

Reporting Period: Clerk's Office Quarterly Report for the period: January, February, March.

Recommendation:

BE IT RESOLVED THAT the Q1/2024 Clerk's Report be received for information.

Department Overview and Statistics:

Year	2022	2023	2024			
Quarter (Year to Date)	Year End	Year End	Q1	Q2	Q3	Q4
Insurance or Small Claims Processed	47	37	5			
Pelham Deaths Registered	107	58	23			
Deaths Outside of Pelham Registered	79	95	31			
Lottery Licenses Issued	14	20	8			
Council Meetings Attended/Minuted	22	23	6			
Special Council Meetings Attended/Minuted	12	1	1			
COW Meetings Attended/Minuted	1	7	0			
Public Meetings Attended/Minuted	9	10	2			
Affidavits Sworn	222	280	59			
FOI Requests Received/Processed	16	25	10			
Closed Meeting Investigation	0	0	0			
Committee of Adjustment - Variances	19	24	9			
Committee of Adjustment - Consents	13	14	8			
Committee of Adjustment - Hearings	11	12	3			
OLT Appeals C of A	1	0	0			
Muzzle Order Appeal	0	0	1			
By-laws	99	74	21			
Itinerant Seller/Vehicle Licenses Issued	8	15	7			

Short Term Accommodation Licences Issued	1	2	0
Sidewalk Patio/Sidewalk Sale Permits	3	6	1
Special Event Permit – Private	3	6	8
AMP Review Hearings	13	31	7
Marriage Licenses Issued	68	70	13
Civil Marriage Ceremonies Officiated	9	20	7
Media Releases	16	50	6
News Briefs	24	67	14

Projects:

Governance Review

Phase 3 of the governance review concluded in the first quarter of 2024, marked by the successful completion of two public consultation sessions hosted at Pelham Fire Station #2 and the Meridian Community Centre. Additionally, this phase entailed conducting stakeholder interviews involving Members of Council and the Senior Leadership Team, alongside an online public survey. The information collected throughout Phase 3 will be used in crafting the final report for Council’s consideration in mid-2024.

Civil Marriage Ceremonies

The Clerk’s department has experienced a steady rise in civil marriage ceremonies, both at Town Hall and through the utilization of Town officiant services. Clerk’s staff take pride in delivering personalized ceremonies to elevate the traditional “town hall wedding” experience. The department has received positive feedback and referrals, affirming the value of the service. Clerk’s staff remain committed to actively promoting this service, as it remains a source of joy and fulfillment. It is anticipated that being able to enjoy champagne at wedding ceremonies will be extremely popular at future Peace Park weddings.

Commissioner for Taking Affidavits

Following the onset of the COVID-19 pandemic and the discontinuation of Commissioner for Taking Affidavits (Commissioner) services at the local Service Ontario location, the Clerk’s department has absorbed the responsibility of handling Commissioner duties for related provincial documents. While this service extends to documents beyond those originating from Service Ontario, approximately three-quarters of the incoming documentation are vehicle transfer requests. Consequently, this shift has resulted in a substantial demand for the Legislative Coordinator, Deputy Clerk and Town Clerk to handle walk-in requests.

Communications Analytics, January to March 2024

Page Views	View per user	Average Engagement Time
123,183	3.44	0:16

Top 5 pages: (Main Page) Meridian Community Centre, Arena and Skating, Adult programs, Careers, Camp

Twitter

Tweets	Engagement	New Followers
288	156	5

Facebook

Post Link Click	Page Views	Total Reach
2381	8100	175,859

Instagram

Total Posts	Engagement	Followers
297	1650	2719

Engaging Pelham (Bang the Table)

Total Visitors	New Registrations	Informed Visitors/Aware Visitors
3800	20	736/2800

Marketing Projects:

- Recreation General Programming
- Meridian Community Centre Memberships
- Committee Members
- MYAC
- Seniors Seminar Series
- Seniors Fraud Series
- New programs at MCC – Tiny Tot/Drum Circle/Power Skate
- 2024 Budget
- Family Day in Pelham
- Easter in Pelham
- Hiring
- PD Day Camps

Public Relations Projects:

- Winter Parking
- Project Storm Drain
- Ward Boundary Review
- 2024 Total Solar Eclipse
- Crime Stoppers Flag Raising
- Future of MCC Adjacent Lands
- Scout-Guide Week Flag Raising
- Meals on Wheels Flag Raising

Grant Support:

Grant Applications Submitted:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Community Fund	Farm Credit Canada	Federal	Peace Park Sidewalk extensions	Public Works	Infrastructure Investment and Renewal	\$ 10,000.00
Canada Summer Jobs	Employment and Social Development Canada	Federal	Seasonal summer jobs including recreation, public works, and by-law	Multiple	Community Development and Growth	\$ 141,913.20
Summer Experience Opportunity	Ontario Ministry of Tourism, Culture and Sport	Provincial	Summer camp positions	Recreation, Culture and Wellness	Community Development and Growth	\$ 53,424.00
Energizing Life Community Fund	Hydro One	Provincial	Youth safe cycling helmet and gear distribution	Recreation, Culture and Wellness	Community Development and Growth	\$ 24,780.00
ParticipACTION Community Challenge	ParticipACTION	Federal	Class Pass Subsidy	Recreation, Culture and Wellness	Community Development and Growth	\$ 1,500.00
EV ChargeON Program	Infrastructure Ontario	Provincial	Centennial Park EV Chargers	Public Works	Environmental and Climate Adaptation	\$ 150,000.00
Ontario Arts Presenters Fund	Ontario Arts Council	Provincial	Community Mural Projects	Recreation, Culture and Wellness	Community Development and Growth	\$ 5,000.00
Green Jobs Initiative	Canadian Parks and Recreation Association	Federal	Seasonal parks labourer position	Public Works	Environmental and Climate Adaptation	\$ 5,062.00

Capital Grant	Ontario Trillium Foundation	Provincial	AODA Compliant Library Shelves	LPPL	Infrastructure Investment and Renewal	\$ 200,000.00
Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Seniors Active Living Centre Grants	Ontario Ministry for Seniors and Accessibility	Provincial	Operating grant and new seniors program equipment	Recreation, Culture and Wellness	Community Development and Growth	\$ 65,000.00
Tourism Growth Program	Federal Economic Development Agency for Southern Ontario	Provincial	Peace Park accessibility enhancements	Public Works	Infrastructure Investment and Renewal	\$ 98,857.00
Canada Post Community Grant	Canada Post Community Foundation	Federal	Youth program pass and youth equipment	Recreation, Culture and Wellness	Community Development and Growth	\$ 24,997.00
Environmental Grant	Niagara Community Foundation	Regional	Tree distribution program	Recreation, Culture and Wellness	Environmental and Climate Adaptation	\$ 15,000.00
Summer Camps Grant	Niagara Community Foundation	Regional	Summer Camp Subsidies	Recreation, Culture and Wellness	Community Development and Growth	\$ 2,280.00
Resilient Greenbelt - stage 1	Greenbelt Foundation	Provincial	Trail Erosion Control Pilot Program	Public Works	Infrastructure Investment and Renewal	\$ 615,000.00
Seniors Community Grant	Ontario Ministry for Seniors and Accessibility	Provincial	Senior's social and seminar experiences (55+ PULSE Program)	Recreation, Culture and Wellness	Community Development and Growth	\$ 25,000.00
The Next Play	Canadian Women & Sport	Federal	E.L. Crossley Rowing Program	Recreation, Culture and Wellness	Community Development and Growth	\$ 5,500.00
My Main Street Community Activator	Canadian Urban Institute and Federal Economic Development Agency for Southern Ontario.	Provincial	Peace Park Placemaking Enhancements	Public Works	Infrastructure Investment and Renewal	\$ 250,000.00

Public Realm Investment Program	Niagara Region	Regional	Placemaking features for the stormwater pond at the corner of Rice Road and HWY 20	Public Works	Infrastructure Investment and Renewal	\$ 28,500.00
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Grants Received:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested	Amount Received
Ontario Cultural Attractions Fund - stage two	Ontario Cultural Attractions Fund	Provincial	Pelham Summerfest marketing support	Recreation, Culture and Wellness	Community Development and Growth	\$56,260.00	\$40,000.00
New Horizons for Seniors 2024 projects	Employment and Social Development Canada	Federal	Seniors Workshop Series	Recreation, Culture and Wellness	Community Development and Growth	\$25,000.00	\$25,000.00
Community Emergency Preparedness Grant	Emergency Management Ontario	Provincial	Emergency Operations Centre equipment and informational materials	Fire Services	Infrastructure Investment and Renewal	\$49,998.46	\$49,998.46

Declined Applications:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Community Fund	Farm Credit Canada	Federal	Peace Park Sidewalk extensions	Public Works	Infrastructure Investment and Renewal	\$ 10,000.00
Green and Inclusive Community Buildings (GICB) program	Infrastructure Canada	Federal	Fonthill Library Branch Renovations	Public Works	Infrastructure Investment and Renewal	\$ 2,396,031.04
Resilient Communities Fund	Ontario Trillium Foundation	Provincial	Active Trail Network Feasibility Study	Public Works and Recreation,	Community Development and Growth	\$ 99,300.00

				Culture and Wellness		
Environmental Grant	Niagara Community Foundation	Regional	Tree distribution program	Recreation, Culture and Wellness	Environmental and Climate Adaptation	\$ 15,000.00
Green Jobs Initiative	Canadian Parks and Recreation Association	Federal	Seasonal parks labourer position	Public Works	Environmental and Climate Adaptation	\$ 5,062.00
Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Treemendous Communities Grant	Tree Canada	Federal	16 Marlene Stewart Drive community tree plant	Public Works and Recreation, Culture and Wellness	Environmental and Climate Adaptation	\$ 10,000.00

Town Communications Department provided assistance with the following independent third-party grant applications:

Organization	Grant Name	Funder	Funding Level	Project	Strategic Priority Focus
Platform Tennis Club	Capital Grant	Ontario Trillium Foundation	Provincial	Platform Tennis clubhouse improvements	Infrastructure Investment and Renewal
Wellspring Niagara	BCM Grant Program	BCM Insurance Company	Regional	Community open house	Community Development and Growth