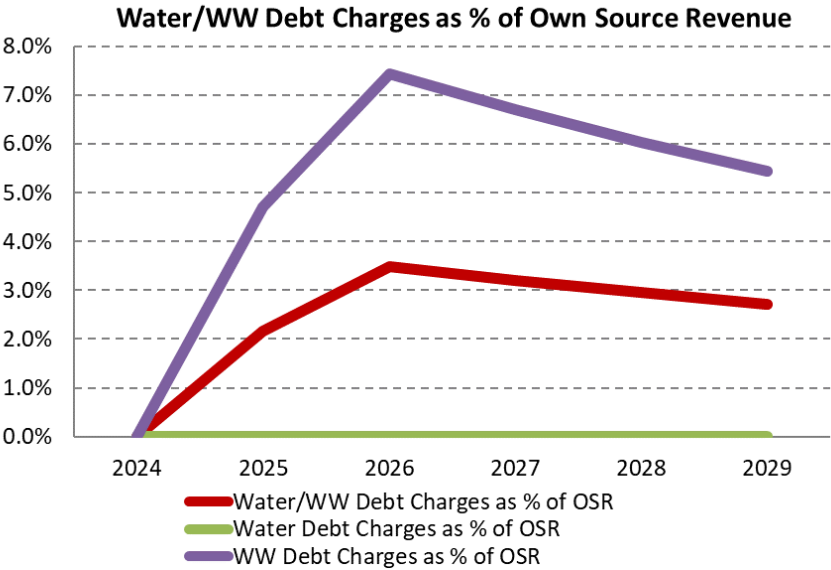
Summary of Wastewater Capital Budget Forecast

The following summarizes the Town's Capital Budget.

Project Name	2024	2025	2026	2027	2028	2029	Total 6 Years
700203 - Sanitary Sewer Inspection, CCTV and Flushing Program	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000
700204 - Sanitary Sewer Capital Construction Adjustments and Repairs	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000
700357 - WST 06-23 Quaker Road Sanitary Replacement	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000
700375 - CLI ECA Operations Manual	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
700207 - Sanitary Sewer Inspection, CCTV and Flushing Program	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ 115,000
700208 - Sanitary Sewer Capital Construction Adjustments and Repairs	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
700209 - Sanitary Sewers Model Development Update	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
700358 - Foss Road Sanitary Upgrades	\$ -	\$ 4,827,523	\$ -	\$ -	\$ -	\$ -	\$ 4,827,523
700213 - Sanitary Sewer Inspection, CCTV and Flushing Program	\$ -	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ 115,000
700214 - Sanitary Sewer Capital Construction Adjustments and Repairs	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
700193 - Foss Road Regional Forcemain Project - Culvert Replacements	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
700217 - Sanitary Sewer Inspection, CCTV and Flushing Program	\$ -	\$ -	\$ -	\$ 115,000	\$ -	\$ -	\$ 115,000
700218 - Sanitary Sewer Capital Construction Adjustments and Repairs	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
700197 - Ker Crescent outlet- upgrade existing	\$ -	\$ -	\$ -	\$ -	\$ 740,000	\$ -	\$ 740,000
700221 - Sanitary Sewer Inspection, CCTV and Flushing Program	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ -	\$ 115,000
700222 - Sanitary Sewer Capital Construction Adjustments and Repairs	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
700360 - Station Street sani upgrade (Port Robinson to Hwy 20)	\$ -	\$ -	\$ -	\$ -	\$ 1,728,000	\$ -	\$ 1,728,000
700188 - Merritt Road Sewer Main	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000
700196 - Concord upgrade existing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,000	\$ 370,000
700225 - Sanitary Sewer Inspection, CCTV and Flushing Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ 115,000
700226 - Sanitary Sewer Capital Construction Adjustments and Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Total	\$ 930,000	\$ 5,012,523	\$ 175,000	\$ 275,000	\$ 2,643,000	\$ 2,545,000	\$ 11,580,523

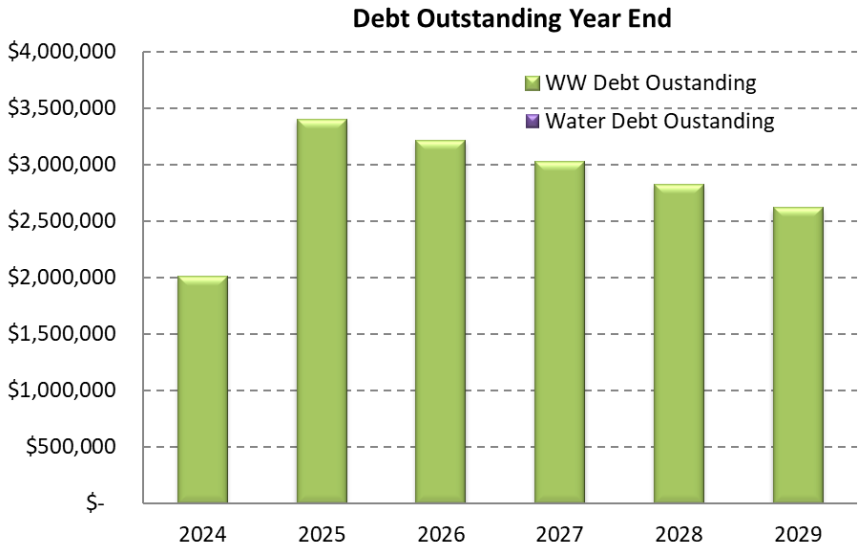
Debt Forecast

The following graph provides a summary of the debt charges as a percentage of own source revenues and the total debt outstanding for water and wastewater over the next six years.



Debt charges as a percentage own source revenues increase over the forecast as new debt is forecast to be issued over the next six years. Water/WW debt charge ratio remains at or below 10% over the forecast period, in accordance with the debt strategy.

By 2029, the combined water/ww debt outstanding is \$2.6 million



Rate Forecast

		2024	2025	2026	2027	2028	2029
Water							
Total Fixed Water Charge		\$ 34.76	\$ 37.02	\$ 38.87	\$ 40.82	\$ 42.86	\$ 45.00
Water Usage Charge (Volumetric) per m3		\$ 2.011	\$ 2.141	\$ 2.248	\$ 2.361	\$ 2.479	\$ 2.603
Water Charge based on Meter Size Bi-Monthly	5/8"	\$ 34.76	\$ 37.02	\$ 38.87	\$ 40.82	\$ 42.86	\$ 45.00
	1"	\$ 69.50	\$ 74.02	\$ 77.72	\$ 81.61	\$ 85.69	\$ 89.97
	1.4"	\$ 97.31	\$ 103.63	\$ 108.82	\$ 114.26	\$ 119.97	\$ 125.97
	2"	\$ 138.98	\$ 148.02	\$ 155.42	\$ 163.19	\$ 171.35	\$ 179.91
	3"	\$ 347.51	\$ 370.10	\$ 388.60	\$ 408.03	\$ 428.43	\$ 449.86
	4"	\$ 579.37	\$ 617.03	\$ 647.88	\$ 680.28	\$ 714.29	\$ 750.00
	6"	\$ 1,158.42	\$ 1,233.72	\$ 1,295.41	\$ 1,360.18	\$ 1,428.18	\$ 1,499.59
	8"	\$ 1,853.97	\$ 1,974.48	\$ 2,073.21	\$ 2,176.87	\$ 2,285.71	\$ 2,399.99
Volumetric Rate Change		6.5%	6.5%	5.0%	5.0%	5.0%	5.0%
Fixed Rate Change		6.5%	6.5%	5.0%	5.0%	5.0%	5.0%

		2024	2025	2026	2027	2028	2029
Wastewater							
Total Fixed Wastewater Charge		\$ 45.91	\$ 50.28	\$ 55.05	\$ 60.28	\$ 66.01	\$ 72.28
Wastewater Usage Charge (Volumetric) per m3		\$ 1.544	\$ 1.691	\$ 1.851	\$ 2.027	\$ 2.220	\$ 2.431
Wastewater Charge based on Meter Size Bi-Monthly	5/8"	\$ 45.91	\$ 50.28	\$ 55.05	\$ 60.28	\$ 66.01	\$ 72.28
	1"	\$ 91.80	\$ 100.52	\$ 110.07	\$ 120.53	\$ 131.98	\$ 144.51
	1.4"	\$ 128.53	\$ 140.74	\$ 154.11	\$ 168.75	\$ 184.78	\$ 202.33
	2"	\$ 183.57	\$ 201.01	\$ 220.10	\$ 241.01	\$ 263.91	\$ 288.98
	3"	\$ 458.99	\$ 502.60	\$ 550.34	\$ 602.63	\$ 659.88	\$ 722.56
	4"	\$ 765.24	\$ 837.93	\$ 917.54	\$ 1,004.70	\$ 1,100.15	\$ 1,204.67
	6"	\$ 1,530.05	\$ 1,675.41	\$ 1,834.57	\$ 2,008.85	\$ 2,199.69	\$ 2,408.67
	8"	\$ 2,448.74	\$ 2,681.37	\$ 2,936.10	\$ 3,215.03	\$ 3,520.46	\$ 3,854.90
Volumetric Rate Change		9.5%	9.5%	9.5%	9.5%	9.5%	9.5%
Fixed Rate Change		9.5%	9.5%	9.5%	9.5%	9.5%	9.5%

Projected Water and Wastewater Rates' Residential Impact

Based on the assumptions in terms of the rate revenue requirement, consumption and growth, the following provides a summary of the forecast rates over the forecast period for a residential customer consuming 200 m³ annually.

200 m ³ residential impact - 5/8"									
		Water		WW		Cost of service			
Year	Fixed Bi-Monthly	Volumetric	Fixed Bi-Monthly	Volumetric	Water	WW	Total	Blended Percentage Increase from Prior Year	Blended \$ Increase from Prior Year
2023	\$ 32.64	\$ 1.888	\$ 41.93	\$ 1.410	\$ 573	\$ 534	\$ 1,107		
2024	\$ 34.76	\$ 2.011	\$ 45.91	\$ 1.544	\$ 611	\$ 584	\$ 1,195	7.9%	\$ 88
2025	\$ 37.02	\$ 2.141	\$ 50.28	\$ 1.691	\$ 650	\$ 640	\$ 1,290	8.0%	\$ 95
2026	\$ 38.87	\$ 2.248	\$ 55.05	\$ 1.851	\$ 683	\$ 701	\$ 1,383	7.2%	\$ 93
2027	\$ 40.82	\$ 2.361	\$ 60.28	\$ 2.027	\$ 717	\$ 767	\$ 1,484	7.3%	\$ 101
2028	\$ 42.86	\$ 2.479	\$ 66.01	\$ 2.220	\$ 753	\$ 840	\$ 1,593	7.3%	\$ 109
2029	\$ 45.00	\$ 2.603	\$ 72.28	\$ 2.431	\$ 791	\$ 920	\$ 1,710	7.4%	\$ 117

On a blended average annual basis, the cost of water/ww service for a typical customer is approximately 7.4% over the forecast period.

Reporting Requirements O.Reg. 453/07

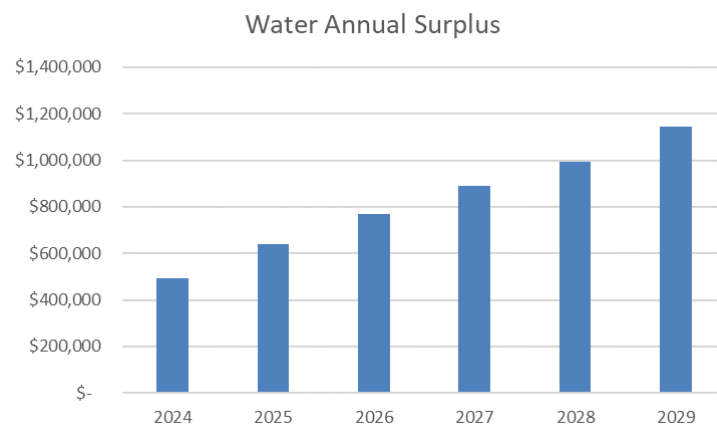


Water Financial Plan—O.Reg. 453/07

The Financial Plan has been prepared in accordance with the regulation (O.Reg. 453/07) made under the Safe Drinking Water Act. The Financial Plan regulation requires that the plans be updated every five years along with the request for the renewal of the drinking water licence. This ongoing update will assist in revisiting the assumptions made to develop the operating and funding plans as well as reassessing the needs for capital renewal and major maintenance expenses.

Statement of Financial Operations

- This statement summarizes the revenues and expenditures. The expenditures include ongoing operating costs plus asset amortization. This statement indicates that the system and its asset base are projected to be maintained with funds being available each year for future capital renewal or major maintenance. As shown in the statement of financial operations and in the graph below, the Town is generating excess revenues over expenses including amortization for water, from 2024 to 2029.

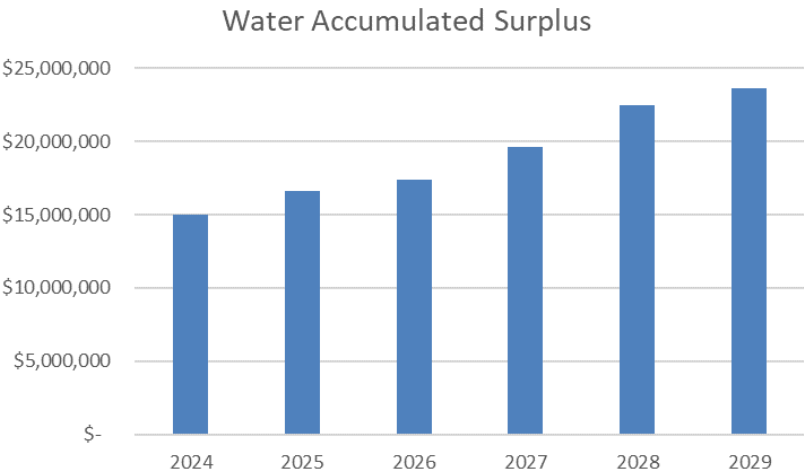


Cash Receipts or Gross Cash Payments (Cash Flows)

- The cash flow statement summarizes how the water system is expected to generate and utilize cash resources. The transactions that generate and use cash include the projection of cash to be received from revenues, cash to be used for operating expenditures and financing charges, cash projected to be used to acquire capital assets and projected financial transactions that are the proceeds from debt or debt principal repayment. Cash balances are positive throughout the forecast period, as reflected in the Financial Statements.

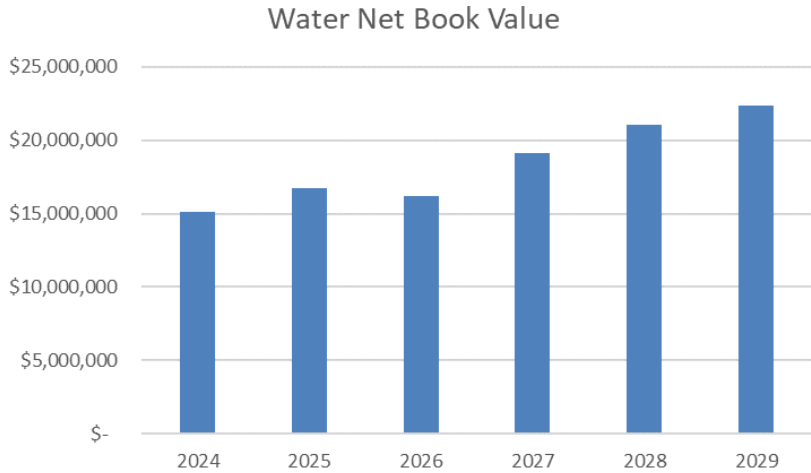
Accumulated Surplus

- Another financial indicator that is reflected in the financial position statement is the accumulated surplus. This indicator represents cash on hand plus the net book value of tangible capital assets less debt. The accumulated surplus is forecast to increase from 2024 to 2029, as shown below and in the Statement of Financial Position.



Tangible Capital Assets (Net Book Value)

- Water systems have a great deal of resources tied up in tangible capital assets and managing these assets is critical to maintaining current and future levels of service. An increase in net book value of tangible capital assets is an indication that assets have been renewed faster than they were used. A decrease in net book value indicates that assets are being used, or amortized, faster than they are renewed. The net book value is projected to increase for water, from \$15.1 million in 2024 to \$22.3 million in 2029.



Statement of Financial Operations—Water

		Projected					
		2024	2025	2026	2027	2028	2029
Revenues							
	Rate and Fixed Revenues	\$ 3,801,581	\$ 4,107,187	\$ 4,374,101	\$ 4,657,570	\$ 4,958,590	\$ 5,278,218
	Other revenues	\$ 225,210	\$ 231,966	\$ 238,925	\$ 246,093	\$ 253,475	\$ 261,080
	Interest Earnings	\$ 3,005	\$ -	\$ -	\$ 23,890	\$ 10,565	\$ 28,112
Total revenues		\$ 4,029,795	\$ 4,339,153	\$ 4,613,025	\$ 4,927,552	\$ 5,222,630	\$ 5,567,409
Operating Expenses							
	Salaries and Benefits	\$ 1,044,813	\$ 1,091,761	\$ 1,141,521	\$ 1,194,305	\$ 1,250,340	\$ 1,309,875
	Materials and Supplies	\$ 318,828	\$ 328,576	\$ 338,625	\$ 348,985	\$ 359,666	\$ 370,678
	Insurance	\$ 30,052	\$ 31,555	\$ 33,132	\$ 34,789	\$ 36,528	\$ 38,355
	Contract Services	\$ 185,503	\$ 191,068	\$ 196,800	\$ 202,704	\$ 208,785	\$ 215,049
	Niagara Region Volumetric Costs	\$ 1,436,806	\$ 1,508,646	\$ 1,584,078	\$ 1,663,282	\$ 1,746,446	\$ 1,833,769
Total Operating expenses		\$ 3,016,002	\$ 3,151,605	\$ 3,294,157	\$ 3,444,065	\$ 3,601,766	\$ 3,767,726
Debt Charges							
	Debt Charges - Interest Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization Expense							
	Amortization of tangible capital assets	\$ 518,637	\$ 547,237	\$ 547,637	\$ 593,906	\$ 628,859	\$ 654,356
Total Expenses		\$ 3,534,639	\$ 3,698,842	\$ 3,841,793	\$ 4,037,971	\$ 4,230,626	\$ 4,422,082
Annual Surplus/Deficit		\$ 495,156	\$ 640,311	\$ 771,232	\$ 889,581	\$ 992,004	\$ 1,145,327

Statement of Cash Flow/Cash Receipts—Water

	Projected					
	2024	2025	2026	2027	2028	2029
Total Revenues	\$ 4,029,795	\$ 4,339,153	\$ 4,613,025	\$ 4,927,552	\$ 5,222,630	\$ 5,567,409
Cash Paid For						
Operating Costs	\$ 3,016,002	\$ 3,151,605	\$ 3,294,157	\$ 3,444,065	\$ 3,601,766	\$ 3,767,726
Debt Repayment - Debt Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cash Provided from Operating Transactions	\$ 1,013,793	\$ 1,187,548	\$ 1,318,869	\$ 1,483,487	\$ 1,620,864	\$ 1,799,683
Capital Transactions						
Acquisition of TCA	\$ 3,260,000	\$ 2,145,000	\$ 30,000	\$ 3,470,200	\$ 2,621,500	\$ 1,912,250
Finance Transactions						
Proceeds from Grants and Subsidies	\$ 1,980,000	\$ 979,046	\$ -	\$ -	\$ -	\$ -
Proceeds from Debt Issuance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from DCs	\$ -	\$ -	\$ -	\$ 1,320,455	\$ 1,878,000	\$ -
Debt Principal Repayment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Increase/(Decrease) in Cash Equivalents	\$ (266,207)	\$ 21,594	\$ 1,288,869	\$ (666,258)	\$ 877,364	\$ (112,567)
Cash and Cash Equivalents at Beginning Balance	\$ 150,231	\$ (115,977)	\$ (94,383)	\$ 1,194,486	\$ 528,228	\$ 1,405,592
Cash and Cash Equivalents at Ending Balance	\$ (115,977)	\$ (94,383)	\$ 1,194,486	\$ 528,228	\$ 1,405,592	\$ 1,293,025

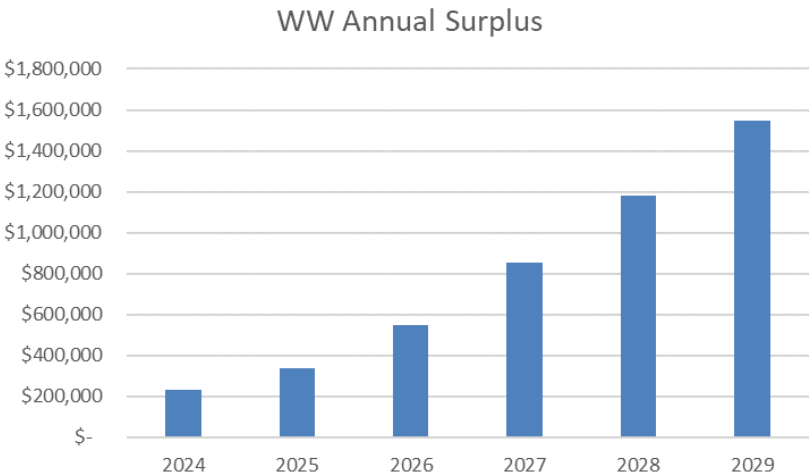
Statement of Financial Position—Water

	Projected					
	2024	2025	2026	2027	2028	2029
Financial Assets						
Cash	\$ (115,977)	\$ (94,383)	\$ 1,194,486	\$ 528,228	\$ 1,405,592	\$ 1,293,025
Liabilities						
Debt - Principal Outstanding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Financial Assets	\$ (115,977)	\$ (94,383)	\$ 1,194,486	\$ 528,228	\$ 1,405,592	\$ 1,293,025
Non-Financial Assets						
Tangible Capital Assets	\$ 22,125,788	\$ 25,385,788	\$ 27,530,788	\$ 27,560,788	\$ 31,030,988	\$ 33,652,488
Additions to Tangible Capital Assets	\$ 3,260,000	\$ 2,145,000	\$ 30,000	\$ 3,470,200	\$ 2,621,500	\$ 1,912,250
Accumulated Amortization	\$ 10,247,990	\$ 10,795,226	\$ 11,342,863	\$ 11,936,769	\$ 12,565,628	\$ 13,219,984
Total Non-Financial Assets	\$ 15,137,798	\$ 16,735,562	\$ 16,217,925	\$ 19,094,219	\$ 21,086,860	\$ 22,344,754
Accumulated Surplus	\$ 15,021,822	\$ 16,641,179	\$ 17,412,411	\$ 19,622,447	\$ 22,492,451	\$ 23,637,778
Cash as a % of Non-Financial Assets	-0.8%	-0.6%	7.4%	2.8%	6.7%	5.8%
Debt as a % of Non-Financial Assets	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Wastewater Financial Plan—O.Reg. 453/07

Statement of Financial Operations

- This statement summarizes the revenues and expenditures. The expenditures include ongoing operating costs plus asset amortization. This statement indicates that the system and its asset base are projected to be maintained with funds being available each year for future capital renewal or major maintenance. As shown in the statement of financial operations and in the graph below, the Town is generating excess revenues commencing in 2024.

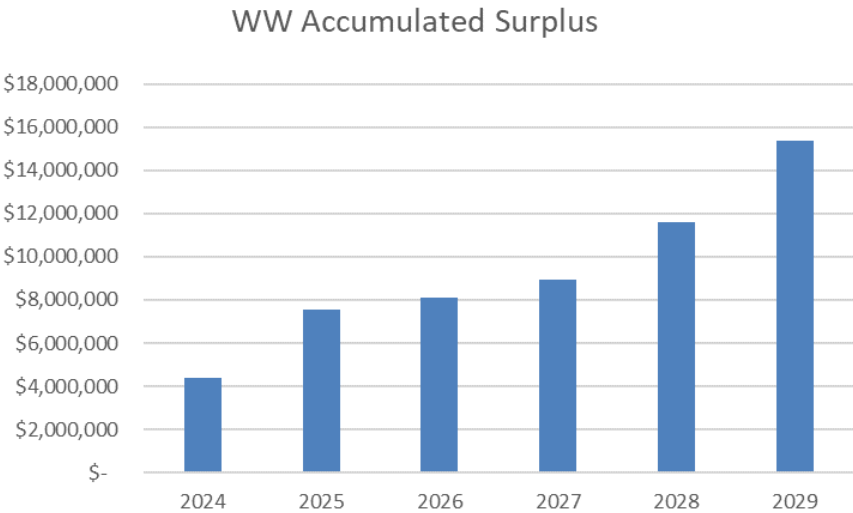


Cash Receipts or Gross Cash Payments (Cash Flows)

- The cash flow statement summarizes how the water system is expected to generate and utilize cash resources. The transactions that generate and use cash include the projection of cash to be received from revenues, cash to be used for operating expenditures and financing charges, cash projected to be used to acquire capital assets and projected financial transactions that are the proceeds from debt or debt principal repayment.

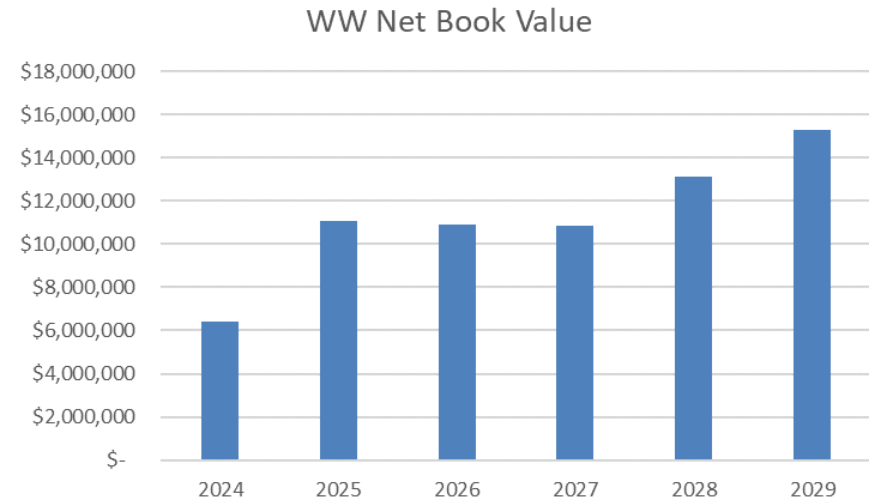
Accumulated Surplus

- Another financial indicator that is reflected in the financial position statement is the accumulated surplus. This indicator represents cash on hand plus the net book value of tangible capital assets less debt. The accumulated surplus is forecast is shown below and in the Statement of Financial Position.



Tangible Capital Assets (Net Book Value)

- Wastewater systems have a great deal of resources tied up in tangible capital assets and managing these assets is critical to maintaining current and future levels of service. An increase in net book value of tangible capital assets is an indication that assets have been renewed faster than they were used. A decrease in net book value indicates that assets are being used, or amortized, faster than they are renewed. The net book value is projected to increase for wastewater, from \$6.4 million in 2024 to \$15.3 million in 2029.



Statement of Financial Operations—Wastewater

		Projected					
		2024	2025	2026	2027	2028	2029
Revenues							
	Rate and Fixed Revenues	\$ 3,273,007	\$ 3,635,585	\$ 4,037,675	\$ 4,483,532	\$ 4,977,859	\$ 5,525,865
	Other revenues	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510	\$ 23,185	\$ 23,881
	Interest Earnings	\$ -	\$ -	\$ -	\$ 7,383	\$ 21,873	\$ 25,910
Total revenues		\$ 3,293,607	\$ 3,656,803	\$ 4,059,530	\$ 4,513,425	\$ 5,022,918	\$ 5,575,656
Operating Expenses							
	Salaries and Benefits	\$ 687,480	\$ 718,002	\$ 750,330	\$ 784,599	\$ 820,954	\$ 859,553
	Materials and Supplies	\$ 11,620	\$ 12,057	\$ 12,511	\$ 12,984	\$ 13,475	\$ 13,987
	Insurance	\$ 3,327	\$ 3,494	\$ 3,669	\$ 3,852	\$ 4,045	\$ 4,247
	Contract Services	\$ 18,540	\$ 19,096	\$ 19,669	\$ 20,259	\$ 20,867	\$ 21,493
	Niagara Region Volumetric Costs	\$ 2,065,000	\$ 2,168,250	\$ 2,276,663	\$ 2,390,496	\$ 2,510,020	\$ 2,635,521
Total Operating expenses		\$ 2,785,968	\$ 2,920,899	\$ 3,062,841	\$ 3,212,189	\$ 3,369,361	\$ 3,534,801
Debt Charges							
	Debt Charges - Interest Expenses	\$ -	\$ 68,000	\$ 115,450	\$ 109,116	\$ 102,567	\$ 95,796
Amortization Expense							
	Amortization of tangible capital assets	\$ 272,667	\$ 331,638	\$ 333,697	\$ 336,932	\$ 368,026	\$ 397,967
Total Expenses		\$ 3,058,635	\$ 3,320,537	\$ 3,511,988	\$ 3,658,238	\$ 3,839,955	\$ 4,028,565
Annual Surplus/Deficit		\$ 234,972	\$ 336,266	\$ 547,542	\$ 855,188	\$ 1,182,964	\$ 1,547,092

Statement of Cash Flow/Cash Receipts—Wastewater

	Projected					
	2024	2025	2026	2027	2028	2029
Total Revenues	\$ 3,293,607	\$ 3,656,803	\$ 4,059,530	\$ 4,513,425	\$ 5,022,918	\$ 5,575,656
Cash Paid For						
Operating Costs	\$ 2,785,968	\$ 2,920,899	\$ 3,062,841	\$ 3,212,189	\$ 3,369,361	\$ 3,534,801
Debt Repayment - Debt Interest	\$ -	\$ 68,000	\$ 115,450	\$ 109,116	\$ 102,567	\$ 95,796
Cash Provided from Operating Transactions	\$ 507,639	\$ 667,904	\$ 881,239	\$ 1,192,120	\$ 1,550,990	\$ 1,945,059
Capital Transactions						
Acquisition of TCA	\$ 930,000	\$ 5,012,523	\$ 175,000	\$ 275,000	\$ 2,643,000	\$ 2,545,000
Finance Transactions						
Proceeds from Grants and Subsidies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from Debt Issuance	\$ 2,000,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -
Proceeds from DCs	\$ -	\$ 2,802,087	\$ -	\$ -	\$ 1,493,000	\$ 2,203,500
Debt Principal Repayment	\$ -	\$ 104,417	\$ 186,281	\$ 192,614	\$ 199,163	\$ 205,935
Increase/(Decrease) in Cash Equivalents	\$ 1,577,639	\$ (146,949)	\$ 519,958	\$ 724,506	\$ 201,827	\$ 1,397,624
Cash and Cash Equivalents at Beginning Balance	\$ (1,581,482)	\$ (3,842)	\$ (150,792)	\$ 369,166	\$ 1,093,672	\$ 1,295,499
Cash and Cash Equivalents at Ending Balance	\$ (3,842)	\$ (150,792)	\$ 369,166	\$ 1,093,672	\$ 1,295,499	\$ 2,693,123

Statement of Financial Position—Wastewater

	Projected					
	2024	2025	2026	2027	2028	2029
Financial Assets						
Cash	\$ (3,842)	\$ (150,792)	\$ 369,166	\$ 1,093,672	\$ 1,295,499	\$ 2,693,123
Liabilities						
Debt - Principal Outstanding	\$ 2,000,000	\$ 3,395,583	\$ 3,209,302	\$ 3,016,687	\$ 2,817,524	\$ 2,611,589
Net Financial Assets	\$ (2,003,842)	\$ (3,546,374)	\$ (2,840,135)	\$ (1,923,015)	\$ (1,522,025)	\$ 81,534
Non-Financial Assets						
Tangible Capital Assets	\$ 12,834,796	\$ 13,764,796	\$ 18,777,319	\$ 18,952,319	\$ 19,227,319	\$ 21,870,319
Additions to Tangible Capital Assets	\$ 930,000	\$ 5,012,523	\$ 175,000	\$ 275,000	\$ 2,643,000	\$ 2,545,000
Accumulated Amortization	\$ 7,359,898	\$ 7,691,536	\$ 8,025,233	\$ 8,362,165	\$ 8,730,191	\$ 9,128,159
Total Non-Financial Assets	\$ 6,404,898	\$ 11,085,783	\$ 10,927,086	\$ 10,865,154	\$ 13,140,128	\$ 15,287,160
Accumulated Surplus	\$ 4,401,056	\$ 7,539,409	\$ 8,086,951	\$ 8,942,138	\$ 11,618,102	\$ 15,368,694
Cash as a % of Non-Financial Assets	-0.1%	-1.4%	3.4%	10.1%	9.9%	17.6%
Debt as a % of Non-Financial Assets	31.2%	30.6%	29.4%	27.8%	21.4%	17.1%

Statement of Financial Operations—Water and Wastewater—Consolidated

		Projected					
		2024	2025	2026	2027	2028	2029
Revenues							
	Rate and Fixed Revenues	\$ 7,074,588	\$ 7,742,772	\$ 8,411,776	\$ 9,141,101	\$ 9,936,450	\$ 10,804,083
	Other revenues	\$ 245,810	\$ 253,184	\$ 260,779	\$ 268,603	\$ 276,661	\$ 284,961
	Interest Earnings	\$ 3,005	\$ -	\$ -	\$ 31,273	\$ 32,438	\$ 54,022
Total revenues		\$ 7,323,402	\$ 7,995,956	\$ 8,672,555	\$ 9,440,977	\$ 10,245,548	\$ 11,143,065
Operating Expenses							
	Salaries and Benefits	\$ 1,732,294	\$ 1,809,763	\$ 1,891,851	\$ 1,978,903	\$ 2,071,294	\$ 2,169,429
	Materials and Supplies	\$ 330,448	\$ 340,633	\$ 351,136	\$ 361,969	\$ 373,141	\$ 384,665
	Insurance	\$ 33,380	\$ 35,048	\$ 36,801	\$ 38,641	\$ 40,573	\$ 42,602
	Contract Services	\$ 204,043	\$ 210,164	\$ 216,469	\$ 222,963	\$ 229,652	\$ 236,542
	Niagara Region Volumetric Costs	\$ 3,501,806	\$ 3,676,896	\$ 3,860,741	\$ 4,053,778	\$ 4,256,467	\$ 4,469,290
Total Operating expenses		\$ 5,801,970	\$ 6,072,504	\$ 6,356,998	\$ 6,656,254	\$ 6,971,127	\$ 7,302,527
Debt Charges							
	Debt Charges - Interest Expenses	\$ -	\$ 68,000	\$ 115,450	\$ 109,116	\$ 102,567	\$ 95,796
Amortization Expense							
	Amortization of tangible capital assets	\$ 791,304	\$ 878,875	\$ 881,334	\$ 930,838	\$ 996,886	\$ 1,052,323
Total Expenses		\$ 6,593,274	\$ 7,019,379	\$ 7,353,781	\$ 7,696,209	\$ 8,070,580	\$ 8,450,646
Annual Surplus/Deficit		\$ 730,128	\$ 976,577	\$ 1,318,774	\$ 1,744,769	\$ 2,174,968	\$ 2,692,419

Statement of Cash Flow/Cash Receipts—Water and Wastewater—Consolidated

Projected						
	2024	2025	2026	2027	2028	2029
Total Revenues	\$ 7,323,402	\$ 7,995,956	\$ 8,672,555	\$ 9,440,977	\$ 10,245,548	\$ 11,143,065
Cash Paid For						
Operating Costs	\$ 5,801,970	\$ 6,072,504	\$ 6,356,998	\$ 6,656,254	\$ 6,971,127	\$ 7,302,527
Debt Repayment - Debt Interest	\$ -	\$ 68,000	\$ 115,450	\$ 109,116	\$ 102,567	\$ 95,796
Cash Provided from Operating Transactions	\$ 1,521,432	\$ 1,855,452	\$ 2,200,108	\$ 2,675,607	\$ 3,171,854	\$ 3,744,742
Capital Transactions						
Acquisition of TCA	\$ 4,190,000	\$ 7,157,523	\$ 205,000	\$ 3,745,200	\$ 5,264,500	\$ 4,457,250
Finance Transactions						
Proceeds from Grants and Subsidies	\$ 1,980,000	\$ 979,046	\$ -	\$ -	\$ -	\$ -
Proceeds from Debt Issuance	\$ 2,000,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -
Proceeds from DCs	\$ -	\$ 2,802,087	\$ -	\$ 1,320,455	\$ 3,371,000	\$ 2,203,500
Debt Principal Repayment	\$ -	\$ 104,417	\$ 186,281	\$ 192,614	\$ 199,163	\$ 205,935
Increase/(Decrease) in Cash Equivalents	\$ 1,311,432	\$ (125,356)	\$ 1,808,827	\$ 58,247	\$ 1,079,190	\$ 1,285,057
Cash and Cash Equivalents at Beginning Balance	\$ (1,431,251)	\$ (119,819)	\$ (245,175)	\$ 1,563,653	\$ 1,621,900	\$ 2,701,090
Cash and Cash Equivalents at Ending Balance	\$ (119,819)	\$ (245,175)	\$ 1,563,653	\$ 1,621,900	\$ 2,701,090	\$ 3,986,148

Statement of Financial Position—Water and Wastewater—Consolidated

	Projected					
	2024	2025	2026	2027	2028	2029
Financial Assets						
Cash	\$ (119,819)	\$ (245,175)	\$ 1,563,653	\$ 1,621,900	\$ 2,701,090	\$ 3,986,148
Liabilities						
Debt - Principal Outstanding	\$ 2,000,000	\$ 3,395,583	\$ 3,209,302	\$ 3,016,687	\$ 2,817,524	\$ 2,611,589
Net Financial Assets	\$ (2,119,819)	\$ (3,640,757)	\$ (1,645,649)	\$ (1,394,787)	\$ (116,434)	\$ 1,374,558
Non-Financial Assets						
Tangible Capital Assets	\$ 34,960,584	\$ 39,150,584	\$ 46,308,107	\$ 46,513,107	\$ 50,258,307	\$ 55,522,807
Additions to Tangible Capital Assets	\$ 4,190,000	\$ 7,157,523	\$ 205,000	\$ 3,745,200	\$ 5,264,500	\$ 4,457,250
Accumulated Amortization	\$ 17,607,888	\$ 18,486,763	\$ 19,368,096	\$ 20,298,934	\$ 21,295,820	\$ 22,348,143
Total Non-Financial Assets	\$ 21,542,696	\$ 27,821,344	\$ 27,145,011	\$ 29,959,373	\$ 34,226,987	\$ 37,631,914
Accumulated Surplus	\$ 19,422,877	\$ 24,180,587	\$ 25,499,362	\$ 28,564,585	\$ 34,110,553	\$ 39,006,472
Cash as a % of Non-Financial Assets	-0.6%	-0.9%	5.8%	5.4%	7.9%	10.6%
Debt as a % of Non-Financial Assets	9.3%	12.2%	11.8%	10.1%	8.2%	6.9%

Subject: HONK Agreement for Overnight Parking at the MCC

Recommendation:

BE IT RESOLVED THAT Council receive Report # 2023-0272 - HONK Agreement for Overnight Parking at the MCC, for information;

AND THAT Council approve the authorized signing authorities for the Town of Pelham enter into a service agreement with HONK Mobile Inc. effective January 1, 2024 (Appendix 1).

Background:

Council approved at the October 4, 2023 Council meeting the following:

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.

Analysis:

The location for the overnight parking is the Meridian Community Centre (MCC) parking lot. The rate will be \$100 a month or \$10 for one night. Staff have researched other neighbouring municipalities using HONK and none has an overnight rate. The following chart summarizes monthly rates and hourly rates:

HONK

Locations	Hourly Rate	Monthly
Welland	\$ 2.00	\$ 39.45
St. Catharines	\$ 1.75	\$59.60 - \$119.25
NOTL	\$ 4.75	\$24-30
Niagara Falls	\$1.25 - \$20.00	\$28.25 - \$45.20
Burlington	\$ 1.75	\$83 to \$132

Based on this chart, \$100 per month and \$10 for one night is reasonable.

The time for the overnight parking is from 10:00 pm to 8:00 am. This will not interfere with the busy times at the MCC.

The HONK mobile system does not have the capacity to print tickets, so a separate software system is required. Niagara-on-the-Lake uses AIMS Parking Management Solutions to print tickets. This system can be used by by-law to print all violations, not only overnight parking at the MCC.

The Town is exploring electronic ticketing system as part of the 2024 capital budget. It is project IT 04-24 Mobile Ticketing System for \$24,000. This would be used by by-law.

In the meantime, for HONK Mobile, a lot of HONK customers use a HONK QR code to take ticket/infraction payments.

Here's How that works:

- 1) The town creates a series of infraction penalty rates (i.e. overnight parking, expired session, etc.)
- 2) The Town preprints ticket/infraction notices
- 3) Security leaves tickets on the windshields
- 4) Violators would pay through the QR code

This method is being used by a lot of municipalities such as the City of Oshawa.

HONK is the best solution to enforce overnight parking at the MCC that is economical and user friendly for both the user and Town staff.

Financial Considerations:

For the HONK Mobile (Appendix 1, Schedule A): The cost is \$50 per month per location. We only have one location: the MCC. The minimum monthly transaction fee is \$250. The transaction processing fees using credit cards will be charged to the customer.

The User Fee guide will be update for \$100 per month overnight parking and \$10 per one overnight parking.

Alternatives Reviewed:

Enabling residents to use the MCC parking lot during non-peak times provides increased capacity for residents. It maximizes the use of the MCC parking lot.

Strategic Plan Relationship: Enhancing Capacity and Future Readiness

Enabling residents to use the MCC parking lot during non-peak times provides increased capacity for residents. It maximizes the use of the MCC parking lot.

Consultation:

Director Recreation, Culture and Wellness

Town Solicitor on the agreement

Senior Leadership Team

Staff at Niagara-on-the Lake

Manager Information Technology

Other Pertinent Reports/Attachments:

Appendix 1: Draft Agreement with HONK Mobile

Prepared and Recommended by:

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

Prepared and Submitted by:

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

SERVICES AGREEMENT (CANADA)

This Services Agreement is made effective (the “**Effective Date**”) by and between **HONK MOBILE INC.**, a Canada corporation, having an office at 90 Eglinton Ave. E., Suite 600 Toronto, ON M4P 2Y3 (“**HONK**”) and the corporate entity having its head or registered address set out in Section 10.2 (“**Town**”).

WHEREAS

- A. HONK is the owner of the HONK Software, which allows for the sale and processing of payment transactions for parking and parking related products and services; and
- B. The Town wishes to implement a system of paid parking at certain Town premises and to use the HONK Software for this purpose; and
- C. HONK has agreed to make the HONK Software available to the Town and to provide the Town with HONK Services and any Additional Services on the terms and conditions set out in this Agreement;

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties agree as follows:

1. DEFINITIONS

1.1 The following capitalized terms, when used in this Agreement, unless expressly stated otherwise, shall have the meanings set forth below:

- (a) “**Acquirer**” means an entity that initiates and maintains relationships with companies for the acceptance of Payment Cards and includes the HONK Acquirer;
- (b) “**Additional Services**” means any other services provided by HONK as set forth in Schedule A or any amendment thereto;
- (c) “**Agreement**” means this Services Agreement, including any Service Order Form that references this Agreement, as may be amended from time to time;
- (d) “**Cardholder**” means a Person to whom a Payment Card is issued to or any individual authorized to use the Payment Card;
- (e) “**Cardholder Data**” means, in respect of a Cardholder, the full primary account number plus any of the following: cardholder name, expiration date and/or service code;
- (f) “**Confidential Information**” has the meaning set forth in Section 9;
- (g) “**Customer**” means any person or organization that utilizes the HONK Services to acquire goods and/or services from the Town;
- (h) “**Device**” means a smartphone or other electronic device of the Customer using the HONK Services;
- (i) “**Fees**” means any and all fees that are charged by HONK for the HONK Services or Additional Services, if any, as set forth in Schedule A or any amendment thereto;
- (j) “**Gateway Service Provider**” means the gateway service provider selected by HONK;

- (k) **"HONK Acquirer"** means the Acquirer that provides the Processing Services;
- (l) **"HONK Services"** means the functions provided by the HONK Software which enable transactions to be executed on Devices and which send transaction information to the Town, HONK, the HONK Acquirer, or the Gateway Services Provider, as applicable, so as to enable a Customer to purchase parking related goods and/or services, as set forth in Schedule A or any amendment thereto;
- (m) **"HONK Software"** all software provided or made available by HONK to the Town and its Customers in connection with the HONK Services, and includes any software made available on a "software as a service" basis and any required application programming interfaces specified by HONK;
- (n) **"Internet Payment Service Provider"** means a third party that has direct or indirect access to the Payment Card Association Networks;
- (o) **"Issuer"** means an entity that issues Payment Cards or performs, facilitates, or supports issuing services, including issuing banks and issuing processors;
- (p) **"Loss" or "Losses"** means all losses, claims, breaches, suits, damages, liabilities, costs, charges, reasonable legal fees, judgements, fines, court costs and expenses, amounts paid in settlement, penalties, and all other liabilities of every nature, kind, and description whatsoever;
- (q) **"MOR Services"** means services that may be provided by HONK whereby HONK acts as the "merchant of record" for Payment Card transactions undertaken using the HONK Software;
- (r) **"Party"** means either HONK or the Town and **"Parties"** means HONK and the Town, collectively;
- (s) **"Payment Authorization"** means the authorization to be executed by the Town concurrent with this Agreement to allow HONK to make pre-authorized debits to the account identified by the Town on the pre-authorized debit authorization attached hereto as Schedule B, in order to facilitate the payment of all amounts owing by the Town to HONK under this Agreement;
- (t) **"Payment Card"** means any payment card that bears the logo of any Payment Card Association;
- (u) **"Payment Card Association"** means the payment network that is operated by or for the applicable Payment Card association to route and process payment card transactions;
- (v) **"PCI DSS"** means the Payment Card Industry (PCI) Data Security Standard (DSS) as defined by the PCI Security Standards Council;
- (w) **"Processing Services"** means the payment processing services provided to the Company by the HONK Acquirer which enable the Company to accept Payment Cards for goods and services sold using the HONK Software pursuant to a merchant agreement between the Company and the HONK Acquirer; and
- (x) **"Rules"** means guidelines and rules of financial institutions involved in payment processing of transactions and/or Payment Card Associations.

2. SERVICES

- 2.1** *Master Agreement.* This Agreement provides the terms under which the Town obtains the HONK Services and the legal framework for any Additional Services that the Town may obtain from HONK, all as set out in Schedule A.
- 2.2** *Obligation to Provide.* HONK shall provide the HONK Services subject to and in accordance with the terms set forth herein.
- 2.3** *Services.* In accordance with this Agreement, HONK shall:
- (a) provide the HONK Services;
 - (b) provide service and assistance to the Town and Customers with respect to technical and/or transaction questions related to the HONK Services; and
 - (c) maintain complete and accurate records of all transactions relating to the HONK Services as set out in in Section 2.4.
- 2.4** *Reporting.* HONK will make available to the Town records of all transactions undertaken through the HONK Software and will comply with all reasonable requests for clarification to validate any information provided.
- 2.5** *Additional Services.* Any Additional Service will, among other things, set forth: (i) a description of the particular Additional Service to be provided; (ii) the associated fees and charges; and (iii) invoicing and payment terms to the extent, if any, that such terms are different from the terms set forth in this Agreement. Once contracted, the terms and conditions of any Additional Service will be deemed to be incorporated herein by reference. Other than the HONK Services, HONK shall have no obligation to provide Additional Services to the Town unless and until the Parties have executed an agreement for same. In the event of a conflict between this Agreement and the terms of any agreement for Additional Services, the terms of this Agreement shall govern unless otherwise agreed to between the Parties.
- 2.6** *Internet, Card Issuers, Acquirers and Financial Institutions and Payment Card Associations.* The Parties expressly recognize and acknowledge that the some of the HONK Services and Additional Services may be dependent upon the cooperation and continued operation of various Issuers, Internet Payment Service Providers, Acquirers (including acquiring banks and financial institutions), Gateway Service Providers and Payment Card Associations. The compatibility and/or availability of any particular Issuer, Internet Payment Service Provider, Acquirer (including any acquiring bank or financial institution) or Gateway Service Provider with the HONK Services is subject to modification without notice. The Town also acknowledges that the HONK Software depends on the internet which is not perfect, and which does not operate without interruption.
- 2.7** *Company Data Security.* Throughout the term of this Agreement, the Town will comply with all applicable laws, regulations, and Rules (including PCI DSS to the extent applicable) relating to data security and privacy to the extent applicable.
- 2.8** *Service Blocking.* HONK reserves the right in its sole discretion to block use of the HONK Services or Additional Services to any Customer at any time and for any reason whatsoever.
- 2.9** *Customer Orders.* Under no circumstances shall this Agreement be considered as making HONK responsible for the fulfillment of any Customer orders or guarantee the contractual obligation of Customers to make payments for the benefit of the Town. HONK does not warrant or guarantee any payments or take ownership responsibility for any goods or services provided by the Town.

3. HONK SOFTWARE; INTELLECTUAL PROPERTY

- 3.1** *Software Terms.* All HONK Software is made available to the Town solely in connection with and for the sole purpose of the provision of the HONK Services or Additional Services, if any, and all other uses are expressly prohibited. Nothing in this Agreement conveys, transfers or grants to the Town any rights, title, or interests in or to any HONK Software; as between the Parties, all such rights, title and interests are retained exclusively by HONK. The Town may not disclose such specified application programming interface to a third party or permit a third party to use same. In the event of any unauthorized use of the HONK Software (including the interface) by or through the Town, HONK may, without prejudice to any other rights, immediately terminate the Town's access to and use thereof, which may result in the cessation of the HONK Services and any Additional Services. The Town shall not modify, reverse engineer, disassemble or decompile the HONK Software, in whole or in part, or otherwise attempt to discover any source or object code or trade secret related thereto.
- 3.2** *Intellectual Property Rights.* HONK retains all rights to its system, software, all of its products, applications, and services which the Town is exposed to or is able to access. Similarly, the Town retains all rights to all of its systems, applications, and services which HONK is exposed to or is able to access. Unless otherwise expressly stated in the Agreement, a Party has no right to the other Party's intellectual property rights, know-how or concepts, of whatever type it may be.
- 3.3** *Upgrade/Changes/Updates.* From time-to-time HONK may make upgrades or enhancements available in connection with the HONK Services. Any additional features offered, if used by the Town, may be subject to additional terms, conditions, and Fees.
- 3.4** *Notification.* In the event that any non-critical update or fix to the HONK Software or any Application Programming Interface ("API") should become available that requires action on the part of the Town, HONK shall notify the Town in writing of such update or fix, as the case may be, and the Town shall perform or process such update or fix within ninety (90) days of notification. In the event that any critical update or fix to the HONK Software should become available that requires action on the part of the Town, HONK shall notify the Town in writing of such update or fix, as the case may be, and the Town shall perform or process such or fix update within thirty (30) days of notification. In the event that the Town fails to so update the API(s) or HONK Software, as the case may be, HONK accepts no liability for and provides no warranty or representation, whether regarding the performance, availability or otherwise, with respect to the API(s) or the HONK Software and makes no guarantee that same will comply with any applicable service levels.
- 3.5** *Changes or Updates.* HONK will use reasonable commercial efforts to ensure that any changes or updates implemented by HONK will not materially reduce the functionality of the HONK Services. HONK reserves the right to change or remove any of the functionality or features of the HONK Services, in whole or in part, at its sole discretion, at any time, upon reasonable notice to the Town.

4. TOWN'S COVENANTS AND OBLIGATIONS

- 4.1** *Representations and Warranties.* The Town represents, warrants, and covenants to HONK that it will:
- (a) at all times comply with applicable law (including, but not limited to, consumer privacy, data security) applicable to it and to all Customers and will promptly notify HONK in writing if the Town cannot so comply;
 - (b) provide HONK with the locations, prices, quantities and availability of goods and services in respect of which it wishes to use the HONK Software;
 - (c) pay to HONK the Fees associated with the HONK Services and Additional Services, if any;

- (d) execute a Payment Authorization in the form attached as Schedule B in order to facilitate the payment of Fees;
- (e) only use the HONK Services or Additional Services with respect to sales by the Town of its products and services, and it will not rent, lease, or resell the HONK Services or Additional Services or submit any payment transactions that violate applicable laws or Rules; and
- (f) promptly notify HONK in writing if the Town becomes aware of any misuse of the HONK Services or any error in any information that has been provided by the Town, or by a Cardholder to the knowledge of the Town, to HONK.

5. FEES

- 5.1** *Invoicing.* Except as may be otherwise agreed to by the Parties or provided for in this Agreement, Fees will be invoiced to the Town on a monthly basis.
- 5.2** *Payment.* Except as may be otherwise agreed to by the Parties or provided for in this Agreement, payment of invoices for Fees is due upon receipt of the applicable invoice and will be made in accordance with the Payment Authorization.
- 5.3** *Disputed Amounts.* If the Town does not object in writing to an invoiced amount by the payment due date, the Town shall be deemed to have acknowledged the correctness of that invoice and to have waived its right to dispute that invoice.
- 5.4** *Taxes.* All fees and other amounts in this Agreement are stated exclusive of any tax. The Town is responsible for the payments of all taxes, duties, levies, or charges of any kind imposed by any federal or provincial or local government entity on Fees payable for the HONK Services. All payments made to HONK are to be made without deduction, withholding, set off, or other adjustments for taxes.
- 5.5** *Late Payment and NSF fees.* HONK has the right to charge (i) interest on any unpaid amounts at the rate of 18% per annum until HONK has received payment in full; (ii) NSF fees incurred by it for payments which are dishonoured; and (iii) reasonable legal fees and costs associated with the collection or enforcement of debt arising from unpaid amounts.
- 5.6** *Currency.* Transaction fees for transactions processed (i) in U.S. Dollars will be payable in U.S. currency; and (ii) in Canadian Dollars will be payable in Canadian currency.

6. AGREEMENT AMENDMENTS

- 6.1** *Unilateral Amendments.* HONK may unilaterally amend the terms and conditions of this Agreement:
 - (a) upon thirty (30) calendar days prior written notice to the Town in the case of any increase in charges arising as a result of changes in communications costs or other third-party services utilized by HONK in providing the HONK Services or any other cost increase over which HONK has no control; and
 - (b) in any other case, upon sixty (60) calendar days advance written notice to the Town.

If the Town does not give notice of termination in accordance with Section 7.1 within thirty (30) calendar days of receipt of such unilateral amendment, HONK may accept such non-termination as the Town's acceptance of same.

7. TERM AND TERMINATION

7.1 *Term and Termination.* This Agreement is entered into for an indefinite term and may be terminated by either Party upon providing the other Party with a written notice of termination at least thirty (30) calendar days in advance of the termination date.

7.2 *Early Termination by HONK.* HONK has the right to terminate or suspend this Agreement or any Additional Service, immediately upon providing written notice to the Town, where:

- (a) such termination or suspension is required under any applicable law or Rules;
- (b) such termination or suspension is required or requested by the HONK Acquirer; or
- (c) the Town cancels the Payment Authorization.

7.3 *Termination by Either Party.* Either Party (for the purposes of this Section, the “Non-Defaulting Party”) shall be entitled to terminate this Agreement with written notice and immediate effect upon the occurrence of any of the following events (each of which is an “Event of Default”) in respect of the other Party (for the purposes of this Section, the “Defaulting Party”) if the Defaulting Party:

- (a) is in breach of any of its obligations or covenants under this Agreement or any Schedule and fails to remedy the said breach within ten (10) calendar days of receiving written notice of breach from the Non-Defaulting Party;
- (b) becomes insolvent;
- (c) is unable to pay its debts, or fails or admits in writing its inability to pay its debts, generally as they become due;
- (d) is dissolved (other than pursuant to a consolidation, amalgamation, or merger);
- (e) makes a general assignment, arrangement, or composition with or for the benefit of its creditor(s);
- (f) institutes, or has instituted against it, a proceeding seeking a judgment of insolvency or bankruptcy or any other relief under any bankruptcy or insolvency law or other similar law affecting creditor’s rights;
- (g) has a petition presented for its winding up or liquidation;
- (h) enters into, or proposes, any composition or arrangement with its creditors generally; or
- (i) is subject to anything analogous to the foregoing in any jurisdiction.

7.4 *Upon Termination.* Upon termination, the Town shall promptly:

- (a) cease all use of the HONK Services and Additional Services, if any;
- (b) return or securely destroy, as directed by and in the sole discretion of HONK, any documentation, data, or material related to the HONK Services or HONK Software to HONK;
- (c) cease identifying HONK as its service provider; and
- (d) uninstall the HONK Software, at its sole responsibility and cost.

7.5 *Effect of Termination.* If this Agreement is terminated in accordance with its terms, all Additional Services, if any, will co-terminate.

7.6 *Survival.* Both Parties hereto agree that Section 3.2, Section 5 this Section 7.6, Section 8, Section 9, Section 10, and any other provisions of this Agreement which, by their terms, require performance after the termination of this Agreement, or have application to events that may occur after such termination, shall survive the termination of this Agreement. Termination of this Agreement for any reason shall not relieve either of the Parties of its liability for the payment or performance of any obligation already accrued or resulting from acts, omissions or events occurring prior to the effective date of termination.

8. DISCLAIMER AND LIMITATION OF LIABILITY

8.1 *Disclaimer.* HONK warrants and represents that the HONK Software, HONK Services and any Additional Services supplied to the Town under this Agreement are reasonably fit for their intended purpose(s) but otherwise are provided without representation, warranty or guarantee of any kind. Other than as expressly set forth herein, HONK expressly disclaims all representations, warranties, and conditions, express or implied, including but not limited to merchantability, satisfactory quality, non-infringement, and those arising by statute or otherwise in law.

8.2 *Exclusion of Consequential Damages.* In no event shall HONK or its directors, officers, employees, or agents be liable for any incidental, indirect, special, punitive, or consequential damages, loss of sales or profits, business interruption, loss of business information or data loss in connection with or arising out of the performance, non-performance, repudiation or termination of this Agreement, the HONK Software, the HONK Services and/or any Additional Services provided to the Town.

8.3 *Limitation of Liability.* To the maximum extent permitted by law, in no event shall the cumulative liability of Honk, its directors, officers, employees or agents for any damages or losses that arise out of or relate to this agreement exceed, in the aggregate in respect of all incidents or occurrences to which any claim(s) relate, fees (as defined in this agreement) actually paid by the company to Honk in the three (3) month period immediately preceding the date on which the event giving rise to the first claim occurred.

8.4 *Additional Exclusions.* HONK shall not be liable for damages or losses, of any kind, which arise due to: (a) a mistake in the transmission of electronically stored information, such as delays, mistaken transmissions, distortions, or the disappearance of such information; or (b) any disturbance or interruption in operation of the HONK Services or inability to access or limited access to the HONK Services. HONK shall have the right to take reasonable measures, based on its reasonable assessment of a situation of potential security risk, to avert, minimize or mitigate any potential loss, corruption, theft of data or other security risk, including but not limited to the limitation or temporary suspension of the provision of the HONK Services, without any liability to the Town.

8.5 *Indemnity.* The Town agrees to fully indemnify, defend and hold harmless HONK, its directors, officers, employees and agents from and against any and all demands, judgements, losses, obligations, damages, fines, recoveries and deficiencies, or liabilities (including any costs, expenses, penalties, and reasonable legal fees and expenses) in connection with a claim, action, suit or proceeding made, brought or commenced by a third party which arise, result from, or relate to: (a) any transaction between the Town and any Cardholder and/or Customer; (b) any failure by the Town to comply with its obligations under the Agreement; or (c) any violation by the Town of any law, Rule or regulation applicable to the Town in Canada or any other country.

9. CONFIDENTIALITY

9.1 **“Confidential Information”** means, in respect of a Party, information concerning the affairs of the Party or any information to which the other Party may have access by virtue of the implementation

of this Agreement or otherwise which may be communicated to such other Party at any time, provided that "Confidential Information" shall be deemed not to include information which:

- (a) is now, or hereafter becomes, through no act or failure to act on the part of the receiving Party, generally known or available to the public;
- (b) is known by the receiving Party at the time of receiving such information as evidenced by its records;
- (c) is hereafter furnished to the receiving Party by a third party, as a matter of right and without restriction on disclosure; and
- (d) is independently acquired or developed by the receiving Party without any breach of the Agreement.

9.2 Each Party shall hold in trust and confidence and shall not, without the prior written consent of the other Party, directly or indirectly disclose or otherwise make available to any third party any Confidential Information, except as required to: (a) carry out the terms of this Agreement; or (b) be disclosed by law or court order or by order of a competent regulatory body (provided that the receiving Party has given the disclosing Party prior written notice (unless such notice is legally prohibited) so that the disclosing Party may seek a protective order or other appropriate remedy and/or waive compliance with the obligations set forth in Section 9.2). In fulfilling the immediately foregoing obligations, each Party shall exercise the same degree of care in maintaining the confidentiality of the Confidential Information of the other Party as it exercises with respect to its own Confidential Information of like character. For the avoidance of doubt the terms of the Agreement shall be considered Confidential Information.

9.3 Each Party will disclose Confidential Information to its employees or subcontractors on a "need to know" basis only. In any event, prior to disclosing or otherwise making available any Confidential Information to a subcontractor, the Party making the disclosure shall obtain the subcontractor's agreement in writing to be bound by obligations of confidentiality no less stringent than those provided for in this Section 9. Each Party shall be liable for any misuse, misappropriation, or improper disclosure of Confidential Information by any of its employees, contractors, agents, and professional advisers to whom it discloses or makes the Confidential Information available.

9.4 Section 9 shall not apply to any transfer, disclosure or use by HONK of Cardholder Data or other transaction data for the purposes of providing the HONK Services. The Town expressly acknowledges that although HONK's systems employ safeguards as required by PCI DSS to protect the security and integrity of such data, such safeguards may not be effective and unauthorized access to, use of and manipulation of such data is possible. HONK will not be liable for any such unauthorized access, use or manipulation.

10. GENERAL TERMS

10.1 *Interpretation.* The following extended meanings shall, where the context permits or requires, apply to the terms used in this Agreement:

- (a) words importing the singular number include the plural and vice versa;
- (b) words importing gender include all genders;
- (c) the word "person" includes all forms of business organization; and
- (d) a reference to a "Section" of this Agreement means those sections and/or paragraphs that appear together in the same numerical grouping.

10.2 *Notices.* Any notice required or permitted to be given under this Agreement shall be in writing and may be given to the Party for whom it is intended by: (a) delivery by hand; (b) registered mail (except in the event of a postal strike) to the address set out immediately below; (c) telephone transmission of a facsimile of the notice to the telephone number (if any) set out immediately below; or (d) electronic mail to the e-mail address (if any) set out immediately below. Notice may only be given by e-mail if the sender has configured his/her/its e-mail software so that a receipt confirming that the e-mail has been delivered to and opened by the recipient may be requested from the recipient's e-mail program and the sender requests such confirmation(s). Any notice given under: (i) item (a) or (c) immediately preceding shall be deemed to have been received by the addressee on the day of delivery or transmission, as the case may be; (ii) item (b) immediately preceding shall be deemed to have been received by the addressee on the sixth day (excluding Saturdays, Sundays and statutory holidays) following the date of mailing; and (iii) item (d) immediately preceding shall be deemed to have been received by the addressee only if the sender has received an e-mail receipt from the recipient's e-mail program verifying that the sender's e-mail has been received and opened and, in that case, the notice shall be deemed to have been received on the date shown on the e-mail receipt. Either Party may at any time give notice to the other Party of any change of address, telephone number or e-mail address. Notices shall be addressed as follows:

If to HONK:

HONK Mobile Inc.
90 Eglinton Ave. E., Suite 600
Toronto, Ontario
M4P 2Y3

Email: legal@honkmobile.com

If to the Company:

[Full Corporate Name] _____
[Address] _____
[Address] _____
[Address] _____
[Attention/Name] _____
[Email] _____

10.3 *Assignment.* The Town may not assign this Agreement, in whole or in part, without the prior written consent of HONK. Any purported assignment by the Town without the prior written consent of HONK shall be deemed null, void, and unenforceable. Any sale, transfer, reorganization, merger or change in control of all or substantially all of the Town's assets shall be deemed to be an assignment for the purposes of this Section. The rights and obligations of HONK under this Agreement are freely assignable upon reasonable prior written notice to the Town. This Agreement shall enure to the benefit of and be binding upon the Parties and their respective heirs, personal representatives, successors and permitted assigns.

10.4 *Entire Agreement.*

This Agreement:

- (a) constitutes the entire Agreement with respect to its subject matter and supersedes all prior agreements, understandings, negotiations, and discussions, written or oral, with respect to that subject matter;
- (b) may not be amended or modified in any respect except by further agreement in writing, except as provided in Section 6 above.
- (c) shall not be supplemented or otherwise affected by any:
 - i. prior dealings between the Parties;
 - ii. usage of the HONK Software; or
 - iii. any purchase order or like document of the Town,unless expressly referred to in this Agreement.

The Parties irrevocably agree that this Section is intended to exclude tort liability including, without limitation, liability for representations and/or misrepresentations that may otherwise have given rise to a claim under tort law independent of this Agreement.

- 10.5** *Waiver.* No waiver of any provision or breach of this Agreement (a) shall be effective unless made in writing, or (b) shall operate as or be construed to be a continuing waiver of such provision or breach. No failure or delay by either Party in exercising any of its rights under this Agreement shall operate as a waiver thereof.
- 10.6** *Severability.* In the event any portion of this Agreement is held to be invalid or unenforceable, such portion shall be construed as nearly as possible to reflect the original intent of the Parties, or if such construction cannot be made, such provision or portion thereof shall be severable from this Agreement (as appropriate), provided that the same shall not affect in any respect whatsoever the remainder of this Agreement (as appropriate).
- 10.7** *Relationship of the Parties.* Each Party is an independent contractor of, and is not an employee, agent, or authorized representative of, the other Party. The provisions of this Agreement shall not, in any respect or manner whatsoever, be construed as to create a partnership, joint venture, or other business combination between HONK and the Town.
- 10.8** *Force Majeure.* HONK shall not be liable to the Town or any third party for any delay in or failure of its performance under this Agreement (including, any disruption in the HONK Service(s) or any Additional Services) resulting from any act of God, fire flood, explosion or other natural disaster, severe weather, actions or imposition by governmental, administrative or judicial authorities, phone or Internet outage or disruption, power outage or disruption, computer malfunction, communication failure or labor dispute, vandalism, theft, riot, commotion, act of public enemies, blockage or embargo or any other cause beyond the reasonable control of HONK.
- 10.9** *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada which apply within the Province of Ontario, without reference to or use of any conflicts of laws provisions therein. Any proceedings relating to or arising out of this Agreement shall be brought in the City of Toronto.

- 10.10** *Counterparts.* This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall be one and the same document. A copy (including PDF) or facsimile of a signature shall be binding upon the signatory as if it were an original signature.
- 10.11** *Language.* The Parties require that this Agreement and all related documents be drawn up in the English language. Les parties exigent que cette convention et tous les documents qui s'y rattachent soient rédigés en langue anglaise.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the duly authorized representatives of the Parties have executed this Services Agreement as of the Effective Date.

Signed for and on behalf of:

Signed for and on behalf of:

HONK MOBILE INC.

(Full corporate name)

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

SCHEDULE A

ELECTRONIC PAYMENT CHANNELS

<input checked="" type="checkbox"/>	HONKAPP/ HONKWEB	Per Location, Per Month Custom Artwork & Graphic Design	Included Included
<input checked="" type="checkbox"/>	HONKTAP/ HONKTEXT	Per Location, Per Month Custom Artwork & Graphic Design	\$50.00 Included

TRANSACTION PROCESSING

On Demand (<24hrs)	Per Transaction	5.0% (subject to a minimum fee of \$0.35)
Infractions/Citations	Per Transaction	5.0% (subject to a minimum fee of \$3.50)
Long-Term (>24hrs) <i>Includes: Permit, Subscription, FlexPass</i>	Per Transaction	5.0% (subject to a minimum fee of \$3.50)
Transaction Processing Fees Paid By:	<input checked="" type="checkbox"/> Customer <input type="checkbox"/> Company	
Minimum Transaction Fees	Per Month	\$250.00

PAYMENT PROCESSING

<input type="checkbox"/>	JPM Merchant Account <i>(Daily Deposits)</i>	Visa, Mastercard, American Express, Discover, Interac PayPal Chargeback (per occurrence)	2.90% + \$0.30 2.90% + \$0.30 \$25.00
<input checked="" type="checkbox"/>	HONK MOR Services <i>(Monthly Deposits)</i> honkmobile.com/MOR	Visa, Mastercard, American Express, Discover, Interac PayPal Chargeback (per occurrence)	2.90% + \$0.30 2.90% + \$0.30 \$25.00

ADDITIONAL SOFTWARE MODULES

<input type="checkbox"/>	FLEXPASS	Per Month	\$500.00
<input checked="" type="checkbox"/>	HONKHUB	Per Month	\$0.00 Special Offer
<input type="checkbox"/>	HONKPSM+	Per Month	\$500.00
<input type="checkbox"/>	HONKVALIDATIONS	Per Location, Per Month	\$150.00

SCHEDULE B

PAYMENT AUTHORIZATION

The Town (“**you**” and “**your**”) hereby authorizes HONK to make deposits and/or withdrawals from your bank account set out below or any other bank account that you may identify to HONK from time to time (the “**Account**”) for the purpose of paying all Fees owing by you to HONK or by HONK to you, in all cases, pursuant to the terms of the Services Agreement entered into between you and HONK. If any debit is dishonoured by your bank for any reason, you agree that we are entitled to issue another debit in substitution for the dishonoured debit.

This authorization is to remain in effect until HONK has received written confirmation from you of its change or termination. You may cancel this authorization upon 20 days’ written notice to HONK; however, you remain obligated to pay to HONK all amounts due and owing under the Services Agreement entered into between you and HONK.

PAD CATEGORY: BUSINESS

PLEASE COMPLETE THE FOLLOWING:

BANK ACCOUNT INFORMATION

INSTITUTION	TRANSIT	ACCOUNT NUMBER

PLEASE ATTACH A SAMPLE OF YOUR CHEQUE WITH “VOID” WRITTEN ON IT.



The Corporation of the Town of Pelham

By-law No. 68-2023

Being a By-law to establish a system of administrative penalties for contraventions of designated non-parking By-laws and to repeal By-law No. 4352(2022).

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") provides that the powers of a municipality under the statute or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the statute or any other Act;

AND WHEREAS section 11 of the *Municipal Act, 2001* provides that a lower-tier municipality has the authority to pass by-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons and the protection of persons and property;

AND WHEREAS section 391 of the *Municipal Act, 2001* authorizes a municipality to impose fees and charges on persons for services or activities provided or done by or on behalf of the municipality;

AND WHEREAS section 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c. 23 authorizes a municipality to require a person to pay an administrative penalty if it is satisfied that the person has failed to comply with a property standards by-law of the municipality or with an order issued thereunder;

AND WHEREAS section 434.1 of the *Municipal Act, 2001* authorizes a municipality to require a person to pay an administrative penalty if it is satisfied that the person has failed to comply with a by-law of the municipality;

AND WHEREAS section 434.1 of the *Municipal Act, 2001* authorizes a municipality to establish a system of administrative penalties to assist in promoting compliance with its by-laws;

AND WHEREAS the Council of The Corporation of the Town of Pelham deems it necessary and desirable to implement a system of administrative penalties to promote compliance with designated by-laws;

NOW THEREFORE the Council of The Corporation of the Town of Pelham enacts as follows:

1. Purpose

- 1.1. The purpose of this By-law is to establish and implement a system of administrative penalties for contraventions of designated by-laws so as to promote compliance with by-laws of the Town of Pelham and to facilitate enforcement of by-law contraventions.

2. Definitions

- 2.1. In this By-law:

"Administrative Fee" means a Screening Review Non-Attendance Fee, a Hearing Non-Attendance Fee, a Late Payment Fee and/or a Non-Sufficient Funds Fee.

"Administrative Penalty" means a monetary penalty issued pursuant to this By-law.

"Appeal" means an appeal to the Hearing Officer from a Screening Review Decision.

"Council" means the Council of the Town.

"Designated By-law" means a by-law designated by the Town as one to which this By-law applies.

"Director" means the Director of Fire and By-law Services of the Town or their designate.

"Electronic Hearing" means an Appeal hearing conducted virtually in accordance with the Rules of Electronic Hearings of the Town.

"Electronic Screening Review" means a Screening Review conducted virtually.

"Enforcement Authority" means the Director, a by-law enforcement officer of the Town, any Person appointed under this By-law to enforce Designated By-laws, a member of the Niagara Regional Police Service, a member of the Ontario Provincial Police and any other provincial offences officer designated under the *Provincial Offences Act*, R.S.O. 1990, c. P.33.

"Hearing Officer" means a Person appointed by the Town to conduct Appeal hearings under this By-law.

"Hearing Non-Attendance Fee" means an administrative fee imposed by the Town in respect of a Person's failure to appear at the time and place scheduled for the hearing of an Appeal.

"In-Person Hearing" means an Appeal at which the Person making the Appeal attends in person and at which the Town and/or the Hearing Officer may attend in person or virtually.

"In-Person Screening Review" means a Screening Review conducted by way of personal attendance of the Person requesting the review and the Screening Officer.

"Late Payment Fee" means an administrative fee imposed by the Town in respect of a Person's failure to pay an Administrative Penalty, Screening Review Non-Attendance Fee or Hearing Non-Attendance Fee by the date on which it is payable.

“Non-Sufficient Funds Fee” means an administrative fee imposed by the Town where a Person makes a payment to the Town under this By-law and there are insufficient funds to make the said payment in the account from it was drawn.

“Owner” means the registered owner of Property.

“Penalty Notice” means a notice issued to a Person pursuant to section 4 of this By-law.

“Penalty Notice Date” means the date on which the Person to whom the Penalty Notice is issued failed to comply with a Designated By-law.

“Penalty Notice Number” means a unique number assigned by the Town to a Penalty Notice for identification and reference purposes.

“Person” means an individual, corporation, partnership or association.

“Property” means any land or premises within the Town.

“Screening Officer” means a Person appointed by the Town to conduct Screening Reviews under this By-law.

“Screening Review” means a review of an Administrative Penalty by a Screening Officer, which may be conducted in writing or by way of an attendance with the Screening Officer at the election of the Person to whom the Administrative Penalty was issued.

“Screening Review Decision” means a decision made by a Screening Officer pursuant to section 5 of this By-law.

“Screening Review Decision Date” means the date on which the Screening Officer delivers a Screening Review Decision.

“Screening Review Non-Attendance Fee” means an administrative fee imposed by the Town in respect of a Person’s failure to appear at the time and place scheduled for an in-person Screening Review or Electronic Screening Review.

“Town” means The Corporation of the Town of Pelham or the geographic location of the municipality, as the context requires.

“Written Screening Review” means a Screening Review conducted by a Screening Officer by reviewing written information provided by the Person requesting the review and without an in person or virtual attendance.

3. Designated By-laws and Administrative Fees

- 3.1. The Designated By-laws of the Town and the applicable Administrative Penalties for Designated By-law contraventions are listed in Schedule “A”, as amended or updated from time to time, which is attached hereto and forms part of this By-law.
- 3.2. The Administrative Fees under this By-law are listed in Schedule “B”, as amended or updated from time to time, which is attached hereto and forms part of this By-law.

4. Penalty Notice Issuance

- 4.1. An Enforcement Authority who has reason to believe that a Person has contravened any provision or provisions of a Designated By-law may issue a Penalty Notice to that Person in respect of each contravention.

- 4.2. The Director may, within ten (10) calendar days of the Penalty Notice Date, cancel an Administrative Penalty where the Director determines, in their sole discretion, that cancellation is warranted.
- 4.3. A Penalty Notice shall be provided to the Person to whom it is issued within fourteen (14) calendar days of the Penalty Notice Date and shall include the following information:
- (a) the Penalty Notice Date;
 - (b) the date on which the Penalty Notice was issued;
 - (c) the Penalty Notice Number;
 - (d) the name of the issuing Enforcement Authority;
 - (e) particulars of the non-compliance with a Designated By-law;
 - (f) the amount of the Administrative Penalty;
 - (g) the date by which the Administrative Penalty is payable;
 - (h) information about the process by which a Person may request a Screening Review; and
 - (i) a statement advising the Person that unless an Administrative Penalty is cancelled, varied or reduced by a Screening Review or an Appeal, it shall constitute a debt of the Person to the Town.

5. Screening Reviews

- 5.1. Subject to subsections 5.2 and 5.3, a Person to whom a Penalty Notice is issued may request a Screening Review in which the Administrative Penalty is reviewed by a Screening Officer.
- 5.2. A Person must request a Screening Review or an extension of time to request a Screening Review prior to 4:30 p.m. on the date on which the Administrative Penalty is payable.
- 5.3. Where a Person fails to make a request for a Screening Review or an extension of time to request a Screening Review within the prescribed time:
- (a) the right of the Person to make the request expires;
 - (b) the Person is deemed to have waived the right to request a Screening Review;
 - (c) the Administrative Penalty is deemed to be affirmed; and
 - (d) the Administrative Penalty is not subject to review or appeal, including by any tribunal or court.
- 5.4. The right of a Person to request a Screening Review or an extension of time to request a Screening Review is exercised by giving the Town written notice in the form determined by the Director from time to time, which shall include the following information:
- (a) the Penalty Notice number;
 - (b) the Person's name;
 - (c) the Person's address, telephone number and email address;
 - (d) if applicable, the name, address, telephone number and email address of the Person's legal representative;

- (e) in the case of a request for an extension of time to request a Screening Review, the reason(s) the Person failed to make the request within the time prescribed by subsection 5.2;
 - (f) in the case of a request for a Screening Review, a factual and detailed explanation of the reason(s) for the request, including any supporting documentation;
 - (g) in the case of a request for a Screening Review, the Person's election to have the Screening Review conducted in writing or by way of an attendance with the Screening Officer; and
 - (h) in the case of a request for an attendance with the Screening Officer, the Person's election for an Electronic Screening Review, an In-Person Screening Review or a Written Screening Review.
- 5.5. Where a Person elects to have an Electronic Screening Review or an In-Person Screening Review, the Person shall be notified of the date, time and place of the Screening Review.
- 5.6. If a Person fails to appear at an Electronic Screening Review or an In-Person Screening Review or fails to remain at the Screening Review until the Screening Officer has made the Screening Decision:
- (a) the Person is deemed to have abandoned the request for a Screening Review;
 - (b) the Administrative Penalty is deemed to be affirmed;
 - (c) the Administrative Penalty is not subject to review or appeal, including by any tribunal or court; and
 - (d) the Person shall pay a Screening Review Non-Attendance Fee to the Town.
- 5.7. Subject to subsections 5.3 and 5.6, the Screening Officer may:
- (a) approve or modify a request for an extension of time to request a Screening Review where the Screening Officer is satisfied that the circumstances warrant an extension of time;
 - (b) deny a request for an extension of time to request a Screening Review, in which case the Administrative Penalty is deemed to be affirmed;
 - (c) affirm the Administrative Penalty;
 - (d) cancel the Administrative Penalty where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and further that:
 - i. there is reason to doubt that the Person contravened the Designated By-law; or
 - ii. the Person took all reasonable steps to prevent the contravention; or
 - (e) cancel or reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and further that the cancellation, reduction or extension of time for payment is necessary to relieve undue financial hardship for the Person.
- 5.8. A Person who claims financial hardship bears the onus of establishing financial hardship to the satisfaction of the Screening Officer.

- 5.9. Where a Screening Officer cancels an Administrative Penalty, any associated Administrative Fee(s) shall be deemed to be cancelled.
- 5.10. Upon completion of the Screening Review, the Screening Officer shall make a Screening Review Decision and shall provide it in writing to the Person as soon as reasonably practicable.
- 5.11. The Screening Officer has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

6. Appeals to the Hearing Officer

- 6.1. Subject to subsections 6.2 and 6.3, a Person to whom a Screening Review Decision is provided may request an Appeal in which the Screening Review Decision is reviewed by a Hearing Officer.
- 6.2. A Person must request an Appeal or an extension of time to request an Appeal prior to 4:30 p.m. on the date on which the Administrative Penalty is payable as directed in the Screening Review Decision.
- 6.3. Where a Person fails to make a request for an Appeal or an extension of time to request an Appeal within the prescribed time:
 - (a) the right of the Person to make the request expires;
 - (b) the Person is deemed to have waived the right to request an Appeal;
 - (c) the Screening Review Decision is deemed to be affirmed;
 - (d) the Administrative Penalty, as modified by the Screening Review Decision if applicable, is deemed to be affirmed; and
 - (e) the Screening Review Decision and Administrative Penalty, as modified by the Screening Review Decision if applicable, are not subject to review or appeal, including by any tribunal or court.
- 6.4. The right of a Person to request an Appeal or an extension of time to request an Appeal is exercised by giving the Town written notice in the form determined by the Director from time to time, which shall include the following information:
 - (a) the Penalty Notice number;
 - (b) the Person's name;
 - (c) the Person's address, telephone number and email address;
 - (d) if applicable, the name, address, telephone number and email address of the Person's legal representative;
 - (e) in the case of a request for an extension of time to request an Appeal, the reason(s) the Person failed to make the request within the time prescribed by subsection 6.2;
 - (f) in the case of a request for an Appeal, a factual and detailed explanation of the reason(s) for the request, including any supporting documentation; and
 - (g) in the case of a request for an Appeal, the Person's election for an Electronic Hearing or an In-Person Hearing.

- 6.5. Where a Person elects to have an Electronic Hearing, the Town shall notify the Person of the date and time of the Electronic Hearing and provide the access link not less than seven (7) calendar days before the Electronic Hearing.
- 6.6. Where a Person elects to have an In-Person Hearing, the Town shall notify the Person of the date, time and place of the In-Person Hearing not less than seven (7) calendar days before the In-Person Hearing.
- 6.7. If a Person fails to appear at the date and time set for the hearing of an Appeal or fails to remain until the end of the hearing:
- (a) the Person is deemed to have abandoned the Appeal;
 - (b) the Screening Review Decision is deemed to be affirmed;
 - (c) the Administrative Penalty, as modified by the Screening Review Decision if applicable, is deemed to be affirmed; and
 - (d) the Screening Review Decision and Administrative Penalty, as modified by the Screening Review Decision if applicable, are not subject to review or appeal, including by any tribunal or court; and
 - (e) the Person shall pay a Hearing Non-Attendance Fee to the Town.
- 6.8. A Hearing Officer shall not make any decision in respect of an Appeal unless the Hearing Officer has given each of the Person, the Director, the Enforcement Authority that issued the Penalty Notice and their legal representatives if applicable, an opportunity to be heard at the Electronic Hearing or the In-Person Hearing, as the case may be.
- 6.9. The Hearing Officer shall conduct all Appeal hearings in accordance with the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22.
- 6.10. Subject to subsections 6.3 and 6.7, the Hearing Officer may:
- (a) approve or modify a request for an extension of time to request an Appeal where the Hearing Officer is satisfied that the circumstances warrant an extension of time;
 - (b) deny a request for an extension of time to request an Appeal, in which case the Screening Review Decision and Administrative Penalty, as modified by the Screening Review Decision if applicable, are deemed to be affirmed;
 - (c) deny the Appeal and affirm the Screening Review Decision and Administrative Penalty;
 - (d) allow the Appeal in full and cancel the Screening Review Decision and Administrative Penalty where the Hearing Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and further that:
 - i. there is reason to doubt that the Person contravened the Designated By-law;
 - ii. the Person took all reasonable steps to prevent the contravention; or
 - iii. the cancellation is necessary to relieve undue financial hardship for the Person; or

- (e) allow the Appeal in part and vary the Screening Review Decision to reduce the Administrative Penalty and/or extend the time for payment of the Administrative Penalty where the Hearing Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and further that the reduction or extension of time for payment is necessary to relieve undue financial hardship for the Person.
- 6.11. A Person who claims financial hardship bears the onus of establishing financial hardship to the satisfaction of the Hearing Officer.
- 6.12. Where the Hearing Officer cancels an Administrative Penalty, any associated Administrative Fee(s) shall be deemed to be cancelled.
- 6.13. The Hearing Officer has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.
- 6.14. Upon completion of an Electronic Hearing or In-Person Hearing, as the case may be, the Hearing Officer shall make a decision and provide it in writing to the Town as soon as reasonably practicable.
- 6.15. The Town shall provide the decision of the Hearing Officer to the Person and their legal representative if applicable, within fourteen (14) calendar days of receipt.
- 6.16. The decision of the Hearing Officer is final and is not subject to review or appeal, including by any tribunal or court.

7. Notice

- 7.1. Any document or notice that is required to be provided to a Person under this By-law, including a Penalty Notice, shall be given in writing and may be delivered in any of the following ways:
 - (a) by serving or personally delivering it to the Person to whom it is addressed, in which case delivery is effective immediately;
 - (b) by sending it to the Person to whom it is addressed by regular mail or registered mail to the Person's last known address, in which case delivery is effective five (5) calendar days after the date on which it is sent; or
 - (c) by sending it to the Person to whom it is addressed by email to the Person's last known email address, in which case delivery is effective on the date the email is sent unless the email is sent after 4:30 p.m., in which case delivery is effective the next day.
- 7.2. For the purpose of subsection 7.1, a Person's last known address and last known email address include those provided by the Person as part of a request for a Screening Review or an Appeal and any address or email address for the Person contained in the records of the Town.
- 7.3. Any document or notice that is required to be provided to the Town under this By-law, shall be given in writing and may be delivered in any of the following ways:
 - (a) by addressing it to the Town Clerk and serving or personally delivering it to Town Hall at 20 Pelham Town Square in Fonthill, in which case delivery is effective immediately;

- (b) by addressing it to the attention of the Town Clerk and sending it by regular mail or registered mail to 20 Pelham Town Square, P.O. Box 400, Fonthill, Ontario, L0S 1E0, in which case delivery is effective five (5) calendar days after the date on which it is sent;
- (c) by emailing it to AMPappeals@pelham.ca, in which case delivery is effective on the date the email is sent unless the email is sent after 4:30 p.m., in which case delivery is effective the next day.

8. Administration

- 8.1. Council shall appoint Screening Officers and Hearing Officers from time to time on such terms as Council considers appropriate. The Screening Officers and Hearing Officers appointed by Council are listed in Schedule "C", as amended or updated from time to time, which is attached hereto and forms part of this By-law.
- 8.2. The Director may establish any rules, policies, practices or procedures necessary to administer this By-law and may further amend, rescind or replace any such rules, policies, practices or procedures from time to time as the Director deems necessary.
- 8.3. The Director shall prescribe all forms and notices required under this By-law and may amend such forms and notices from time to time as the Director deems necessary.
- 8.4. No Enforcement Authority who issues a Penalty Notice may accept any payment of the Administrative Penalty imposed by the Penalty Notice.
- 8.5. Where a Person has paid an Administrative Penalty or Administrative Fee that is subsequently cancelled or reduced in accordance with this By-law, the Town shall refund the amount by which the Administrative Penalty or Administrative Fee was varied.
- 8.6. Where an Administrative Penalty, Screening Review Non-Attendance Fee or Hearing Non-Attendance Fee is not paid within fourteen (14) calendar days of the date on which it is payable, the Person to whom it was issued shall pay to the Town a Late Payment Fee in respect of, and in addition to, each Administrative Penalty, Screening Review Non-Attendance Fee and/or Hearing Non-Attendance Fee.
- 8.7. Where a Person makes a payment to the Town in full or partial satisfaction of an Administrative Penalty, Screening Review Non-Attendance Fee, Hearing Non-Attendance Fee or Late Payment Fee and there are insufficient funds to make the said payment in the account from which it was drawn, the Person shall pay to the Town a Non-Sufficient Funds Fee for each such payment.
- 8.8. Any Administrative Penalty or Administrative Fee imposed on a Person in accordance with this By-law constitutes a debt of the Person to the Town under the *Municipal Act, 2001*.
- 8.9. Where a Person fails to make payment of any Administrative Penalty or Administrative Fee imposed upon that Person within thirty (30) days after the Administrative Penalty or Administrative Fee becomes payable, the Town may add the outstanding amount to the tax roll for any Property owned by the Person and may collect it in the same manner and with the same priority as municipal taxes.

9. Enforcement

- 9.1. This By-law shall be implemented, administered and enforced by the Town, the Director and Enforcement Authorities.
- 9.2. All Administrative Penalties and Administrative Fees shall be issued and enforced in accordance with this By-law.
- 9.3. Notwithstanding subsection 9.2, nothing in this By-law limits, or shall be taken to limit, the authority of the Town to enforce Designated By-laws by all means available to it in law.

10. General

- 10.1. The short title of this By-law is the “Administrative Penalty Process By-law for Non-Parking By-laws”.
- 10.2. If any provision of this By-law is found by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall remain in full force and effect.
- 10.3. If there is a conflict between a provision of this By-law and a provision of any other By-law of the Town, the provision that establishes the higher standard shall prevail.
- 10.4. This By-law shall be read with all changes in number or gender as are required by context.
- 10.5. Any reference to legislation in this By-law includes the legislation and any amendment, replacement, subsequent enactment or consolidation of such legislation.
- 10.6. The Town Clerk is hereby authorized to effect any minor modifications or corrections solely of an administrative, clerical, numerical, grammatical, semantical or descriptive nature or kind to this By-law as are determined to be necessary.

11. Repeal and Enactment

- 11.1. By-law No. 4352(2022), being a By-law to establish an Administrative Monetary Penalty System for Non-Parking Related Offences, is hereby repealed and replaced.

12. Effective Date

- 12.1. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 20th day of December, 2023.

Marvin Junkin, Mayor

William Tigert, Town Clerk

SCHEDULE "A"

Designated By-laws and Administrative Penalties

By-law	Provision	Administrative Penalty
Animals at Large By-law No. 2174(2000)	4(c)	First contravention: \$250.00 for each day on which contravention occurs or continues
		Second contravention: \$500.00 for each day on which contravention occurs or continues
		Third contravention: \$750.00 for each day on which contravention occurs or continues
Backyard Hens By-law No. 44(2023)	6.3	\$250.00 for each day on which contravention occurs or continues
Business Licensing By-law No. 3186(2011)	13.1(b)	\$250.00 for each day on which contravention occurs or continues
Clean Yards By-law No. 4496(2022)	9.3	First contravention: \$250.00 for each day on which contravention occurs or continues
		Second contravention: \$500.00 for each day on which contravention occurs or continues
		Third contravention: \$1000.00 for each day on which contravention occurs or continues
Depositing of Snow or Ice on Highways By-law No. 3013(2008)	8(b)	\$250.00 for each day on which contravention occurs or continues
Dog Control By-law No. 97-2010	12.1(b)	First contravention: \$250.00 for each day on which contravention occurs or continues
		Second contravention: \$500.00 for each day on which contravention occurs or continues
		Third contravention: \$750.00 for each day on which contravention occurs or continues
Dogs an Annoyance or Nuisance By-law No. 1450(1992)	2.1(b)	First contravention: \$250.00 for each day on which contravention occurs or continues
		Second contravention: \$500.00 for each day on which contravention occurs or continues
		Third contravention: \$750.00 for each day on which contravention occurs or continues
Environmental Protection By-law No. 3352(2013)	23(b)	First contravention: \$500.00 for each day on which contravention occurs or continues
		Second contravention: \$1000.00 for each day on which contravention occurs or continues
		Third contravention: \$2000.00 for each day on which contravention occurs or continues
Exotic Pet By-law No. 3448(2013)	10.9(b)	\$250.00 for each day on which contravention occurs or continues
Fence By-law No. 4157(2019)	21.3	\$250.00 for each day on which contravention occurs or continues
Fireworks By-law No. 2951(2008)	10.2(b)	\$250.00 for each day on which contravention occurs or continues
Fortification of Land By-law No. 4158(2019)	25.1	\$500.00 for each day on which contravention occurs or continues

Liquor in Recreational Areas By-law No. 1583(1993)	5.2	\$250.00 for each day on which contravention occurs or continues
Noise By-law No. 4454(2022)	10.3	First contravention: \$250.00 for each day on which contravention occurs or continues
		Second contravention: \$500.00 for each day on which contravention occurs or continues
		Third contravention: \$750.00 for each day on which contravention occurs or continues
Nuisance By-law No. 4253(2020)	5.2	First contravention: \$250.00 for each day on which contravention occurs or continues
		Second contravention: \$500.00 for each day on which contravention occurs or continues
		Third contravention: \$1000.00 for each day on which contravention occurs or continues
Odorous Industries Nuisance By-law No. 4202(2020)	11	\$250.00 for each day on which contravention occurs or continues
Open Air Burning By-law No. 4223(2020)	4.5(b)	\$250.00 for each day on which contravention occurs or continues
Parks and Facilities By-law No. 1608(1993)	12.1	\$250.00 for each day on which contravention occurs or continues
Property Standards By-law No. 2025(1998)	6.2(b)	First contravention: \$250.00 for each day on which contravention occurs or continues
		Second contravention: \$500.00 for each day on which contravention occurs or continues
		Third contravention: \$1000.00 for each day on which contravention occurs or continues
Short-Term Accommodation Licensing By-law No. 4257(2020)	11(3)	First contravention: \$250.00 for each day on which contravention occurs or continues
		Second contravention: \$500.00 for each day on which contravention occurs or continues
		Third contravention: \$1000.00 for each day on which contravention occurs or continues
Sign By-law No. 48-2023	10.3	\$250.00 for each day on which contravention occurs or continues unless otherwise provided for herein
	6.1(u)	Display Congratulatory Sign more than seventy-two (72) hours: \$50.00
	7.16(a)	Display Special Event Lawn Sign more than thirty (30) days prior to event: \$75.00
	7.16(a)	Display Special Event Lawn Sign more than five (5) days after event: \$50.00
	7.18(a)	Display Real Estate Open House Sign on Public Road Allowance before 4:00 p.m. on non-holiday Friday: \$75.00
	7.18(a)	Display Real Estate Open House Sign on Public Road Allowance after 9:00 a.m. on a non-holiday Monday: \$75.00
	7.20(a)	Display Yard Sale Sign for more than one (1) day prior to event: \$50.00

	7.20(a)	Display Yard Sale Sign for more than one (1) day after event: \$50.00
Skateboarding By-law No. 3424(2013)	7.2(b)	\$250.00 for each day on which contravention occurs or continues
Swimming Pool and Hot Tub By-law No. 60-2023	9.3	\$500.00 for each day on which contravention occurs or continues

SCHEDULE "B"

Administrative Fees

Administrative Fee	Amount
Screening Review Non-Attendance Fee	\$50.00
Hearing Non-Attendance Fee	\$150.00
Late Payment Fee	\$50.00
Non-Sufficient Funds Fee	\$30.00

SCHEDULE "C"

Screening Officers and Hearing Officers

Council hereby appoints as Screening Officers the Clerk of the Town, the Deputy Clerk of the Town and, in the absence or incapacity of the Clerk and the Deputy Clerk, the Legislative and Committee Coordinator of the Town.

Council hereby appoints as Hearing Officers Janet Rutherford of Rutherford Prosecutions or a designate contracted by Rutherford Prosecutions.



The Corporation of the Town of Pelham

By-law No. 69-2023

Being a By-law to establish a system of administrative penalties for contraventions of designated By-laws respecting traffic and the parking, standing or stopping of vehicles and to repeal By-law No. 4353(2022).

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") provides that the powers of a municipality under the statute or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the statute or any other Act;

AND WHEREAS section 11 of the *Municipal Act, 2001* provides that a lower-tier municipality has the authority to pass by-laws respecting parking and traffic on highways and parking on lands other than highways;

AND WHEREAS section 102.1 of the *Municipal Act, 2001* provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-law respecting the parking, standing or stopping of vehicles;

AND WHEREAS Ontario Regulation 333/07 under the *Municipal Act, 2001* ("the Regulation") provides that a municipality shall not require a person to pay an administrative penalty under section 102.1 of the *Municipal Act, 2001* unless the municipality has met the requirements of the Regulation;

AND WHEREAS the Corporation of the Town of Pelham has established a system of administrative penalties in accordance with section 102.1 of the *Municipal Act, 2001* and the Regulation;

AND WHEREAS section 391 of the *Municipal Act, 2001* authorizes a municipality to impose fees and charges on persons for services or activities provided or done by or on behalf of the municipality;

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it necessary and desirable to implement a system of administrative penalties to promote compliance with designated by-laws respecting traffic and the parking, standing and stopping of vehicles or portions of such designated by-laws;

NOW THEREFORE the Council of The Corporation of the Town of Pelham enacts as follows:

1. Purpose

- 1.1. The purpose of this By-law is to establish and implement a system of administrative penalties for contraventions of designated by-laws so as to promote compliance with by-laws of the Town of Pelham and to facilitate enforcement of by-law contraventions.

2. Definitions

- 2.1. In this By-law:

"Administrative Fee" means a Screening Review Non-Attendance Fee, a Hearing Non-Attendance Fee, a Late Payment Fee, a Non-Sufficient Funds Fee, a Ministry Records Search Fee and/or a Notification of Default Fee.

"Administrative Penalty" means a monetary penalty issued pursuant to this By-law.

"Appeal" means an appeal to the Hearing Officer from a Screening Review Decision.

"Council" means the Council of the Town.

"Designated By-law" means a by-law designated by the Town as one to which this By-law applies.

"Director" means the Director of Fire and By-law Services of the Town or their designate.

"Electronic Hearing" means an Appeal hearing conducted virtually in accordance with the Rules of Electronic Hearings of the Town.

"Electronic Screening Review" means a Screening Review conducted virtually.

"Enforcement Authority" means the Director, a by-law enforcement officer of the Town, any Person appointed under this By-law to enforce Designated By-laws, a member of the Niagara Regional Police Service, a member of the Ontario Provincial Police and any other provincial offences officer designated under the *Provincial Offences Act*, R.S.O. 1990, c. P.33.

"Hearing Officer" means a Person appointed by the Town to conduct Appeal hearings under this By-law.

"Hearing Non-Attendance Fee" means an administrative fee imposed by the Town in respect of a Person's failure to appear at the time and place scheduled for the hearing of an Appeal.

"In-Person Hearing" means an Appeal at which the Person making the Appeal attends in person and at which the Town and/or the Hearing Officer may attend in person or virtually.

"In-Person Screening Review" means a Screening Review conducted by way of personal attendance of the Person requesting the review and the Screening Officer.

"Late Payment Fee" means an administrative fee imposed by the Town in respect of a Person's failure to pay an Administrative Penalty, Screening Review Non-Attendance Fee or Hearing Non-Attendance Fee by the date on which it is payable.

“Ministry Records Search Fee” means an administrative fee imposed by the Town to undertake a search of the records of the Ontario Ministry of Transportation.

“Non-Sufficient Funds Fee” means an administrative fee imposed by the Town where a Person makes a payment to the Town under this By-law and there are insufficient funds to make the said payment in the account from it was drawn.

“Notification of Default Fee” means an administrative fee imposed by the Town to notify the provincial Registrar of Motor Vehicles

“Owner” means the Person whose name appears on a permit for a motor vehicle and, if the vehicle permit consists of a vehicle portion and a plate portion, the Person whose name appears on the plate portion.

“Penalty Notice” means a notice issued to a Person pursuant to section 4 of this By-law.

“Penalty Notice Date” means the date on which the Person to whom the Penalty Notice is issued failed to comply with a Designated By-law.

“Penalty Notice Number” means a unique number assigned by the Town to a Penalty Notice for identification and reference purposes.

“Person” means an individual, corporation, partnership or association.

“Property” means any land or premises within the Town.

“Screening Officer” means a Person appointed by the Town to conduct Screening Reviews under this By-law.

“Screening Review” means a review of an Administrative Penalty by a Screening Officer, which may be conducted in writing or by way of an attendance with the Screening Officer at the election of the Person to whom the Administrative Penalty was issued.

“Screening Review Decision” means a decision made by a Screening Officer pursuant to section 5 of this By-law.

“Screening Review Decision Date” means the date on which the Screening Officer delivers a Screening Review Decision.

“Screening Review Non-Attendance Fee” means an administrative fee imposed by the Town in respect of a Person’s failure to appear at the time and place scheduled for an in-person Screening Review or Electronic Screening Review.

“Town” means the Corporation of the Town of Pelham or the geographic location of the municipality, as the context requires.

“Written Screening Review” means a Screening Review conducted by a Screening Officer by reviewing written information provided by the Person requesting the review and without an in person or virtual attendance.

3. Designated By-laws and Administrative Fees

- 3.1. The Designated By-laws of the Town and the applicable Administrative Penalties for Designated By-law contraventions are listed in Schedule "A", as amended or updated from time to time, which is attached hereto and forms part of this By-law.
- 3.2. The *Provincial Offences Act*, R.S.O. 1990, c. P.33 does not apply to the contravention of a Designated By-law.
- 3.3. The Administrative Fees under this By-law are listed in Schedule "B", as amended or updated from time to time, which is attached hereto and forms part of this By-law.

4. Penalty Notice Issuance

- 4.1. An Enforcement Authority who has reason to believe that a Person has contravened any provision or provisions of a Designated By-law may issue a Penalty Notice to that Person in respect of each contravention.
- 4.2. Where the Person to whom a Penalty Notice is issued is not the Owner of the vehicle to which the Administrative Penalty relates, the Town shall provide the Owner with reasonable notice that an Administrative Penalty is payable under this By-law.
- 4.3. The Director may, within ten (10) calendar days of the Penalty Notice Date, cancel an Administrative Penalty where the Director determines, in their sole discretion, that cancellation is warranted.
- 4.4. A Penalty Notice shall be provided to the Person to whom it is issued within fourteen (14) calendar days of the Penalty Notice Date and shall include the following information:
 - (a) the Penalty Notice Date;
 - (b) the date on which the Penalty Notice was issued;
 - (c) the Penalty Notice Number;
 - (d) the name of the issuing Enforcement Authority;
 - (e) particulars of the non-compliance with a Designated By-law;
 - (f) the licence plate number or vehicle identification number of the vehicle in relation to which Administrative Penalty relates;
 - (g) the amount of the Administrative Penalty;
 - (h) the date by which the Administrative Penalty is payable;
 - (i) information about the process by which a Person may request a Screening Review; and
 - (j) a statement advising the Person that unless an Administrative Penalty is cancelled, varied or reduced by a Screening Review or an Appeal, it shall constitute a debt of the Person to the Town.

5. Screening Reviews

- 5.1. Subject to subsections 5.2 and 5.3, a Person to whom a Penalty Notice is issued may request a Screening Review in which the Administrative Penalty is reviewed by a Screening Officer.
- 5.2. A Person must request a Screening Review or an extension of time to request a Screening Review prior to 4:30 p.m. on the date on which the Administrative Penalty is payable.

- 5.3. Where a Person fails to make a request for a Screening Review or an extension of time to request a Screening Review within the prescribed time:
- (a) the right of the Person to make the request expires;
 - (b) the Person is deemed to have waived the right to request a Screening Review;
 - (c) the Administrative Penalty is deemed to be affirmed; and
 - (d) the Administrative Penalty is not subject to review or appeal, including by any tribunal or court.
- 5.4. Where a Person fails to make a request under subsection 5.3 and fails to pay the Administrative Penalty within fifteen (15) calendar days of the date on which it is payable, the Town shall search the records of the Ontario Ministry of Transportation records to identify the Owner of the vehicle to which the Administrative Penalty relates and shall notify the Registrar of Motor Vehicles of the default such that the Registrar shall not validate or issue a permit to the Owner for that vehicle until the Administrative Penalty is paid. The Town shall add a Ministry Records Search Fee and a Notification of Default Fee to the Administrative Penalty.
- 5.5. The right of a Person to request a Screening Review or an extension of time to request a Screening Review is exercised by giving the Town written notice in the form determined by the Director from time to time, which shall include the following information:
- (a) the Penalty Notice number;
 - (b) the Person's name;
 - (c) the Person's address, telephone number and email address;
 - (d) if applicable, the name, address, telephone number and email address of the Person's legal representative;
 - (e) in the case of a request for an extension of time to request a Screening Review, the reason(s) the Person failed to make the request within the time prescribed by subsection 5.2;
 - (f) in the case of a request for a Screening Review, a factual and detailed explanation of the reason(s) for the request, including any supporting documentation;
 - (g) in the case of a request for a Screening Review, the Person's election to have the Screening Review conducted in writing or by way of an attendance with the Screening Officer; and
 - (h) in the case of a request for an attendance with the Screening Officer, the Person's election for an Electronic Screening Review, an In-Person Screening Review or a Written Screening Review.
- 5.6. Where a Person elects to have an Electronic Screening Review or an In-Person Screening Review, the Person shall be notified of the date, time and place of the Screening Review.
- 5.7. If a Person fails to appear at an Electronic Screening Review or an In-Person Screening Review or fails to remain at the Screening Review until the Screening Officer has made the Screening Decision:
- (a) the Person is deemed to have abandoned the request for a Screening Review;

- (b) the Administrative Penalty is deemed to be affirmed;
 - (c) the Administrative Penalty is not subject to review or appeal, including by any tribunal or court; and
 - (d) the Person shall pay a Screening Review Non-Attendance Fee to the Town.
- 5.8. Subject to subsections 5.3 and 5.7, the Screening Officer may:
- (a) approve or modify a request for an extension of time to request a Screening Review where the Screening Officer is satisfied that the circumstances warrant an extension of time;
 - (b) deny a request for an extension of time to request a Screening Review, in which case the Administrative Penalty is deemed to be affirmed;
 - (c) affirm the Administrative Penalty;
 - (d) cancel the Administrative Penalty where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and further that:
 - i. there is reason to doubt that the Person contravened the Designated By-law; or
 - ii. the Person took all reasonable steps to prevent the contravention; or
 - (e) cancel or reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and further that the cancellation, reduction or extension of time for payment is necessary to relieve undue financial hardship for the Person.
- 5.9. A Person who claims financial hardship bears the onus of establishing financial hardship to the satisfaction of the Screening Officer.
- 5.10. Where a Screening Officer cancels an Administrative Penalty, any associated Administrative Fee(s) shall be deemed to be cancelled.
- 5.11. Upon completion of the Screening Review, the Screening Officer shall make a Screening Review Decision and shall provide it in writing to the Person as soon as reasonably practicable.
- 5.12. The Screening Officer has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

6. Appeals to the Hearing Officer

- 6.1. Subject to subsections 6.2 and 6.3, a Person to whom a Screening Review Decision is provided may request an Appeal in which the Screening Review Decision is reviewed by a Hearing Officer.
- 6.2. A Person must request an Appeal or an extension of time to request an Appeal prior to 4:30 p.m. on the date on which the Administrative Penalty is payable as directed in the Screening Review Decision.
- 6.3. Where a Person fails to make a request for an Appeal or an extension of time to request an Appeal within the prescribed time:
- (a) the right of the Person to make the request expires;

- (b) the Person is deemed to have waived the right to request an Appeal;
 - (c) the Screening Review Decision is deemed to be affirmed;
 - (d) the Administrative Penalty, as modified by the Screening Review Decision if applicable, is deemed to be affirmed; and
 - (e) the Screening Review Decision and Administrative Penalty, as modified by the Screening Review Decision if applicable, are not subject to review or appeal, including by any tribunal or court.
- 6.4. Where a Person fails to make a request under subsection 6.3 and fails to pay the Administrative Penalty within fifteen (15) calendar days of the date on which it is payable as directed in the Screening Review Decision, the Town shall search the records of the Ontario Ministry of Transportation records to identify the Owner of the vehicle to which the Administrative Penalty relates and shall notify the Registrar of Motor Vehicles of the default such that the Registrar shall not validate or issue a permit to the Owner for that vehicle until the Administrative Penalty is paid. The Town shall add a Ministry Records Search Fee and a Notification of Default Fee to the Administrative Penalty.
- 6.5. The right of a Person to request an Appeal or an extension of time to request an Appeal is exercised by giving the Town written notice in the form determined by the Director from time to time, which shall include the following information:
- (a) the Penalty Notice number;
 - (b) the Person's name;
 - (c) the Person's address, telephone number and email address;
 - (d) if applicable, the name, address, telephone number and email address of the Person's legal representative;
 - (e) in the case of a request for an extension of time to request an Appeal, the reason(s) the Person failed to make the request within the time prescribed by subsection 6.2;
 - (f) in the case of a request for an Appeal, a factual and detailed explanation of the reason(s) for the request, including any supporting documentation; and
 - (g) in the case of a request for an Appeal, the Person's election for an Electronic Hearing or an In-Person Hearing.
- 6.6. Where a Person elects to have an Electronic Hearing, the Town shall notify the Person of the date and time of the Electronic Hearing and provide the access link not less than seven (7) calendar days before the Electronic Hearing.
- 6.7. Where a Person elects to have an In-Person Hearing, the Town shall notify the Person of the date, time and place of the In-Person Hearing not less than seven (7) calendar days before the In-Person Hearing.
- 6.8. If a Person fails to appear at the date and time set for the hearing of an Appeal or fails to remain until the end of the hearing:
- (a) the Person is deemed to have abandoned the Appeal;
 - (b) the Screening Review Decision is deemed to be affirmed;

- (c) the Administrative Penalty, as modified by the Screening Review Decision if applicable, is deemed to be affirmed; and
 - (d) the Screening Review Decision and Administrative Penalty, as modified by the Screening Review Decision if applicable, are not subject to review or appeal, including by any tribunal or court; and
 - (e) the Person shall pay a Hearing Non-Attendance Fee to the Town.
- 6.9. A Hearing Officer shall not make any decision in respect of an Appeal unless the Hearing Officer has given each of the Person, the Director, the Enforcement Authority that issued the Penalty Notice and their legal representatives if applicable, an opportunity to be heard at the Electronic Hearing or the In-Person Hearing, as the case may be.
- 6.10. The Hearing Officer shall conduct all Appeal hearings in accordance with the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22.
- 6.11. Subject to subsections 6.3 and 6.8, the Hearing Officer may:
- (a) approve or modify a request for an extension of time to request an Appeal where the Hearing Officer is satisfied that the circumstances warrant an extension of time;
 - (b) deny a request for an extension of time to request an Appeal, in which case the Screening Review Decision and Administrative Penalty, as modified by the Screening Review Decision if applicable, are deemed to be affirmed;
 - (c) deny the Appeal and affirm the Screening Review Decision and Administrative Penalty;
 - (d) allow the Appeal in full and cancel the Screening Review Decision and Administrative Penalty where the Hearing Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and further that:
 - i. there is reason to doubt that the Person contravened the Designated By-law;
 - ii. the Person took all reasonable steps to prevent the contravention; or
 - iii. the cancellation is necessary to relieve undue financial hardship for the Person; or
 - (e) allow the Appeal in part and vary the Screening Review Decision to reduce the Administrative Penalty and/or extend the time for payment of the Administrative Penalty where the Hearing Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and further that the reduction or extension of time for payment is necessary to relieve undue financial hardship for the Person.
- 6.12. A Person who claims financial hardship bears the onus of establishing financial hardship to the satisfaction of the Hearing Officer.
- 6.13. Where the Hearing Officer cancels an Administrative Penalty, any associated Administrative Fee(s) shall be deemed to be cancelled.
- 6.14. The Hearing Officer has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

- 6.15. Upon completion of an Electronic Hearing or In-Person Hearing, as the case may be, the Hearing Officer shall make a decision and provide it in writing to the Town as soon as reasonably practicable.
- 6.16. The Town shall provide the decision of the Hearing Officer to the Person and their legal representative if applicable, within fourteen (14) calendar days of receipt.
- 6.17. The decision of the Hearing Officer is final and is not subject to review or appeal, including by any tribunal or court.

7. Notice

- 7.1. Any document or notice that is required to be provided to a Person under this By-law, including a Penalty Notice, shall be given in writing and may be delivered in any of the following ways:
- (a) by serving or personally delivering it to the Person to whom it is addressed, in which case delivery is effective immediately;
 - (b) by sending it to the Person to whom it is addressed by regular mail or registered mail to the Person's last known address, in which case delivery is effective five (5) calendar days after the date on which it is sent; or
 - (c) by sending it to the Person to whom it is addressed by email to the Person's last known email address, in which case delivery is effective on the date the email is sent unless the email is sent after 4:30 p.m., in which case delivery is effective the next day.
- 7.2. For the purpose of subsection 7.1, a Person's last known address and last known email address include those provided by the Person as part of a request for a Screening Review or an Appeal and any address or email address for the Person contained in the records of the Town.
- 7.3. Any document or notice that is required to be provided to the Town under this By-law, shall be given in writing and may be delivered in any of the following ways:
- (a) by addressing it to the Town Clerk and serving or personally delivering it to Town Hall at 20 Pelham Town Square in Fonthill, in which case delivery is effective immediately;
 - (b) by addressing it to the attention of the Town Clerk and sending it by regular mail or registered mail to 20 Pelham Town Square, P.O. Box 400, Fonthill, Ontario, L0S 1E0, in which case delivery is effective five (5) calendar days after the date on which it is sent;
 - (c) by emailing it to AMPappeals@pelham.ca, in which case delivery is effective on the date the email is sent unless the email is sent after 4:30 p.m., in which case delivery is effective the next day.

8. Administration

- 8.1. Council shall appoint Screening Officers and Hearing Officers from time to time on such terms as Council considers appropriate. The Screening Officers and Hearing Officers appointed by Council are listed in Schedule "C", as amended or updated from time to time, which is attached hereto and forms part of this By-law.

- 8.2. The Director may establish any rules, policies, practices or procedures necessary to administer this By-law and may further amend, rescind or replace any such rules, policies, practices or procedures from time to time as the Director deems necessary.
- 8.3. The Director shall prescribe all forms and notices required under this By-law and may amend such forms and notices from time to time as the Director deems necessary.
- 8.4. No Enforcement Authority who issues a Penalty Notice may accept any payment of the Administrative Penalty imposed by the Penalty Notice.
- 8.5. Where a Person has paid an Administrative Penalty or Administrative Fee that is subsequently cancelled or reduced in accordance with this By-law, the Town shall refund the amount by which the Administrative Penalty or Administrative Fee was varied.
- 8.6. Where an Administrative Penalty, Screening Review Non-Attendance Fee or Hearing Non-Attendance Fee is not paid within fourteen (14) calendar days of the date on which it is payable, the Person to whom it was issued shall pay to the Town a Late Payment Fee in respect of, and in addition to, each Administrative Penalty, Screening Review Non-Attendance Fee and/or Hearing Non-Attendance Fee.
- 8.7. Where a Person makes a payment to the Town in full or partial satisfaction of an Administrative Penalty, Screening Review Non-Attendance Fee, Hearing Non-Attendance Fee or Late Payment Fee and there are insufficient funds to make the said payment in the account from which it was drawn, the Person shall pay to the Town a Non-Sufficient Funds Fee for each such payment.
- 8.8. Any Administrative Penalty or Administrative Fee imposed on a Person in accordance with this By-law constitutes a debt of the Person to the Town under the *Municipal Act, 2001*.
- 8.9. Where a Person fails to make payment of any Administrative Penalty or Administrative Fee imposed upon that Person within thirty (30) days after the Administrative Penalty or Administrative Fee becomes payable, the Town may add the outstanding amount to the tax roll for any Property owned by the Person and may collect it in the same manner and with the same priority as municipal taxes.

9. Enforcement

- 9.1. This By-law shall be implemented, administered and enforced by the Town, the Director and Enforcement Authorities.
- 9.2. All Administrative Penalties and Administrative Fees shall be issued and enforced in accordance with this By-law.
- 9.3. Notwithstanding subsection 9.2, nothing in this By-law limits, or shall be taken to limit, the authority of the Town to enforce Designated By-laws by all means available to it in law.

10. General

- 10.1. The short title of this By-law is the "Administrative Penalty Process By-law for Traffic and Parking By-laws".

- 10.2. If any provision of this By-law is found by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall remain in full force and effect.
- 10.3. If there is a conflict between a provision of this By-law and a provision of any other By-law of the Town, the provision that establishes the higher standard shall prevail.
- 10.4. This By-law shall be read with all changes in number or gender as are required by context.
- 10.5. Any reference to legislation in this By-law includes the legislation and any amendment, replacement, subsequent enactment or consolidation of such legislation.
- 10.6. The Town Clerk is hereby authorized to effect any minor modifications or corrections solely of an administrative, clerical, numerical, grammatical, semantical or descriptive nature or kind to this By-law as are determined to be necessary.

11. Repeal and Enactment

- 11.1. By-law No. 4353(2022), being the Parking Administrative Penalty By-law, is hereby repealed and replaced.

12. Effective Date

- 12.1. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 20th day of December, 2023.

Marvin Junkin, Mayor

William Tigert, Town Clerk

SCHEDULE "A"

Designated By-laws and Administrative Penalties

By-law	Section	Contravention	Penalty Amount
Traffic and Parking By-law No. 89-2000			
	201.01	Stop, stand or park vehicle facing wrong way	\$50.00
	201.02	Stop, stand or park vehicle too far from edge of road	\$50.00
	201.03	Stop, stand or park vehicle too far from edge of shoulder	\$50.00
	201.04	Stop, stand or park vehicle facing wrong way on left side of one-way highway	\$50.00
	201.05	Stop, stand or park vehicle too far from left edge of one-way highway	\$50.00
	201.06	Stop, stand or park vehicle too far from left shoulder of one-way highway	\$50.00
	201.07	Stop, stand or park vehicle contrary to designated angle	\$50.00
	201.08	Stop, stand or park vehicle not within designated space	\$50.00
	201.09	Double stopping, standing or parking	\$50.00
	201.10	Stop, stand or park vehicle on designated bicycle lane	\$50.00
	202.01	Park on shoulder/boulevard where prohibited	\$50.00
	202.02	Park repeatedly at/near one location	\$50.00
	203.01.01	Stop on sidewalk	\$50.00
	203.01.02	Stop within intersection or crosswalk	\$50.00
	203.01.03	Stop across from any obstruction to impede traffic	\$50.00
	203.01.04	Stop in/near tunnel or bridge	\$50.00
	203.01.05	Stop on/adjacent to median	\$50.00
	203.01.06	Stop on outer boulevard	\$50.00
	203.02.01	Stop near/at school crossing or crosswalk where prohibited by sign	\$50.00
	203.02.02	Stop near/at railway crossing where prohibited by sign	\$50.00
	203.02.03	Stop near school/playground where prohibited by sign	\$50.00
	203.02.04	Stop within fifteen (15) metres of intersection where prohibited by sign	\$50.00
	203.02.05	Stop within sixty (60) metres of intersection controlled by signal where prohibited by sign	\$50.00
	203.03	Stop where prohibited by sign	\$50.00
	204.01	Stand where prohibited by sign	\$50.00
	204.01.01	Stand near designated bus stop	\$50.00
	204.02	Stand where prohibited (Schedule "B")	\$50.00
	205.01.01	Park within ten (10) metres of intersection	\$50.00
	205.01.02	Park within three (3) metres of fire hydrant	\$50.00

	205.01.03	Park on inner boulevard	\$50.00
	205.01.04	Park on driveway too close to sidewalk or roadway	\$50.00
	205.01.05	Park within one point five (1.5) metres of driveway	\$50.00
	205.01.06	Park so as to obstruct driveway	\$50.00
	205.01.07	Park so as to block vehicle	\$50.00
	205.01.08	Park for sale/display	\$50.00
	205.01.09	Park for servicing	\$50.00
	205.01.10	Park for longer than twelve (12) hours	\$50.00
	205.01.11	Park between 2:00 a.m. and 6:00 a.m.	\$50.00
	205.01.12	Park, stand or stop so as to impede traffic	\$100.00
	205.01.13	Park, stand or stop so as to interfere with snow clearing, sanding or salting	\$100.00
	205.01.14	Fail to display current licence plate	\$85.00
	205.02.01	Park near fire hall where prohibited by sign	\$50.00
	205.02.02	Park near intersection where prohibited by sign	\$50.00
	205.02.03	Park near signaled intersection where prohibited by sign	\$50.00
	205.02.04	Park near entrance of public building where prohibited by sign	\$50.00
	205.02.05	Park near driveway where prohibited by sign	\$50.00
	205.02.06	Park on narrow roadway where prohibited by sign	\$50.00
	205.02.07	Park near crosswalk where prohibited by sign	\$50.00
	205.02.08	Park so as to interfere with funeral procession where prohibited by sign	\$50.00
	205.02.09	Park within turning circle or basin of cul-de-sac where prohibited by sign	\$50.00
	205.02.10	Park within fifteen (15) metres of dead end where prohibited by sign	\$50.00
	205.02.11	Park where parking temporarily prohibited	\$50.00
	205.03	Park where prohibited by sign	\$50.00
	205.04	Park trailer/commercial vehicle where prohibited	\$75.00
	207.01	Park over time limit where prohibited by sign	\$50.00
	209.01.01	Park not adjacent to meter	\$50.00
	209.01.02	Park not adjacent to meter where two (2) meters are on same mounting	\$50.00
	209.01.03	Angle park at meter in wrong direction	\$50.00
	209.02	Park outside metered space	\$50.00
	209.03.01	Park at covered meter	\$50.00
	209.03.02	Park in metered space already occupied by another vehicle	\$50.00
	209.06.01	Park over time limit in metered zone	\$50.00
	209.06.02	Park at expired meter	\$50.00
	209.10	Park taxi-cab at meter	\$50.00
	301.02	Park where prohibited in public vehicle parking zone	\$50.00
	301.03	Stand where prohibited in public vehicle bus stop	\$50.00

	303.01	Stop vending vehicle so as to obstruct traffic	\$50.00
	303.03	Stop a mobile canteen where prohibited	\$50.00
	304.01	Stand at taxi stand	\$50.00
	305.01	Stop to load/unload where prohibited	\$50.00
	305.02	Stop in loading zone	\$50.00
Handicapped Parking By-law No. 97-2020, as amended by By-law No. 3688(2015)			
	10	Park or stand motor vehicle in designated parking space without displaying valid permit	\$300.00
	11	Use designated parking space where prohibited	\$300.00
	13	Park, stop or stand vehicle in contravention of by-law	\$300.00
Fire Route By-law No. 4462(2022)			
	3.2	Obstruct, encumber, injure, foul or obscure designated fire route or fire route sign	\$100.00
	3.3	Park, stand or leave vehicle on designated fire route	\$100.00
Town Property Parking By-law No. 4483(2022)			
	4.3	Park, stand or leave motor vehicle on Town property contrary to conditions posted on sign	\$50.00
	4.4	Park, stand or leave motor vehicle on Town property other than in designated parking space	\$50.00
	4.4	Park, stand or leave motor vehicle on Town property not in conformity with signs and markings	\$50.00
	4.5	Park, stand or leave motor vehicle on Town property not wholly within a parking space	\$50.00
	4.6	Park, stand or leave motor vehicle on Town property in parking space occupied by another vehicle	\$50.00
	4.7	Park, stand or leave motor vehicle on Town property in parking space that is temporarily closed	\$50.00
	4.8	Park, stand or leave motor vehicle at Town facility other than Town Hall when facility is closed	\$50.00
	4.8	Park, stand or leave motor vehicle on Town property without payment of any applicable fee	\$50.00
	4.9	Park, stand or leave motor vehicle on Town property so as to interfere with snow clearing, maintenance or repair of Town property	\$100.00
	4.10	Park, stand or leave motor vehicle on Town property so as to interfere with access or travel through property	\$100.00
	4.11	Park, stand or leave motor vehicle on Town property in parking space contrary to posted signs reserving use	\$50.00

	4.14	Injure, encumber, obstruct or foul Town property	\$100.00
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SCHEDULE "B"

Administrative Fees

Administrative Fee	Amount
Screening Review Non-Attendance Fee	\$50.00
Hearing Non-Attendance Fee	\$150.00
Late Payment Fee	\$50.00
Non-Sufficient Funds Fee	\$30.00
Ministry Records Search Fee	\$30.00
Notification of Default Fee	\$50.00

SCHEDULE "C"

Screening Officers and Hearing Officers

Council hereby appoints as Screening Officers the Clerk of the Town, the Deputy Clerk of the Town and, in the absence or incapacity of the Clerk and the Deputy Clerk, the Legislative and Committee Coordinator of the Town.

Council hereby appoints as Hearing Officers Janet Rutherford of Rutherford Prosecutions or a designate contracted by Rutherford Prosecutions.



The Corporation of the Town of Pelham

By-law No. 70-2023

Being a By-law to amend various by-laws designated under By-law No. 68-2023, being the Administrative Penalty Process By-law for Non-Parking By-laws, and various by-laws designated under By-law No. 69-2023, being the Administrative Penalty Process By-law for Traffic and Parking By-laws.

WHEREAS sections 102.1 and 434.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25 and Ontario Regulation 333/07 authorize a municipality to establish a system of administrative penalties to promote compliance with designated by-laws of the municipality or portions of such designated by-laws;

AND WHEREAS the Council of the Corporation of the Town of Pelham has enacted By-law No. 68-2023 and By-law No. 69-2023 to establish a system of administrative penalties to promote compliance with by-laws designated thereunder;

AND WHEREAS the enactment of By-law No. 68-2023 and By-law No. 69-2023 necessitates consequential amendments to various by-laws designated thereunder;

NOW THEREFORE the Council of the Corporation of the Town of Pelham enacts as follows:

1. Amendments to Designated Non-Parking By-laws

1.1. Animals at Large By-law No. 2174(2000) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
4 b)	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
4 c)	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.2. Backyard Hens By-law No. 44(2023) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
2.1	“Administrative Monetary Penalty” means a monetary penalty issued pursuant to Town By-law No. 68-2023, as amended from time to time.
6.2	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
6.3	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

- 1.3. Business Licensing By-law No. 3186(2011) is amended by repealing and replacing various provisions as follows:
- | Section | Replacement Provision |
|---------|---|
| 13.1(a) | Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law. |
| 13.1(b) | Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law. |
- 1.4. Clean Yards By-law No. 4496(2022) is amended by repealing and replacing various provisions as follows:
- | Section | Replacement Provision |
|---------|---|
| 2.1 | “Administrative Monetary Penalty” means a monetary penalty issued pursuant to Town By-law No. 68-2023, as amended from time to time. |
| 9.2 | Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law. |
| 9.3 | Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law. |
- 1.5. Depositing of Snow or Ice on Highways By-law No. 3013(2008) is amended by repealing and replacing various provisions as follows:
- | Section | Replacement Provision |
|---------|---|
| (8)a. | Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law. |
| (8)b. | Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law. |
- 1.6. Dog Control By-law No. 97-2010 is amended by repealing and replacing various provisions as follows:
- | Section | Replacement Provision |
|---------|---|
| 12.1(a) | Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law. |
| 12.1(b) | Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law. |
- 1.7. Dogs an Annoyance or Nuisance By-law No. 1450(1992) is amended

by repealing and replacing various provisions as follows:

Section	Replacement Provision
(2.1) a)	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
(2.1) b)	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

- 1.8. Environmental Protection By-law No. 3352(2013) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
23(a)	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
23(b)	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

- 1.9. Exotic Pet By-law No. 3448(2013) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
10.9 a)	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
10.9 b)	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

- 1.10. Fence Bylaw No. 4157(2019) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
21.2	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
21.3	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

- 1.11. Fireworks By-law No. 2951(2008) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
10.2(a)	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
10.2(b)	Every Person who contravenes any provision of this By-law

	shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.
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1.12. Fortification of Land By-law No. 4158(2019) is amended by adding the following sections:

Section	Provision
25.1	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
25.2	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.13. Liquor in Recreational Areas By-law No. 1583(1993) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
5.1	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
5.2	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.14. Noise By-law No. 4454(2022) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
10.2	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
10.3	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.15. Nuisance By-law No. 4253 (2020) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
5.1	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
5.2	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.16. Odorous Industries Nuisance By-law No. 4202(2020) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
10	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
11	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.17. Open Air Burning By-law No. 4223(2020) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
4.5(a)	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
4.5(b)	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.18. Parks and Facilities By-law No. 1608(1993) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
12.1	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
12.2	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.19. Property Standards By-law No. 2025(1998) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
6.2 a)	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
6.2 b)	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.20. Short-Term Accommodation Licensing By-law No. 4257(2020) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
11(1)	A Municipal Law Enforcement Officer who is satisfied that a person has contravened any provision of this By-law may issue a penalty notice under Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 in respect of each such contravention.

11(2)	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
11(3)	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.21. Sign By-law No. 48-2023 is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
2.1	“Administrative Monetary Penalty” means a monetary penalty issued pursuant to Town By-law No. 68-2023, as amended from time to time.
10.2	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
10.3	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.22. Skateboarding By-law No. 3424(2013) is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
7.2 a)	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
7.2 b)	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

1.23. Swimming Pool and Hot Tub By-law No. 60-2023 is amended by repealing and replacing various provisions as follows:

Section	Replacement Provision
2.1	“Administrative Monetary Penalty” means a monetary penalty issued pursuant to Town By-law No. 68-2023, as amended from time to time.
9.2	Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023 applies to each administrative penalty issued pursuant to this By-law.
9.3	Every Person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Penalty Process By-law for Non-Parking By-laws No. 68-2023, be liable to pay to the Town an administrative penalty in accordance with that By-law.

2. Amendments to Designated Traffic and Parking By-laws

2.1. Traffic and Parking By-law No. 89-2000 is amended by repealing and replacing various sections as follows:

Section	Replacement Provision
205.01.14	While failing to display a current licence plate.
1001.02.01	Administrative Penalty Process By-law for Traffic and Parking By-laws No. 69-2023 applies to each administrative penalty issued pursuant to this By-law.
1001.02.02	Every Person who contravenes any provision of this By-law listed in Schedule "A" to the Administrative Penalty Process By-law for Traffic and Parking By-laws No. 69-2023 shall, upon issuance of a penalty notice in accordance with that By-law, be liable to pay to the Town an administrative penalty in accordance with that By-law.

- 2.2. Traffic and Parking By-law No. 89-2000 is amended by adding the following section:

Section	Provision
1001.02.03	For greater certainty, both the driver and the owner of a vehicle are liable to the penalties prescribed by sections 1001.02.01 and 1001.02.02 of this By-law unless, at the time of the By-law contravention, the vehicle was in the possession of a person other than the owner without the consent of the owner.

- 2.3. Handicapped Parking By-law No. 97-2020 is amended by repealing and replacing various sections as follows:

Section	Replacement Provision
1	The short title of this By-law is the "Accessible Parking By-law".
12	Administrative Penalty Process By-law for Traffic and Parking By-laws No. 69-2023 applies to each administrative penalty issued pursuant to this By-law.
13	Every Person who contravenes any provision of this By-law listed in Schedule "A" to the Administrative Penalty Process By-law for Traffic and Parking By-laws No. 69-2023 shall, upon issuance of a penalty notice in accordance with that By-law, be liable to pay to the Town an administrative penalty in accordance with that By-law.

- 2.4. Handicapped Parking By-law No. 97-2020 is amended by adding the following section:

Section	Provision
13.1	For greater certainty, both the driver and the owner of a vehicle are liable to the penalties prescribed by sections 12 and 13 of this By-law unless, at the time of the By-law contravention, the vehicle was in the possession of a person other than the owner without the consent of the owner.

- 2.5. Fire Route By-law No. 4462(2022) is amended by repealing and replacing various sections as follows:

Section	Replacement Provision
5.2	Administrative Penalty Process By-law for Traffic and Parking By-laws No. 69-2023 applies to each administrative penalty issued pursuant to this By-law.
5.3	Every Person who contravenes any provision of this By-law listed in Schedule "A" to the Administrative Penalty Process By-law for Traffic and Parking By-laws No. 69-2023 shall,

	upon issuance of a penalty notice in accordance with that By-law, be liable to pay to the Town an administrative penalty in accordance with that By-law.
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- 2.6. Town Property Parking By-law No. 4483(2022) is amended by repealing and replacing various sections as follows:

Section	Replacement Provision
4.8	No Person shall Park or leave a Motor Vehicle at any Town facility other than Town Hall or permit a Motor Vehicle to be Parked or left at any Town facility other than Town Hall when the Town facility is closed or without paying any applicable Parking fee.
7.3	Administrative Penalty Process By-law for Traffic and Parking By-laws No. 69-2023 applies to each administrative penalty issued pursuant to this By-law.
7.4	Every Person who contravenes any provision of this By-law listed in Schedule "A" to the Administrative Penalty Process By-law for Traffic and Parking By-laws No. 69-2023 shall, upon issuance of a penalty notice in accordance with that By-law, be liable to pay to the Town an administrative penalty in accordance with that By-law.

3. General

- 3.1. The short title of this By-law is the "Administrative Penalty System Consequential Amendment By-law".
- 3.2. If any provision of this By-law is found by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall remain in full force and effect.
- 3.3. If there is a conflict between a provision of this By-law and a provision of any other By-law of the Town, the provision that establishes the higher standard shall prevail.
- 3.4. This By-law shall be read with all changes in number or gender as are required by context.
- 3.5. Any reference to legislation in this By-law includes the legislation and any amendment, replacement, subsequent enactment or consolidation of such legislation.
- 3.6. The Town Clerk is hereby authorized to effect any minor modifications or corrections solely of an administrative, clerical, numerical, grammatical, semantical or descriptive nature or kind to this By-law as are determined to be necessary.

4. Effective Date

- 4.1. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 20th day of December, 2023.

Marvin Junkin, Mayor

William Tigert, Town Clerk



The Corporation of the Town of Pelham

By-law No. 71-2023

Being a by-law to amend By-law No. 3728(2016) to establish 2024 Fees and Charges to be collected by the Corporation of the Town of Pelham and to Repeal By-law No. 4504-2023 as amended.

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") provides that the powers of a municipality under the statute or any other Act shall be interpreted broadly so as to confer broad authority to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the statute or any other Act;

AND WHEREAS the *Municipal Act, 2001* provides that a municipality may pass by-laws imposing fees or charges on any class of persons;

AND WHEREAS the *Planning Act*, R.S.O. 1990, c. P.13 provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS pursuant to the *Building Code Act, 1992*, S.O 1992 c. 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof;

AND WHEREAS pursuant to the *Line Fences Act*, R.S.O. 1990 c. L. 17, Council may fix its reasonable administrative fees to be paid to the municipality in relations to the proceedings of the Act;

AND WHEREAS the Corporation of the Town of Pelham deems it expedient to consolidate and update the fees and charges to be collected by the various departments of the Corporation of the Town of Pelham;

NOW THEREFORE the Council of the Corporation of the Town of Pelham enacts as follows:

- 1. THAT** Council hereby establishes the fees and charges for 2024 as set out in the Schedule to this by-law for The Corporation of the Town of Pelham. The 2024 fees and charges will be subject to Harmonized Sales Tax ("HST") and Retail Sales Tax ("RST"), where applicable.

2. Repeal and Enactment

- 2.1. By-law 4504-2023, as amended, being by-laws to establish 2023 fees and charges, are hereby repealed and replaced.

3. Effective Date

3.1. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 20th day of December, 2023.

Marvin Junkin, Mayor

William Tigert, Town Clerk



The Corporation of the Town of Pelham

By-law No. 73-2023

Being a By-law for dissolution of the Pelham Sports & Leisure Council.

WHEREAS Pelham Sports & Leisure Council ("PSLC") is an unincorporated association that was formed in or around 1991 to support non-profit sports, recreation and leisure groups operating in the Town of Pelham and to act in an advisory capacity to the Corporation of the Town of Pelham ("the Town") on matters pertaining to sports, recreation and leisure;

AND WHEREAS the operations of PSLC are governed by a constitution and by-laws established for this purpose;

AND WHEREAS the constitution provides that PSLC may be dissolved by the Council of the Town and that upon such dissolution, the net assets of PSLC shall be transferred to the Town;

AND WHEREAS PSLC is no longer in operation and wishes to be dissolved and to transfer its assets to the Town in accordance with its constitution;

AND WHEREAS the Council of the Town deems it desirable to proceed with the proposed dissolution and asset transfer;

NOW THEREFORE the Council of The Corporation of the Town of Pelham enacts as follows:

1. That Pelham Sports & Leisure Council be and is hereby dissolved.
2. That Pelham Sports & Leisure Council shall, after payment of all debts, transfer its remaining net assets to the Corporation of the Town of Pelham.
3. This By-law shall come into force on the date that it is enacted.

Read, enacted, signed and sealed this 20th day of December, 2023.

Marvin Junkin, Mayor

William Tigert, Town Clerk

Town of Pelham User Fees and Charges

2023 with 2024 Comparison



Overview

An experience at a summer camp or swim program,
a requirement to obtain duplicate billing information or
a new beginning obtaining a house permit,
all of these experiences and more are realized within
this guide.

User fees and charges are established to ensure that services specific to individuals are not subsidized by all ratepayers within the Town of Pelham.

The Town of Pelham is proud to offer the experiences outlined in this guide at a minimal cost to the community members that require them.

The user fees and charges outlined in this document are regulated by By-law 4411 (2022).

Disclaimer

Where it is found that a fee in this schedule is different than an approved bylaw or policy, the latter shall prevail.

All fees and charges do not include applicable taxes. Where fees and charges are subject to taxes, they will be added at point of sale.

Contact

For more information about content found within this guide, please contact:



Index



Clerk’s Department



Corporate Services



Fire & By-Law Services



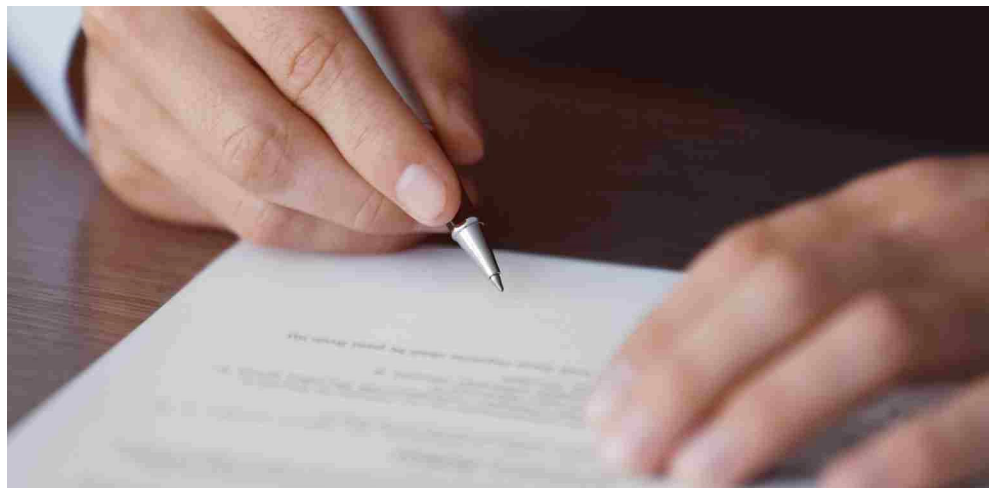
Planning & Development Services



Recreation & Cultural



Public Works



Clerk's Department

	2024
Business Licensing	
Itinerant Seller, Hawker, Peddler, Door to Door Seller	\$200.00
Refreshment Vehicle & Food Vending Vehicle	\$250.00
Bed and Breakfast, Fee Per Bedroom	\$150.00
Short Term Accommodation, Fee Per Bedroom	\$300.00
Affidavits/Commissioner of Oath	
Signature for all other documents – first document	\$15.00
Signature for all other documents – each additional document	\$5.00
Registrar statement/Travel letter – first letter	\$20.00
Registrar statement/Travel letter – each additional letter	\$5.00
Burial Permits/Death Registrations	\$10.00
Burial Permits/Death Registrations – After hours	\$100.00
Photocopies per page	\$0.25
Retrieval of Archived Records from Off-Site Storage	\$11.00
Lottery Licensing	
Bingo License % of prizes not exceeding \$5,500.00	3%
Raffle Lotteries % of prizes not exceeding \$50,000.00	3%
Bazaar Lotteries % of prizes not exceeding \$500.00	3%
Bazaar Lotteries – per wheel	\$10.00
Break Open Ticket (Nevada) Lottery % of prizes each occasion	3%
Break Open Ticket (Nevada) Lottery Home Base % of total prizes	2.25%
Line Fences Administrative Fee	\$425.00



Clerk's Department

	2024
Marriage Licensing	
License Fee	\$130.00
Ceremony Fee – On Site – Business Hours*	\$200.00
Rental of Peace Park Bandshell applies	\$14.00
*Rental Fee – Town Hall Council Chambers p/hr	\$25.00
*Rental Fee – Business Hours – MCC Accursi Lounge (25 people) p/hr	\$23.00
*Rental Fee – Business Hours – MCC ½ Accursi (50 people) p/hr	\$35.00 \$51.00
Ceremony Fee – Off Site and After Hours (Plus Expenses)	\$300.00
Rehearsal Fee	\$75.00
Witness Fee – Municipal Staff – Normal Business Hours – Each	\$25.00
Cleaning Fees, if required	\$100.00
Municipal Property Damage – Billable	Full Cost Recovery
Note 1: For weddings not officiated by the Town of Pelham, separate MCC Rental Fees and requirements apply.	
Temporary Outdoor Patio on Municipal Property Permit	\$150.00
Freedom of Information	
Application Fee	\$5.00
Photocopies – per page	\$0.20
Manual search, each 15 minutes	\$7.50
Preparation of record for disclosure – each 15 minutes	\$7.50
Retrieval of Archived Records in Off-Site Storage	\$12.50



Clerk’s
Department

	2024
Integrity Commissioner Complaint Filing Fee(s) *Per Term of Council*	
First Complaint	No Fee
Second Complaint	\$100.00
Three or More Complaints	\$300.00
*Please contact the Clerks Department for applicable exemptions	



Corporate Services

		2024
General Tax Services Fees		
Statement of Tax Account		\$10.00
Reprint of Tax Bill		\$10.00
Tax Certificate – Mailed		\$55.00
Tax Certificate – Verbal		\$25.00
Interest and Penalty on Tax Arrears		1.25%
NSF Charge		\$35.00
New Roll Creation		\$40.00
Ownership Change		\$40.00
Mortgage Company Administration Fee		\$15.00
Tax Registration Fees		
Tax Registration		Actual fees charged plus 25%
After Final Notice		Actual fees charged plus 25%
Sale by Tender/Auction		\$2,200.00
Preparation of Extension Agreement		\$500.00
POA add to taxes		\$50.00
General Accounts Receivable		
Interest on Accounts Receivable		1.25%
NSF Charge on Accounts Receivable		\$35.00
Administrative Fee for Adding Arrears to Tax		\$30.00



Fire & By-Law Services

	2024
Prevention, Protection and Inspection Fees	
File Search	\$75.00
Request for Reports/Copies	\$75.00
Photographs	\$10.00
Fireworks Permits	
Sales	\$100.00
Storage	\$100.00
Display	\$100.00
Fire Route Application	
Administration Fee	\$100.00
Residential Requests	
Mortgage Clearance	\$100.00
Change of Ownership	\$100.00
Multi residential after two units (each)	\$25.00
Burn Permit (annual)	\$25.00
Burn Permit (new requiring an inspection)	\$50.00
Commercial & Industrial Requests	
First 2000 square meters	\$200.00
Each additional 100 square meters (each)	\$50.00
Tenant Space Individual (each)	\$50.00



Fire & By-Law Services

	2024
Prevention, Protection and Inspection Fees (continued)	
L.L.B.O. Licenses Requests	
Premises	\$100.00
Patio (each)	\$50.00
Special Occasions (each)	\$50.00
Hotels-Motels Requests	
1-10 units	\$200.00
Over 10 units (per unit)	\$10.00
Day Care Requests	
Day Nurseries/Home Day Care Licenses	\$150.00
Fire Safety Plans	
Approvals	\$100.00
Inspection for Trade Shows	
Home Shows/Special Functions	\$150.00
Installation of Rural 911 Sign	\$100.00
Issuance of Occupant	
Loads sign – 60 persons or less	\$50.00
Loads sign – 61 persons or more	\$100.00
Vacation Rental Inspection Fee	\$150.00



Fire & By-Law Services

2024	
Prevention, Protection and Inspection Fees (continued)	
Accreditation Inspections	
Nursing Homes	\$150.00
Rest Homes	\$150.00
Seniors Apartments	\$150.00
Care Facilities	\$150.00
Fire Drills	
Fire drill observation by (an) inspector(s) assigned by the chief fire official of any subsequent fire drill within the same calendar year	\$500.00
Municipal Property Damage	Full Cost Recovery
Discretionary Fees	
Equipment, Labour and/or Materials used at an incident	Full Cost Recovery
False Alarm Response	
Per hour per Fire Department Vehicle	\$510.00
Per additional ½ hour per Fire Department Vehicle	\$255.00
<i>Note: False Alarm Fees will only be implemented when it is determined by the Fire Chief that the false alarm was preventable or the fire alarm system was improperly installed, maintained or resulted from a malicious act by an individual. See By-Law 3085(2010) for details.</i>	
Response to an unauthorized Open Air Burn	
Per hour per Fire Department Vehicle	\$550.00
Per additional ½ hour per Fire Department Vehicle	\$275.00



Fire & By-Law Services

2024

Municipal Property Damage (continued)

Motor Vehicle Fires and Collisions – Non-Resident

Per hour per Fire Department Vehicle	\$550.00
Per additional ½ hour per Fire Department Vehicle	\$275.00

Fail to Comply with an Ontario Regulation causing an Emergency Response OR 210/01

Per hour per Fire Department Vehicle	\$550.00
Per additional ½ hour per Fire Department Vehicle	\$275.00

Note: Motor Vehicle fires and Collisions – Non-Resident MAY be charged where the Pelham Fire Department has responded to an emergency situation, including motor vehicle accidents and fire, in which a non-resident person is involved.

Sign Fees

Ground Signs up to 50 square feet	\$100.00
Ground Signs over 50 square feet	\$150.00
Menu Board Signs	\$150.00
Mobile Signs with Modifiable Copy	\$100.00
Pole Signs	\$150.00
Projecting Signs	\$150.00
Roof Signs	\$150.00
Temporary Special-Event Signs	\$100.00
Wall Signs	\$100.00
Signs Exceeding Sign Face Area or Height Requirements	\$150.00



Fire & By-Law Services

	2024
Applications and Permits for Signs requiring Council Approval	
Applications to Council for variance	\$250.00
Property Standards & Clean Yard (default not remedied)	
Administrative Fee	\$200.00
Initial Inspection Fee	\$100.00
Re-Inspection Fee	\$100.00
Mailing Fee	\$30.00
Remedial Action taken to correct default (total cost)	+ 30%
Notice to comply	\$95.00
Fencing	
Application to Council for Fencing Variance	\$150.00
Kennel License	\$100.00
Notice to comply (all bylaws)	\$95.00
Municipal Orders (all bylaws)	\$110.00



Planning & Development Services

	2024
Planning Fees	
Draft Plan of Subdivision	\$9,912.00
Resubmission of Draft Plan Prior to Approval	\$1,171.00
Modification to Draft Plan of Subdivision	\$6,194.00
Extension to Approval of a Draft Plan of Subdivision	\$992.00
Final Approval of a Draft Plan of Subdivision	\$1,860.00
Subdivision Agreement	*
Amendment to a Subdivision Agreement	\$931.00
Draft Plan of Condominium	\$4,957.00
Resubmission of Draft Plan of Condominium Prior to Approval	\$1,171.00
Modification to Approval of a Draft Plan of Condominium	\$2,479.00
Extension to Approval of a Draft Plan of Condominium	\$992.00
Town Consultant Review Fee	Full Cost Recovery
Condominium Agreement	*
Amendment to Condominium Agreement	\$931.00
Development Agreement Application	*or**
Town Consultant Review	Full Cost Recovery
Amendment to Development Agreement	\$931.00
Release of Development Agreement	\$1,118.00
Site Plan Approval Application **Note: separate fee for the agreement	\$4,336.00
Resubmission of Site Plan Prior to Approval	\$879.00
Site Plan Approval for Minor Development i.e. farm help house, triplex, building addition <100m ² etc.	\$1,229.00
Town Consultant Review Fee	Full Cost Recovery
Site Plan Amendment ***Note: Separate fee for the agreement	\$3,100.00

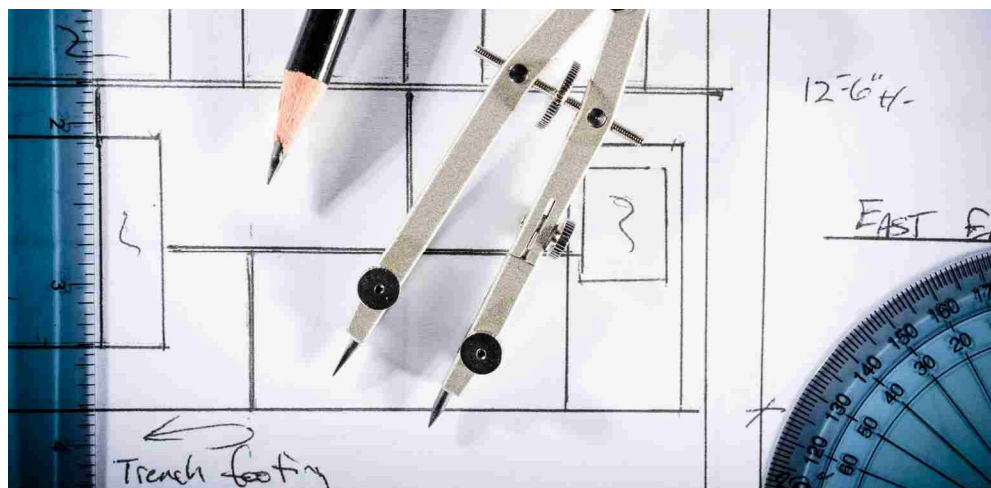


Planning & Development Services

2024

Planning Fees (continued)

Release of Site Plan Agreement	\$1,118.00
*Subdivision Agreements, Site Plan Agreements and Development Agreements requiring the extension of municipal services	
Garden Suite Agreement	\$1,791.00
Encroachment Agreement	\$345.00
Zoning By-Law Amendment	\$4,957.00
APO Zoning By-Law Amendment	\$3,100.00
Official Plan Amendment	\$6,194.00
Combined Zoning By-Law & Official Plan Amendment	\$9,912.00
Extension of a Temporary Use By-Law	\$3,100.00
Removal of Holding Symbol	\$620.00
Town Consultant Review Fee	Full Cost Recovery
Repeal of Interim Control By-Law	\$1,238.00
Deeming By-Law	\$620.00
Lifting of Inhibiting Order	\$620.00
Lifting of One Foot Reserve	\$620.00
Removal of Part Lot Control	\$1,238.00
Communication Towers and Renewable Energy Application	\$1,238.00
Property Standards Appeal	\$620.00
Aggregate Application Fees	Full Cost Recovery
Real Estate Compliance Letter (10 business day service)	\$150.00
Real Estate Compliance Letter (Expedited 4 business day service)	\$241.00
Zoning Information Letter (10 business day service)	\$112.00



Planning & Development Services

2024

Planning Fees (continued)

- * Subdivision Agreements, Site Plan Agreements and Development Agreements requiring the extension of municipal services

\$11,909.00 where the cost of construction of all Work is less than \$100,000.00;

\$11,909.00 plus 4.0% of the costs between \$100,000.00 and \$400,000.00;

\$25,866.00 plus three and one-half percent (3.5%) of the costs exceeding four hundred thousand dollars (\$400,000.00);

- ** Site Plan Agreements; and Development Agreements where municipal services are not required to be extended \$2,978.00

- *** Shall be paid in addition to the Official Plan Amendment, Zoning By-Law Amendment and other planning application fees

Agreements for temporary Second Dwelling Units	\$1,147.00
Change of Address	\$132.00
Consent	\$1,655.00
Request for Change in Conditions	\$608.00
Rescheduling Fee	\$277.00
Final Certification	\$436.00
Recirculation Due to Change in Application	\$277.00
Special Hearing Fee (In Addition to Application Fee)	\$608.00
Minor Variance	\$1213.00
Rescheduling Fee	\$277.00
Recirculation Due to Change in Application	\$277.00
Special Hearing Fee (In Addition to Application Fee)	\$608.00
Cancel Consent Application Fee	\$424.00
Cancel Consent Certificate Fee	\$106.00



Planning & Development Services

Region of Niagara Fees to Take Effect When Region Becomes Upper Tier Municipality Without Planning Authority (Note: Regional fees subject to fee increase change by the Region of Niagara)	2024
Official Plan Amendments	
Regional Official Plan Amendment Review	\$11,205.00
Regional OPA - Urban Boundary Expansion	\$11,205.00
Regional OPA – Establish or Expand Pit or Quarry	\$114,100.00
Major OPA Review (3 or more types of policy review)	\$4,775.00
Minor OPA Review (2 or less types of policy review)	\$2,450.00
Subdivision, Vacant Land or Common Element Condominium Fees	
Draft Plan Review Base Fee	\$1,790.00
Draft Plan Per Ha. Fee (Note: fee is Base fee + Per Ha. fee)	\$790.00
Revision of Submission by Applicant Prior to Draft Approval	\$1,925.00
Modification of Draft Approval	\$1,925.00
Extension of Draft Approval	\$1,395.00
Extension of Draft Approval Approved Prior to 2006	\$2,775.00
Clearance of Draft Plan Conditions (per Phase)	\$1,925.00
Standard Condominium Fees	
Standard Condominium Draft Plan Review	\$1,775.00
Revisions to Submission by Applicant Prior to Draft Approval	\$1,245.00
Modification to Standard Condo. Draft Approval	\$1,245.00
Extension of Standard Draft Condo. Approval	\$890.00
Extension of Standard Draft Condo. Approval Prior to 2006	\$890.00
Clearance of Standard Condo. Conditions	\$1,600.00



Development Planning & Services

Region of Niagara Fees to Take Effect When Region Becomes Upper Tier Municipality Without Planning Authority (Note: Regional fees subject to fee increase change by the Region of Niagara)		2024
Zoning By-law Application Fees		
Major Zoning By-law Amendment Review		\$2,500.00
Minor Zoning By-law Amendment Review		\$1,395.00
Agricultural Purposes Only (APO) Review		\$1,090.00
Revision to Submission By Applicant Prior to Approval (Major)		\$1,075.00
Removal of Holding Symbol		\$895.00
Consent to Sever Application Fees		
Consent Review – Urban		\$510.00
Consent Review – Rural/Outside Urban		\$835.00
Final Certification Fee (active files under Regional Authority)		\$740.00
Site Plan Fees		
Major Site Plan Review		\$1,345.00
Revision to Submission by Applicant Prior to Approval		\$780.00
Clearance of Conditions		\$995.00
Minor Variance Application		
Minor Variance Review		\$760.00
Niagara Escarpment Plan Applications		
Development Permit Review		\$2,225.00
Minor Development Permit Review (no provincial/regional interests-pools/sheds)		\$830.00
Environmental Site Assessments, Request to Use Non-Potable Water, Site Conditions		
Response to Request		\$410.00



Development Planning & Services

Region of Niagara Fees to Take Effect When Region Becomes Upper Tier Municipality Without Planning Authority (Note: Regional fees subject to fee increase change by the Region of Niagara)		2024
Environmental Site Assessments, Request to Use Non-Potable Water, Site Conditions (continued)		
Response to Request – Update Letter		\$150.00
Secondary Plan Review Fees		
Secondary Plans Privately Initiated		\$6,935.00
Pre-Consultation Fees		
Pre-Consultation Review		\$500.00
Special Studies Fees		
Environmental Review		
Major EIS Review (2 features or more)		\$3,000.00
Minor EIS Review (1 feature)		\$1,500.00
EIS Terms of Reference		\$535.00
EIS Second Submission and Greater (Addendum) Review	Half the Original Fee	
EIS Draft Review		\$535.00
Review of Restoration Plan		\$760.00
Review of Tree Preservation Plan		\$380.00
Review of Monitoring Plan		\$975.00
Urban Design		
Major Urban Design Review		\$1,000.00
Minor Urban Design Review		\$300.00



Planning & Development Services

	2024
Building Permit Fees	
Minimum Permit Fee unless otherwise stated	\$287.37
<i>New Construction – per square foot</i>	
Assembly Occupancies – Group A	
School, church, restaurant, theatre, educational or recreational facility and similar occupancies	\$1.98
Preparation of record for disclosure – each 15 minutes	\$8.30
Institutional Occupancies – Group B	
Hospital, nursing home, reformatory, prison and similar occupancies	\$1.98
Residential Occupancies – Group C	
Single Family Dwelling, Semi-Detached Dwelling & Duplex Dwelling	\$1.63
Multiple Unit Dwelling i.e. apartment dwelling, townhouse dwelling, hotels, motels, other residential buildings or parts thereof	\$1.67
Residential Additions	\$1.44
Business/Personal Services Occupancies – Group D	
Office, bank, medical office/clinic and similar occupancies	\$1.98
Mercantile Occupancies – Group E	
Store, shopping mall/plaza, shop, market, retail outlet and similar occupancies	\$1.98
Industrial Occupancies – Group F	
Industrial mall, plaza, garage, plant, factory, warehouse, manufacturing building and similar occupancies	\$1.84
Special Occupancies/Categories	
New Farm Buildings	\$0.57
Tents	\$287.37



Planning & Development Services

	2024
Special Occupancies/Categories per square foot (continued)	
Park Model Trailer, Mobile Home	\$287.37
Accessory Buildings/Structures	
Garage/Carport, Deck/Porch/Patio, Sunroom/Solarium, shed or other accessory building	\$287.37 \$0.96 > 300/ft ²
Private Swimming Pool	\$287.37
Public Swimming Pool or Spa	\$861.08
Designated Buildings/Structures	
Communication Tower, Solar Panels, Retaining Wall, Pedestrian Bridge, Wind Turbine, Crane Runway and similar buildings/structures	\$573.71
Alterations & Repairs – per square foot	
Interior Alterations/Repairs/Tenant Improvements	
Assembly occupancies – Group A	\$0.45
Institutional Occupancies – Group B	\$0.45
Residential Occupancies - Group C	\$0.35
Business/Personal Service - Group D	\$0.45
Mercantile Occupancies - Group E	\$0.45
Industrial Occupancies - Group F	\$0.45
Alterations/Additions to existing Farm Buildings	\$0.31
Alter/Replace Roof Structure	\$.045
Fireplace, Woodstove, Insert, Chimney and similar construction	\$287.37



Planning & Development Services

	2024
Demolition	
Part 9 Buildings/Structures	\$287.37
Other	\$861.08
Miscellaneous	
Partial Occupancy (does not apply to single family dwellings)	\$287.37
Change of use of a building or part thereof	\$287.37
Transfer of a Permit to a New Owner	\$287.37
Request for Deferral of Permit Revocation	\$287.37
Move a Building/Structure	\$287.37
Conditional Permit	\$688.04
Conditional Permit Agreement	\$287.37
Permit Renewal / Per Year	\$125.66
Re-inspection Fee	\$86.52
Clearance Letter	\$86.52
Building Code Order Compliance Letter	\$173.04
Hourly Rate	\$74.16
Occupant Load Inspection	\$287.37
Photocopying & printing per page	\$0.29
Alternative Solution Review	\$573.71
Partial Permit/Staged Construction	
Building Foundation	15%
Building Shell	75%
Building Completion	10%



Planning & Development Services

2024

Plumbing

For plumbing work not included in any of the above classes of permit

First 6 fixtures	\$287.30
Each additional	\$11.48

Refund of Permit Fees

Where only administrative functions have been completed (application received and cost analysis complete)	90%
Where only administrative and zoning functions have been completed	80%
Where administrative, zoning and plans examination functions have been performed	60%
Where the permit has been issued and no inspections performed	50%
Deduction for each inspection performed	5%

No fees shall be refunded after twelve (12) months from the date of permit issuance or when refund is less than \$100

Construction Prior to Permit Issuance

Where construction has commenced prior to the issuance of a permit for any class of permit described herein, the permit fee shall be **doubled**

Municipal Property Damage

Full Cost Recovery



Recreation & Cultural Services

2024

Arena Rentals

Ice Time – per hour (50min)

Prime Time - Weekdays 4pm – midnight & weekends	\$221.00
Prime Time - Youth	\$159.00
Non-Prime Time – Weekdays prior to 4pm	Y \$94.00/A
Prime Time Last Minute Ice (less than 24hrs notice)	Y \$77.00/A
Trainers Rate – 5 max	\$64.00

Summer Ice (April 15 – August 15)

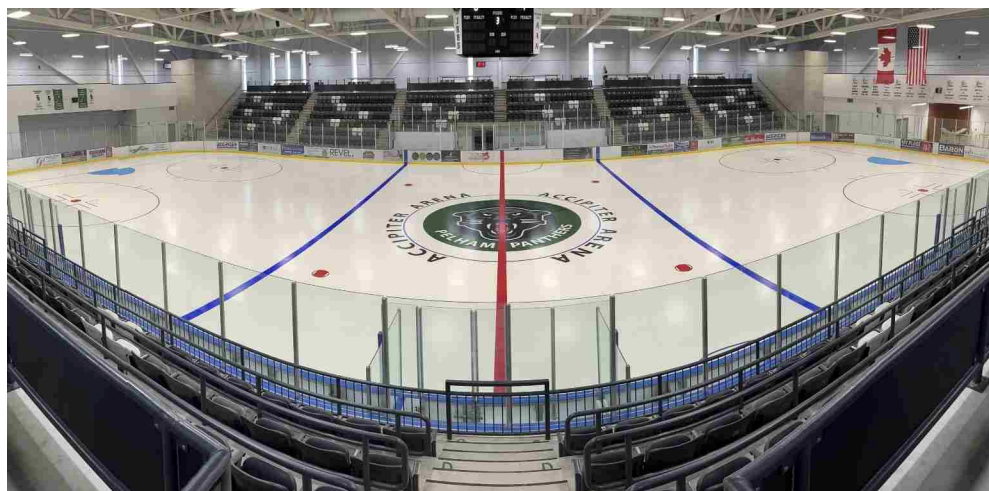
Non-Prime Time	\$122.00
Prime Time - Youth	\$159.00
Prime Time – Adul	\$203.00

Corporate Sponsor Free Skate Rates

Prime Time Saturday Skate Sponsorship per occurrence	\$278.00
Prime Time Sunday Skate Sponsorship per occurrence	\$324.00
Non-Prime Public Skate Sponsorship per occurrence	\$159.00

Public Skating

Adults	\$3.54
Students	\$3.10
Child	\$3.10
Family (up to 5 members)	\$10.62
Preschool Skate	\$3.10
Non-Profit Organized Group Rate	\$26.55



Recreation & Cultural Services

Arena Rentals (continued)		2024
Special Skating		
Shinny Hockey Drop-In		\$5.31
Shinny Membership (20)		\$88.50
Women's Hockey – Learn To Play Drop-In		\$5.31
Women's Hockey – Learn To Play Program + Shinny Combo		\$8.85
Adult Learn To Skate (10 classes)		\$61.95
Ticket Ice		\$5.31
Summer Floor Rates – hourly		
Hourly – Adult		\$92.00
Hourly – Youth		\$48.00
Daily Event		\$562.00
Daily - Youth		\$368.00
Event Electrical System Includes ESA inspection		\$1,150.00
MCC Arena Advertising		
Accipiter Arena		
On Ice (Per Ice Season/Year)		
Boards (Per Year)		\$1,000.00
On Ice (Per Ice Season/Year)		\$750.00
Boards (Per Year)		\$800.00
Clip Frames	\$10.00/wk or \$25.00/mth	



Recreation & Cultural Services

Rentals (continued)		2024
Ice Resurfacer (Per Side/Year)		\$2,000.00
Old Pelham Town Hall		
Monday – Thursday (Daily Rental)		\$142.00
Monday – Thursday (Hourly Rental)		\$36.00
Friday – Sunday & Holidays (Daily Rental)		\$254.00
Friday – Sunday & Holidays (Hourly Rental)		\$52.50
Youth/Multiple Use Rate (5+) (Daily Rental Monday to Thursday)		\$113.00
West Lounge		\$38.00
Stage Rental per set up		\$232.00
Refundable Security Deposit (taxes not applicable)		\$100.00
SOCAN fee – without dancing per event		Full Cost Recovery
SOCAN fee – with dancing per event		Full Cost Recovery
Meridian Community Centre Gymnasiums		
½ gymnasium rental (hourly) Licensed Users-Youth Rate/Service Club		\$14.00
Full size gymnasium rental (hourly)		\$45.00
Full size gymnasium rental daily (Service Club)		\$268.00
½ gymnasium rental (hourly)		\$24.00
Custodial Charge (hourly)		\$40.00
Team Chairs (per event)		\$129.00
Set up & Use of Nets & Standards (Volleyball, Badminton, Pickleball)		\$10.00/event



Recreation & Cultural Services

Rentals (continued)		2024
Equipment Rental (Volleyball; Badminton Racquet w shuttle; Pickleball Racket w ball)		\$2.50/event
Gym Floor Covering (Per Gym)		\$258.00/event
Meridian Community Centre – Kinsmen Community Room		
FULL ROOM		
Daily – Monday to Thursday		\$142.00
Hourly – Monday to Thursday		\$36.00
Daily – Friday to Sunday & Holidays		\$253.00
Hourly – Friday to Sunday & Holidays		\$52.50
HALF ROOM		
Daily – Monday to Thursday		\$70.00
Hourly – Monday to Thursday		\$20.00
Daily – Friday to Sunday & Holidays		\$127.00
Hourly – Friday to Sunday & Holidays		\$28.00
Meridian Community Centre – Dr. Gary & Mall Accursi		
Multipurpose Community Room		
FULL ROOM		
Daily – Monday to Thursday		\$212.00
Hourly – Monday to Thursday		\$54.00
Daily – Friday to Sunday & Holidays		\$381.00
Hourly – Friday to Sunday & Holidays		\$78.00
HALF ROOM		
Daily – Monday to Thursday		\$141.00
Hourly – Monday to Thursday		\$36.00
Daily – Friday to Sunday & Holidays		\$253.00
Hourly – Friday to Sunday & Holidays		\$52.50



Recreation & Cultural Services

Rentals (continued)	2024
Special Functions Area	
Hourly	\$24.00
Daily	\$90.00
Daily (with rental of Dr. Gary Accursi Multipurpose Community Room)	\$56.00
Community room – Kitchen	
Daily (with rental of Dr. Gary & Mall Accursi Multipurpose Community)	\$56.00
Hourly (with rental of Dr. Gary & Mall Accursi Multipurpose Community)	\$20.00
Atrium	
TOP Facility User Groups – 8' space 1 table + 2 chairs/day per booth	\$27.00
MCC Servery – Ciolfi's Corner	
Hourly	\$36.00
MCC – Small Meeting Room (RCW Meeting Room & Main Floor)	
Monday to Thursday (Daily)	\$54.00
Friday to Sunday & Holidays (Daily)	\$85.50
Monday to Thursday (Hourly)	\$13.50
Friday to Sunday & Holidays (Hourly)	\$18.50
Miscellaneous	
Refundable Security Deposit (taxes not applicable)	\$100.00
Last Minute Cancellation Fee (less than 24hrs) – Applicable to all Facility	\$42.00
SOCAN fee - without dancing per event	Full Cost Recovery
SOCAN fee – with dancing per event	Full Cost Recovery
Stage Rental per set up	\$130.00
Pelham Minor Hockey Association Courtyard (Hourly/Daily)	\$31.00/\$129.00
Portable Bar per rental	\$129.00



Recreation & Cultural Services

Rentals (continued)		2024
Serving Fee per event		
Linen Rental Fees per Item		\$12.50
Propane Heaters Rental Fee per Heater		\$31.00
Summer Field Rate Schedule		
Ball Diamonds		
Level "A" groomed and lined		\$26.00
Level "A" youth		\$18.50
Level "C" no service		\$15.50
Level "C" youth		\$11.50
Diamond Lights (per hour)		\$13.50
Level "A" groomed and lined		\$204.00
Level "A" youth		\$145.00
Level "C" no service		\$123.00
Level "C" youth		\$87.50
<i>Note: Fees do not include use of lights – apply per hour light fee if required</i>		
Soccer Fields per hour		
Adult		\$25.00
Minor		\$19.50
Soccer Lights (per hour)		\$32.00
Adult		\$195.00
Minor		\$151.00
Soccer Field Lining – Non-Municipal Fields per facility per lining		\$206.00



Recreation & Cultural Services

		2024
Park Pavilions: Centennial Park & Harold Black Park and MSSP Park Pavilion		
Park Pavilion		\$37.00
Passive Areas: Centennial Park & Harold Black Park & MSSP		
Permit Fee + Insurance		\$32.00
Peace Park including Bandshell		
Pavilion Rate + Passive Area Rate (under 100 people)		\$71.00
Pavilion Rate + Passive Area Rate (over 100 people)		\$143.00
Per Hour Rate		\$16.50
SOCAN fee	Full Cost Recovery	
Town Staff fee (per hour)		\$40.00
Hydro Fee for One Time Events		\$46.00
Centennial Park Tennis and Pickle Ball Courts		
Family Membership		\$150.00
Single Adult Membership		\$100.00
Single Student/Senior Membership		\$50.00
Children (12 years and under)		Free
Outdoor Court Instructor Rental – per court/per day (up to 3hrs)		\$20.00
Lesson Fees will be determined based on competitive rates		
Storage Space Per Year		
Youth Organization Storage		\$500.00
Centennial/ H.B. Park		\$50.00



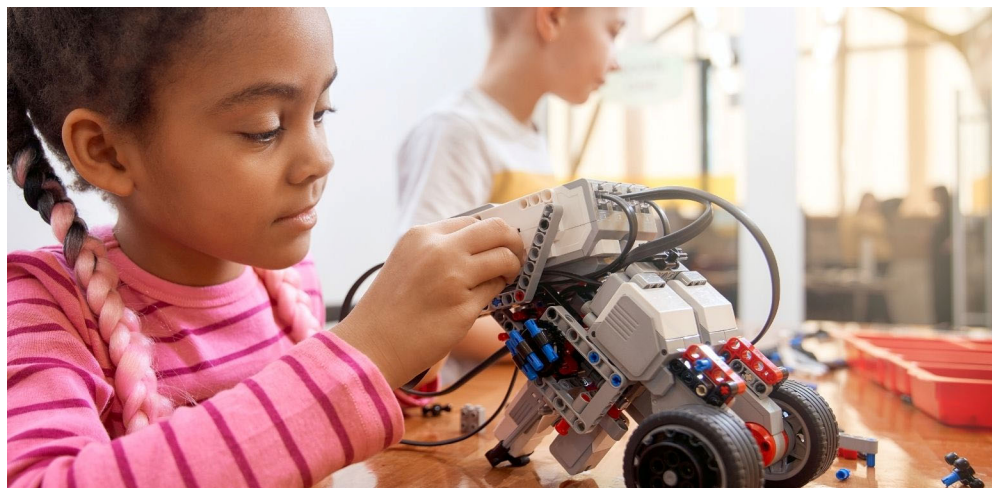
Recreation & Cultural Services

		2024
Supply Rentals (Daily Fee with Facility Rental)		
Picnic Table/Folding Table		\$25.00
Folding Cruiser Table		\$12.00
10 x 10 Tents with Weights		\$30.00
Kids Folding Table		\$12.00
Refundable Equipment Deposit (taxes not applicable)		\$100.00
Aquatic Rates		
Swimming Lessons		
Parent & Tot 1, 2, 3		\$69.00
Preschool 1-5		\$80.00
Swimmer 1, 2		\$80.00
Swimmer 3, 4, 5, 6		\$86.00
*Swim Discounts 25% off 3 rd child (Pre 1 – Swimmer 7/8/9 in same session)		
Patrol (Rookie, Ranger, Star)		\$89.00
Private Lessons (10)		\$190.00
Semi-Private Lessons (10)		\$160.00
Bronze Star		\$92.00
Bronze Medallion/Emergency First Aid CPR (Additional Fee for Materials)		\$163.00
Canadian Lifesaving Society Manual		Cost
Bronze Cross		\$138.00
Swim Team		\$115.00



Recreation & Cultural Services

Aquatic Rates (Continued)		2024
Facility Charges		\$116.25
Pool Rental per hour (includes 2 lifeguards) + Insurance		
Lifeguard Fee Per hour		\$30.00
Public Swim Rates		
Adult		\$3.98
Child/Senior		\$3.54
Family		\$11.95
Swim Pass – Single		\$55.75
Swim Pass - Family		\$101.77
Aqua Zumba		\$5.31
Camp Rates		
March Break Camp		
Single Week		\$190.00
Family Weekly Registration Discount Each Child after 2 nd Child		(\$45.00)
Extended Care per week		\$38.00
Lunch per week (subject to change)		\$48.50
Lunch per day (subject to change)		\$10.00
Leaders in Training Program		\$115.50
Refund Administration Fee		\$20.00



Recreation & Cultural Services

Summer Camp	2024
Single Week Registration	\$190.00
Multiple Week Registration discount each week after 2 weeks	(\$10.00)
Family Weekly Registration Discount Each Child after 2 nd Child	25%
Extended Care per week	\$38.00
Extended Care Multiple weeks (3 weeks or more)	\$33.00
4 Day Camp Week (Due to Holiday)	\$150.00
Refund Admin Fee – before June 1	\$20.00
Refund Admin Fee – After June 1 – 2 weeks prior to camp week	\$50.00
Specialty Programs/Camps	
Single Week Registration	\$210.00
Extended Care per week	\$38.00
Ballroom Dance Lessons (10 Classes) (50% off 2 nd and 3 rd class)	\$72.57
Ballroom Social Tickets	\$15.00
Activity Drop-in Fee Adult	\$5.31
Activity Membership (20) Adult	\$88.50
Activity Drop in Fee Youth	\$3.10
P.D Camp Registration includes lunch	\$65.00



Recreation
& Cultural
Services

Specialty Programs/Camps (continued)		2024
Holiday Workshop Registration (includes dinner)		\$35.00
Brock Fit (12 weeks)		\$119.47
Pickleball Clinics (Per Person)		\$14.00
Spin classes 10-week session/Drop In		\$100.00/\$10.00
Municipal Property Damage		Full Cost Recovery
Overnight Parking at the Meridian Community Centre		
Overnight Parking at the MCC per night		\$10.00 /night
Overnight Parking at the MCC per month		\$100.00/month



Public Works

	2024		
	3m	6m	9m
Culvert Fees			
250 mm Culvert + Coupler \$11.00	\$845.00	\$1,266.00	\$1,898.00
300 mm Culvert + Coupler \$21.00	\$884.00	\$1,344.00	\$2,015.00
375 mm Culvert + Coupler \$29.00	\$924.00	\$1,422.00	\$2,133.00
450 mm Culvert + Coupler \$36.00	\$973.00	\$1,521.00	\$2,282.00
525 mm Culvert + Coupler \$74.00	\$1,042.00	\$1,659.00	\$2,487.00
600 mm Culvert + Coupler \$73.00	\$1,100.00	\$1,776.00	\$2,664.00
*** larger or off sizes will be charged as per occurrence			
Cemeteries			
Resident Rates			
Land Acquisition			
Adult Grave			\$690.00
Perpetual Care per lot			\$453.00
Columbarium niche			\$2486.00
Perpetual Care per niche (15%)			\$439.00
Non-Resident Rates			
Land Acquisition			
Adult Grave			\$1,088.00
Perpetual Care per lot			\$725.00
Columbarium niche			\$3,099.00
Perpetual Care per niche (15%)			\$547.00



Public Works

2024

Interment Fees (not including Administrative Fee)

Standard Burial

Adult

Opening and Closing Weekdays	\$692.00
Opening and Closing Saturday morning	\$992.00
Opening and Closing Saturday afternoon	\$1,044.00

Infant

Weekdays	\$325.00
Saturday	\$661.00

Cremated Remains

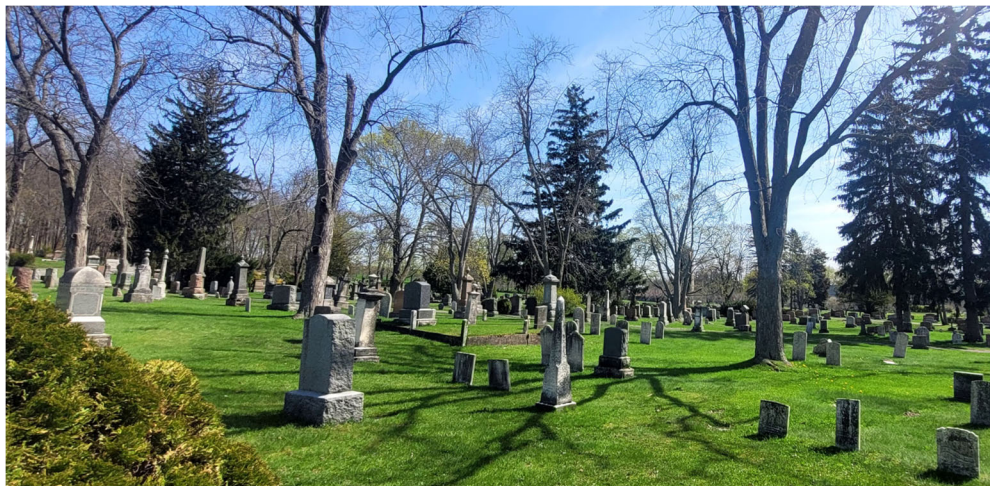
Weekdays	\$256.00
Saturday	\$503.00
Columbarium Weekday	\$307.00
Columbarium Saturday	\$514.00

Mausoleum

Weekdays	\$341.00
Saturday	\$513.00

Disinterment Charges

Adult/Child disinterment only	\$1,049.00
Infant/Stillborn disinterment only	\$348.00



Public Works

	2024
Disinterment Fees (continued)	
Cremains disinterment only	\$758.00
Columbarium Removal only	\$307.00
Foundation Charges	
Foundation charge per cubic foot	\$46.00
Markers	\$101.00
Cornerstones	\$106.00
Administration Fees	
Interment Administrative Fee	\$30.00
Interment Rights Transfer	\$59.00
Interment Rights Exchange	\$59.00
Interment Rights Replacement/Duplicate	\$36.00
Cemetery Records Search – per hour	\$31.00
Marker Perpetual Care and Maintenance	
Upright marker four feet or less in height and length	\$206.00
Upright market more than four feet in height or length	\$412.00
Flat Marker over 173 square inches	\$103.00
Other Fees	
Columbarium Plate (not including costs of engraving to Town specifications)	\$79.00



Public Works

	2024
Foundation Charges (continued)	
Overtime Rate per hour	\$291.00
Archaeological Dig – per hour (not including ministry charges)	\$96.00
Dedication Items with Plaque (includes engraving)	
Wheelchair Accessible Picnic Table	\$4,000.00
6-Foot “Pelham Bench”	\$3,000.00
Pride Bench	\$3,000.00
Bike Rack	\$1,000.00
Bike Repair Station	\$4,500.00
Concrete Ping Pong Table	\$10,500.00
Chess/Checkers Games Table	\$4,000.00
Tree Dedication	\$750.00
Permit Fees	
Special Event Permits (includes administration, site inspection and traffic plan review)	\$165.00
Municipal Permit and Inspection Fee	\$165.00



Public Works

2024	
Permit Fees (continued)	
Road Closure/Open Fees	
Closure/Open (4 hours max)	\$251.00
Overtime – Closure/Open (4 hours max)	\$312.00
Double Time Sunday and Holidays – Closure /Open (4 hours max)	\$383.00
Barricade/Cone/Barrel Deposit – refundable	
Under 10 Units	\$109.00
10 – 20 Units	\$218.00
Over 20 Units	\$545.00
Unsolicited Request to Purchase Lands Due Diligence Fee	\$1,300.00
Municipal Property Damage	Full Cost Recovery
Development Inspection per diem	Full Cost Recovery
Closed Road Allowance Disposal Charges	Full Cost Recovery
Special Customized Signage	Full Cost Recovery

**Inquiries related to this user fee and charges guide
and requests for alternate formats can be directed to:**

The Corporation of the Town of Pelham
Attention: Corporate Services Department
Town of Pelham, Municipal Building
P.O Box 400, 20 Pelham Town Square
Fonthill, Ontario
L0S 1E0





The Corporation of the Town of Pelham

By-law No. 74-2023

Being a by-law to adopt, ratify and confirm the actions of the Council at its regular meeting held on the 20th day of December 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 20th day of December, 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 20th day of December, 2023.

Marvin Junkin, Mayor

William Tigert, Town Clerk