

Reporting Period: Clerk's Office Quarterly Report for the period: April, May, June.

Recommendation:

BE IT RESOLVED THAT the Q2/2024-0174 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	10		
Pelham Deaths Registered	107	58	23	44		
Deaths Outside of Pelham Registered	79	95	31	48		
Lottery Licences Issued	14	20	8	10		
Council Meetings Attended/Minuted	22	23	6	11		
Special Council Meetings Attended/Minuted	12	1	1	3		
COW Meetings Attended/Minuted	1	7	0	0		
Public Meetings Attended/Minuted	9	10	2	4		
Affidavits Sworn	222	280	59	116		
FOI Requests Received/Processed	16	25	10	23		
Closed Meeting Investigation	0	0	0	0		
Committee of Adjustment - Variances	19	24	9	12		
Committee of Adjustment - Consents	13	14	8	11		
Committee of Adjustment - Hearings	11	12	3	6		
OLT Appeals C of A	1	0	0	0		
Muzzle Order Appeal	0	0	1	1		
By-laws	99	74	21	45		
Itinerant Seller/Vehicle Licenses Issued	8	15	7	21		

Short Term Accommodation Licences Issued	1	2	0	1
Sidewalk Patio/Sidewalk Sale Permits	3	6	1	4
Special Event Permit – Private	3	6	8	8
AMP Review Hearings	13	31	7	8
Marriage Licenses Issued	68	70	13	32
Civil Marriage Ceremonies Officiated	9	20	7	15
Media Releases	16	50	6	18
News Briefs	24	67	14	26

Projects:

Muzzle Order Appeal Process/By-law Review

The Clerk’s Department has provided input to the Town Solicitor to assist with updating the animal care and control by-law, specifically concerning the muzzle order appeal process. This collaboration aims to ensure clarity and fairness throughout the appeal process.

Governance Review

The review of Ward Boundaries, Council Composition, and the Selection Process for Deputy Mayor concluded on May 29, 2024. Council has decided to maintain the practice of selecting the Deputy Mayor from among the Members of Council for a two-year term. Additionally, Council will continue with a six Councillor system, with two Councillors elected from each of the three revised wards, preserving Council's total size of seven members. The ward boundaries have been adjusted slightly to reflect new population densities and will take effect in the 2026 municipal election.

The Town of Pelham was established in 1970 and has operated under a three-ward system since its inception. The last minor adjustments to the ward boundaries were made in 1978.

Special Event Permit and Travelling Vendor By-law(s)

Since the pandemic, there has been a significant increase in demand for outdoor events and a growing popularity of food vending vehicles and refreshment carts. In response, the Clerk’s Department has dedicated time to revamping the Itinerant Seller Licence to better address the current needs and operations of these vendors. Additionally, a new Special Event By-law has been developed to ensure that special events continue to occur safely. This by-law was reviewed by the Agricultural Advisory Committee to assess its impact on farm practices. Both the updated Travelling Vendor Licence By-law (formerly Itinerant Seller Licence By-law) and the

Special Event By-law will be presented to Council in Q3/Q4 of 2024, ahead of the next licensing season.

2026 Municipal Election

The Clerk's department is proactively preparing for the 2026 municipal election by gathering information and consulting with various municipalities. In Q3 of 2024, Council will be presented with a recommendations report detailing potential voting methods for the upcoming election.

Clean-up Project

The Clerk's department has intensified its efforts to digitize records. Numerous banker boxes of by-law copies are being cross-examined with the by-law database, which was initially created during a scanning project undertaken by a student several years ago. This initiative aims to ensure that by-law records are accurate and complete, while also providing an opportunity to reduce paper storage.

Staff Updates

Communications Specialist completed Scribe training with Emergency Management Ontario.

Communications Analytics, April to June 2024

Page Views	Views per user	Average Time on Page
109,735	3.14	0:15

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

X (formerly known as Twitter)

Tweets	Engagement	New Followers
317	131	-1

Facebook

Engagement	Page Views	Total Reach
1684	7698	272,320

Instagram

Total Posts	Engagement	Post Video Views
384	1343	2802

Engaging Pelham (Bang the Table)

Total Visitors	New Registrations	Engaged/ Informed Visitors
5043	7	1323/3631

Marketing Projects:

- Recreation General Programming
- Meridian Community Centre Memberships
- Committee Members – Cultural Advisory and Committee of Adjustment
- PD Day Camps
- Niagara College Health Fair
- 55+ Seminar and Social Series
- Babysitting Course
- Summer Camps
- Family Music Day
- LemonAID Day
- June 21
- June 30 for 30 Challenge
- Communities in Bloom
- July 1 – Superhero and Princess Party and parade
- Earth Week community clean-up
- Summer Chill Series
- Hop ON Bike program
- Drum circles

Public Relations Projects:

- Project Storm Drain
- Ward Boundary Review
- 2024 Total Solar Eclipse
- MCC transformer incident
- Oak Wilt
- National Day of Awareness – REDress Day
- Crossing Guard Week
- Fireworks Safety
- Niagara Transit Commission Public Engagement Survey
- Seniors Month flag-raising
- Pride Month flag-raising
- National Indigenous People Day flag-raising
- Cherry Birch tree planting

Grant Applications Submitted:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
David S. Howes Fund	Niagara Community Foundation	Regional	Centennial Park	Public Works	Infrastructure Investment and Renewal	\$24,295.00

			Washroom Replacement			
Accelerated Impact Stream	Invasive Species Centre	Provincial	Forest Health Invasive Species Surveys	Public Works	Environmental and Climate Adaptation	\$6,450.00
Housing Enabling Water Systems Fund	Infrastructure Ontario	Provincial	Drinking water, wastewater, and stormwater infrastructure	Public Works	Infrastructure Investment and Renewal	\$21,170,000.00
Girls at Bat	Jays Care Foundation	Federal	Girls at Bat Summer Camp Programming	Recreation, Culture and Wellness	Community Development and Growth	Outdoor softball/baseball equipment set
Inclusive Communities Grant	Ontario Ministry for Seniors and Accessibility	Provincial	Installation of benches along the trail network	Public Works	Community Development and Growth	\$60,000.00
Jackman Foundation Grants	Jackman Foundation	Provincial	Placemaking features in Pelham	Recreation, Culture and Wellness and Public Works	Community Development and Growth	\$19,420.00
Invasive Phragmites Control Fund	Invasive Species Centre	Provincial	Phragmites Mapping and Treatment	Public Works	Environmental and Climate Adaptation	\$9,650
Reconciliation Action Grant	The Gord Downie & Chanie Wenjack Fund	Federal	National Ribbon Skirt Day programming	Recreation, Culture and Wellness	Community Development and Growth	\$5,000.00
Seed Grants	Ontario Trillium Foundation	Provincial	Culture in the Courtyard Pilot Program	Recreation, Culture and Wellness	Community Development and Growth	\$47,500.00
Shade Structure Program	Canadian Dermatology Association	Federal	Centennial Park Field #1 Shade Structure	Recreation, Culture and Wellness and Public Works	Infrastructure Investment and Renewal	\$7,500.00

\$ 21,349,815.00

Grants Received:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested	Amount Received
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	\$3,816.00
ParticipACTION Community Challenge	ParticipACTION	Federal	Class Pass Subsidy	Recreation, Culture and Wellness	Community Development and Growth	\$1,500.00	\$1,500.00
Celebrate Canada	Canadian Department of Heritage	Federal	Canada Day and National Indigenous Peoples Day programming	Recreation, Culture and Wellness	Community Development and Growth	\$34,230.00	\$10,000.00
Girls at Bat	Jays Care Foundation	Federal	Girls at Bat Summer Camp Programming	Recreation, Culture and Wellness	Community Development and Growth	Outdoor softball/baseball equipment set	Outdoor softball/baseball equipment set
Summer Camps Grant	Niagara Community Foundation	Regional	Summer Camp Subsidies	Recreation, Culture and Wellness	Community Development and Growth	\$2,280.00	\$2,000.00
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	\$11,592.00
Seniors Community Grant	Ontario Ministry for Seniors and Accessibility	Provincial	Senior social and seminar experiences (55+ PULSE Program)	Recreation, Culture and Wellness	Community Development and Growth	\$25,000.00	\$25,000.00

\$53,908.00

Declined Applications:

Grant Name	Funder	Funding Level	Project	Department	Strategic Priority Focus	Amount Requested
Resilient Greenbelt	Greenbelt Foundation	Provincial	Trail Erosion Control Pilot Program	Public Works	Infrastructure Investment and Renewal	\$615,000.00
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
Disaster Mitigation and Adaption Fund	Infrastructure Canada	Federal	10-year stormwater managemnt projects	Public Works	Infrastructure Investment and Renewal	\$19,655,376.00
David S. Howes Fund	Niagara Community Foundation	Regional	Centennial Park Washroom Replacement	Public Works	Infrastructure Investment and Renewal	\$24,295.00
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
Tourism Growth Program	Federal Economic Development Agency for Southern Ontario	Provincial	Peace Park accessibility enhancements	Public Works	Infrastructure Investment and Renewal	\$98,857.00

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

Organization	Grant Name	Funder	Funding Level	Project	Strategic Priority Focus
Wellspring Niagara	Community Fund	Farm Credit Canada	Federal	Nourish Program Freezers	Community Development and Growth