

REGULAR COUNCIL MINUTES

Meeting #: C-03/2024
Date: Wednesday, February 7, 2024
Time: 9:00 AM
Location: Town of Pelham Municipal Office - Council
Chambers
20 Pelham Town Square, Fonthill

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

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

1. Call to Order and Declaration of Quorum

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

2. National Anthem

3. Land Recognition Statement

Deputy Mayor Wink read the land acknowledgment into the record.

4. Approval of the Agenda

Moved By Brian Eckhardt

Seconded By Kevin Ker

BE IT RESOLVED THAT the agenda for the February 7, 2024, Regular meeting of Council be adopted, as circulated.

Carried

5. Disclosure of Pecuniary Interests and General Nature Thereof

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

6. Hearing of Presentation, Delegations, Regional Report

6.1 Presentations

6.1.1 Ward Boundary Review, Council Composition and Deputy Mayor Selection Preliminary Report and Presentation

Moved By Wayne Olson

Seconded By Shellee Niznik

BE IT RESOLVED THAT Council receive the presentation from Dr. Andrew Sancton and Dr. Tim Cobban regarding the Council Composition, Ward Boundary Review, and Deputy Mayor Selection Study, for information;

AND THAT Council receive the associated Preliminary Report, for information.

Carried

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

No one appeared or submitted written comments.

Moved By Bob Hildebrandt

Seconded By 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 \$2021.10 as per the Municipal Act, Sections 357 and 358.

Carried

7. Adoption of Council Minutes

Moved By Shellee Niznik
Seconded By Kevin Ker

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

1. C-02/2024 - Regular Council Meeting - January 24, 2024

Carried

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

Moved By John Wink
Seconded By Shellee Niznik

THAT item 9.3.2 - LED Streetlight Conversation Phase 2 2024-0037 be lifted for separate consideration.

Carried

9. Consent Agenda Items to be Considered in Block

Moved By John Wink
Seconded By Wayne Olson

BE IT RESOLVED THAT the Consent Agenda items as listed on the February 7, 2024, 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:

PCOW-01/2024 - Public Meeting under the Planning Act - January 17, 2024
9.2 Minutes Approval - Committee of Council

9.2 Minutes Approval - Committee of Council\BE IT RESOLVED THAT the following minutes be adopted as printed, circulated and read:

PCOW 01/2024 - Public Meeting under the Planning Act - January 17, 2024
9.3 Staff Reports of a Routine Nature for Information or Action

9.3.1 2024 Ward Boundary Review, Council Composition Update and Selection Process for Deputy Mayor Public Consultation Sessions, 2024-0031-Clerks

BE IT RESOLVED THAT Council receive Report #2024-0031 – 2024 Ward Boundary Review, Council Composition Update, and Selection Process for Deputy Mayor Public Consultation Sessions, for information.

**~~9.3.2 LED Streetlight Conversion Phase 2 Extras, 2024-0037-
Public Works~~**

**~~BE IT RESOLVED THAT Council receive Report #2024-0037-
LED Streetlight Replacement Update Extras, for information.~~**

**9.3.3 2023 Council and Board Renumeration, 2024-0041-
Corporate Services**

BE IT RESOLVED THAT Council receive Report # 2024-0041 – Corporate Services - 2023 Statement of Council and Board Remuneration, for information.

9.3.4 Status Update Results of Ontario Land Tribunal CMC Re Cannabis, 2024-0036-Planning

BE IT RESOLVED THAT Council receive Report #2024-0036 – Status Update on the Results of the Ontario Land Tribunal Case Management Conference Hearing Re: Cannabis, for information.

9.4 Action Correspondence of a Routine Nature

9.4.1 Fonthill Scouting Proclamation Request - Scout Guide Week

BE IT RESOLVED THAT the Town of Pelham receive the proclamation request from Fonthill Scouting, for information;

AND THAT THE Corporation of the Town of Pelham hereby proclaims February 19 to February 25, 2024 as Scout Guide Week.

9.5 Information Correspondence

9.6 Advisory Committee Minutes for Information

9.6.1 Committee of Adjustment Minutes - November 6 2023

BE IT RESOLVED THAT Council receive the Committee of Adjustment minutes dated November 6, 2023, for information.

9.6.2 Joint Accessibility Advisory Committee Minutes - March 9, September 14, and November 9, 2023

BE IT RESOLVED THAT Council receive the Joint Accessibility Advisory Committee minutes dated March 9, 2023, September 14, 2023 and November 9, 2023, for information.

Carried

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

10.1 LED Streetlight Conversion Phase 2 Extras, 2024-0037-Public Works

Moved By Kevin Ker

Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2024-0037– LED Streetlight Replacement Update Extras, for information;

AND THAT Council approve Option 1, a budget increase of \$60,000.00 for project RD 04-23, funded from the Road Reserve to complete the installation of the 31 Decorative Fixtures for the LED Streetlight Conversion project.

Carried

11. Presentation and Consideration of Reports

11.1 Members of Council Reports

11.2 Staff Reports Requiring Action

11.2.1 Chief Administrative Officer Performance Review Template Review, 2024-0035-People Services

Moved By Shellee Niznik

Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2024-0035 CAO Performance Appraisal Template Review, for information;

AND THAT Council endorse Template 4 as the CAO Performance Evaluation Review Form;

AND FURTHER THAT Council maintain the existing CAO performance evaluation process unchanged.

Carried

11.2.2 Updates to the Municipally Owned Vehicles Policy, 2024-0007-People Services

Moved By Brian Eckhardt

Seconded By John Wink

BE IT RESOLVED THAT Council receive Report #2024-007 – Updates to the Use and Operation of Town Motor Vehicles Policy S100-06, for information;

AND THAT Council approve the Use and Operation of Town Motor Vehicles Policy S100-06, as amended.

Carried

11.2.3 AM-10-2023 - 61 Port Robinson Road - Recommendation Report, 2024-0011-Planning

Moved By Wayne Olson

Seconded By Kevin Ker

BE IT RESOLVED THAT Council receive Report #2024-0011 – Recommendation Report – Application for Zoning By-law Amendment – 61 Port Robinson Road, for information;

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

Carried

11.2.4 Revisions to Proposed Cemeteries By-law , 2024-0039-Town Solicitor

Moved By Shellee Niznik

Seconded By Brian Eckhardt

BE IT RESOLVED THAT Council receive Report # 2024-0039 – Revisions to Proposed Cemeteries By-law, for information;

AND THAT Council consider and approve proposed By-law No. 03-2024, being the Cemeteries By-law, subject to approval by the Registrar appointed under the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c. 33;

AND THAT Council direct staff to undertake all necessary steps to have the proposed By-law, as considered and approved by Council, approved by the Registrar as set out above.

Carried

11.2.5 Christmas in Pelham 2023 , 2024-0019-Recreation

Moved By Wayne Olson

Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2024-0019-Recreation Christmas in Pelham 2023, for information;

AND THAT Council designate Christmas in Pelham 2024 – Outdoor Christmas Market, to be held on Friday December 6, 2024, from 4:00 pm – 9:30 pm at 20 Pelham Town Square and declare the Outdoor Christmas Market a Municipally Significant Event;

AND THAT the Clerk be authorized to make an application for a Special Occasion Permit for the 2024 Christmas in Pelham Outdoor Christmas Market.

AND FURTHER THAT Council authorize the following road closures; Pelham Town Square entrance at Pelham Street to 55 meters east of Pelham Street, from 10:00 am to 11:59 pm on Friday, December 6, 2024.

Carried

11.2.6 Proposed 2024 Municipal Grant Allocation, 2024-0042-Recreation

Moved By Wayne Olson

Seconded By Kevin Ker

THAT Council direct staff to prepare a report for Council's consideration regarding the cost of providing in-kind services for non-profit organizations and also to review the sufficiency of the current grant program to ensure it meets the needs of the growing community.

Carried

Moved By Kevin Ker

Seconded By Shellee Niznik

BE IT RESOLVED THAT Council receive Report #2024-0042 Recreation – Proposed 2024 Municipal Grant Allocation, for information;

AND THAT Council approve the 2024 Municipal Grant allocations for \$13,580.00 waived fees; \$28,550.00 cash allocations; and \$18,450.13 estimated in-kind labour requests, as outlined in the 2024 Municipal Grant allocation summary.

Carried

11.2.7 Request for Removal of Canboro Road Rumble Strip from Vinemount Drive to Effingham Street, 2024-0025-Public Works

Moved By Wayne Olson

Seconded By Bob Hildebrandt

BE IT RESOLVED THAT Council receive Report #2024-0025-Request for Removal of Canboro Road Rumble Strip between Vinemount Drive and Effingham, for information;

AND THAT the existing rumble strip on the south side of Canboro road remain in place;

AND THAT line markings be repainted and new signage and sharrows be introduced between Vinemount Drive and Effingham Street as recommended in the In-Service Road Safety Review Study.

Carried

11.2.8 NPCA Trees for All Partnership, 2024-0023-Public Works

Moved By John Wink

Seconded By Brian Eckhardt

BE IT RESOLVED THAT Council receive Report #2024-0023 – Niagara Peninsula Conservation Authority 'Trees for All' Partnership Opportunity, for information;

AND THAT Council endorse and support the Niagara Peninsula Conservation Authority's Trees for All Program;

AND THAT Council direct staff to utilize \$11,327 from the 2024 Beautification Operating Budget to fulfill the Town's 2024 contribution to the Trees for All Program;

AND THAT Council further directs staff to include the following new expenditures in the subsequent operating budgets for Council's consideration to sustain the Town's commitments to the Trees for All Program:

1. **2025 - \$11,931**
2. **2026 - \$11,891**
3. **2027 - \$12,327**
4. **2028 - \$12,701**

Carried

- 12. Unfinished Business**
- 13. New Business**
- 14. Presentation and Consideration of By-Laws**

Moved By Kevin Ker

Seconded By Wayne Olson

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 06-2024 - Being a By-law to amend By-law No. 71-2023 to establish 2024 Fees and Charges to be collected by the Corporation of the Town of Pelham; And to amend Fees and Charges on the Public Works Schedule; And to Add Fees and Charges to the Fire and By-law Department Schedule.

Carried

- 15. Motions and Notices of Motion**
- 16. Committee of the Whole**

Moved By Brian Eckhardt

Seconded By John Wink

BE IT RESOLVED THAT Council do now adjourn its meeting to sit as Committee of the Whole to consider the 2024 waster and wastewater budgets.

Carried

16.1 Presentation

16.1.1 2024 Water and Wastewater Budget Presentation

The Treasurer and Deputy Treasurer provided Council a presentation with respect to the Water and Wastewater 2024 Budget. A copy is on file with the Clerk. The

Treasurer and Deputy Treasurer answered various questions of Council.

Moved By Shellee Niznik

THAT Committee receive the 2024 Water and Wastewater Budget presentation by the Treasurer and Deputy Treasurer, for information;

AND THAT Committee recommend to Council to approve the 2024 Water and Wastewater Budget, increasing the water rate by 6.5% and the wastewater rate by 9.5% at their meeting scheduled for February 21st, 2024.

Carried

17. Rise from Committee of the Whole

Moved By Bob Hildebrandt

THAT Committee rise from Committee of the Whole and reconvene as Council.

Carried

18. Resolution to Move In Camera

19. Rise From In Camera

20. Confirming By-Law

Moved By Wayne Olson

Seconded By Brian Eckhardt

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

Being a By-law No. 07-2024 to Adopt, Ratify and Confirm the proceedings of Council of the Town of Pelham at its Regular Meeting held on the 7th day of February, 2024.

Carried

21. Adjournment

The meeting was adjourned at 11:17 a.m.

Moved By Wayne Olson

Seconded By John Wink

BE IT RESOLVED THAT this Regular Meeting of Council be adjourned until the next regular meeting scheduled for February 21, 2024, at 9:00 a.m.

Carried

Mayor: Marvin Junkin

Town Clerk: William Tigert